



**INFORMATION PROCESSING
Certificate Program**

Career Curriculum 00BUS0054
Certificate Program
Minimum Hrs. 42
Major Code: 1.2 520408J

FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 110 Introduction to Business	3	___
BUS 116 Keyboarding I ¹	3	___
BUS 127 Electronic Calculating	1	___
BUS 135 Office Language Skills	3	___
BUS 138 Employment Strategy	1	___
BUS 236 Records Management	1	___
CIS 101 Introduction to Computers	3	___
MAT 113 Introduction to Contemporary Mathematics OR	3	___
BUS 111 Business Mathematics	18	___

SPRING SEMESTER

Dept. No.	Hrs.	Gr.
BUS 117 Keyboarding II ¹	3	___
BUS 128 Machine Transcription	3	___
BUS 235 Business Correspondence	3	___
BUS 237 Office Procedures	3	___
CIS 104 Spreadsheet Design	3	___
PSY 132 General Psychology OR	3	___
SPE 116 Interpersonal Communications	18	___

SUMMER SEMESTER

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting	3	___
BUS 205 Word Processing	3	___
	6	___

Spring Only Course:

BUS 237

¹ Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: Spring 2012

Additional Information: Students who successfully complete this one-year program will receive a Certificate of Achievement. The curriculum is designed for the individual desiring a clerical office position that does not involve shorthand. Emphasis is placed on word processing, keyboarding, filing, records management, bookkeeping, basic skills, and office procedures.

Career Opportunities: Graduates of this program will be qualified for entry level employment as data entry operators, word processing operators, receptionists, file clerks, transcriptionists, general office clerical employees, and civil service employees.