

INFORMATION SPECIALIST

(Requirements effective Fall Semester 2007)

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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 Office 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

C E R

___	___	___	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
___	___	___	2540:253	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
___	___	___	2540:281	Editing/Proofreading/Transcription	3	2540:119 and 144
___	___	___	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.