

# Certificates in Office Information Systems and Computer Applications

## **What are Certificates in Office Information Systems and Computer Applications?**

Certificates in Office Information Systems and Computer Applications indicate your proficiency in desktop publishing, word/information processing, or computer software. These skills would be desirable in newspaper advertising, radio sales, secretarial positions, office assistant positions, as well as other related occupations.

## **What are the opportunities for career advancement?**

Certificate holders will have the background to move into entry-level positions. Once they have gained employment experience, any position requiring a solid personal computer background will be an opportunity for these students. All courses taken for the certificates can also be applied to the Associate Degree in Office Information Systems.

## **What background do I need for the Lake Campus Certificates in Office Information Systems and Computer Applications?**

Students must have basic typing or keyboarding skills to enter the certificate offerings.

## **What types of learning experiences are included in the Certificates in Office Information Systems and Computer Applications?**

In today's business world, a professional person who is knowledgeable with both common and task-specific hardware and software will have an advantage in almost any office setting. Classroom experience includes practical hands-on instruction, drill, and projects to define and polish the skills learned in the classes.

**Office Information Systems and Computer Applications**  
**Requirements for the Certificates in Office Information Systems and Computer Applications**

**Student's Name** \_\_\_\_\_ **UID** \_\_\_\_\_

**Certificate in Desktop Publishing**

The Certificate in Desktop Publishing is a sequence of courses designed for the person in the office wishing to learn or implement desktop publishing skills.

**Requirements for Certificate in Desktop Publishing**

**Courses:** CS 205 or TOA 241, 242, 243

**9/10 hours total (min. required)**

**Certificate in Word/Information Processing**

The Certificate in Word/Information Processing is a three-quarter sequence of courses designed for the person in the office wishing to upgrade or to implement word processing skills in an office environment.

**Requirements for Certificate in Word/Information Processing**

**Courses:** EDT 220, 221, 222 or TOA 223

**9 hours total (min. required)**

**Certificate in Computer Applications**

The Certificate in Computer Applications is a three-quarter sequence of courses designed to provide thorough coverage of many practical uses of computers. A broad range of applications will be presented along with fundamental computer operations to prepare students to use computers effectively at home or in business. Depending on the chosen major, some or all courses may be applicable toward an associate degree.

**Requirements for Certificate in Computer Applications**

**Courses:** CS 205 or TOA 241 and CS 206, 207

**11/12 hours total (min. required)**

**Certificate in PhotoShop Design and Applications**

The Certificate in PhotoShop Design and Applications is a three-quarter sequence of courses designed for instruction in the proper use of Adobe PhotoShop techniques, such as filters, screens, backgrounds, photographs, and other desktop publishing applications to be integrated with other software programs.

**Requirements for Certificate in PhotoShop Design and Applications**

<b>Courses:</b>	<b>PhotoShop Applications</b>	<b>3 hours</b>
	<b>Intermediate PhotoShop Applications</b>	<b>3 hours</b>
	<b>Advanced PhotoShop Applications</b>	<b><u>3 hours</u></b>
	<b>Total (min. required)</b>	<b>9 hours</b>

**Certificate in Software Applications**

The Certificate in Software Applications is a selection of nine one-credit hour software computer courses offered through the Office Information Systems department. Several one-credit hour courses are offered each quarter and topics vary. Students must complete nine of the one-day courses within the academic calendar (summer included) to be eligible to receive the certificate. Consult the Lake Campus quarterly class schedule for a listing of topics, dates, and times offered.

**Certificate in Graphics/Design**

The Certificate in Graphics/Design is an eighteen-credit hour selection of courses designed for the associate/bachelor degree graduates or individuals currently employed in the graphics field who desire to add current software and procedures that will assist them in their current positions. Students will select courses from the two-year Informational Technology Graphics Design major. Prerequisite knowledge may be required in some courses. Advisor approval required.

Advisor \_\_\_\_\_ Date \_\_\_\_\_

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