

Information Systems Office Operations Program

Division of Business — Curriculum Code: 3301

Will Earn Upon Program Completion: Certificate in Information Systems Office Operations

Why major in Information Systems Office Operations?

This program prepares individuals for employment in designing, developing, implementing, and maintaining the systems necessary to deliver information to all levels of an organization. Students receive hands-on instruction in the use and development of databases and spreadsheets. Areas covered include desktop publishing, word processing, and the use of graphics, digital camera, and sound files to make PowerPoint presentations. Students learn to use the Internet to access information as well as to plan, create and maintain static and interactive web pages.

If I major in Information Systems Office Operations, can I transfer to an upper-division college or university?

The major is designed to prepare students for entry-level employment in the microcomputer field, or to upgrade employees' professional knowledge for career advancement. While the program is not designed for transfer to a baccalaureate program, Essex County College will apply some or most of the courses you have taken toward an associate degree. Consult your faculty advisor for more information.

Are there any requirements I must satisfy before I start taking courses in my major?

Based on your placement test scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

How long will it take for me to complete this certificate?

If you do not need developmental course work and you register for an average of 15 credits each semester, you can complete the certificate in one year. You may shorten the amount of time by taking courses in the summer sessions.

Where should I direct specific questions about this program?

Contact the Business Division at (973) 877-3222.

Upon completion of this program, graduates will be able to:

- ◆ Use microcomputer applications including Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Outlook, and Microsoft PowerPoint;
- ◆ Integrate the applications in a work environment;
- ◆ Customize major software applications packages found in the business world;
- ◆ Use the basic techniques of computer/keyboarding and formatting for preparing a wide range of business correspondence;
- ◆ Plan, create, and manipulate a database for typical business needs;
- ◆ Use PowerPoint to create presentations, present slide shows, create a self-running show using animation effects, and distribute presentations to remote audiences;
- ◆ Use desktop publishing software to create high-impact and effective marketing materials; and
- ◆ Create and maintain static and dynamic web pages integrating JavaScript and HTML.

Information Systems Office Operations — Certificate Program

<p>GENERAL EDUCATION REQUIREMENTS: (3 credits)</p> <p>Communications (3 credits) ENG 101 College Composition I 3</p> <p>MAJOR COURSE REQUIREMENTS: (27 credits)</p> <p>OCT 105 Microcomputer Keyboarding and Document Processing 3 CIS 135 Microcomputer Spreadsheets 3 CIS 136 Desktop Publishing for IBM Compatibles 3 CIS 137 Microcomputer Databases 3 CIS 139 Introduction to Multimedia 3 CIS 152 Internet Concepts 3 CIS 153 Adv. Internet Concepts and Applications 3 CIS 235 Adv. Microcomputer Spreadsheets 3 CIS 237 Adv. Microcomputer Databases 3</p> <p>Total Credits Required for Certificate 30</p>	<p>RECOMMENDED SEQUENCE OF COURSES:*</p> <p>First Semester</p> <p>OCT 105 Microcomputer Keyboarding and Document Processing 3 ENG 101 College Composition I 3 CIS 135 Microcomputer Spreadsheets 3 CIS 137 Microcomputer Databases 3 CIS 152 Internet Concepts 3</p> <p>Second Semester</p> <p>CIS 136 Desktop Publishing for IBM Compatibles 3 CIS 139 Introduction to Multimedia 3 CIS 153 Adv. Internet Concepts and Applications 3 CIS 235 Adv. Microcomputer Spreadsheets 3 CIS 237 Adv. Microcomputer Databases 3</p>
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***NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section.