

**COMPUTER INFORMATION SYSTEMS  
PC HELPDESK SUPPORT  
CERTIFICATE 2003-2004**

**General Information:**

1. Degree Policies and Procedures are in the 2003-04 Catalog online at [www.CCAurora.edu](http://www.CCAurora.edu).
2. If you plan on transferring to another institution, contact an advisor before registering.
3. For more information, visit the CIS department website at [www.CCAurora.edu/cisdept](http://www.CCAurora.edu/cisdept).

**Certificate Requirements -34 credits**

CIS 118 Intro to PC Applications	3 cr.
CIS 168 Presentation Graphics	1 cr.
CIS 188 Intro to PC Applications Practicum	1 cr.
CIS 124 Intro to Operating Systems	3 cr.
CIS 188 Intro to Operating Systems Practicum	1 cr.
CIS 128 Windows Complete	3 cr.
CIS 188 Windows Complete Practicum	1 cr.
CIS 218 Advanced PC Applications	3 cr.
CIS 288 Advanced PC Applications Practicum	1 cr.
CIS 263 PC Help Desk Skills	3 cr.
CIS 288 PC Help Desk Skills Practicum	1 cr.
CNG 121 Computer Technician I: A+	4 cr.
CNG 188 Computer Technician I: A+ Practicum	1 cr.
CNG 122 Computer Technician II: A+	3 cr.
CNG 188 Computer Technician II: A+ Practicum	1 cr.
CNG 130 PC Technology (Basic Hardware)	3 cr.
CNG 188 PC Technology (Basic Hardware) Practicum	1 cr.

\_\_\_\_\_ **Total Required – 34 credits**

**Notes**

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**COLLEGE PREP COURSES**

Each course is 3 credits except where indicated.

ACT Score	SAT Score	Accu-Placer	English:
15		0-39	ENG 030 Basic Writing Skills, 2 cr
16		40-59	ENG 060 Writing Fundamentals
17		60-85	ENG 090 Basic Composition
18	450	86+	ENG 121 English Composition I
16		0-59	Reading: REA 060 Foundations of Reading
17		60-82	REA 090 College Prep Reading
15		0-44 ar	Math: MAT 030 Fund. Of Math, 2 cr.
16		45-60 ar	MAT 060 Pre-Algebra
17		40-54 ea	MAT 090 Intro. Algebra, 4 cr.
18		55+ ea	MAT 106 Survey of Algebra, 4 cr.
19	440	72+ ea	MAT 121 College Algebra, 4 cr.

**ENGLISH AS A SECOND LANGUAGE**

Accu-Placer		
	ESL 009 Low Beginning ESL	3 cr.
	ESL 021 Basic Grammar/Writing	1-5 cr.
	ESL 022 Intermediate Grammar	3-5 cr.
	ESL 023 Advanced Grammar	3 cr.
	ESL 031 Basic Conversation	1-5 cr.
	ESL 032 Intermediate Conversation	3-5 cr.
	ESL 041 Basic Reading	1-5 cr.
	ESL 042 Intermediate Reading	2-4 cr.

**STUDY SKILLS CLASSES**

	COM 121 College Survival Skills	3 cr.
	PSY 109 Career Development	1-3 cr.
	STS 060 Learning Success Strategies	1-3 cr.

**SCHEDULING SUGGESTIONS**

1. See your advisor about balancing your workload with credit load.
2. Transfer and financial aid students should consult an advisor before registering.

**Our Website Has The Following Information:**

- College Catalog and Semester Schedule
- Online Registration and Online Courses
- Financial Aid, Advising and much more.

**ONLINE AND HYBRID CLASSES**

Many of the classes in this degree can be taken “online” or “hybrid” (a combination of alternative and in-classroom instruction). Symbols in the semester schedule indicate which classes are offered in either format.

**Online/Hybrid Course Information:**

<http://www.CCAurora.edu/infosheets>



**IMPORTANT PHONE NUMBERS:**

Admissions & Registration	303 360-4713
Financial Aid	303 360-4709
Advising	303 360-4797
Learning Resource Center	303 360-4736
Business Office	303 360-4763
Bookstore	303 360-4774
Lowry Campus One-Stop	303 340-7093

## STUDENT CHECKLIST

\_\_\_ **Application** – Apply in person or online at [www.CCAurora.edu](http://www.CCAurora.edu). Call for more info: 303-360-4700.

\_\_\_ **Financial Aid** – To apply for grants, loans, scholarships, fill out a FAFSA form available in the Financial Aid Office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Call for more info: 303-360-4709.

\_\_\_ **Assessment** – All new students are required to take the basic skills assessment for placement into the appropriate English, reading and math courses. Assessment may be waived for certain students with ACT / SAT scores, completed degrees, are non-degree seeking or meet enrichment status, and for some transfer students. Call for more info: 303-360-4736.

\_\_\_ **Residence Hall** – Request more information on dorm room and board at Lowry by calling 303-340-7001.

\_\_\_ **Advising** – Contact an academic advisor to discuss goals and degree program requirements. Call for more info: CTC: 303-360-4797 or LC903: 303-340-7093.

\_\_\_ **PIN** – Select a personal identification number to access your student records at the Advising Center or Admissions and Records. Call for more info: CTC: 303-360-4797 or LC903: 303-340-7093.

\_\_\_ **Registration** – Once you have selected your classes and have your PIN, register online at [www.CCAurora.edu](http://www.CCAurora.edu), by phone at 303-825-2747 or on-site at CTC or LC903. For more info: call CTC: 303-360-4700 or LC903: 303-340-7093.

\_\_\_ **Payment** - Tuition must be paid by the due date. You may sign a promissory note with the business office. For more info: call 303 360-4763.

\_\_\_ **Attend class!** If you want to change your schedule, complete a Drop-Add form. Note: If you are receiving Financial Aid notify them of any drops to your schedule. It may affect your award! For more info: call 303-360-4713.

### **Instructional VP and Deans:**

Greg Goode, Vice President of Instruction & Std Svc  
Bob Fulcomer, Dean of Business, Math, & Computers  
Jerry Martens, Dept. Chair, Computers  
Karla Adamson Lesko, Advisor/Computers  
Kristen Cusack, Advisor/Computers

8/11/03