

Information Processing Certificate

Degree Code: IMS-2108

Minimum GPA: 2.0

Minimum Hours: 32

Name: _____ ID: _____ Date: _____

The information processing certificate program combines data processing and word processing courses to prepare students to electronically input, edit, store, and recall written communications. At the completion of the program, students will have the necessary skills to be employed in a general office environment with computer software application skills as required.

	3	BUS 210	Principles of Management
	3	BUS 214	Business Law I
	4	COM 111	Business Computer Systems
	1	COM 201	Windows Operating System
	3	COM 222	Computer Logic
	2	COM 265	Command Prompt-Windows
	2	COM 280	Microsoft Word
	2	COM 281	Microsoft Excel
	3	ENG 111 or ENG 124	English Composition I or Technical Communication I
	3	ENG 112 or ENG 221	English Composition II or Technical Communication II
	3	SEM 200	Career Decision Making
	3	SPC 111	Speech

Possible Career Opportunities

IT Manager, IT Project Manager, Manager of IT, Program Manager, Project Manager, Project Manager/Team Coach, Senior Lead Project Manager, Senior Project Leader/Team Lead (Project Manager), Transition Manger

O*NET Links: www.onetonline.org

SOC Codes: 15-1199.09

I have received a copy and agree to follow this degree audit:

Student: _____ Advisor: _____ Date _____