

Career Studies

Word Processing (083)

*Lec/Lab Crse
Hrs.Hrs. Cr.*

First Semester

AST 107	Editing/Proofreading Skills	3	0	3
AST 108	Telephone Techniques	1	0	1
AST 141	Word Processing I	3	0	3
AST 154	Intro to Voice Recognition Software	2	0	2
AST 206	Professional Development	3	0	3
ITE 100	Intro to Information Systems	3	0	3
SDV 100	College Success Skills	1	0	1
	Total	16	0	16

Second Semester

AST 236	Specialized Software Applications	3	0	3
AST 238	Word Processing Advanced Operations	3	0	3
AST 260	Presentation Software	3	0	3
AST 253	Desktop Publishing I	3	0	3
	Total	12	0	12

28 credits required to graduate

Faculty Contact

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Ms. Victoria Ratliff
Location: Phillips-Taylor Hall