

Information Processing Assistant, Certificate 24-25 catalog

Description: This program provides a background in office administration and computer productivity tools for initial employment in the information processing field.

Students interested in receiving an associate degree should see a counselor.

Completion Time: 2 Years

Part-time course schedule (You do not have to follow this exact schedule. It is meant to show the courses needed.)			
Year 1		Year 2	
Fall Semester		Fall Semester	
<input type="checkbox"/> Success Skills for the 21st Century	GNST 100 3 Cr.	<input type="checkbox"/> Principles of Accounting I	ACCT 115 4 Cr.
<input type="checkbox"/> Computer Literacy (test out option available)	CMIS 101 3 Cr.	<input type="checkbox"/> Microcomputer Applications	CMIS 175 4 Cr.
<input type="checkbox"/> Introduction to Document Production	CMIS 124 3 Cr.	<input type="checkbox"/> Records Management	CMIS 190 3 Cr.
Spring Semester		Spring Semester	
<input type="checkbox"/> Introduction to Computer Information Systems	CMIS 115 3 Cr.	<input type="checkbox"/> Business & Technical Communication	BUSN 183 3 Cr.
<input type="checkbox"/> Advanced Document Production	CMIS 224 3 Cr.	<input type="checkbox"/> Office Administration	CMIS 270 4 Cr.
		<input type="checkbox"/> Microsoft Outlook	CMIS 153 1 Cr.
Total Credits: 34			

Academic Advising: You should meet with an academic counselor prior to registering for classes.

Note: Prerequisite courses may apply to this program. A minimum of 30 unduplicated credits (100 level or higher) are required for all certificate programs.

Information Processing Assistant, Certificate 24-25 catalog

Description: This program provides a background in office administration and computer productivity tools for initial employment in the information processing field.

Students interested in receiving an associate degree should see a counselor.

Completion Time: 2 Years

Part-time spring start course schedule (You do not have to follow this exact schedule. It is meant to show the courses needed.)	
Year 1	
Spring Semester	
<input type="checkbox"/> Success Skills for the 21st Century	GNST 100 3 Cr.
<input type="checkbox"/> Computer Literacy (test out option available)	CMIS 101 3 Cr.
Fall Semester	
<input type="checkbox"/> Introduction to Document Production	CMIS 124 3 Cr.
<input type="checkbox"/> Introduction to Computer Information Systems	CMIS 115 3 Cr.
Year 2	
Spring Semester	
<input type="checkbox"/> Advanced Document Production	CMIS 224 3 Cr.
<input type="checkbox"/> Principles of Accounting I	ACCT 115 4 Cr.
Fall Semester	
<input type="checkbox"/> Microcomputer Applications	CMIS 175 4 Cr.
<input type="checkbox"/> Records Management	CMIS 190 3 Cr.
Year 3	
Spring Semester	
<input type="checkbox"/> Business & Technical Communication	BUSN 183 3 Cr.
<input type="checkbox"/> Office Administration	CMIS 270 4 Cr.
<input type="checkbox"/> Microsoft Outlook	CMIS 153 1 Cr.
Total Credits: 34	

Academic Advising: You should meet with an academic counselor prior to registering for classes.

Note: Prerequisite courses may apply to this program. A minimum of 30 unduplicated credits (100 level or higher) are required for all certificate programs.