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| JJC Logo Primary_black.jpg | **2019-2020 Completion Guide**  **Microcomputer Specialist, Certificate of Achievement, CO530**  **ICCB Approved Total Program Hours: 49** |
| Date | *The following schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check with that institution for specific transfer requirements.* |
| Program Prerequisites |  |

**T= Traditional H = Hybrid W = Web**

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| **First Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| CIS 122 | Computer Information Systems Fundamentals | 4 | T, H, W |  | FL, SP, SM |  |
| CIS 126 | Microsoft Office | 3 | T, H, W |  | FL, SP, SM |  |
|  | Total Semester Hours | 7 |  |  |  |  |

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| **Second Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| CIS 145 *or* CIS 263 | Fundamentals of Networking Networking Essentials | 3 | T, W | CIS 122, may be taken concurrently. | FL, SP, SM |  |
| CIS 130 | BASIC Programming | 4 | T, W | CIS 122 and placement testing into MATH 127 or higher level Math course, or minimum grade of “C” in MATH 098. | FL, SP, SM |  |
| CIS 213 | Electronic Spreadsheet Software | 3 | W | CIS 126 or OFS 214 or consent of department. | SP |  |
| CIS 226 | Advanced Microsoft Office | 4 | W | CIS 126 or OFS 214 or consent of department. | FL, SP |  |
|  | Total Semester Hours | 14 |  |  |  |  |

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| **Third Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| CIS 154 | Data Communications and Networks | 4 | T | CIS 122, and CIS 145 or consent of department. | FL, SP |  |
| CIS 159 | Introduction to Operating Systems and Scripts | 4 | T | CIS 122, or consent of department. | FL, SP |  |
| CIS 200 | Social Media Technologies | 3 | W |  | FL |  |
| CIS 211 | Database Management System | 3 | W | CIS 126 or OFS 214 or consent of department. | FL, SP |  |
|  | Total Semester Hours | 14 |  |  |  |  |

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| **Fourth Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| CIS 271 | Windows Client OS | 4 | T | CIS 263, which may be taken concurrently, or CNT 101 or CIS 145, or consent of department. | FL, SP |  |
| CIS 275 | IT Technical Support | 4 | T | CIS 122 and CIS 159 or equivalents or consent of department. | FL, SP |  |
| CIS 235 | Microsoft Office Certification Prep | 3 | W | CIS 126 or OFS 214 | FL, SP, SM |  |
| Elective | CIOS Elective | 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 given degree. If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 60 credit hours of which 15 credit hours applicable to the degree are earned at JJC. Proficiency test, CLEP and Advanced Placement does 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 the student’s anticipated last semester.)

6. Have all official transcripts from other colleges/universities on file in the Graduation Office by the graduation filing date for evaluation of credit. A delay in the process may result in a later graduation date.

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| Student Advising Center  815-280-2673 | Department Chairperson |
| Duane Stonich |
| (815) 280-2412  dstonich@jjc.edu |