Computer Information Systems: Business Software Specialist II - Certificate (B36)

The Business Software Specialist II consists of advanced courses which expand on skills in the programming and 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, business software applications, and web design.

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

Total Hours Required - 22 Hours

Major Field Requirements

- 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)

Suggested Program 1 year accelerated

First Semester - 10 Hours

- CIS100 - Basic Keyboard & Doc Proc (2 Semester Hours)
- CIS109 - Introduction to Computers (3 Semester Hours)
- CIS132 - Cloud Productivity (2 Semester Hours)
- CIS143 - Desktop Publishing Software (3 Semester Hours)

Second Semester - 12 Hours

- CIS104 - Word Processing Software (2 Semester Hours)
- CIS106 - Spreadsheet Software (3 Semester Hours)
- CIS108 - Database Software (3 Semester Hours)
- CIS134 - Website Creation & Management (3 Semester Hours)
- CIS148 - Business Presentation Graphics (1 Semester Hours)

Suggested Program 2 years

First Semester - 5 Hours

- CIS100 - Basic Keyboard & Doc Proc (2 Semester Hours)
- CIS109 - Introduction to Computers (3 Semester Hours)

Second Semester - 6 Hours

- CIS104 - Word Processing Software (2 Semester Hours)
- CIS106 - Spreadsheet Software (3 Semester Hours)
- CIS148 - Business Presentation Graphics (1 Semester Hours)

Third Semester - 5 Hours

- CIS132 - Cloud Productivity (2 Semester Hours)
- CIS143 - Desktop Publishing Software (3 Semester Hours)

Fourth Semester - 6 Hours

- CIS108 - Database Software (3 Semester Hours)
- CIS134 - Website Creation & Management (3 Semester Hours)