



**COMPUTER INFORMATION SYSTEMS (CIS)
Certificate Program**

Career Curriculum CIS 0401
Certificate Program
Minimum Hrs. 31
Major Code: 1.2 110401J

FALL SEMESTER

| Dept. No. | | Hrs. | Gr. |
|-----------|---|------|-----|
| ACC 100 | Business Accounting | 3 | — |
| BUS 116 | Keyboarding I ¹ | 3 | — |
| CIS 101 | Introduction to Computers | 3 | — |
| CIS 120 | Data Base Management | 3 | — |
| MAT 113 | Introduction to Contemporary Mathematics OR | 3 | — |
| | BUS 111 Business Mathematics | 15 | — |

SPRING SEMESTER

| Dept. No. | | Hrs. | Gr. |
|-----------|---------------------------------|------|-----|
| BUS 237 | Office Procedures | 3 | — |
| CIS 104 | Spreadsheet Design | 3 | — |
| CIS 110 | Introduction to Word Processing | 2 | — |
| CIS 210 | Presentation Graphics | 2 | — |
| CIS 230 | Operating Systems | 3 | — |
| CIS 240 | Web Page Design | 3 | — |
| | | 16 | — |

¹ Proficiency exam is available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

The Computer Information Systems Certificate Program (CIS 0401) is an ICCB approved extension of the Computer Information Systems AAS Degree (CIS 0400).

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: Fall 2008

Additional Information: Students who successfully complete this program will have the minimum skills necessary to maintain an existing small business automated system. They will be able to perform the duties necessary to enter, store, retrieve, transfer, update, and maintain data files. They will possess the required technical knowledge to ensure the proper care of equipment and software. Students who complete this one-year program will receive a Certificate of Achievement.

Career Opportunities: Upon successful completion of this program, students will have the minimum skills necessary to maintain an existing small business information system; perform the duties necessary to enter, store, retrieve, transfer, update, and maintain computerized information; and possess the required technical knowledge to ensure the proper care of equipment and software.