

COMPUTER OPERATIONS Certificate

This program prepares students for entry-level employment as computer operators, data library staff, or data control personnel. This program requires proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102	English Composition II	3
MATH	1104	Applied Mathematics or	
OADM	1208	Mathematics for Office Careers or	
MATH	1111	College Algebra	3
MAJOR FIELD COURSES			
CAPS	1101	Introduction to Computers	3
CAPS	1120	iSeries Operations and Facilities	4
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1145	Network Fundamentals	4
CAPS	1208	Computer User Support	3
CAPS	1209	Computer Problems	3
CAPS	1211	Introduction to RPG Programming	4
CAPS	1213	Control Language Programming for iSeries 400	4
OADM	1140	Basic Keyboarding*	1
OADM	1250	Professional Development	3
PHYSICAL EDUCATION			
PHED		Activity Elective	<u>1</u>
		Total	43

*Credit-by-examination may satisfy this requirement.