

Information Systems Management



Business and Information Technology • (319) 398-5416 • (800) 363-2220



Entry time: Fall, Spring, Summer
Length: 2 years (4 semesters)
Award: Associate of Applied Science Degree
Locations: Cedar Rapids Campus, Iowa City Campus

The Information Systems Management program provides students advanced training in various software applications such as word processing, spreadsheets, databases, multimedia presentations, desktop publishing and web page design. Problem solving, decision-making, and oral and written communications are emphasized in related classes. Students may also receive practical experience through a business internship.

Transfer Opportunities:

Mount Mercy College, Cedar Rapids, Iowa
Northwest Missouri State (online courses), Maryville, Missouri
William Penn University, Oskaloosa, Iowa

Employment Opportunities:

- ☞ Help Desk Support Services
- ☞ Technical Support Services
- ☞ Training
- ☞ Office Support Services
- ☞ Internet Support Services
- ☞ Office Manager
- ☞ Information Systems Manager

Local employers that have hired Kirkwood Information Systems Management graduates:

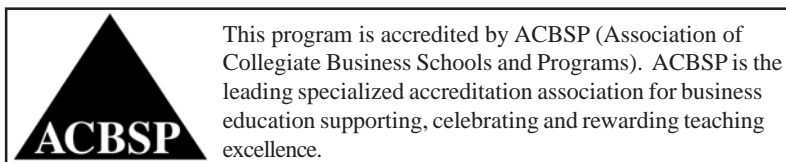
- ☞ Rockwell Collins
- ☞ McLeodUSA
- ☞ Aegon
- ☞ Kirkwood Community College

Technology has had an impact on the very structure of how information is created, processed and distributed. Although this is a new and evolving field of study with various job titles, students are quickly finding jobs in the help desk, technical support or training areas of business.

The recent trend is to become MOS Certified—that is, employees certified as a Microsoft Office Specialist at either the core or expert level of Word, Excel, Access and PowerPoint. Certification standards are becoming increasingly popular with local businesses.

For information on salaries and careers in this field, check out these websites:

America's Job Bank: www.ajb.dni.us
Cedar Rapids Metro: www.clickonmycareer.com
Occupational Employment Statistics: www.iowaworkforce.org
Salary: www.salary.com



Kirkwood
www.kirkwood.edu
Kirkwood Community College
6301 Kirkwood Blvd. SW • P.O. Box 2068
Cedar Rapids, Iowa 52406

Information Systems Management



Two-year Program
Associate of Applied Science Degree
Major Code: 32140

Catalog Number	Course Title	Credit Hours	Catalog Number	Course Title	Credit Hours
First Semester			Third Semester		
PC105U	Human Relations	3	OF164U	Media Tools for the Web (P:OF154U)	3
OF133U	Business Editing ¹	3	DG211U	Intro to PC Hardware	3
OF136U	Computer Business Applications	3	OF158U	Post-Advanced Comp. Bus. Apps (P:OF137U)	3
OF103T	Business Math ²	3	OF162U	Desktop Publishing Projects (P:OF127U)	2
OF161U	Electronic Records System	3	-----	Info Systems Management Elective	3
AD121U	Time Management in the Workplace or OF105U Professionalism	1	AD157U	Training the Trainer	1
16			15		
Second Semester			Fourth Semester		
OF160U	Adobe Acrobat	2	OF148U	Integrated Office Applications (P:OF137U)	3
OF154U	Multimedia Basics (P:OF136U)	3	AD104T	Office Supervision and Management	3
OF127U	Desktop Publishing	3	OF165U	Multimedia Projects (P:OF154U, OF164U)	2
OF137U	Adv Computer Bus Apps (P:OF136U)	3	OF104U	Business Communications	3
OF163U	Web Design Principles	3	-----	Info Systems Management Electives	3
AD149U	Effective Team Building for Managers or OF105U Professionalism	1	-----	Humanities Elective	3
15			17		

Total Program Credit Hours **63**

P=Prerequisite

¹A COMPASS score of 32 or above is required to take Business Editing. Students with COMPASS scores below 32 need to take PT095 Basic Writing before Business Editing.

²Enrollment in this course requires a math COMPASS score of 39 or above. Students with COMPASS scores below 39 need to take MT102U Basic Math before Business Math.

NOTE: Students may take Professionalism for 1 or 2 credit hours. The on-campus course is 1 credit hour; the Internet course, OF159U Professionalism in the Workplace is 2 credit hours. Students may also substitute Time Management in the Workplace and Effective Team Building for Managers in place of Professionalism.

Students may substitute the following transfer courses:

PC100T	General Psychology	For	PC105U	Human Relations
CC113T	Composition I ³	For	OF133U	Business Editing
DG102T	Intro to Micros and DP	For	OF136U	Computer Business Applications
MT110T	Math for Decision Making	For	OF103T	Business Math
CC115T	Comp II: Technical Writing ⁴	For	OF104U	Business Communications

³Enrollment in this course required a writing COMPASS score of 70 or above.

⁴Students who do not take Business Communications must also take AD144U Employment Seminar (1 credit).

Cedar Rapids Program Coordinator:

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Iowa City Program Coordinator:

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Information Systems Management



Information Systems Management Electives

DG159U	Intro to HTML/Web Page Design (P:DG102T)	3
DG143U	Intro to LAN	3
DG179U	Windows Networking (P:DG143U)	3
DG153U	LAN Administration (P:DG143U)	3
DG223U	Linux Networking (P:DG143U)	3
AD801T	Business Internship	3
DG169U	Web Design Applications	3
OF107T	Word Processing II (P:OF106T)	3
OF108T	Word Processing III (P:OF107T)	3
OF102U	Accounting Concepts	3

Certificate Options

Desktop Publishing Applications Certificate

Major Code: 32142

Prerequisite Courses:

OF136U	Computer Business Applications	3
OF154U	Multimedia Basics (P:OF136U)	3

Certificate Courses:

OF127U	Desktop Publishing	3
OF163U	Web Design Principles	3
OF160U	Adobe Acrobat	2
OF164U	Media Tools for the Web (P:OF163U)	3
OF162U	Desktop Publishing Projects (P:OF127U)	2

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PC Applications Certificate

Major Code: 32143

Prerequisite Courses:

OF107T	Word Processing II (P:OF106T)	3
OF136U	Computer Business Applications	3

Certificate Courses:

OF160U	Adobe Acrobat	2
OF137U	Adv Computer Business Apps (P:OF136U)	3
OF148U	Integrated Office Applications (P:OF136U)	3
OF158U	Post-Adv Computer Bus Apps (P:OF137U)	3
OF108T	Word Processing III (P:OF107T)	3

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Web Design Certificate

Major Code: 32144

Prerequisite Courses:

OF136U	Computer Business Applications	3
OF154U	Multimedia Basics (P:OF136U)	3

Certificate Courses:

OF160U	Adobe Acrobat	2
DG169U	Web Design Applications	3
DG159U	Intro to HTML/Web Page (P:DG102T or OF136U)	3
OF163U	Web Design Principles	3
OF164U	Media Tools for the Web (P:OF163U)	3
OF165U	Multimedia Projects (P:OF154U, OF164U)	2

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LAN Management Certificate

Major Code: 48290

Prerequisite Course:

DG102T	Intro to Micros and DP or OF136U Computer Business Applications	3
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Certificate Courses:

DG143U	Intro to Local Area Networks	3
DG211U	Intro to PC Hardware	3
DG179U	Windows Networking (P:DG102T/OF136U)	3
DG153U	LAN Administration (P:DG143U)	3
DG223U	Linux Networking (P:DG143U)	3

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