

# Information Processing Technology (AAS Degree)

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.

## First Year

FALL SEMESTER		Credit Hours
BUS 210	Principles of Management	3
BUS 214	Business Law I	3
COM 111	Business Computer Systems	4
COM 201	Windows Operating System	1
COM 281	Microsoft Excel	2
SEM 200	Career Decision Making	3
<b>TOTAL HOURS</b>		<b>16</b>

SPRING SEMESTER		Credit Hours
COM 222	Computer Logic	3
COM 265	Command Prompt - Windows	2
COM 280	Microsoft Word	2
ENG 124 or ENG 111	Technical Writing Communication I or English Composition I	3
PSY 211	Introduction to Psychology	3
SPC 111	Speech	3
<b>TOTAL HOURS</b>		<b>16</b>

Career Clusters: Business Management & Administration

Career Pathways: Administrative & Information Support



## Second Year

FALL SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
ENG 221 or ENG 112	Technical Communication II or English Composition II	3
COM 190	Microsoft Publisher	1
COM 225	Systems Analysis	3
COM 231 or COM 239	C Programming or JAVA Programming	3
<b>TOTAL HOURS</b>		<b>14</b>

SPRING SEMESTER		Credit Hours
BUS 225	Business Communication	3
BUS 215	Legal and Social Environment of Business	3
COM 283	Microsoft Access	2
ECO 212	Intro to Microeconomics	3
IMS 227	Office Information Processing	3
IMS 197	Information Processing Internship	2
<b>TOTAL HOURS</b>		<b>16</b>

Possible Career Opportunities:

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

**O\*NET Links:** [www.oneonline.org4](http://www.oneonline.org4)

SOC Codes: 15-1199.09

### Current In-District Rate Semester Credit Hour:

\$125.00 per Credit Hour \$15.00 Technology Fee/per Credit Hour

### Semester One Fall – total cost - \$2,322.00

\$30.00 Lab fee for Business Computer Systems (COM 111)

\$30.00 Lab fee for Microsoft Excel (COM 281)

\$22.00 Lab fee for Windows Operating System (COM 201)

### Semester Two Spring – total cost - \$2,295.00

\$30.00 Lab fee for Microsoft Word (COM 280)

\$25.00 Lab fee for Command Prompt – Windows (COM 265)

### Semester Three (Second Year) Fall – total cost - \$2,015.00

\$15.00 Lab fee for Financial Accounting (ACC 111)

\$15.00 Lab fee for Microsoft Publisher (COM 190)

\$25.00 Lab fee for either (COM 231 or COM 239)

### Semester Four Spring – total cost - \$2,300.00

\$30.00 Lab fee for Microsoft Access (COM 283)

\$15.00 Lab fee for Office Information Processing I (IMS 227)

\$15.00 Insurance fee for Information Processing Internship (IMS 197)

### Total projected program cost - \$8,932.00

Books not included in projected cost.

**\*Some courses may be available for online instruction.**

**Additional \$30 per class fee will apply.**

### Contact Information:

#### Admissions

**Email:** admissions@shawneecc.edu

**Phone:** 618.634.3200



Shawnee  
Community College