Workforce Career Certification in Microcomputer /Information Systems Technology

**Employability Skills Training**
- Professional Work Ethics ..........48 hours
- Microcomputer Applications ..........50 hours
- Word Processing..........................48 hours
- Applied Business Math......................48 hours

**Pathway Classes**
- IT Foundations..................................60 hours
- Fundamentals of Data Communication........60 hours
- Security Principles and Policies.................48 hours

**Potential Certifications**
- Career Readiness Certification, Workforce Career Employability Skills Certification, IC3 Certification,
- Network+, Security +
- The IT Cyber Security Certification provides a solid foundation for students to acquire the cyber security occupation and the parallel Associates Degree at NEMCC.

**BOT 1133—Microcomputer Applications.**
This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications. Lecture/lab.

**BOT 1213—Professional Development.**
This course emphasizes an awareness of interpersonal skills essential for job success. Three hours lecture.

**BOT 1143—Word Processing**
This course focuses on production of documents using word processing functions. Production with accuracy is stressed, and practice is given through a variety of documents for skill building. Lecture/lab.

**BOT 1313—Applied Business Math.** *(Industrial Maintenance Pathway will not take this class)*
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture. (3)

**IST 1124—IT Foundations.**
This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. (4 sch: 3 hr. lecture, 2 hr. lab)

**IST 1134—Fundamentals of Data Communications.**
This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. (4 sch: 3 hr. lecture, 2 hr. lab)

**IST 1143—Security Principles and Policies.**
This course is an introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. (3 sch hours, 2 hr. lecture, 2 hr lab)
Mississippi's drop-outs earn an average about $4,665 less annually than do high school graduates.

Office Assistant
Avg. Salary: $23,000.00

Computer Support Specialist
Avg. Entry Level Salary: $26,400.00

Information Security Analyst/Web Developer
Avg. Entry Level Salary: $36,980.00

Computer Software Engineer
Avg. Entry Level Salary: $58,970.00

Career Possibilities in Microcomputer/Information Systems Technology Certification

- Common Core/Adult Basic Education
  - Service and Computer Skills Development
  - GED classes
  - 6 college credits

- Certificate of Technical Studies
  - 12 college credits
  - I-BEST program
  - Earn 3 certifications

- Associates Degree
  - Information Systems Technology
  - Microcomputer Technology
  - Web and Programming Technology

- Bachelors Degree
  - University of Mississippi
  - Mississippi State University
  - Blue Mountain College