COMPUTER INFORMATION SYSTEMS
OFFICE PROFESSIONAL

Business Division   **2019-2020**

The associate of applied science degree with specialization as a computer information systems office professional is designed to provide comprehensive preparation for office employment. The curriculum emphasizes communication skills as well as office applications software usage. Graduates of this program will be prepared for entry-level employment in corporate offices, law firms, medical offices, the hospitality industry, educational administrative offices, and administrative departments of state or local governments.

Career Opportunities

Graduates of this program will potentially be prepared for entry-level employment as:

- Administrative coordinators
- Administrative specialists
- Executive administrative assistants
- Office administrators
- Customer support specialists
- Office managers

Basic keyboarding abilities and proper "touch typing" skills are required to be successful in these programs.

	Credits
Required General Education Courses	**19-20**

		Credits
C1	Natural Science Competency	4
C2	Mathematics Competency*	3 or 4
C3	ENGL 151 (English Composition I)	3
C4	CIS 130 (Introduction to Computer Information Systems)	3
C5	Expressions of the Human Experience Competency	3
C6	Social Systems Competency	3

* MATH 126 (Mathematics for Business) is recommended for students whose goal is to complete the AAS degree and seek employment. MATH 151 (Intermediate Algebra) or higher is recommended for students interested in transferring.

Required CIS Core Courses	**35**
ACCTG 151 (Accounting Principles)	4
BMGT 202 (Business Communication in a Digital Age)	3
BUSAD 151 (Introduction to Business)	4
CIS 109 (Spreadsheet Software)	3
CIS 112 (Database Software)	3
CIS 123 (Presentation Software)	3
CIS 130 (Introduction to Computer Information Systems)	C4
CIS 184 (Photoshop Graphics)	3
CIS 188 (InDesign Desktop Publishing)	3
IAS 105 (Computing and Social Responsibility)	3
WPR 102 (Word Processing I)	3
WPR 103 (Advanced Word Processing)	3

Additional General Electives
(as required to complete 60 credits)

Total Degree Requirements	**60 credits**
Total Degree Cost	**60 minimum billable contact hours**

Certificate Program:
Office Specialist

In addition to the associate degree with the computer information systems office professional designation, Monroe County Community College offers a certificate program in computer information systems office specialist. The college recognizes that many employers place value on a certificate which authenticates specialized preparation. Courses taken under the certificate programs are applicable to the associate degree. Those who complete this certificate program will typically be prepared for entry-level employment as administrative coordinators, receptionists, data entry specialists, administrative specialists, executive administrative assistants, office administrators, customer support specialists and office managers.

The CIS office specialist certificate will help prepare a student to sit for MOS (Microsoft Office Specialist) certification tests. Upon successful completion of MOS certifications, specialist positions may be available in IT business application, office support, office services, IT field technician services and customer service. This certificate program focuses on knowledge and skills that are essential for today's computer technicians.

Basic keyboarding abilities and proper "touch typing" skills are required to be successful in these programs.

Required Courses	Credits
CIS 109 (Spreadsheet Software)	3
CIS 112 (Database Software)	3
CIS 123 (Presentation Software)	3
CIS 130 (Introduction to Computer Information Systems)	3
CIS 184 (Photoshop Graphics)	3
CIS 188 (InDesign Desktop Publishing)	3
ENGL 102 (Business Writing) or ENGL 151 (English Composition I)	3
IAS 105 (Computing and Social Responsibility)	3
WPR 102 (Word Processing I)	3
WPR 103 (Advanced Word Processing II)	3

Total Certificate Requirements   **30 credits**

Total Certificate Cost   **30 minimum billable contact hours**

Certificate Program:
Office Software Specialist (Microsoft Office Certification Prep)

MCCC also offers an office software specialist certificate program that consists of five courses and 15 credit hours.

Required Courses	Credits
CIS 109 (Spreadsheet Software)	3
CIS 112 (Database Software)	3
CIS 123 (Presentation Software)	3
WPR 102 (Word Processing I)	3
WPR 103 (Advanced Word Processing)	3

Total Certificate Requirements   **15 credits**

Total Certificate Cost   **15 minimum billable contact hours**