



**INFORMATION PROCESSING  
Certificate Program**

Career Curriculum Certificate Program Minimum Hrs. 42 Major Code: 1.2 520408J
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**FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 110	Introduction to Business	3	—
BUS 116	Keyboarding I <sup>1</sup>	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 OR CIS 207 Computer Applications	3	—
MAT 113	Introduction to Contemporary Mathematics OR BUS 111 Business Mathematics	<u>3</u> 18	—

**SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 117	Keyboarding II <sup>1</sup>	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 SPE 116 Interpersonal Communications	<u>3</u> 18	—

**SUMMER SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 100	Business Accounting	3	—
BUS 205	Word Processing	<u>3</u> 6	—

Spring Only Course:

BUS 237

<sup>1</sup> 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: Fall 2008**

**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.