2015-2016 Degree Completion Guide

Microcomputer Specialist CAC - CO530

11/4/2014   ICCB Approved Total Program Hours: **49** Semester Hours

The following suggested schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check with that institution for specific transfer requirements.

Courses that are approved for the AA/AS degrees are **bolded.**

Mode of Delivery:
T = Traditional classroom
W = Online
Q = Blended

Program Prerequisites:

First Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
CIS 122	**Computer Information Systems Fundamentals**	**4**	**T, W, Q**		**FL, SP, SM**	
CIS 126	**Microsoft Office**	**3**	**T, W, Q**		**FL, SP, SM**	
	Total Semester Hours:	7				

Second Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
CIS 145 or	Fundamentals of Networking	3	T, W		FL, SP, SM	
CIS 263	Networking Essentials	3	T, Q	CIS 122 or consent of dept.	FL, SP, SM	
CIS 130	**BASIC Programming**	**4**	**T, W**	**CIS 122 & COMPASS placement into Math 127 or higher level Math course, or a min. grade of C or higher in Math 098.**	**FL, SP, SM**	
CIS 213	Electronic Spreadsheet Software	3	W	CIS 126 or OFS 114 or consent of dept.	SP	
CIS 226	Advanced Microsoft Office	4	W	CIS 126 or OFS 114 or consent of dept.	FL, SP	
	Total Semester Hours:	14				

Third Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
CIS 154	Data Communications & Networks	4	T	CIS 122 & CIS 145 or consent of dept.	FL, SP	
CIS 159	Intro to Operating Systems & Scripts	4	T	CIS 122 or equivalent	FL, SP	
CIS 200	Social Web Site Development	3	T		FL	
CIS 211	Database Management Systems	3	W	CIS 126 or OFS 114 or consent of dept.	FL, SP	
	Total Semester Hours:	14				

Fourth Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
CIS 271	Windows Client OS	4	T	CIS 263 or CNT 101 or consent of dept.	FL, SP	
CIS 275	PC Troubleshooting & Toolbox	4	T	CIS 122	FL, SP	
CIS 235	Microsoft Office Certification Prep	3	W	CIS 126 or OFS 214; CIS 226 highly recommended (may be concurrent)		
Elective	3 cr. hrs. from CIOS courses	3				
	Total Semester Hours:	14				

Graduation Requirements

To be awarded an Associate degree at Joliet Junior College, each student must meet the following requirements:

1. Satisfy all admission requirements.

2. Complete the courses required to earn the chosen degree. If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 60 credit hours of which the last 15 credit hours applicable to the degree are earned at Joliet Junior College. If the student has not taken the last 15 hours at JJC, then a total of 30 credit hours applicable to the degree must be earned at Joliet Junior college. Proficiency test, CLEP and Advanced Placement do not meet this requirement.

3. Earn a cumulative grade point average of at least 2.0.

4. Discharge all financial obligations to the college; have no restrictions.

5. File an application for graduation (An application should be filed at the time of registration for student's anticipated last semester).

6. Have on file in the Graduation office by the graduation filing date all transcripts from other colleges/universities that are to be evaluated for credit, to be applied toward a degree. A delay in the process may result in a later graduation date.

For more information

Counseling & Advising	Department Chairperson	Program Advisor
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