

BUSINESS MANAGEMENT:

Information Processing

Career Studies Certificate

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Purpose: The Information Processing career studies certificate is designed to prepare students with computer skills required in a general office. The program includes instruction in the use of text processing, spreadsheets, and database software. Students may wish to pursue this program to meet requirements to qualify for a job, to improve skills in one's current job, or to fulfill personal needs for computerized information processing.

One Year		Credits
1st Semester		
¹ AST	102 Keyboarding II	3
ENG	116 Writing for Business or ENG Elective	<u>3</u>
	Total	6
2nd Semester		
¹ AST	141 Word Processing I	3
AST	232 Microcomputer Office Appl. or AST 236 Spec. Software Appl. or ITE 115 Intro to Computer Applications & Concepts	<u>3</u>
	Total	6

Total credits for the Information Processing Career Studies Certificate = 12

¹ Prerequisite: AST 101 Keyboarding I or equivalent skills.