Personal Computer Specialist

See College of Business and Economics, page 266.

Program Description:

Personal computers of today outperform the mainframe computers of a generation ago at a fraction of the cost. This associate's degree trains individuals to assist personal computer users. They will be able to assemble, upgrade, maintain, troubleshoot, and repair personal computers. Computer skill courses are combined with general education business courses.

Career Descriptions:

Computer professionals are in demand by businesses of all sizes to assemble, upgrade, maintain and repair the personal computers which are on virtually on every office desk. The PC specialist is also working in the area of peer-to-peer and client-server local area networks as well as in configuring systems for maximum efficiency of the systems. PC specialists frequently install and operate user application software packages as well as train individuals in the use of these programs.

Computer Sales/Installer — sells and installs computers; maintains current knowledge in advancement of today's computers; installs hardware and software.

Network Installer and Maintenance Worker — installs hardware and software; provides networking capabilities; troubleshoots; maintains computers to prevent problems.

Associate's Degree

Career Choices

Computer Sales/Installer

Network Installer and Maintenance Worker

Student Profile

Are you…

a people person?

enthusiastic and eager to learn about business from the roots up?

FALL		
First Year		
OA111	Keyboarding/Document Formatting I	3
EN110	First-Year Composition I	3
	Gen. Ed. Electives	3
DP121	Computer Applications for Business	3
BA/CS	Elective	3
		15
Second Year		
OA119	Accounting Procedures	4
DP250	Desktop Publishing and Presentation Design	3
DP235	Spreadsheets	3
BA/CS	Elective	3
MA110	Explorations in Math	3
		16

SPRING		
DP163	Troubleshooting and Repair of Personal Computers	3
DP160	Personal Computer Workstation Operating Systems	3
EN111	First-Year Composition II	3
SD101	Fund. of Speech Communication	3
	Gen. Ed. Electives	3
		15
BA231	Business Communications	3
DP260	Personal Computer Network Operating Systems	3
DP263	Storage, Protection and Recovery of Personal Computer	3
DP231	DataBase	3
BA/CS	Elective	3
	Elective	1
		16

SAMPLE ONLY

Required for Degree		**62 credits**
General Education Requirements		**18 credits**
EN110	First-Year Composition I	3
EN111	First-Year Composition II	3
MA110	(or higher) Explorations in Math *or*	3
PL205	Logic	
SD101	Fund. of Speech Communication	3
	General Education Electives	6
Department Requirements		**37 credits**
OA119	Accounting Procedures (*or* AC132 and AC133)	4
BA231	Business Communications	3
DP121	Computer Applications in Business	3
DP231	DataBase	3
DP235	Spreadsheets	3
DP160	Personal Computers Workstation Operating Systems	3
DP163	Troubleshooting & Repair of Personal Computers	3
OA111	Keyboarding/Document Formatting I *or*	3
DP225	Word Processing Techniques	
DP250	Desktop Publishing and Presentation Design	3
DP260	Personal Computers Network Operating Systems	3
DP263	Storage, Protection & Recovery of PC	3
Business or Computer Science Electives		**9**
BA121	Introduction to Business	3
BA254	Business Law I	3
CS105	Intro. to Computer Programming	3
CS106	Advanced Web Page Design and Web Site Administration	3
CS271	Network Hardware and Software	3
CS281	Network Design and Implementation	3
FN242	Personal Finance	3
FN245	Principles of Finance	3
MK281	Marketing Principles and Strategy	3