

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
Select 10 - 18 Credits from the Following					
• CIS 115 - Introduction to Computer Information Systems (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 118 - Intro to PC Applications (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 130 - Introduction to Internet (1 Cr.)	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 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 145 - Complete PC Database (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 155 - PC Spreadsheet Concepts: Excel (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 161 - Presentation Graphics I: (Software) (1 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 202 - Automated Project Management: MS Project (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 220 - Fundamentals of Unix (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• CIS 240 - Database Design and Development (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• CIS 268 - Systems Analysis and Design I (3 Cr.)	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• CNG 124 - Networking I: Network + (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CNG 132 - Network Security Fundamentals (3 Cr.)	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• CNG 211 - Windows Configuration: (OS) (3 Cr.)	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* (4 Cr.)	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Optional - Select 3 - 8 Credits from the Following					
• ACC 121 - Accounting Principles I (4 Cr.)	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ACC 122 - Accounting Principles II (4 Cr.)	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• BUS 115 - Introduction to Business (3 Cr.)	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 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAN 216 - Small Business Management (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAN 226 - Principles of Management (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAT 125 - Survey of Calculus: GT-MA1 (4 Cr.)	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 (4 Cr.)

- Pre-Requisite: ACC 121 - Accounting Principles I

CIS 118 - Intro to PC Applications (3 Cr.)

- 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) (3 Cr.)

- 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 (3 Cr.)

- 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 (3 Cr.)

- 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 (3 Cr.)

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

CSC 160 - Computer Science I* (4 Cr.)

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

MAT 125 - Survey of Calculus: GT-MA1 (4 Cr.)

- Pre-Requisite: MAT 121 - College Algebra OR MAT 123 - Finite Mathematics*

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 or 303.797.5664) for additional elective recommendations.
- Refer to 21/22 catalog for specific requirements and important information regarding this certificate.
- Select a minimum of 18 credit hours from course offerings outlined. At least 10 credit hours must be from CIS, CNG or CSC prefixes.

Graduation Requirements

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

RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

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

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

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