

**COMPUTER INFORMATION SYSTEMS  
COMPUTER SOFTWARE SUPPORT (SSC)  
(HEGIS 5101)  
(Applied Academic Certificate)**

This certificate provides the student with advanced skills in computer applications. It is appropriate for students interested in learning the intricacies of a variety of software packages. The certificate includes extensive exposure to a broad range of computer applications and computer-based publishing skills. Upon completion of the certificate, students may pursue careers as application specialists, help desk associates and software trainers. Students continuing into a two-year degree program are advised to consult the requirements for either the CIS or BUS Applied Science degree programs. No prior computer experience is required.

**A Certificate is awarded upon completion of the requirements for this program.**

Courses should be selected in consultation with an advisor.

<u>Course No.</u>	<u>Descriptive Title</u>	<u>Cr.Hrs.</u>
<u>FIRST SEMESTER</u>		
ENG 101	Composition I	3
CIS 100	CIS Introductory Seminar	1
CIS 111	Computer Systems and Applications	3
CIS 107	Conducting Business on the Internet	
or CIS 108	Conducting Research on the Internet	3
CIS 260	Career Seminar, Career Exploration (a)	2
Elective (b)		<u>3</u>
	TOTAL	15
<u>SECOND SEMESTER</u>		
CIS 105	Groupware Using Lotus Notes	2
CIS 120	Computer Based Publishing	3
CIS 213	Microcomputer Systems for Business	3
CIS 261	Career Seminar, Career Advancement (a)	2
Elective (b)		3
Free Elective		<u>3-4</u>
	TOTAL	16-17
	TOTAL 31 CREDIT HOURS	

- a. The cooperative education experience requires 10 hours per week of related work experience.
- b. Students must select courses from: ACC, BUS, CIS, MAT, or BUS 103. Students unfamiliar with basic keyboarding skills are encouraged to register for BUS 103.

**COMPUTER INFORMATION SYSTEMS  
PROGRAMMING FOR BUSINESS (BPC)  
(HEGIS 5101)  
(Applied Academic Certificate)**

This certificate provides the student with a foundation in computer programming both in a mainframe and a desktop environment. The student will be able to continue into the second year of programming courses in a full-time or part-time capacity. Upon completion of the certificate, students may pursue careers in computer operations, program testing and software maintenance. Students continuing into a two-year degree program are advised to consult the requirements for either the CIS or BUS Applied Science degree programs. No prior computer experience is required.

**A Certificate is awarded upon completion of the requirements for this program.**

Courses should be selected in consultation with an advisor.

<u>Course No.</u>	<u>Descriptive Title</u>	<u>Cr.Hrs.</u>
<u>FIRST SEMESTER</u>		
ENG 101	Composition I	3
CIS 100	CIS Introductory Seminar	1
CIS 111	Computer Systems and Applications	3
CIS 112	Computer Programming I	4
CIS 113	Visual Basic Programming	3
CIS 260	Career Seminar, Career Exploration (a)	<u>2</u>
	TOTAL	16
<u>SECOND SEMESTER</u>		
CIS 133	Advanced Visual Basic	3
CIS 123	Computer Programming II	3
CIS 124	Computer Operating Systems	3
Elective (b)		3
CIS 261	Career Seminar, Career Advancement (a)	2
Free Elective		<u>3-4</u>
	TOTAL	17-18
	TOTAL 33 CREDIT HOURS	

- a. The cooperative education experience requires 10 hours per week of related work experience.
- b. Students must select courses from: ACC, BUS, CIS, MAT, or BUS 103. Students unfamiliar with basic keyboarding skills are encouraged to register for BUS 103.