

# Information Processing A.A.S

Degree Code: IMS-2209

Minimum GPA: 2.0

Minimum Hours: 68

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Date: \_\_\_\_\_

Information Processing involves coordinating people, equipment, and procedures to organize information in a meaningful way within an organization. Information Processing has become a common term referring to the electronic processing of various categories of information (data, words/text, graphics, images, numbers, and voice). This program seeks to prepare the individual for employment in the workplace as a processor of information using automated/electronic technology. *This 2+2 program will transfer into the Information Management Systems program at SIU-C.*

	4	ACC 111	Financial Accounting
	3	BUS 116	Principles of Marketing
	3	BUS 125	Business Communication
	3	BUS 210	Principles of Management
	3	BUS 211	Introduction to Finance
	3	BUS 214	Business Law I
	3	BUS 215	Legal & Social Environment of Business
	3	BUS 230	Human Resource Management
	4	COM 111	Business Computer Systems
	1	COM 161	Intro to Command Prompt/DOS
	3	COM 225	Systems Analysis
	1	COM 261	Advanced Command Prompt/DOS
	2	COM 280	Microsoft Word
	2	COM 281	Microsoft Excel
	2	COM 283	Microsoft Access
	3	ECO 211 or ECO 212	Economics (Marco) or Economics (Micro)
	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	IMS 130	Current Technology for Office Support
	2	IMS 197	Information Processing Internship
	3	IMS 227	Office Information Processing I
	3	IMS 236	Office Information Processing II
	1	INT 111	Career Development
	3	PSY 211	Introduction to Psychology
	1	SEM 111	College Success
	3	SPC 111 or SPC 210	Speech or Interpersonal Communication

### 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](http://www.onetonline.org)

SOC Codes: 15-1199.09

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

Student: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_