



Information Processing Assistant Diploma - 36 credits

Program Area: Administrative Support Careers (Fall 2017)

REMEMBER TO REGISTER EARLY

Program Description

This program is designed to prepare the student for employment as an Information Processing Assistant utilizing word processing skills. Information Processing Assistants perform a full range of office tasks. They may handle incoming and outgoing mail, type documents and forms, transcribe business documents from dictation, file and retrieve records, handle telephone calls, and make travel arrangements. They use a wide variety of office equipment including computers, transcribing machines, calculators, and photocopiers.

The Information Processing Assistant Diploma transfers seamlessly into LSC's Administrative Office Specialist AAS Degree.

Program Outcomes

- Plan and produce professional written business correspondence using correct English and proofreading skills
- Plan and deliver verbal presentations using correct English skills
- Demonstrate keyboarding production proficiency
- Apply ARMA indexing and filing procedures and rules
- Transcribe various types of material into mailable documents using correct English skills
- Exhibit ethical behavior, positive self-image, and professional conduct
- Utilize computer productivity software for business applications
- Develop a job search plan, appropriate documents, and exhibit appropriate interview skills
- Apply learned program skills and knowledge to work or simulated situations
- Analyze and record business transactions, generate reports, and prepare financial statements

Required Courses

| Number | Name | Credits | Term |
|------------|---------------------------|---------|------|
| ADSC 1415 | Keyboarding I | 3 | |
| ADSC 1419 | Business English | 3 | |
| ADSC 1430 | Microsoft Office | 3 | |
| ADSC 1440* | General Office Procedures | 3 | |
| ADSC 1416* | Keyboarding II | 3 | |
| ADSC 1421* | Business Presentations | 3 | |
| ADSC 1442* | Records Management | 2 | |
| ADSC 1452* | Transcription and Editing | 3 | |
| ADSC 1718* | Keyboarding Drills | 1 | |
| ADSC 1420 | Business Communications | 3 | |
| ADSC 1425 | Calculators/Ten-key | 1 | |
| ADSC 1432* | Office Capstone | 3 | |
| ADSC 1441 | Bookkeeping | 2 | |
| ADSC 1715 | Word Processing | 3 | |

Total Credits **36**

*Requires a prerequisite or a concurrent course

Pre-program Requirements

Successful entry into this program requires **basic computer skills** and a specific level of skill in the areas of English, mathematics, and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

English/Reading:

- A score of 78 or higher on the reading comprehension portion of the Accuplacer, or
- Completion of ENGL/READ 0950 or 0955 OR equivalent course or higher. ENGL/READ 0955 may be taken concurrently.



Information Processing Assistant Diploma - 36 credits

Program Area: Administrative Support Careers (Fall 2017)

*****REMEMBER TO REGISTER EARLY*****

For interpretation of test results and selection of appropriate coursework;
or general information about the program, admissions, financial aid, and getting started at LSC,
contact the professional advising team at pat@lsc.edu or 218-733-7601

For more information about the Information Processing Assistant Diploma including course descriptions, course prerequisites, the gainful employment disclosure, and potential career opportunities, see program website:
<https://degrees.lsc.edu/business-operations-support/>

- or -

Contact Faculty Advisor, Dianne Mencil, Dianne.mencil@lsc.edu or 218-733-5996



MINNESOTA STATE

CIP Code: 52.0407
MnSCU Program ID: 4734
LSC Major ID: 5658

Created: 3/1/05
AASC Approval: 5/6/15
Updated: 3/1/17

All courses in diploma and/or certificate programs are acceptable for credit toward Lake Superior College degree programs as indicated on individual program planners. This is not a contract; Lake Superior College reserves the right to change the planner as necessary. This document is available in alternative formats upon request, by contacting Disability Services, disabilityservices@lsc.edu or (218) 733-7650 or MRS/TTY (800) 627-3529.