(076) Associate in Applied Science

Graduates of the Computer Software Technology program are prepared to enter the workforce as information support staff, administrative assistants, or other office positions in private business and governmental organizations. Majors study the theory, design, development, and application of computer technology to computer information systems, and develop in-depth knowledge on the operation and structure of major business software packages. The degree allows the student to choose electives towards a student-selected specialization in information systems support, administrative assistant roles in general business, legal offices, or medical offices.

Work and Employment

The rapid spread of computers and computer-based technologies in recent years has generated need for skilled, highly trained workers. Computers have become essential to the operation of stores, banks, colleges and universities, governmental agencies, hospitals, factories, and many other profit and non-profit entities in our society. Employment for CIS graduates is expected to grow as organizations seek new applications for computers and improvements to the software already in use. Employers are increasingly interested in employees who can combine areas of technical expertise or who are adaptable, are able to learn and incorporate new skills, and are able to find opportunities for increased efficiency through the use of automation. Click here for further career information: https://www.svcc.edu/academics/programs/individual/076.html

Special Consideration

Workers usually have the following skills and aptitudes: work independently, quickly and accurately, think logically and use good judgment, concentrate, possess mechanical and mathematical aptitudes, patience and persistence.

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

Major Field Requirements-Common Core-Sem/Hrs: 20

- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 106 - Business Mathematics I 3 Semester hour(s)
- CIS 106 - Introduction to Spreadsheet Software 3 Semester hour(s)
- CIS 108 - Introduction to Database Software 3 Semester hour(s)
- CIS 109 - Introduction to Computers 3 Semester hour(s)
- CIS 148 - Business Presentation Graphics 1 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)
- OAS 141 - Advanced Word Processing 2 Semester hour(s)

General Education Requirements - Sem/Hrs: 15-16

- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- Physical/Life Science 3 Semester hour(s) (BIO 108 [4 Semester hour(s)] recommended for OAS Medical Office Assistant Track)

- ENG 101 - Composition I 3 Semester hour(s)
- ENG 111 - Business and Technical Communication 3 Semester hour(s)

SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

Administrative Specialist Track - Sem/Hrs: 22

- BUS 107 - Business Correspondence 3 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)
- CIS 135 - Personal Information Management 1 Semester hour(s)
- OAS 104 - Keyboarding and Document Processing Basic - Level II 2 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
- OAS 110 - Proofreading and Editing 2 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 234 - Calculating Machines I 1 Semester hour(s)
- OAS 235 - Calculating Machines II 1 Semester hour(s)
- OAS 251 - Office Methods 3 Semester hour(s)

Emphases Options for Administrative Specialist Track -Sem/Hrs: 2-3

Bookkeeping

- CIS 220 - Computer Accounting 2 Semester hour(s)

Financial Services Representative

- BUS 112 - Human Relations 3 Semester hour(s)

Legal Office

- BUS 222 - The Legal Environment of Business 3 Semester hour(s)

Medical Office

- NRS 116 - Medical Terminology for Health Careers 3 Semester hour(s)

Desktop Publishing

- CIS 137 - Introduction to Desktop Publishing - Level I 1 Semester hour(s)
- CIS 138 - Introduction to Desktop Publishing - Level II 1 Semester hour(s)
- CIS 139 - Introduction to Desktop Publishing - Level III 1 Semester hour(s)

Information Support Track - Sem/Hrs: 24

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 120 - Introduction to Web Authoring Languages 3 Semester hour(s)
- CIS 130 - Information Systems Management 3 Semester hour(s)
- CIS 167 - A+ Certification 3 Semester hour(s)
- CIS 210 - Systems Analysis and Design 3 Semester hour(s)
- CIS 214 - Computer Operating Systems 3 Semester hour(s)
- CIS 229 - Database Management Systems 3 Semester hour(s)
- CIS 260 - Systems Design Practicum 3 Semester hour(s)

Total Hours Required for A.A.S. Degree: 60-62

Suggested Program - Administrative Specialist Track

First Semester - Sem/Hrs: 16

- HUM/FA or SOC 3 Semester Hour(s)

- BUS 106 - Business Mathematics I 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)
- OAS 104 - Keyboarding and Document Processing Basic - Level II 2 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)

Second Semester - Sem/Hrs: 16

- HUM/FA or SOC 3 Semester Hour(s)

- BUS 103 - Introduction to Business 3 Semester hour(s)
- CIS 109 - Introduction to Computers 3 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
- OAS 110 - Proofreading and Editing 2 Semester hour(s)
- OAS 141 - Advanced Word Processing 2 Semester hour(s)

Third Semester - Sem/Hrs: 14-15

- CHOOSE Electives for Administrative Specialist Track 2-3 Semester Hour(s)

- BUS 107 - Business Correspondence 3 Semester hour(s)
- CIS 106 - Introduction to Spreadsheet Software 3 Semester hour(s)
- CIS 135 - Personal Information Management 1 Semester hour(s)
- ENG 111 - Business and Technical Communication 3 Semester hour(s)
- OAS 234 - Calculating Machines I 1 Semester hour(s)
- OAS 235 - Calculating Machines II 1 Semester hour(s)

Fourth Semester - Sem/Hrs: 14-15

- Physical/Life Science - 3-4 Semester Hour(s) BIO 108 is recommended for the Medical Office Administrative Assistant Track

- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)
- CIS 108 - Introduction to Database Software 3 Semester hour(s)
- CIS 148 - Business Presentation Graphics 1 Semester hour(s)
- OAS 251 - Office Methods 3 Semester hour(s)

Suggested Program - Information Systems Support Track

First Semester - Sem/Hrs: 15

- BUS 106 - Business Mathematics I 3 Semester hour(s)
- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 109 - Introduction to Computers 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)

Second Semester - Sem/Hrs: 14

Electives: Hum/FA or SOC - 3 Semester Hour(s)

- BUS 103 - Introduction to Business 3 Semester hour(s)
- CIS 106 - Introduction to Spreadsheet Software 3 Semester hour(s)
- CIS 108 - Introduction to Database Software 3 Semester hour(s)
- OAS 141 - Advanced Word Processing 2 Semester hour(s)

Third Semester - Sem/Hrs: 15

- HUM/FA or SOC - 3 Semester Hour(s)

- CIS 120 - Introduction to Web Authoring Languages 3 Semester hour(s)
- CIS 130 - Information Systems Management 3 Semester hour(s)
- CIS 210 - Systems Analysis and Design 3 Semester hour(s)
- ENG 111 - Business and Technical Communication 3 Semester hour(s)

Fourth Semester - Sem/Hrs: 16-17

- Physical/Life Science 3-4 Semester Hour(s)

- CIS 148 - Business Presentation Graphics 1 Semester hour(s)
- CIS 167 - A+ Certification 3 Semester hour(s)
- CIS 214 - Computer Operating Systems 3 Semester hour(s)
- CIS 229 - Database Management Systems 3 Semester hour(s)
- CIS 260 - Systems Design Practicum 3 Semester hour(s)

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