

INFORMATION PROCESSING SPECIALIST

Program Certificate

Total Degree Credits 30

Course	Title	Credits
Semester I		
Prescribed Technical Program Requirements		
CIS 102	Computer Software Applications - Word	3
CIS 105	Microcomputer Spreadsheets	3
CIS 154	Web Design Theory	3
CIS 210	Desktop Publishing	3
CIS 230	Electronic Publishing	3
Credits		15
Semester II		
Prescribed Technical Program Requirements		
BOTE 108 or BOTE 121	Business Mathematics or Business English	3
CIS 104	Microcomputer Database	3
CIS 130	Presentations	3
CIS 202	Advanced Software Applications	3
CSCI 101	Introduction to Computers	3
Credits		15
Total Credits		30

Additional classes are available with permission of instructor or advisor.

Most of the courses may be applied toward an Associate in Applied Science Degree in Information Processing Specialist.

College Degree Requirements