

The Business Software Specialist I certificate consists of a core of courses which provide job entry skills in the operation of computers. This certificate can also be the means for advancement to higher level positions in an expanding field. Instruction includes hands-on experience with computers and business 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**

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

## **Total Hours Required - 16 Hours**

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### **Major Field Requirements**

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- 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 148 - Business Presentation Graphics (1 Semester Hours)

## **Suggested Program**

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### **First Semester - 7 Hours**

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- CIS 100 - Basic Keyboard & Doc Proc (2 Semester Hours)
- CIS 109 - Introduction to Computers (3 Semester Hours)
- CIS 132 - Cloud Productivity (2 Semester Hours)

### **Second Semester - 9 Hours**

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- CIS 104 - Word Processing Software (2 Semester Hours)
- CIS 106 - Spreadsheet Software (3 Semester Hours)
- CIS 108 - Database Software (3 Semester Hours)
- CIS 148 - Business Presentation Graphics (1 Semester Hours)