

**Career Studies Certificate: Information Processing Technician**  
**221-299-16**

**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 computer or keyboarding skills (below 30 words per minute) must complete the prerequisite course AST 80 and/or 81 Basic Keyboarding 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	
<b>First Semester (Fall)</b>			
AST	107	Editing and Proofreading Skills <sup>1</sup>	3
AST	102/ 141	Keyboarding II <u>or</u> Word Processing I <sup>2</sup>	3
SDV	101	Orientation to Virtual Assistant	1
<b>Total</b>			<b>7</b>
<b>Second Semester (Spring)</b>			
AST	142	Word Processing II <sup>3</sup>	3
AST	206	Professional Development <sup>4</sup>	3
AST	243/ 244	Office Administration I <sup>2</sup> <u>or</u> AST 244 Administration II <sup>2</sup>	3
<b>Total</b>			<b>9</b>
<b>Program Total</b>			<b>16</b>

<sup>1</sup>Keyboarding skill is required. Co requisite: AST 80 and/or 81 Basic Keyboarding or equivalent skill.

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

<sup>3</sup>Prerequisite: AST 102 or AST 141 or instructor approval

<sup>4</sup>Capstone 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 degree program.