

# Glen Oaks Community College

## Computer Information Systems Certificate

This certificate is designed to prepare students for positions 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.

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

### Required Coursework (27 credit hours)

|         |   |           |
|---------|---|-----------|
| BAM 101 | College Skills & Portfolio Writing                            | 3 Credits |
| BAM 103 | Business Math*  | 3 Credits |
| BIP 121 | Intermediate Keyboarding                                      | <b>OR</b> |
| EDP 233 | Concepts of Word Processing (WORD) level I*                   | 3 Credits |
| BAC 111 | Contemporary 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<br>(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 |
| EDP100  | 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 2011

**Address**  
62249 Shimmel Rd.  
Centreville, MI 49032

**Phone**  
Local: 269-467-9945  
Toll Free: 1-888-994-7818

**Web**  
<http://www.glenoaks.edu>