



COMPUTER INFORMATION SYSTEMS (CIS)*
Computer Application Specialist
Degree Program

Career Curriculum CIS 0402
 Associate in Applied Science
 Minimum Hrs. 65
 Major Code: 1.2 110601F

FIRST YEAR – FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 116 Keyboarding I ¹	3	___
CIS 101 Introduction to Computers	3	___
CIS 230 Operating Systems	3	___
ENG 101 English Composition I ² OR ENG 113 Professional Technical Writing ²	3	___
MAT 113 Introduction to Contemporary Mathematics OR BUS 111 Business Mathematics	3 15	___

FIRST YEAR – SPRING SEMESTER

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting OR ACC 200 Financial Accounting I	3	___
BUS 110 Introduction to Business	3	___
BUS 117 Keyboarding II ¹	3	___
CIS 110 Introduction to Word Processing	2	___
CIS 120 Database Management	3	___
PHL 121 Introduction to Logic	3 17	___

Fall Only Courses: Spring Only Courses:

CIS 225 BUS 237
 CIS 220
 CIS 245

SECOND YEAR – FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 235 Business Correspondence	3	___
CIS 104 Spreadsheet Design	3	___
CIS 225 Advanced Database Management ³	3	___
CIS 240 Web Page Design	3	___
SPE 115 Speech	3	___
Elective ⁴	3	___
	18	___

SECOND YEAR – SPRING SEMESTER

Dept. No.	Hrs.	Gr.
BUS 138 Employment Strategy	1	___
BUS 237 Office Procedures	3	___
CIS 210 Presentation Graphics	2	___
CIS 220 Advanced Spreadsheet Design ³	3	___
CIS 245 Advanced Web Design ³	3	___
ECO 201 Introduction to Macroeconomics OR ECO 202 Introduction to Microeconomics	3 15	___

*Students planning to capstone with SIU should follow the appropriate capstone curriculum guide.

¹ Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requiring 55 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.

² Requires a grade of "C" or higher.

³ These courses have a prerequisite.

⁴ Students may choose electives from the following areas: ACC, ART, BUS, CIS, CPS, ECO, ELT, GRD, HIT, MFT, MGT, MKT

The Computer Information Systems Computer Application Specialist AAS Degree (CIS 0402) is an ICCB approved extension of the Computer Information Systems AAS Degree (CIS 0400).

The minimum general education component for the Associate in Applied Science degree requires satisfactory completion of at least 15 semester credits of coursework distributed over the disciplines of Communications, Mathematics, Arts and Humanities, Physical and Life Sciences, and Social and Behavioral Sciences. The curriculum guide for each Associate in Applied Science degree program will spell out the course requirements or options available for satisfying the general education component. With appropriate justification and in consultation with your academic advisor, a request to substitute a course for one recommended in this guide may be granted with the appropriate approvals from the Department Chair, Dean for Instruction and Vice-President for Instruction. However, no substitutions are allowed in Groups I-III (General Education Component; GECC) of the curriculum guide (see the Associate in Applied Science general degree requirements worksheet in the John A. Logan College Catalog).

Students planning to transfer and pursue a baccalaureate degree should, when given a choice, enroll in the general education course that is IAI GECC approved and articulated with participating Illinois institutions.

*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

Career Opportunities: This degree is applicable to students that want to work in an office environment and be proficient in the software applications needed in today's office. Preparation for MOS certifications can be obtained through this degree.