

**ASSOCIATE OF APPLIED SCIENCE
COMPUTER INFORMATION SYSTEMS
Computer Support Emphasis
2003-2004**

General Information:

1. Degree Policies and Procedures are in the 2003-04 Catalog online at www.CCAurora.edu.
2. If you plan on transferring to another institution, contact an advisor before registering.
3. See the back page for more information or visit the CIS department website at www.CCAurora.edu/cisdept.

General Education Requirements– 18 credits

ACC121 Principles of Accounting I	4 cr
ACC123 Principles of Accounting Recitation	1 cr
CIS110 Introduction to the PC	1 cr
CIS115 Introduction to CIS	3 cr
CIS188 Introduction to Computer Information Systems Practicum	1 cr
BUS217 Business Communication and Report Writing	3 cr
BUS 288 Business Communication and Report Writing Practicum	1 cr
MAT121 College Algebra	4 cr

Degree Requirements– 12 credits

CIS128 Windows Complete	3 cr
CIS188 Windows Complete Practicum	1 cr
CIS268 Systems Analysis and Design	3 cr
CIS288 Systems Analysis and Design Practicum	1 cr
CNG101 Introduction to Networking	3 cr
CNG188 Introduction to Networking Practicum	1 cr

Emphasis Requirements-38 credits

CIS118 Introduction to PC Applications	3 cr
CIS168 Presentation Graphics I	1 cr
CIS188 Introduction to PC Applications Practicum	1 cr
CIS124 Complete PC Operating Systems	3 cr
CIS188 Complete PC Operating Systems Practicum	1 cr
CIS129 Advanced Windows	3 cr
CIS188 Advanced Windows Practicum	1 cr
CIS218 Advanced PC Applications	3 cr
CIS288 Advanced PC Applications Practicum	1 cr
CIS220 Fundamentals of Unix	3 cr
CIS288 Fundamentals of Unix Practicum	1 cr
CIS263 PC HelpDesk Skills	3 cr
CIS288 PC HelpDesk Skills Practicum	1 cr
CNG121 Computer Technician I: A+	4 cr
CNG188 Computer Technician I: A+ Practicum	1 cr
CNG122 Computer Technician II: A+	3 cr
CNG188 Computer Technician II: A+ Practicum	1 cr

CNG130 Basic Hardware (PC Technology)	3 cr
CNG188 Basic Hardware (PC Technology) Practicum	1 cr

***Note: Courses can be used only once in this degree.**

Total General Education Credits - 18 credits

Total Degree Requirements – 12 credits

Total Emphasis Requirements - 38 credits

Total Required – 68 credits

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
16		40-59	ENG 060 Writing Fundamentals
17		60-85	ENG 090 Basic Composition
18	450	86+	ENG 121 English Composition I
			Reading:
16		0-59	REA 060 Foundations of Reading
17		60-82	REA 090 College Prep Reading
			Math:
15		0-44 ar	MAT 030 Fund. of Mathematics, 2
16		41-60ar	MAT 060 Pre-Algebra
17		40-54ea	MAT 090 Intro. Algebra, 4 cr.
18		55-71ea	MAT 106 Survey of Algebra, 4
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	1-3cr.

SCHEDULING SUGGESTIONS

1. Register for your recommended college prep classes the first semester.
2. Take English classes early in your program. They'll help you with all of your other classes!
3. See your advisor about balancing your workload with credit load.
4. If you want to graduate in two years, take a minimum of fifteen college-level credits per semester.
5. Transfer and financial aid students should consult an advisor before registering.

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



ONLINE AND HYBRID CLASSES

Many of the classes in this degree can be taken “**online**” or “**hybrid**” (a combination of outside 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>

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

Our Website Has The Following Information:

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

TRANSFER INFORMATION

This degree prepares students for entry-level employment in a given occupation or for upgrading or stabilizing employment. This degree is not intended to transfer to baccalaureate degree programs, however certain courses and degrees may be accepted toward a bachelor’s degree at certain institutions.

STUDENT CHECKLIST

___ **Application** – Apply in person or online at 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. 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, by phone at 303-825-2747 or on-site at CTC or LC903. For more info: call CTC: 303-360-4700 or LC903: 303-340-7090.

___ **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.