



BUSINESS, MANAGEMENT, MARKETING AND TECHNOLOGY CAREER PATHWAY

This pathway includes careers related to all aspects of business including accounting, business administration, finance, information processing and marketing. These may include advertising, entrepreneurship, sales, computer/information systems, human resources, office administration, economics, management and retailing.

DEGREES/CERTIFICATES:

- Accounting
- Administrative Assistant
- Business Administration
- Management
- Marketing
- Computer Programming Specialist
- Microcomputer Applications Specialist
- Microsoft Office User Specialist
- Networking Specialist

TRANSFER PROGRAMS

The first two years of a student's college education usually consists of general education courses, introductory courses in a major and/or program of study and selected electives. See an academic advisor for a transfer guide sheet to the college/university of your choice. The guide sheet identifies JCC courses that transfer in your program of study. Refer to page 37 for additional information on transfer and MACRAO.

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ACCOUNTING – ASSOCIATE IN APPLIED SCIENCE (ACCT.AAS)

Accountants and auditors prepare, analyze and verify financial reports and taxes and monitor information systems that furnish this information to managers in business, industry and government.

The accounting/finance major prepares students for initial employment and develops competencies for those already in the field. Students develop skills in the posting and recording of financial data, use of computers, preparation of financial statements and reports, interpretation of financial information, and develop effective supervisory and communicative techniques and skills.

Typical job opportunities and places of employment are: junior accountant with public accounting firms, banks and other financial institutions, educational institutions and other profit and not-for-profit organizations.

Minimum credits:	60
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:.....	No

GENERAL EDUCATION REQUIREMENTS – (22 credits)

ADO 1: Write clearly, concisely and intelligibly (6 credits)

Take the following:

- ENG 131 Writing Experience I
- ENG 232 Technical & Business Writing

ADO 2: Speak clearly, concisely and intelligibly

Program courses meet this requirement

ADO 3: Demonstrate computational skills and mathematical reasoning (3-5 credits)

Take the following:

- MTH 120 Beginning Algebra or higher

ADO 4: Demonstrate scientific reasoning (4-5 credits)

Choose one of the following:

- BIO 110 Introductory Biology
- BIO 131 General Biology
- BIO 132 Human Biology
- BIO 155 Human Anatomy & Physiology
- BIO 220 Microbiology

BIO 253 Human Anatomy and Physiology I
 CEM 131 Fundamentals of Chemistry
 CEM 141 General Chemistry I
 GEL 160 Introduction to Geology
 NSC 131 Contemporary Science
 PHY 131 Conceptual Physics
 PHY 151 Astronomy
 PHY 231 College Physics I
 PHY 251 Modern University Physics I

ADO 5: Understand human behavior and social systems, the principles which govern them and their implications for the present and future (3 credits)

Choose one of the following:

ECN 231 Macroeconomics
 ECN 232 Microeconomics

ADO 6: Understand aesthetic experience and artistic creativity (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400
 ART 112 Art History: Renaissance to Present
 ENG 210 Introduction to Film
 ENG 246 Short Story & Novel
 ENG 247 Poetry & Drama
 ENG 252 Shakespeare
 ENG 254 Children's Literature
 ENG 255 American Literature - 19th Century
 ENG 256 American Literature - 20th Century
 HUM 131 Cultural Connections
 MUS 131 Understanding Music
 THR 116 Introduction to Theatre

ADO 7: Think critically

Program courses meet this requirement

ADO 8: Make responsible decisions in personal and professional contexts

Program courses meet this requirement

ADO 9: Work productively with others, recognizing individual contributions to group success

Program courses meet this requirement

ADO 10: Understand and respect the diversity and interdependence of the world's peoples and cultures (3 credits)

Choose one of the following:

ANT 131 Cultural Anthropology
 ENG 236 Women in a Changing Society
 ENG 249 African-American Literature
 ENG 257 World Literature I
 FRN 131 French I or higher
 GEO 132 World Regions
 GER 131 German I or higher
 HIS 125 African-American History
 PHL 243 World Religions
 PLS 262 International Relations
 MUS 130 Music of Non-Western Cultures
 SOC 235 Minority Groups in America
 SOC 236 Women in a Changing Society
 SPN 131 Spanish I or higher

