

Computer Systems Certificate

Degree Code: COM-2121

Minimum GPA: 2.0

Minimum Hours: 34

Name: _____ ID: _____ Date: _____

The computer information systems generalist certificate program prepares the student for entry-level positions in computer office management, data entry, and computer operations. The curriculum will give the student a thorough background in operations, operating systems, databases, spreadsheets and other application packages. The course work will give the student the broad background in computers necessary for business, industry, and government job environments. The student will be trained through classroom experience, “hands-on” computer operations, and practical applications.

3	BUS 125	Business Communication
4	COM 111	Business Computer Systems
1	COM 161	Introduction to Command Prompt/DOS
1	COM 201	Windows Operating Systems
3	COM 222	Computer Logic
3	COM 225	Systems Analysis
1	COM 261	Advanced Command Prompt/DOS
2	COM 280	Microsoft Word
2	COM 281	Microsoft Excel
2	COM 283	Microsoft Access
3	ENG 111	English Composition I
3	ENG 112	English Composition II
1	INT 111	Career Development
4	MAT 110 or MAT 210	General Education Math or General Elementary Statistics
1	SEM 111	College Success

Possible Career Opportunities

Systems Analyst, Programmer Analyst, Business Systems Analyst, Computer Systems Analyst, Computer Systems Consultant, Computer Analyst, Information Systems Analyst (ISA), Applications Analyst, Business Analyst, Systems Engineer

O*NET Links: www.onetonline.org

SOC Codes: 15-1121.00

I have received a copy and agree to follow this degree audit:

Student: _____ Advisor: _____ Date: _____