

COMPUTER INFORMATION SYSTEMS MICROCOMPUTER SPECIALIST

Is Computer Information Systems Microcomputer Specialist for me?

The field is for you if you ...

- Enjoy the challenge of updating computer skills.
- Have the ability to interpret written and oral communications.
- Are proficient in spelling, grammar, punctuation and editing.
- Have the ability to work with distractions and still meet deadlines.

What skills will I need for this field?

You will need to have...

- The ability to grasp technical aspects.
- The ability to create and edit documents in a variety of computer applications.
- The ability to integrate documents, export or import files.
- The ability to cooperate with co-workers in fostering a team-building atmosphere.

What is the work atmosphere like?

The atmosphere is varied depending on immediate projects. Software installations, software customization, upgrading hardware and end-user training are all components of this job.

What are my degree options?

Certificates

Database Proficiency
Microcomputer Software
Networking
Spreadsheet Proficiency
Web Technician

Associate's Degree

Associate in Applied Science
Associate in Science (AS)
(Microcomputer Specialist)

Bachelor's Degree

Bachelor's degrees are available by transferring to four-year colleges and universities. For example: Northern Illinois University, Western Illinois University and Robert Morris College.

Professional Certification

AFIPS – American Federation of Information Processing Societies
ACM – Association for Computer Machinery

What are my career opportunities?

Microcomputer specialists may advance to the level of computer programming with additional study. They may become technical support managers for an information center.

What can I do with these degrees?

If you have completed ...

High School Diploma

Data Entry Operator, Hardware Salesperson, Software Salesperson, Word Processor

Associate in Applied Science Degree

Computer Operator, Computer Service Technician (Software), Data Entry Manger, Hardware Salesperson, Information Center Consultant, Microcomputer Specialist, Operations Manager, Software Salesperson

How can I prepare now?

Recommended courses ...

Math

Two years Algebra, Business Math

Science

Computer and Physical Science

Communications

Composition, Technical Writing, Speech, Advanced Reading

Occupational Electives

Keyboarding, Computer Applications

Recommended Supporting Electives

Accounting, Business

What about my articulated credit?

Check with your high school coordinator to see if you are eligible for articulated credit at College of DuPage.

Certificate

Control Clerk, Hardware Salesperson, PC Tech-Support, Software Salesperson, Trainer

Bachelor's Degree

Database Analyst, Database Manager, Data Processing Manager, Electronic, Data Processing, Educator, Media Center Manager, Network Administrator, Operations Manager, Systems Analyst, Technical Writer

What should I take my in my first semester at C.O.D.?

CIS 1150: Introduction to Computer Information Systems

CIS 1120: The Internet

CIS 1130: Windows Basics

Math 1431: Pre-Calculus I

ENG 1101: Composition

Whom can I talk to for more information?

Business and Technology Division

(630)-942-2592

For more information on the Associate in Applied Science Degree curriculum, see your program coordinator or go to www.cod.edu.