ACCOUNTING RELATED REQUIREMENTS – (13 credits)

Take the following:

BUA 100 Contemporary Business
 BUA 110 Introduction to Wall Street
 BUA 220 Principles of Management
 BUA 250 Business Law I
 CIS 101 Introduction to Computer Systems

ACCOUNTING CORE REQUIREMENTS – (23 credits)

Take the following:

ACC 115 Payroll Accounting
 ACC 214 Income Tax Accounting
 or ACC 122 Volunteer Income Tax Project
 ACC 130 QuickBooks Pro
 or CIS 121 Microsoft® Excel®
 ACC 231 Principles of Accounting
 ACC 232 Principles of Accounting II
 ACC 234 Managerial Accounting
 ACC 240 Intermediate Accounting

ACCOUNTING ELECTIVES

Select electives from the following list if necessary to meet the 60-credit degree requirement.

ACC 245 Internship/Externship
 BUA 111 Personal Finance
 BUA 120 Human Relations
 BUA 122 Successful Small Business
 BUA 230 Principles of Marketing

Please note: ACC courses are not available at all JCC sites every semester. Please consult with an academic advisor.

Online note: Some students find online ACC courses to be challenging. It is recommended that online accounting students have strong computer skills including proficiency using e-mail, the Internet, experience using Microsoft® Word®, Excel® and skills with attaching files.

ACCOUNTING – CERTIFICATE (ACCT.CERT)

This program prepares students for bookkeeping and related occupations. Job opportunities exist for audit clerks, general accounting clerks, credit card clerks in hotels and restaurants, general ledger bookkeepers and many more. Learn to keep accounting records and compile reports using computers and calculators; prepare payrolls, tax reports; compute, type, and mail monthly statements, keep general ledgers, and perform many other accounting functions.

Minimum credits:30
 Minimum cumulative GPA:2.0
 Minimum grade in all courses:2.0
 Minimum JCC credits:12
 MACRAO Agreement:No

GENERAL EDUCATION REQUIREMENTS – (9 credits)

Take the following:

ENG 131 Writing Experience I
 ENG 232 Technical & Business Writing
 MTH 120 Beginning Algebra or higher

ACCOUNTING CORE REQUIREMENTS – (17 credits)

Take the following:

ACC 115 Payroll Accounting
 ACC 231 Principles of Accounting I
 ACC 232 Principles of Accounting II
 BUA 110 Introduction to Wall Street
 CIS 101 Introduction to Computer Systems
 CIS 121 Microsoft® Excel® Comprehensive

ELECTIVES

Select electives from courses in ACC, BUA or ECN, if necessary to meet 30 credits required for the certificate.

Please note: ACC courses are not available at all JCC sites every semester. Please consult with an academic advisor.

Online note: Some students find online ACC courses to be challenging. It is recommended that online accounting students have strong computer skills including proficiency using e-mail, the Internet, experience using Microsoft® Word®, Excel® and skills with attaching files.

BUSINESS ADMINISTRATION – ASSOCIATE IN APPLIED SCIENCE (BUAD.AAS)

This is a broad-based program of business studies. This program allows the student to customize a program of study that meets the specific employment and/or transfer needs of the student.

Minimum credits:.....	60
Minimum cumulative GPA:	2.0
Minimum grade in all courses:.....	2.0
Minimum JCC credits:.....	12
MACRAO Agreement:	No

GENERAL EDUCATION REQUIREMENTS – (19 credits)

ADO 1: Write clearly, concisely and intelligibly (3 credits)

Take the following:

ENG 131 Writing Experience I

ADO 2: Speak clearly, concisely and intelligibly (3 credits)

Choose one of the following:

COM 231 Communication Fundamentals

COM 240 Interpersonal Communication

ADO 3: Demonstrate computational skills and mathematical reasoning (3-5 credits)

