

Graduates of the Computer Software Technology program are prepared to enter the business workforce as information support staff, administrative assistants, or other office positions in private business and governmental organizations. Majors study the MS Office Suite including Word, Excel, PowerPoint and Access, cloud-based office productivity tools such as Google G Suite and web conferencing tools, website management, financial accounting, and general business.

### **Work and Employment**

The proliferation of computers and the internet into almost every aspect of the workplace has generated a need for workers trained in using and applying technology to communicate, solve problems, and improve productivity. 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 skilled in the effective use of technology and an understanding of basic business practices. 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 using technology.

### **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**

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- Academic Advising, 815-835-6354
- Greg Noack, Assistant Professor of Computer Information Systems, 815-835-6434

## **Total Hours Required - 60 Hours**

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### **Major Field Requirements - 44 Hours**

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- ACC 101 - Financial Accounting (4 Semester Hours)
- BUS 103 - Intro to Business (3 Semester Hours)
- BUS 106 - Business Mathematics I (3 Semester Hours)
- BUS 112 - Human Relations (3 Semester Hours)
- CIS 100 - Basic Keyboard & Doc Proc (2 Semester Hours)
- CIS 104 - Word Processing Software (2 Semester Hours)
- CIS 106 - Spreadsheet Software (3 Semester Hours)
- CIS 108 - Database Software (3 Semester Hours)
- CIS 109 - Introduction to Computers (3 Semester Hours)
- CIS 132 - Cloud Productivity (2 Semester Hours)
- CIS 134 - Website Creation & Management (3 Semester Hours)
- CIS 143 - Desktop Publishing Software (3 Semester Hours)
- CIS 148 - Business Presentation Graphics (1 Semester Hours)
- CIS 167 - A+ Certification (3 Semester Hours)
- CIS 220 - Computer Accounting (2 Semester Hours)
- CIS 231 - Occupational Seminar I (1 Semester Hours)
- CIS 235 - Occupational Internship I (3 Semester Hours)

### **General Education Requirements - 15 Hours**

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- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- Physical/Life Science 3 Semester hour(s)
- ENG 101 - Composition I (3 Semester Hours)

- ENG 111 - Bus/Technical Communication (3 Semester Hours)

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### **SVCC Requirement - 1 Hours**

- FYE 101 - First Year Experience (1 Semester Hours)

## **Suggested Program**

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### **First Semester - 15 Hours**

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- Physical/Life Science 3 Semester Hour(s)
- BUS 103 - Intro to Business (3 Semester Hours)
- CIS 100 - Basic Keyboard & Doc Proc (2 Semester Hours)
- CIS 109 - Introduction to Computers (3 Semester Hours)
- ENG 101 - Composition I (3 Semester Hours)
- FYE 101 - First Year Experience (1 Semester Hours)

### **Second Semester - 14 Hours**

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- Electives: Soc/Behavioral Science 3 Semester Hour(s)
- BUS 106 - Business Mathematics I (3 Semester Hours)
- CIS 104 - Word Processing Software (2 Semester Hours)
- CIS 106 - Spreadsheet Software (3 Semester Hours)
- ENG 111 - Bus/Technical Communication (3 Semester Hours)

### **Third Semester - 15 Hours**

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- ACC 101 - Financial Accounting (4 Semester Hours)
- BUS 112 - Human Relations (3 Semester Hours)
- CIS 132 - Cloud Productivity (2 Semester Hours)
- CIS 143 - Desktop Publishing Software (3 Semester Hours)
- CIS 167 - A+ Certification (3 Semester Hours)

### **Fourth Semester - 16 Hours**

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- Electives: Hum/FA 3 Semester Hour(s)
- CIS 108 - Database Software (3 Semester Hours)
- CIS 134 - Website Creation & Management (3 Semester Hours)
- CIS 148 - Business Presentation Graphics (1 Semester Hours)
- CIS 220 - Computer Accounting (2 Semester Hours)
- CIS 231 - Occupational Seminar I (1 Semester Hours)
- CIS 235 - Occupational Internship I (3 Semester Hours)