

Information Processing Assistant Certificate

26-27 catalog

Part-Time

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

This is suggested course sequencing. Please see a counselor or advisor for individual adjustments.

Year 1

Fall Semester

- ☐ Success Skills for the 21st Century GNST 100 3 Cr.
- ☐ Computer Literacy CMIS 101 3 Cr.
(test out option available)
- ☐ Introduction to Document Production CMIS 124 3 Cr.

Spring Semester

- ☐ Introduction to Computer Information Systems CMIS 115 3 Cr.
- ☐ Advanced Document Production CMIS 224 3 Cr.

Year 2

Fall Semester

- ☐ Principles of Accounting I ACCT 115 4 Cr.
- ☐ Microcomputer Applications CMIS 175 4 Cr.
- ☐ Records Management CMIS 190 3 Cr.

Spring Semester

- ☐ Business & Technical Communication BUSN 183 3 Cr.
- ☐ Microsoft Outlook CMIS 153 1 Cr.
- ☐ Office Administration CMIS 270 4 Cr.

Total Minimum 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 60 unduplicated credits (100 level or higher) are required for all associate degree programs.