

INFORMATION PROCESSING SPECIALIST I, CERTIFICATE (241)

About Our Program

This program is designed to give the student who has no previous office experience the entry-level skills required for an office position. Completion of this short-term certificate program indicates to employers that the student has taken the initiative to become more employable. Ideal for both the traditional student and the person wishing to train for a new field or upgrade their skills.

Nature of Work and Employment

Completers of the Information Processing Specialist I certificate will be able to apply general computer and bookkeeping knowledge, demonstrate professional behavior and ethical conduct, and apply social and communication skills. They will be able to perform entry-level clerk and office tasks as a beginning employee. To advance further, the student may consider additional education, including the Information Processing Specialist II certificate, in order to gain more advanced technology and office skills.

Special Considerations

The possession of this certificate may help a person gain their first office job; however, the skills gained from this program will not be sufficient to ensure that the person will advance beyond basic entry-level jobs. If a student has previous background in the office technology area, certain required courses may be waived or credit may be allowed through proficiency testing. A workplace experience is encouraged and may be made available.

Requirements

Code	Title	Hours
Required Courses		
ACCT 115	Computer Applications in Acct ²	2
ACCT 116	Intro to Payroll Accounting	2

INFT 131	Beginning Microsoft Word ¹	1
OFFT 151	Keyboarding/Formatting I	4
Select one of the following:		3
BUSN 125	Math of Business ¹	
BUSN 221	Business Statistics ¹	
MATH 111	Technical Math ¹	
higher level math course ¹		
Select one of the following:		3
BUSN 141	Business Communications ¹	
COMM 101	Technical Communications ¹	
ENGL 121	Rhetoric and Composition I ¹	
Select one of the following:		2-3
PSY 160	Psychology of Human Relations	
PSY 161	Introduction to Psychology ¹	
Total Hours		17-18

¹ Course has a prerequisite. See course description.

² Knowledge of Microsoft Excel is recommended for this course.

Program Outcomes

Students who complete this program of study will be able to:

- Apply computing knowledge appropriate to emphasis/discipline.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Communicate effectively using written and oral communication channels.
- Apply basic data entry and bookkeeping skills.

Program Contacts

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Matt Magee, Dean of Agriculture, Business & Technology
- Carol Engelkens, Information Systems Faculty
- Wes Bertram, Student Advisor