

Computer Information Systems

Computer Information Systems - Certificate Associate of Applied Science in Business



The Computer Information Systems Certificate is a program of study for those wishing to pursue an entry-level position in computerized information management. The major area of study is computer applications with a secondary emphasis on practical business skills. By the end of this program students will have taken numerous nationally recognized computer software certification tests.

36 Credits



This certificate applies toward:

The Associate of Applied Science in Business Degree. This degree is designed for those moving directly into the workplace upon graduation. This flexible degree offers a wide range of classroom experience in management/marketing, accounting, computers, administrative assistance, and medically-related careers.

62 Credits

Job Outlook

The Computer Information Systems Certificate prepares you for entry-level jobs in:

Business	Service
Retail	Government
Education	Medical

This certificate will prepare you for entry-level positions in most office environments. Employers will continue to seek computer specialists who possess a strong background in fundamental computer skills combined with good interpersonal and communications skills.

Those who work with Computer Information Systems are projected to be in one of the fastest growing occupations through 2014. Employment is expected to increase much faster than the average as organizations continue to adopt and integrate increasingly sophisticated technology. Nationally, There were 518,400 Computer Support Specialists in 2004. The number is expected to grow 23%, increasing 18,300 by 2014.

Average hourly earnings are \$19.94 with an average annual wage of \$41,500. Michigan predicts a 16 percent increase in openings for Computer Specialists by 2014, going from 14,200 in 2004 to 16,390 by 2014.

GLEN OAKS

COMMUNITY COLLEGE

62249 Shimmel Rd.

Centreville, MI 49032

467-9945

1-888-994-7818

www.glenoaks.edu



Computer Information Systems Certificate

This certificate may be applied towards the Associate of Applied Science in Business.

Required Coursework (27 Credit hours)

BAM 101 College Skills & Portfolio Writing.....	3 Credits
BAM 103 Business Math*.....	3 Credits
BIP 121 Intermediate Keyboarding (Word I)*	
OR	
EDP 233 Concepts of Word Processing (WORD) Level I*.....	3 Credits
COM 111 Business/Technical Communications*.....	4 Credits
EDP 101 Introduction to Computers and Software.....	4 Credits
EDP 171 Windows Operating Systems Utilities.....	2 Credits
EDP 214 Presentation Graphics & Publishing (PowerPoint/Publisher)*.....	3 Credits
EDP 227 Concepts of Spreadsheets (EXCEL) level I*.....	2 Credits
EDP 234 Database Applications (ACCESS)*.....	3 Credits

Electives (8/9 Credit hours)

BAM 251 Organizational Behavior*.....	3 Credits
EDP 100 Introduction to Internet.....	1 Credit
EDP 117 Visual Basic Programming*.....	3 Credits
EDP 230 Concepts of Spreadsheets Level II (EXCEL)*.....	2 Credits
EDP 240 Introduction to Networking*.....	2 Credits
EDP 242 Managing & Maintaining a Network Server*.....	3 Credits
EDP 252 Web Page Design Level I*.....	3 Credits

Minimum Required Hours....35/36 Credits

****Courses have prerequisites***

If a student has not had one year of typing, it is suggested the student add BIP 100 Keyboarding - Introduction/Refresher

Effective: Fall 2006

COURSES

Sample courses for this field are described below. For a complete list of course descriptions, see Glen Oaks online catalog at www.glenoaks.edu

EDP 171 WINDOWS OPERATING SYSTEMS

2 Credits, 2 Contacts

After a short review of the overall concepts of Windows, the course will concentrate on the built-in utility and diagnostic programs that enable the user to perform scheduled computer maintenance. Students will study techniques to diagnose, trouble shoot and maintain computers for optimal performance.

Prerequisite: None.

EDP 227 CONCEPTS OF SPREADSHEETS I - EXCEL

2 Credits, 2 Contacts

This course is designed to teach students the basic concepts of spreadsheets using MS EXCEL. Students will learn through demonstration, hands-on activities and computerized testing simulations, all of the skills necessary to pass the Core level of a nationally recognized certification test in EXCEL. The certification test is incorporated into the course, so students passing the Core test will receive Core Certification in EXCEL.

Prerequisite: EDP 101 Introduction to Computers & Software.

EDP 233 CONCEPTS OF WORD PROCESSING I - WORD

3 Credits, 3 Contacts

Teaches students to create, edit and print documents using WORD, a word-processing program. Learn formatting techniques, using tables, creating multi-column documents, using graphics and more. This course covers the techniques needed to take the Microsoft User Certification, Core Level.

Prerequisite: EDP 101 Introduction to Computers & Software.

EDP 234 DATABASE APPLICATIONS - ACCESS

3 Credits, 3 Contacts

This course will investigate concepts relating to the design and use of the relational window-based software ACCESS. Students will study data structure, data editing, screen formatting, search queries, report writing and file linking.

