



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

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

FALL SEMESTER

SPRING SEMESTER

Dept. No.	Hrs.	Gr.	Dept. No.	Hrs.	Gr.		
ACC 100	Business Accounting	3	___	BUS 237	Office Procedures	3	___
BUS 116	Keyboarding ¹	3	___	CIS 104	Spreadsheet Design	3	___
CIS 101	Introduction to Computers	3	___	CIS 120	Database Management	3	___
CIS 110	Introduction to Word Processing	2	___	CIS 208	Security Awareness	3	___
CIS 210	Presentation Graphics	2	___	CIS 230	Operating Systems	<u>3</u>	___
MAT 113	Introduction to Contemporary Mathematics OR	<u>3</u>	___			15	
	BUS 111 Business Mathematics	16	___				

Fall Only Courses:

CIS 110 BUS 237
CIS 210

¹ 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.

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. 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

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.*

**Effective Date: Fall 2008
Rev. Spring 2017**