(B32) Certificate

The Microcomputer Applications Specialist I certificate consists of a core of courses which provide job entry skills in the programming and the operation of microcomputers. This certificate can also be the means for advancement to higher level positions in an expanding field. Instruction includes hands-on experience with microcomputers and various microcomputer software packages.

Work and Employment

The rapid spread of computers and computer-based technologies in recent years has generated a need for skilled, highly trained workers. Computers have become essential to the operation of stores, banks, colleges and universities, government agencies, hospitals, factories, and many other profit and non-profit entities in our society. Employment is expected to grow as organizations seek new applications for computers and improvements to the software already in use.

Program Contacts at Sauk Valley Community College
Academic Advising, 815/835-6354;
Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;
Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;
Valarie Sleger, Professor of Computer Information Systems, 815/835-6388.

Major Field Requirements

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 106 - Microcomputer Spreadsheet Software 2 Semester hour(s)
- CIS 108 - Microcomputer Database Applications 2 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CIS 160 - Intermediate Microcomputer Applications 3 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

Total Hours Required for Certificate: 17

Suggested Program

First Semester - Sem/Hrs: 8

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)

Second Semester - Sem/Hrs: 6

- CIS 106 - Microcomputer Spreadsheet Software 2 Semester hour(s)
- CIS 108 - Microcomputer Database Applications 2 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

Third Semester - Sem/Hrs: 3

- CIS 160 - Intermediate Microcomputer Applications 3 Semester hour(s)

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