BUSINESS MANAGEMENT:
Information Processing
Certificate   **AL, AN, WO**

Purpose: The one-year program is designed to prepare students for entry-level office work. Upon completion of the program, students will have developed competencies in microcomputer applications relating to keyboarding, word processing, and information and records management.

One Year		**Credits**
1st Semester		
AST	101 Keyboarding I	3
AST	141 Word Processing I	3
AST	234 Records & Database Management	3
ENG	111 College Composition I	3
ITE	100 Intro. to Information Systems	3
SDV	Elective	1
	Total	**16**

2nd Semester		
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AST	102 Keyboarding II	3
AST	107 Editing/Proofreading Skills	3
AST	142 Word Processing II	3
AST	232 Microcomputer Office Appl. or	
	AST 236 Specialized Software Appl. or	
	ITE 115 Intro. to Computer Applications & Concepts	3
[1]	Business Elective	3
	Total	**15**

Total credits for the Information Processing Certificate = 31.

[1] The business elective may be selected from ACC, BUS, ITD, ITE, ITN, ITP, or AST prefixes.