

Today, you would be hard pressed to find a business that doesn't have at least one computer in their office. Computers and the ability to operate and navigate the programs they use are mandatory in today's bustling business environments!



### N.D. Earning Potential

- Internet Developer - \$36,000
  - Computer Support Specialist - \$33,800
  - Office Secretary - \$27,900
  - Data Processing Clerk - \$31,000
  - Data Typist - \$22,000
  - Dictaphone Typist - \$27,000
  - Peripheral Equipment Operator - \$31,000
- (2008 average salary for N.D. workers)

## JOBS

- Console Operator
- Keypunch Operator
- Composing Data Keyer
- Clerk Typist
- Personal Secretary
- Webmaster

## BE ADVISED

*I'm Diane Keller, program adviser for Computerized Office Management, Webmaster, and Web Design. On behalf of myself and Colette Schimetz, program adviser for Information Technology, we invite you to take a closer look at our Information Technology programs.*

*You will receive training on the most up-to-date, state-of-the-art equipment. And the hands-on experience you'll get through our programs will definitely give you a step up on the competition when you're ready to enter the workforce. Not only do our students get to participate within the classroom, but many have been asked to use their expertise on campus by working on computer hardware and working on the campus Web site!*

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### Web Design (Diploma)

#### CIS (Computer and Information Science)

CIS 115 Internet	3
CIS 180 Creating Web Pages	3
CIS 211 Web Plan and Design	3
CIS 212 Web Pages II	3
CIS 232 Graphic Design	3
CIS 233 Vector Graphics	3

#### BADM (Business Administration), CSCI (Computer Science)

BADM 224 E-Business (online only)	3
CSCI 122 Beginning Basic/ Visual Basic	3
CSCI 172 Intermediate Basic/ Visual Basic	3

#### ENGL (English)

ENGL 110 College Composition I	3
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#### Electives

Business elective	3
Wellness elective	1
Technology elective	3



## Webmaster (AAS)

### CIS (Computer and Information Science)

CIS 115 Internet	3
CIS 180 Creating Web Pages	3
CIS 211 Web site Plan and Design	3
CIS 212 Web Pages II	3
CIS 232 Graphic Design	3
CIS 233 Vector Graphics	3
CIS 265 Networking Fundamentals	4
CIS 295 Web Design Practical Applications	3

### CSCI (Computer Science)

CSCI 101 Introduction to Computers	3
CSCI 122 Beginning Basic/Visual Basic	3
CSCI 172 Intermediate Visual Basic	3

### BADM (Business Administration), BOTE (Business, Office, Technical Education), CARS (Career Awareness)

BADM 224 E-Business (only online)	3
BOTE 218 Desktop Publishing	3
CARS 102 Job Search	1

### COMM (Communications), ENGL (English)

COMM 110 Fundamentals of Public Speaking	3
ENGL 110 College Composition I	3
ENGL 125 Intro. to Professional Writing	3

### Electives

Arts/Humanities/Social Science elective	3
Business elective	3
Math elective	3
Technology elective	6
Wellness elective	1

## Information Technology (AAS)

### CIS (Computer and Information Science)

CIS 147 Principles of Information Security	3
CIS 162 Operating Systems - Windows	3
CIS 219 Microcomputer Hardware	3
CIS 265 Networking Fundamentals	4
CIS 266 Routing Protocols and Concepts	4
CIS 267 LAN Switching and Wireless	4
CIS 268 Accessing the WAN	4
CIS 275 Advanced Hardware	3

### CSCI (Computer Science)

CSCI 101 Introduction to Computers	3
CSCI 122 Beginning Basic/Visual Basic	3
CSCI 180 Creating Web Pages	3
CSCI 172 Intermediate Basic/Visual Basic	3

### CARS (Career Awareness), ENGL (English), SOC (Sociology)

CARS 102 Job Search	1
ENGL 110 College Composition I	3
ENGL 125 Intro. to Professional Writing	3
SOC 105 Freshman Seminar	1

### Electives

Art/Humanities/Social Science elective	3
Math elective	3-4
Technology elective	9
Wellness elective	1

### Approved Technology Electives:

BOTE 147 Word Processing	3
BOTE 247 Spreadsheet Applications	3

## Computerized Office Management (AAS)

### ACCT (Accounting), BOTE (Business, Office, Technical Education)

ACCT 200 Elements of Accounting I	4
ACCT 201 Elements of Accounting II	4
BOTE 108 Business Math	3
BOTE 147 Word Processing	3
BOTE 152 Keyboarding II	3
BOTE 209 Office Management	3
BOTE 210 Business Communications	3
BOTE 218 Desktop Publishing	3
BOTE 247 Spreadsheet Applications	3
BOTE 257 Database Management	3

### CIS (Computer and Information Science), CSCI (Computer Science)

CIS 219 Microcomputer Hardware	3
CIS 147 Principles of Information Security	3
CIS 297 Co-op Education	1-3
CSCI 101 Introduction to Computers	3

### CARS (Career Awareness), COMM (Communications), ENGL (English), PSYC (Psychology)

CARS 102 Job Search	1
COMM 110 Fundamentals of Public Speaking	3
ENGL 110 College Composition I	3
PSYC 100 Human Relations	3

### Electives

Arts/Humanities/Social Science elective	3
Business elective	3
Technology electives	6
Wellness elective	1

## Certificates of Completion

CISCO Networking Technician, Web Technician, and Office Applications Technician