

Information Management/Microsoft Computer Application Specialist

This program is 810 hours or approximately six months in length. The classes will be evening based, with opportunity for student to utilize the Garnet campus labs during day time hours as well as the evening. The program will also include a workplace training component also known as On-The-Job Training. Students will be expected to complete 135 hours of the 810 hours in a workplace setting organized and assigned by the instructor and or OJT coordinator.

The emphasis of this program is to provide the learner with a broad knowledge of Information Technology (IT). Topics covered in this program range from networking, and cyber security, as well as hardware and software basics.

Course Listing: On Campus

- Business Communications
- Business Computer Applications I (Microsoft Word and PowerPoint)
- Business Computer Applications II (Microsoft Access, Excel & Outlook)
- CompTIA A+
- Keyboarding training available (not required)

Course Listing: Off Campus Option

- Business Computer Applications I
- Business Computer Applications II

Career Opportunities:

- Administrative Assistant
- Technology Analyst
- Computer Systems Design □ Microsoft Office Specialist
- Technical Support Specialist
- Computer Systems Analyst