

COMPUTER INFORMATION SYSTEMS- Software Specialist Diploma - 0220

Engineering & Technology Department

CIP Code: 11.0601

The Computer Information Systems – Software Specialist diploma prepares students for careers as computer information systems software specialists. The coursework focuses on developing proficiency in word processing, spreadsheet creation to solve problems, computerized presentations, and development of database applications. These skills enable a student to work effectively with software tools in a business/organizational environment. The courses also prepare the student to take the Microsoft Officer User Specialist (MOUS) examinations to be certified by Microsoft as expert users of the software. The complete program is available at the York Campus. The program may also be completed at the Harrisburg and Lancaster campuses by taking some courses through Virtual Learning.

Career Opportunities

Graduates of the program will be able to work effectively with software tools in a business/organizational environment.

(SOC Code: 43-9021 Data Entry Keyers)

Competency Profile

This curriculum is designed to prepare students to:

- Demonstrate mastery of various software packages on computers
- Be able to decide which application tools is best suited to achieve the desired result
- Demonstrate the ability to integrate various applications and link them
- Understand the use of software as a communication tool in a business environment

PROGRAM REQUIREMENTS (TOTAL CREDITS = 16)

General Education	Major Requirements	Other Required Courses
	CIS 105 Introduction to Software for Business	3
	CIS 108 Introduction to Power Point	1
	CIS 110 Introduction to Computer Systems	3
	CIS 127 MS Windows Operating System	3
	CIS 135 Intermediate Spreadsheet Applications	3
	CIS 140 Intermediate Database Management	<u>3</u>
		16

RECOMMENDED SEQUENCE FOR FULL-TIME STUDENTS

Part-time students can complete this program by taking one or more courses each semester.

Fall Semester I

CIS 105	3
CIS 108	1
CIS 110	3
CIS 127	3
CIS 135	3
CIS 140	3