

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

PROGRAM REQUIREMENTS:

<u>Course#</u>	<u>Title</u>	<u>Credits</u>
AST 107	Editing and Proofreading Skills ¹	3
AST 141	Word Processing I ²	3
AST 142	Word Processing II ³	3
AST 205	Business Communications	3
AST 206	Professional Development	3
AST 234	Records and Database Management ²	3
AST 243	Office Administration I ¹	3
	Total	21

¹Keyboarding skill is required. Corequisite: AST 101 or equivalent skill

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

³Prerequisite: AST 141 or equivalent skill

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