

LFCC ADVISING WORKSHEET

Program: CSC Information Processing Technician Catalog Year: 2016-2017

Advisor:

Program 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

Check	Course	Title	Credits	Grade	Notes
First Semester (fall)					
	AST 107	Editing and Proofreading Skills ¹	3		
	AST102/ 141	Keyboarding II ² or Word Processing I ²	3		
	SDV 101	Orientation to Virtual Assistant	1		
Second Semester (spring)					
	AST 142	Word Processing II ³	3		
	AST 206	Professional Development ⁴	3		
	AST 243/ 244	Office Administration I ² or Office Administration II ²	3		
		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.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

¹.Most courses in this program require placement in to ENF 2 or higher or successful completion of ENF1.

²Students 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.

The College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.