Information Systems Office Operations

Division of Business — Curriculum Code: 3301

Will Earn Upon Program Completion: Academic Certificate

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 webpages.

COURSES

Program Requirements

GENERAL EDUCATION REQUIREMENTS
Written & Oral Communication (3 credits)
ENG 101 (one 3-credit course)

Technological Competency (3 credits)
CIS 131 (one 3-credit course)

MAJOR COURSE REQUIREMENTS
OCT 105 Microcomputer Keyboarding and Document Processing (3 credits)
CIS 135 Microcomputer Spreadsheets (3 credits)
CIS 136 Desktop Publishing (3 credits)
CIS 137 Microcomputer Databases (3 credits)
CIS 139 Multimedia Concepts (3 credits)
CIS 152 Internet Concepts (3 credits)
CIS 153 Advanced Internet Concepts and Applications (3 credits)
CIS 235 Advanced Microcomputer Spreadsheets (3 credits)
CIS 237 Advanced Microcomputer Databases (3 credits)

RECOMMENDED SEQUENCE OF COURSES
Total Credits Required for Academic Certificate: 33

First Semester
OCT 105 Microcomputer Keyboarding and Documents Processing (3 credits)
ENG 101 College Composition I (3 credits)
CIS 131 Microcomputers in Business (3 credits)
CIS 135 Microcomputer Spreadsheets (3 credits)

CIS 137 Microcomputer Databases (3 credits)
CIS 152 Internet Concepts (3 credits)

Second Semester
CIS 136 Desktop Publishing (3 credits)
CIS 139 Multimedia Concepts (3 credits)
CIS 153 Advanced Internet Concepts and Applications (3 credits)
CIS 235 Advanced Microcomputer Spreadsheets (3 credits)
CIS 237 Advanced Microcomputer Databases (3 credits)

NOTES:

(1) The two General Education Integrated Course Goals, Ethical Reasoning & Action and Information Literacy, are both addressed by the required curriculum described above, regardless of specific choices made by the individual student.

(2) This plan assumes the completion of all required developmental courses in Reading, English, and Mathematics as well as other pre-requisites and co-requisites for some of the courses, as listed in the Course Descriptions section.