

Career Studies Certificate: Information Processing Technician

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:

1. Most courses in this program require placement tests indicating readiness to enroll in ENG 111 and reading prerequisite courses.
2. 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.
3. All courses completed require a grade of C or better.

Additional courses to enhance employment opportunities may include: (if 12 credits needed each semester)

AST 205 Business Communications
 AST 234 Records and Database Management
 ENG 111 College Composition I
 ITE 115 Introduction to Computer Applications & Concepts
 SPA 101/102 Spanish I and II

PROGRAM REQUIREMENTS:

Course#	Title	Credits
First Semester (Fall)		
AST 107	Editing and Proofreading Skills ¹	3
AST 102	Keyboarding II or AST 141 Word Processing I ²	3
SDV 100	College Success Skills	1
Total		7
Second Semester (Spring)		
AST 142	Word Processing II ³	3
AST 206	Professional Development	3
AST 243	Office Administration I ² or AST 244 Administration II ²	3
Total		9
Program Total		16

¹Keyboarding skill is required. Co requisite: AST 101 or equivalent skill. Students may enroll concurrently in ENG 3 and ENG 4.

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.