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| JJC Logo Primary_black.jpg | **2019-2020 Completion Guide****Microcomputer Support Technician, Certificate of Achievement, CO535****ICCB Approved Total Program Hours: 42** |
| 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 |  |
| ENG 130\**or* COMM 101\*\* | Technical Writing & Communication\*Principles of Speech Communication\*\* | 3 | W\*T, H, W\*\* | Placement into ENG 101 or minimum grade of “C” in one of the following: ENG 021 and ENG 099; or ENG 022 and ENG 099; or the EAP course sequence ENG 079 and ENG 089, or ENG 096. | FL, SP, SM |  |
|  | Total Semester Hours |  |  |  |  |  |

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| **Second Semester** |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| CIS 143 | Internet Technologies | 3 | T | CIS 122 is recommended for students who are not proficient with computers. | FL |  |
| CIS 263 | Networking Essentials | 3 | T, H | CIS 122 or consent of department. | FL, SP |  |
| CIS 159 | Introduction to Operating Systems & Scripts | 4 | T | CIS 122, or consent of department. | FL, SP |  |
|  | Total Semester Hours | 10 |  |  |  |  |

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| **Third Semester** |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| CIS 235 | Microsoft Office Certification Prep | 3 | W | CIS 126 or OFS 214 | FL, SP, SM |  |
| 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 |  |
|  | Total Semester Hours | 11 |  |  |  |  |

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| **Fourth Semester** |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| CIS 272 | Windows Server I | 4 | T | CIS 271, or consent of department. | FL, SP |  |
| CIS 276 | Advanced IT Technical Support | 4 | T | CIS 275 or consent of department. May be taken concurrently with CIS 275 with department consent. | FL, SP |  |
| CIS 277 | Computer Security for the Home and Small Business | 3 | T |  | FL, SP |  |
|  | Total Semester Hours | 11 |  |  |  |  |

**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 Center815-280-2673  | Department Chairperson |
| Duane Stonich |
| (815) 280-2412dstonich@jjc.edu |