

BUSINESS MANAGEMENT:

Word Processing

Career Studies Certificate

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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
ENG	116 Writing for Business or ENG Elective
Total	

3

3

6

2nd Semester

AST	142 Word Processing II
AST	257 Word Processing Desktop Pub.
Total	

3

3

6

Total credits for the Word Processing Career Studies Certificate = 12

¹ Prerequisite: AST 101 Keyboarding I or equivalent skills.