

Information Technology Certificate (CEIT)

Catalog: 2015-2016			Effective Date: 9/01/2013				
CR	COURSE	COURSE TITLE	SUNY GEN ED	TR	SEMESTER		
1-4	HRD 100, HRD 100A or HRD 110	FRESHMAN EXPERIENCE					
3	ENG 101 or ENG 100A & B	<i>Introduction to College Writing or Writing Reading Workshop A/B</i>	GEBC				
3	BUS 101	<i>Introduction to Business</i>					
1	BUS 118	<i>Keyboarding</i>					
3	CIS 111	<i>Computers and Applications</i>					
3	CIS 122 (Prereq Required)	<i>Introduction to Internet Development</i>					
3	CIS 125 (Prereq Required) or CIS 150 (Prereq Required)	<i>Office Productivity Software or Topics in Computing</i>					
Choose one Focus Area:							
<u>End User Support</u>							
3	CIS 120 (Prereq Required)	<i>PC Hardware Fundamentals</i>					
3	CIS 123 (Spring only - Prereq Required)	<i>PC Software Fundamentals</i>					
3	CIS 219 (Spring only – Prereq and Coreq Required)	<i>End User Support and Security</i>					
4	MAT 127 (Prereq Required)	<i>Introductory Statistics with Probability</i>	GEMA				
3	CIS 131 (Prereq Required) or CIS 126 (Spring only)	<i>Introduction to Networking or Advanced PC Applications</i>					
<u>Business Management</u>							
4	BUS 146 or BUS 146 A & B	<i>Financial Accounting</i>					
4	BUS 147 (Prereq Required)	<i>Management Accounting</i>					
3	MAT 121 or MAT 127	<i>Pre-calculus: Algebra or Introductory Statistics with Probability</i>	GEMA				
3	BUS 102 or BUS 103	<i>Principles of Management or Principles of Marketing</i>					
31	Minimum credits required for graduation						

Note: Please review the back of this form for additional information.

❖ COURSE PREREQUISITES:			
CIS 120	Familiarity with using a PC, keyboard, and mouse in a Windows environment.	CIS 131	Familiarity using a PC, keyboard, and mouse in a Windows environment or CIS 111 or permission of instructor
CIS 122	Familiarity using a Windows-based PC, file management techniques and a word processor	CIS 150	CIS 143
CIS 123	CIS 120	CIS 219	CIS 120
CIS 126	CIS 125 or CIS 150	BUS 147	BUS 146 (or 146 A) with C or better <u>and</u> CIS 119, 125 or 150 <u>or</u> permission of instructor
		MAT 127	MAT 097 and 21 earned credits <u>or</u> MAT 108
❖ COURSE COREQUISITES:			
CIS 219	CIS 123 and MAT 127		

❖ RECOMMENDED SEQUENCE: END USER SUPPORT FOCUS AREA			
FIRST YEAR			
First Semester		Second Semester	
1-4	HRD 100, HRD 100A or HRD 110	3	CIS 122
3	ENG 101 or ENG 100 A & B	3	CIS 123
3	BUS 101	3	CIS 131 or CIS 126
1	BUS 118	3	CIS 219
3	CIS 111	4	MAT 127
3	CIS 120		
3	CIS 125 or CIS 150		

❖ RECOMMENDED SEQUENCE: BUSINESS MANAGEMENT FOCUS AREA			
FIRST YEAR			
First Semester		Second Semester	
1-4	HRD 100, HRD 100A or HRD 110	3	CIS 122
3	ENG 101 or ENG 100 A & B	3-4	MAT 121 or MAT 127
3	BUS 101	4	BUS 147
1	BUS 118	3	BUS 102 or BUS 103
3	CIS 111		
4	BUS 146		
3	CIS 125 or CIS 150		

❖ **DEFINITION OF COURSE REQUIREMENTS:** See <http://catalog.sunyacc.edu/academics/degree requirements>

❖ **FINANCIAL AID RECIPIENTS:** A student **must** choose courses that are within their degree program. Students are encouraged to visit the Advisement and Career Services Center in Warren Hall for any questions about course selection and degree program requirements. Please visit the Office of Financial Aid for any aid-related questions.

❖ **SUNY GEN ED KNOWLEDGE AREAS:** See <http://catalog.sunyacc.edu/academics/generaleducation>

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| ❖ Mathematics (GEMA) | ❖ Other World Civilization (GEOC) |
| ❖ Natural Sciences (GENS) | ❖ Humanities (GEHU) |
| ❖ Social Sciences (GESS) | ❖ The Arts (GETA) |
| ❖ American History (GEAH) | ❖ Foreign Languages (GEFL) |
| ❖ Western Civilization (GEWC) | ❖ Basic Communication (GEBE) |