



Computer Information Systems – Microcomputer Applications & Operations

Level 1 Certificate

Technology Pathway

AC Course Number	Required Course Titles	Credit Hours	Semesters Offered	Course Modalities
FIRST YEAR				
First Semester				
<input type="checkbox"/> ITSC 1301	Introduction to Computers	3	F	F2F, Int
<input type="checkbox"/> ITSW 1304	Introduction to Spreadsheets	3	F, Sp	F2F
<input type="checkbox"/> ITSW 1307	Introduction to Database	3	Sp	Hyb
<input type="checkbox"/> ITSW 1310	Introduction to Presentation Graphics Software	3	F	Int
<input type="checkbox"/> ITSW 1301	Introduction to Word Processing	3	F, Su	F2F, Int
	TOTAL CREDIT HOURS	15		

Semesters: Fall (F), Winter (W)Spring (Sp), Summer (Su)

Modalities: Face-to-face (F2F), Internet/online (Int), Hybrid (Hyb)



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Catalog Year: 2018-19

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Transfer Opportunities

Continue studies at Angelina College for Associate Applied Science (AAS)

Marketable Skills

- 1) Work well on a team
- 2) Define, explain and interpret technical information
- 3) Use critical thinking to identify strengths and weakness to determine solutions
- 4) Identify appropriate information sources
- 5) Use math to answer questions
- 6) Schedule/coordinate Operations
- 7) Use current technology to diagnose and solve problems
- 8) Use Troubleshooting to determine causes and decide what to do about it
- 9) Think on your feet

Career Opportunities and Salaries

Employment of office and administrative support occupations is projected to show little or no change from 2016 to 2026. Technology is expected to substitute or supplant some functions that workers in office and administrative support occupations do. The median annual wage for office and administrative support occupations was \$34,740 in May 2017, below the median for all occupations of \$27,690.

Occupations, beginning salaries:

Computer Support Specialist - \$37,690

Technical Skills

Courses in using computer applications, such as word processing and spreadsheet software, may be helpful for those who aren't already familiar with them. Must have good interpersonal skills to communicate effectively with people within the organization as well as the public. Also, should have computer-based and organizational skills to produce documents, and collect, maintain, and retrieve information quickly and efficiently.

Semesters: Fall (F), Winter (W)Spring (Sp), Summer (Su)

Modalities: Face-to-face (F2F), Internet/online (Int), Hybrid (Hyb)