Prerequisite: EDP 101 Introduction to Computers & Software.

Preparation

Current High School Students:

Be prepared to enter directly into the first semester of college courses. The college recommends that you complete a Secondary School Business and Management Career Pathway Sequence provided at many schools. Check with your High School Counselor for High School Graduation requirements and possible Articulation Agreements. ***Courses might include English, Math, General Science or Lab Science courses, Basic Keyboarding, Introduction to Computers, Advanced Computer classes, foreign language, Psychology/Sociology and Geography.***

Adults

Returning to School:

Don't underestimate your life experience!

A Glen Oaks Community College counselor can help you assess your life experience and suggest how you can best apply those skills to your academic goals.

Computer Information Systems

Computer Information Systems Specialists work in computerized information management. They study computer applications with a secondary emphasis on business skills. They are familiar with frequently used software programs.

Those trained in Computer Information Systems may:

- Install
- Modify
- Enter and update information
- Produce reports and summaries
- Respond to calls and e-mails
- Write training manuals or help lead training
- Work in WORD, EXCEL, ACCESS, and PowerPoint.
- Work with Desktop Publishing and Web Design
- Evaluate computer system and software programs

The nation is witnessing increasing emphasis on client-server applications, the expansion of Internet and Intranet applications and the demand for more end-user support, raising the value of skilled Computer Information Systems professionals.



Glen Oaks Community College is centrally located within St. Joseph County. The college is just south of M-86 on Shimmel Road. Ample parking is available near the Main Entrance and all building wings are accessible from within the structure.

To be granted an AASB...

Students must earn one of the following certificates:

- Accounting
- Computer Information Systems
- Database/Programming
- EMT-Basic or EMT-Paramedic
- Health Insurance Coder/Biller - Hospital Specialties or Technician
- Management/Marketing
- Management/Entrepreneur
- Management/Supervision
- Medical Assistant
- Medical Transcriptionist
- Office Assistant -Medical
- Office Administrative Assistant - Executive
- Office Administrative Assistant - Legal
- Practical Nurse
- Web Page Design

Related Transfer Programs for a Bachelor Degree...

- Associate of Business
- Associate of General Studies

- Business Administration
- Business Ownership
- Human Resources
- Public Administration
- Management
- Computer Science
- Marketing
- Sales
- Accounting
- Finance
- Economics

Build on your Computer Information Systems Certificate

Earn an Associate of Applied Science in Business Degree

Requirements:

Communications (6/7 Credit hours)

COM 121 English Composition* **OR** 3 Credits

COM111 Business/Technical Communications* 4 Credits

COM 140 General Communications Speech **OR**

COM 150 Public Speaking..... 3 Credits

Humanities (3-4 Credit hours)

Choose from Art History, Spanish Language, Literature, Music Appreciation, Ethics, Philosophy, Religion, or Western Civilization and more

Social Science (8 Credit hours)

Choose from Principles of Economics, Introduction to Cultural Anthropology, American Government and Political Science, State and Local Government, World, U.S. or Michigan History classes, or Psychology courses

Mathematics (3-4 Credit hours)

BAM 103 Business Math..... 3 Credits

OR NSM 104 through NSM 262 mathematics courses* 4 Credits each

Physical Education Activity (2 required Credit hours)

Electives (9/10 Credits hours)

Business Courses (30 Credit hours)

TOTAL: 62 CREDITS

In pursuit of the above Associate Degree, students must complete a related Occupational Certificate such as Computer Information Systems.

NOTE: Only AFD063 or AFD073 will be accepted toward elective credit. Effective Fall 2007

Career Resources

Glen Oaks Career Counseling Services
Students Services Department
(269) 467-9945 or (888) 994-7818
www.glenoaks.edu

Michigan's Web-based Education
Development Plan www.mi-edp.org

Bureau of Labor Statistics Occupational Outlook
Handbook www.bls.gov/oco

Michigan Occupational Information System
MOIS www.mois.org

Career One Stop (Occupation Information)
www.careerinfonet.org

Non-Discrimination Statement:

It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state, or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Contact the Associate Dean of Instruction or Civil Rights Coordinator at GOCC (269.467.9945) if you feel discriminatory practices have taken place.

This publication is intended to provide a general overview of the program. For current specific requirements, consult with a Glen Oaks Community College academic counselor.



Glen Oaks Community College counselors can advise you and help arrange a schedule of classes covering the primary computer application courses and secondary classes building practical business skills.

STUDENT SUPPORT

- Personalized educational and career planning
- Financial aid and scholarships
- Flexible Schedules: day, evening, distance learning online/video classes
- Tutorial programs and free tutoring
- Modern labs and computer information classrooms
- Full-service library/computer center
- Small class size & caring, knowledgeable instructors.

CALL NOW

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