

INFORMATION SPECIALIST

(Requirements effective Fall Semester 2009)

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D-207

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Organizations need to process a rapidly growing amount of information. Information specialists help ensure the smooth and efficient handling of information. Core responsibilities for information specialists include: performing and coordinating an office's administrative activities; storing, retrieving, and integrating information for dissemination to staff and clients; planning and scheduling meetings and appointments; organizing and maintaining paper and electronic files; managing projects; conducting research; and disseminating information using the telephone, mail services, Web sites, and email. They may also handle travel arrangements. In addition, information specialists often use computers to do tasks such as create spreadsheets; compose correspondence; manage databases; and create presentations, reports, and documents. Potential job titles include: Information Processor, Administrative or Office Assistant, Data Entry Operator, Receptionist, and Office Clerk. All credits are applicable to the Associate of Applied Business Degree in Computer and Business Technology – Application Software option.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105 Introduction to Computers and Application Software
 2540:143 Microsoft Word, Beginning
 2540:290 ST: Keyboarding for Skill Development

<u>C</u>	<u>E</u>	<u>R</u>	<u>Required courses</u>	<u>Credit hours</u>	<u>Prerequisites</u>
—	—	—	2440:125 Spreadsheet Software	2	Placement by adviser
—	—	—	2440:245 Introduction to Databases for Micros	3	Placement by adviser
—	—	—	2540:119 Business English	3	Placement by adviser
—	—	—	2540:121 Introduction to Office Procedures	3	Placement by adviser
—	—	—	2540:123 Microsoft Outlook	2	Placement by adviser
—	—	—	2540:136 Speech Recognition Technology	2	Placement by adviser
—	—	—	2540:138 Project Management	2	Placement by adviser
—	—	—	2540:144 Microsoft Word, Advanced	2	2540:143 or placement
—	—	—	2540:243 Internship	3	Permission
—	—	—	2540:253 Advanced Word Processing	3	2540:144
—	—	—	2540:263 Professional Communication and Presentations	3	3300:111, or permission
—	—	—	2540:273 Microsoft PowerPoint	2	2540:140 or 143 or permission
—	—	—	2540:289 Career Development for Business Professionals	3	

TOTAL CREDITS - 33

C = Completed E = Exempt R = Required

NOTES:

- It is strongly recommended that Information Specialist students also complete 2540:243 Internship to gain office experience and increase opportunities for employment.
- Attendance at both day and evening classes may be required for completion of this certificate.