

AREA: Information Processing Technician

PURPOSE: To assist students in developing the basic software skills involved in information processing in the office environment and their applications for a range of office functions

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- Most courses in this program require placement tests indicating readiness to enroll in ENG 111 and reading prerequisite courses.
- Students without keyboarding skill (or limited skill below 25 words per minute) must complete the prerequisite course AST 101 Keyboarding I, prior to enrolling in AST 102 or AST 141.
- All courses completed require a grade of C or better.

| Course# | Title | Credits |
|---------|--|-----------|
| AST 107 | Editing and Proofreading Skills ¹ | 3 |
| AST 141 | Word Processing I ² | 3 |
| AST 142 | Word Processing II ³ | 3 |
| AST 205 | Business Communications | 3 |
| AST 206 | Professional Development | 3 |
| AST 234 | Records and Database Management ² | 3 |
| AST 243 | Office Administration I ¹ | 3 |
| | Total | 21 |

¹Keyboarding skill is required. Corequisite: AST 101 or equivalent skill

²Keyboarding skill and computer knowledge are required. Prerequisite: AST 101 or equivalent skill

³Prerequisite: AST 141 or equivalent skill

Recommendation: Career-seeking students are also encouraged to enroll in the office systems assistant one-year certificate and/or the administrative support technology: administrative assistant specialization associate degree program.