

Lake Superior College

Program Planner

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 Effective: *Fall 2011*

Qualified applicants should be aware that program class sizes are limited, which may delay acceptance into the program.

You may be required to complete additional (or less) coursework, dependent upon the results of your Computerized Placement Test (CPT) and/or previous coursework completed or certifications earned.

Program: Information Processing Assistant

Degree Type: Diploma

Total Required Credits: 36

Pre-program Requirements

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

English:

- A score of 86 or higher on the Sentence Skills portion of the CPT, OR
- Completion of ENGL0460 or its equivalent transfer course or higher.
- If required, ENGL0460 may be taken concurrently with Semester I coursework.

Reading:

- A score of 78 or higher on the Reading Comprehension portion of the CPT, OR
- Completion of READ0465 or its equivalent transfer course or higher.
- If required, READ0465 may be taken concurrently with Semester I coursework.

Required Pre-technical Course

(NOTE: If student types less than 20 wpm.)

Course ID# (concurrent)	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1710 (Yes)	Introduction to Keyboarding (None)	F/S	1	

Semester I

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1415	Keyboarding I (ADSC1710 or equivalent or instructor's consent)	F/S	4	

ADSC1420	Business Communications (Keyboarding/word processing ability or concurrent enrollment in a keyboarding course)	F/S	3	
ADSC1422	Business Vocabulary/Proofreading (READ0465 and ENGL0460 or concurrent enrollment)	F/S	2	
ADSC1430	Microsoft Office (READ0465 and ENGL0460 or concurrent enrollment; ability to type a minimum of 20 wpm)	F/S	3	
ADSC1440	General Office Procedures (ADSC1415, equivalent, or concurrent enrollment in ADSC1415)	F	3	
ADSC1441	Bookkeeping (None)	F	2	
ADSC1715	Word Processing (ADSC1710 or instructor's consent)	F/S	2	
Total Credits for Term			19	

Semester II

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1416	Keyboarding II (ADSC1415 and the ability to keyboard at 40 net wpm)	S	4	
ADSC1421	Business Presentations (ADSC1420, ADSC1430, or ADSC1719; concurrent enrollment in either of these courses or instructor's consent)	S	3	
ADSC1431	Microsoft Office Advanced (ADSC1430)	S	3	
ADSC1432	Office Capstone (ADSC1430; college-level reading and writing)	S	2	
ADSC1442	Records Management (ADSC1440, ADSC1511, ADSC1611, or instructor's consent)	S	2	
ADSC1452	General Transcription (ADSC1420 or concurrent enrollment and ADSC1415 or concurrent enrollment)	S	2	
ADSC1718	Keyboarding Drills (ADSC1415 or equivalent; 35 wpm)	F/S	1	
Total Credits for Term			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 can be made available in alternative formats, such as large print, Braille, or audio tape, by calling 733-7650 or MRS/TTY 800-627-3529.