



**COMPUTER INFORMATION SYSTEMS
 INFORMATION MANAGEMENT CONCENTRATION
 Business and Information Technology
 ALBUQUERQUE TECHNICAL VOCATIONAL INSTITUTE
 GRADUATION EVALUATION CHECKLIST
 2005-2006 CATALOG**

_____ FULL LEGAL NAME

_____ STUDENT ID NUMBER

Computer Information Systems Certificate

<u>Grade</u>	<u>Course Name and Equivalencies</u>	<u>CR HRS</u>
_____	(ACCT 101A) Accounting IA..... <small>(ACCT 101 – 2001/02 = ACCT 101A and ACCT 101B) (ACCT 101 – 2004/05 = ACCT 101A and ACCT 101B)</small>	3
_____	(ACCT 111) Business Math..... <small>(ACCT 111 Accounting Math = ACCT 111 Business Math)</small>	3
_____	(BA 113) Introduction to Business	3
_____	(BA 121) Business English..... <small>(BA 121 Business Communications I = BA 121 Business English)</small>	3
_____	(BA 131) Business Interpersonal Skills.....	3
_____	(BA 295) Capstone Course	1
_____	(CIS 121) Word Fundamentals (5 weeks).....	1
_____	(CIS 130) Beginning Windows (5 weeks)	1
	<small>(CIS 130 Microsoft Windows = CIS 130 Beginning Windows)</small>	
_____	*(CIS 140) PowerPoint Fundamentals (5 weeks).....	1
	<small>*Can substitute CIS 142</small>	
_____	(CIS 147) Introduction to Information Management.....	3
	<small>(Can substitute CIS 142 – Microsoft PowerPoint)</small>	
_____	(CIS 150) Excel Fundamentals (5 weeks).....	1
_____	(CIS 151) Intermediate Excel (5 weeks).....	1
_____	(CIS 152) Advanced Excel (5 weeks).....	1
_____	(CIS 155) Access Fundamentals (5 weeks)	1
_____	(CIS 156) Intermediate Access (5 weeks).....	1

_____	(CIS 157) Advanced Access (5 weeks).....	2 1
_____	(CIS 164) Beginning Hypertext Markup Language (HTML) (5 weeks)..... <small>(CIS 164 Hypertext Markup Language = CIS 164 Beginning Hypertext Markup Language)</small>	1
_____	(CIS 183) Extensible Markup Language.....	3
_____	(CIS 186) Project Management Software (5 weeks).....	1
_____	(CIS 201) Hardware/Software Administration	3
_____	(CIS 230) Business Database Management	3
_____	(CIS 231) Excel Advanced Business Applications.....	3
_____	(CIS 254) Project Management..... <small>(CIS 254 Business Operations Management = CIS 254 Project Management)</small>	3
_____	(ENG 101) College Writing.....	3
_____	(IT 101) Introduction to Computers..... <small>(BA 150 or CSCI 101 or CP 176 - 2001/05 = IT 101)</small>	3
_____	COMM Elective.....	3
	Total Required for Certificate.....	54

Additional Degree Required

_____	(ACCT 101B) Accounting IB	3
	<small>(ACCT 101 - 2001/02 = ACCT 101A and ACCT 101B) (ACCT 101 - 2004/05 = ACCT 101A and ACCT 101B)</small>	
_____	(ENG 119) Technical Communications.....	3
_____	(MATH 119) Methods of Problem Solving or higher (except MATH 215 and 296)	3-4
_____	(PHIL 245B) Business Ethics	3
_____	Approved Elective	2
	Total Required for Degree.....	68-69

Cumulative GPA: _____

COMMENTS: _____

Advisor's Signature: _____

Date: _____

Counselor's Signature: _____

Date: _____

Form Approved By: _____

Associate Dean

Date: August 30, 2005
869/1/05