

Career Studies

**Office Automation
Specialist^{TP} (053)**

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
AST 141	Word Processing I	3	0	3
AST 236	Specialized Software Applications	3	0	3
AST 238	Word Processing Advanced Operations	3	0	3
AST 253	Desktop Publishing	3	0	3
AST 260	Presentation Software	3	0	3
ITE 100	Intro to Information Systems	3	0	3
ITE 140	Spreadsheet Software	3	0	3
ITE 150	Desktop Database Software	3	0	3
	Total	24	0	24

24 credits required to graduate

^{TP}This program is part of the Tech Prep Initiative: Students having successfully completed certain high school courses may qualify for advanced standing and receive free credit in equivalent college courses. Please see your advisor for additional information.

Faculty Contacts

Dr. Ann Davis, Ms. Jane Jones,
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