



**Diploma 0220 Computer Information Systems –
Software Specialist
Effective Fall 2018**

16 Credits

This is an overview of the program. Any suggested course sequencing is meant to serve as a guideline for your semester planning. Students are expected to see their assigned advisor to develop and review their individual educational plans. The scheduling of courses, program sequencing, and curriculum are subject to change.

Developmental Courses (as determined through College Placement Testing)* and Prerequisites:			
<i>* Zero level courses must be completed with a C grade or higher.</i>			
<input type="checkbox"/>	ESL classes	<input type="checkbox"/>	ENGL 050
<input type="checkbox"/>	ENGL 002	<input type="checkbox"/>	ENGL 051
<input type="checkbox"/>	ENGL 003	<input type="checkbox"/>	ENGL 057
<input type="checkbox"/>	ENGL 007		

*See counselor/advisor to discuss this course or options to self-remediate and successfully place into higher- or college-level course.

Required Program Courses			
CIS 105	3cr	Introduction to Software for Business	Prerequisites: ENGL 057 or a combination of ENGL 003, or 007 and 051 with grades of C or higher or their equivalents
CIS 108	1cr	Introduction to PowerPoint	Prerequisite: Working knowledge of computer operations
CIS 110	3cr	Introduction to Computer Systems	Prerequisites: Eligibility for enrollment into ENGL 101 and completion of all developmental reading and writing courses with a grade of C or higher; Co-requisite: CIS 105 with a grade of C or higher
CIS 127	3cr	MS Windows Operating System	Prerequisite: CIS 105 with a grade of C or higher; or permission of the Instructor
CIS 135	3cr	Intermediate Spreadsheets	Prerequisite: CIS 105 with a grade of C or higher; or permission of the Instructor
CIS 140	3cr	Intermediate Database Management	Prerequisites: CIS 105 or WEB 143 with a grade of C or higher; or permission of the Instructor

Recommended Sequence For Full-Time Students			
Part-time students can complete this program by taking one or more courses each semester.			
Semester 1		Semester 2	
CIS 105	3	CIS 110	3
CIS 108	1	CIS 127	3
		CIS 135	3
		CIS 140	3

Counselor/Advisor Contact Information by Campus:				
Gettysburg	Harrisburg	Lancaster	Lebanon	York
Student Services	Counseling and Advising	Counseling and Advising	Receptionist Desk	Counseling and Advising
Lobby	Cooper 219	221 Main	Lobby	Leader Suite 104
717-337-3855	717-780-2498	717-358-2988	717-270-4222	717-801-3213