

COMPUTER & INFORMATION SYSTEMS - ONE-YEAR CERTIFICATE OF COMPLETION (CC1)

Description

The Computer and Information Systems One-Year Certificate of Completion provides foundational skills in computer concepts, software applications, networking, and the internet. Students can apply all certificate course credits to the Associate of Applied Science in Computer and Information Systems.

Program Learning Outcomes

Upon successful completion of the program, students will be able to:

1. Develop problem-solving skills for working with software, hardware, and networks.
2. Demonstrate the ability to communicate effectively with clients, customers, and coworkers about a broad spectrum of information technology topics.
3. Apply best practices in the acquisition and use of hardware and software.

Entrance Requirements

Academic Entrance Requirements

Recommended:

- High school diploma or GED
- Completion of WR 065 Rhetoric and Critical Thinking II or higher or minimum placement Wr/Comm Level 7
- Completion of MTH 060 Beginning Algebra or higher or minimum placement Math Level 10
- Basic computer competency or CIS 010 Computer Keyboarding and CIS 070 Introduction to Computers: Windows

Other Entrance Requirements

All enrolled program students may have to pass a criminal history check (CHC) as a condition of their acceptance into a worksite for cooperative work experience. Students who do not pass the CHC may not be eligible to complete requirements at affiliated practicum sites or be hired for some professional positions. Students who believe their history may interfere with their ability to complete the program of study should contact the program director or department chair.

Additional Program Costs (beyond standard tuition/fees and textbooks)

Recommended:

- 16 to 64 GB portable storage (USB or SSD drive): \$20 to \$100
- A desktop or laptop computer capable of running the latest version of the Windows operating system and the latest version of Microsoft Office: approximately \$800
- Reliable high-speed internet access

Course Requirements

Course	Title	Credits
Core Courses		
CIS 122	Introduction to Programming	4
CIS 124	IT Fundamentals	4
CIS 131	Software Applications	4
CIS 135DB	Database Theory/SQL	4
CIS 140	A+ Essentials I	4
CIS 145	A+ Essentials II	4
CIS 178	Internet in Depth	4
or CIS 179CL	Cloud Essentials	
CIS 179	Networking Essentials	4
CIS 195	Web Development I	4
Other Required Courses		
Human Relations:		3-4
MTH 102	Applied Technical Mathematics (or choose one course from the foundational requirements math list)	4
WR 121	Academic Composition	4
Total Credits		47-48

Advising Notes

Planning is important. Most option courses are offered once per academic year and many need to be taken in sequence. Some core classes are offered once every two years. Students may take non-program support courses any term to build skills related to prerequisites.

This program is designed for students planning to enter their chosen careers upon graduation. Often only selected credits are considered transferable to public or private baccalaureate institutions.

Performance Standards

- Academic Requirements:
 - Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
 - All courses in the program must be completed with a grade of C or higher.

Sample Plan

First Term		Credits
CIS 124	IT Fundamentals	4
Human Relations:		3-4
MTH 102	Applied Technical Mathematics (or choose one course from the foundational requirements math list)	4
WR 121	Academic Composition	4
Credits		15-16

Second Term

CIS 131	Software Applications	4
CIS 140	A+ Essentials I	4
CIS 145	A+ Essentials II	4
CIS 178 or CIS 179CL	Internet in Depth or Cloud Essentials	4
Credits		16

Third Term

CIS 122	Introduction to Programming	4
CIS 135DB	Database Theory/SQL	4
CIS 179	Networking Essentials	4
CIS 195	Web Development I	4
Credits		16
Total Credits		47-48