

The CIS certificate has been constructed to provide the prospective student with skills in a broad variety of topics. With knowledge of accounting, management, marketing, office software, databases and economics, the recipient is prepared for a wide variety of entry-level positions within many different industries.

Required Courses	Credits	Pre or Co Reqs Rqd	Course Availability		
			Fall	Spr	Sum
<b>Select 10 - 18 Credits from the Following</b>					
• CIS 115 - Introduction to Computer Information Systems	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 118 - Intro to PC Applications	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 130 - Introduction to Internet	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 135 - Complete PC Word Processing (software package)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 145 - Complete PC Database	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 155 - PC Spreadsheet Concepts: Excel	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 161 - Presentation Graphics I: (Software)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 202 - Automated Project Management: MS Project	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• CIS 220 - Fundamentals of Unix	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 240 - Database Design and Development	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• CIS 268 - Systems Analysis and Design I	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• CNG 124 - Networking I: Network +	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CNG 132 - Network Security Fundamentals	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• CNG 211 - Windows Configuration: (OS)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• CSC 119 - Introduction to Programming OR CSC 116 - Programming Logic	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CSC 154 - Visual Basic Net Programming	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• CSC 160 - Computer Science I: Java*	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Optional - Select 3 - 8 Credits from the Following</b>					
• ACC 121 - Accounting Principles I	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ACC 122 - Accounting Principles II	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• BUS 115 - Introduction to Business	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ECO 201 - Principles of Macroeconomics OR ECO 202 - Principles of Microeconomics*	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ECO 202 - Principles of Microeconomics: GT-SS1*	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAN 216 - Small Business Management	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAN 226 - Principles of Management	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAT 125 - Survey of Calculus: GT-MA1	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Pre-Requisites, Co-Requisites, and Recommendations (grade C or better required)

Where requirements are listed as course categories (e.g. Electives, Arts/Humanities) rather than as specific courses, please note that depending upon course choice, pre-requisites may be required.

ACC 122 - Accounting Principles II

- Pre-Requisite: ACC 121 - Accounting Principles I

CIS 118 - Intro to PC Applications

- Requirement: Students must have Windows file management skills to create file folders, rename files, delete files, copy and move files

CIS 135 - Complete PC Word Processing (software package)

- Requirement: Students must have Windows file management skills to create file folders, rename files, delete files, copy and move files

CIS 145 - Complete PC Database

- Requirement: Students must have Windows file management skills to create file folders, rename files, delete files, copy and move files

CIS 155 - PC Spreadsheet Concepts: Excel

- Pre-Requisite: Students must have Windows file management skills to create file folders, rename files, delete files, copy and move files

CNG 132 - Network Security Fundamentals

- Pre-Requisite: CNG 124 - Networking I: Network +

CSC 160 - Computer Science I: Java\*

- Pre-Requisite: CSC 119 - Introduction to Programming: Java

MAT 125 - Survey of Calculus: GT-MA1

- Pre-Requisite: MAT 121 - College Algebra or Higher OR IND 201 - Commercial Design II

### Notes

- Course availability is subject to change.
- Recommended courses may be listed above for certain electives; consult with the Academic Advising Office ([advising@arapahoe.edu](mailto:advising@arapahoe.edu) or 303.797.5664) for additional elective recommendations.
- Refer to 19/20 catalog for specific requirements and important information regarding this certificate.

### Graduation Requirements

- To graduate, students must apply for graduation (form available at [www.arapahoe.edu/departments-and-programs/raduation](http://www.arapahoe.edu/departments-and-programs/raduation)) by the deadline and meet all degree requirements



18 Credits

RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

<b>Year 1: Fall</b>	<b>Credits</b>	<b>Course</b>
	3	CIS 118 - Intro to PC Applications
	3	CIS 145 - Complete PC Database
	3	CIS 202 - Automated Project Management: MS Project
	3	ECO 201 - Principles of Macroeconomics OR ECO 202 - Principles of Microeconomics
<b>Year 1: Spring</b>	<b>Credits</b>	<b>Course</b>
	3	CSC 119 - Introduction to Programming
	3	MAN 226 - Principles of Management



18 Credits

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

<b>Year 1: Fall</b>	<b>Credits</b>	<b>Course</b>
	3	CIS 118 - Intro to PC Applications
	3	CIS 145 - Complete PC Database
<b>Year 1: Spring</b>	<b>Credits</b>	<b>Course</b>
	3	CIS 202 - Automated Project Management: MS Project
	3	ECO 201 - Principles of Macroeconomics OR ECO 202 - Principles of Microeconomics
<b>Year 1: Summer</b>	<b>Credits</b>	<b>Course</b>
	3	CSC 119 - Introduction to Programming
	3	MAN 226 - Principles of Management