

**Teleservices
Career Studies Certificate**

Program Coordinator:

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First Semester (Fall)		
AST 114	Keyboarding for Information Processing ¹	2
AST 171	Introduction to Call Center Services	3
AST 206	Professional Development	3
AST 232	Microcomputer Office Applications	3
MKT 100	Principles of Marketing	3
AST 137	Records Management	3
Total Credits		17

Total minimum credits for AAS Degree 17

¹ Students who pass the Keyboarding Exemption Test will be granted credit for this course. Testing date is published in the class schedule.