



# Certificate

## Toward a Degree in

# Computer Information Systems

Career Curriculum CIS0401  
Minimum Hours: 32  
Major Code: 1.2 110401J  
Effective Date: Fall 2018

### FALL SEMESTER

Dept.	No.		Hrs.	Grade
ACC	100	Business Accounting	3	_____
BUS	116	Keyboarding I <sup>1</sup>	3	_____
CIS	101	Introduction to Computers	3	_____
CIS	110	Introduction to Word Processing Elective <sup>2</sup>	2	_____
			3	_____
MAT	113	Introduction to Contemporary Mathematics OR	3	_____
		BUS 111 Business Mathematics	17	_____

### NOTES AND INFORMATION

Fall Only Courses: CIS 110      Spring Only Courses: BUS 237

<sup>1</sup> Proficiency exam is available for BUS 116 (requiring a production test as well as 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.

<sup>2</sup> Electives to choose from: ART 205, BUS 110, BUS 235, BUS 222, BUS 255, CIS 105

### SPRING SEMESTER

Dept.	No.		Hrs.	Grade
BUS	237	Office Procedures	3	_____
CIS	104	Spreadsheet Design	3	_____
CIS	120	Database Management	3	_____
CIS	208	Security Awareness	3	_____
CIS	230	Operating Systems	3	_____
			15	

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

This is a Gainful Employment Certificate Program of 16 credit hours or more that prepares the student for gainful employment in a recognized occupation. For detailed information regarding program length, cost, average loan debt and completion details, select the following link to the Gainful Employment Worksheet for this program.

[https://www.jalc.edu/files/uploads/global/consumer\\_information/pdfs/gainful\\_employment/computer\\_information\\_systems.pdf](https://www.jalc.edu/files/uploads/global/consumer_information/pdfs/gainful_employment/computer_information_systems.pdf). You can also access this information by typing the following URL into your browser's address bar: [http://www.jalc.edu/gainful\\_employment/computer\\_information\\_systems/Gedt.html](http://www.jalc.edu/gainful_employment/computer_information_systems/Gedt.html)

**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.

*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.*