



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

Career Curriculum CIS 0401  
Certificate Program  
Minimum Hrs. 32  
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 I <sup>1</sup>                  | 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        | ___ |
| Elective <sup>2</sup> |   | 3        | ___ | CIS 230   | Operating Systems   | <u>3</u> | ___ |
| MAT 113               | Introduction to Contemporary Mathematics OR | <u>3</u> | ___ |           |                     | 15       |     |
|                       | BUS 111 Business Mathematics                | 17       | ___ |           |                     |          |     |

Fall Only Courses:    Spring Only Classes:  
CIS 110                    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

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.*

**Effective Date: Fall 2018**