

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

OCCUPATIONAL OBJECTIVES: office assistant, office support technician, customer service care center, information technology assistant

ADMISSION/COURSE PREREQUISITE

REQUIREMENTS:

- Most courses in this program require placement in to ENF 2 or higher or successful completion of ENF1.
- 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.

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

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

Course#	Title	Credits
---------	-------	---------

First Semester (Fall)

AST	107	Editing and Proofreading Skills ¹	3
AST	102/141	Keyboarding II or Word Processing I ²	3
SDV	101	Orientation to Virtual Assistant	1
Total			7

Second Semester (Spring)

AST	142	Word Processing II ³	3
AST	206	Professional Development ⁴	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.

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

³Prerequisite: AST 102 or AST 141 or instructor approval

⁴Capstone course. Internship project required.

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