BUSINESS MANAGEMENT:
Word Processing
Career Studies Certificate   **AL, AN, WO**

Purpose: The Word Processing career studies certificate is designed to prepare students with computer skills for text processing for initial employment in word processing positions, for job advancement, or for personal needs.

One Year		**Credits**
1st Semester		
[1]AST 141 Word Processing I		3
ENG 116 Writing for Business or		
ENG Elective		3
Total		**6**
2nd Semester		
AST 142 Word Processing II		3
AST 257 Word Processing Desktop Pub.		3
Total		**6**

Total credits for the Word Processing Career Studies Certificate = 12.

[1] Prerequisite: AST 101 Keyboarding I or equivalent skills.