# Business Information Management Courses

## Keyboarding Applications (AS)
**Prerequisite:** None. This is the basic keyboarding course, a prerequisite to most computer classes, but may be taken for exploratory or personal use. Emphasis is given to keying by touch. Eighth grade typing is NOT a substitute for this course. However, this course may be waived by passing an advanced placement test given by the middle school teacher. There is a lab fee for this course. Students may earn 1 Gateway Technical College credit with a B grade or better in this course.

## Word Processing
**Prerequisite:** Keyboarding. Prepare yourself for the computerized workplace. This course provides a review of basic keyboarding skills. You will use proper technique to obtain improved speed and accuracy. Once you have mastered these basic keyboarding skills, it is important for you to learn proper formatting techniques and learn how to set up letters, tables, reports, outlines and other personal and business documents such as resumes, cover letters, etc. There is a fee for this course.

## Advanced Word Processing
**Prerequisite:** Word Processing. This course will develop and refine basic skills in word processing leading to competency for employment. There is a fee for this course.

## Information Processing (AS)
**Prerequisite:** Keyboarding. This course introduces the student to word processing, spreadsheets and database applications. There is a lab fee. Students may earn 2 Gateway Technical College credits with a B grade or better in this course.

## Business Occupations (AS)
**Prerequisite:** Permission of instructor. This course is for high school seniors interested in pursuing a career in the areas of accounting, information systems in computer technology, desktop publishing, and management of other areas of business. This includes those interested in a four-year degree, two-year degree, or those wishing to enter the work force training phase of the program. This course must be taken with Cooperative Business Occupations #3261. There is a fee for this course. Students may earn 7 Gateway Technical College credits with a B grade or better in both Business Occupations and Cooperative Business Occupations courses.

## Cooperative Business Occupations (AS)
**Prerequisite:** Permission of instructor. Students for this program are selected for Cooperative Business Occupations. This course is the on-the-job phase of the program. As a senior, the student will spend approximately 15-20 hours a week at a selected training station. There is no weekend or evening hours and salaries are above minimum wage. Students may earn 7 Gateway Technical College credits with a B grade or better in both Business Occupations and Cooperative Business Occupations courses.