

Academic Programs

Computer Information Systems: Computer Software Technology - Associate in Applied Science (076)

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

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

Total Hours Required - 60 Hours

Major Field Requirements - 44 Hours

- ACC101 - Financial Accounting (4 Semester Hours)
- BUS103 - Intro to Business (3 Semester Hours)
- BUS106 - Business Mathematics (3 Semester Hours)
- BUS112 - Human Relations (3 Semester Hours)
- CIS100 - Basic Keyboard & Doc Proc (2 Semester Hours)
- CIS104 - Word Processing Software (2 Semester Hours)
- CIS106 - Spreadsheet Software (3 Semester Hours)
- CIS108 - Database Software (3 Semester Hours)
- CIS109 - Introduction to Computers (3 Semester Hours)
- CIS132 - Cloud Productivity (2 Semester Hours)
- CIS134 - Website Creation & Management (3 Semester Hours)
- CIS143 - Desktop Publishing Software (3 Semester Hours)
- CIS148 - Business Presentation Graphics (1 Semester Hours)
- CIS167 - A+ Certification (3 Semester Hours)
- CIS220 - Computer Accounting (2 Semester Hours)
- CIS231 - Occupational Seminar (1 Semester Hours)
- CIS235 - Occupational Internship (3 Semester Hours)

General Education Requirements - 15 Hours

- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- Physical/Life Science 3 Semester hour(s)
- ENG101 - Composition I (3 Semester Hours)
- ENG111 - Bus/Technical Communication (3 Semester Hours)

SVCC Requirement - 1 Hours

- FYE101 - First Year Experience (1 Semester Hours)

Suggested Program

First Semester - 15 Hours

- Physical/Life Science 3 Semester Hour(s)
- BUS103 - Intro to Business (3 Semester Hours)
- CIS100 - Basic Keyboard & Doc Proc (2 Semester Hours)
- CIS109 - Introduction to Computers (3 Semester Hours)
- ENG101 - Composition I (3 Semester Hours)
- FYE101 - First Year Experience (1 Semester Hours)

Second Semester - 14 Hours

- Electives: Soc/Behavioral Science 3 Semester Hour(s)
- BUS106 - Business Mathematics (3 Semester Hours)
- CIS104 - Word Processing Software (2 Semester Hours)
- CIS106 - Spreadsheet Software (3 Semester Hours)
- ENG111 - Bus/Technical Communication (3 Semester Hours)

Third Semester - 15 Hours

- ACC101 - Financial Accounting (4 Semester Hours)
- BUS112 - Human Relations (3 Semester Hours)
- CIS132 - Cloud Productivity (2 Semester Hours)
- CIS143 - Desktop Publishing Software (3 Semester Hours)
- CIS167 - A+ Certification (3 Semester Hours)

Fourth Semester - 16 Hours

- Electives: Hum/FA 3 Semester Hour(s)
- CIS108 - Database Software (3 Semester Hours)
- CIS134 - Website Creation & Management (3 Semester Hours)
- CIS148 - Business Presentation Graphics (1 Semester Hours)
- CIS220 - Computer Accounting (2 Semester Hours)
- CIS231 - Occupational Seminar (1 Semester Hours)
- CIS235 - Occupational Internship (3 Semester Hours)