Take the following:

MTH 120 Beginning Algebra or higher

ADO 4: Demonstrate scientific reasoning (4-5 credits)

Choose one of the following:

BIO 110 Introductory Biology

BIO 131 General Biology

BIO 132 Human Biology

BIO 155 Anatomy & Physiology

BIO 220 Microbiology

BIO 253 Human Anatomy and Physiology I

CEM 131 Fundamentals of Chemistry

CEM 141 General Chemistry I
GEL 160 Introduction to Geology
NSC 131 Contemporary Science
PHY 131 Conceptual Physics
PHY 151 Astronomy
PHY 231 College Physics I
PHY 251 Modern University Physics I

ADO 5: Understand human behavior and social systems, the principles which govern them and their implications for the present and future (3 credits)

Choose one of the following:

ECN 231 Macroeconomics

ECN 232 Microeconomics

ADO 6: Understand aesthetic experience and artistic creativity (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400

ART 112 Art History: Renaissance to Present

ENG 210 Introduction to Film

ENG 246 Short Story & Novel

ENG 247 Poetry & Drama

ENG 252 Shakespeare

ENG 255 American Literature - 19th Century

ENG 256 American Literature - 20th Century

HUM 131 Cultural Connections

MUS 131 Understanding Music

THR 116 Introduction to Theatre

ADO 7: Think critically

Program courses meet this requirement

ADO 8: Make responsible decisions in personal and professional contexts

Program courses meet this requirement

ADO 9: Work productively with others, recognizing individual contributions to group success

Program courses meet this requirement

ADO 10: Understand and respect the diversity and interdependence of the world's peoples and cultures

Program courses meet this requirement

BUSINESS ADMINISTRATION RELATED REQUIREMENTS – (6 credits)

Take the following:

ACC 231 Principles of Accounting I

or ACC 216 Financial Accounting Concepts

CIS 101 Introduction to Computer Systems

BUSINESS ADMINISTRATION CORE REQUIREMENTS – (12 credits)

Take the following:

BUA 100 Contemporary Business

BUA 220 Principles of Management

BUA 230 Principles of Marketing

BUA 250 Business Law I

BUSINESS ADMINISTRATION ELECTIVES – (18-22 credits)

Select electives from the following list to meet the 60-credit degree requirement.

Choose from the following:

ACC 115 Payroll Accounting

ACC 122 Volunteer Income Tax Project

ACC 214 Income Tax Accounting

ACC 216 Financial Accounting Concepts

ACC 231 Principles of Accounting I

ACC 232 Principles of Accounting II

ACC 234 Managerial Accounting

ACC 240 Intermediate Accounting

BUA 110 Introduction to Wall Street

BUA 111 Personal Finance

BUA 120 Human Relations in Business

BUA 121 Leadership

BUA 122 Successful Small Business

BUA 130 Customer Service

BUA 131 Effective Selling

BUA 221 Human Resource Management

BUA 231 Advertising, Promotion & Public Relations

BUA 245 Internship/Externship

BUA 251 Business Law II

ECN 231 Macroeconomics

ECN 232 Microeconomics

ENG 232 Technical & Business Writing

ENT 160 Introduction to Entrepreneurship

PSY 140 Introduction to Psychology

Please note: BUA courses are not available at all JCC sites every semester. Please consult with an advisor.

BUSINESS ADMINISTRATION – CERTIFICATE (BUAD.CERT)

The Business Administration Certificate will develop your awareness in all of the functional aspects of the business world. You can use your ability to get along with people, develop your leadership potential, and use your oral and written communication skills. Jobs may be found in insurance companies, hospitals, health-care facilities, educational institutions, transportation/distribution centers, government agencies and manufacturing firms in a variety of departments. This program also consists of the foundational courses needed for an associate degree.

Minimum credits:	30
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

GENERAL EDUCATION REQUIREMENTS – (9 credits)

Take the following:

ENG 131 Writing Experience I
ENG 232 Technical & Business Writing
MTH 120 Beginning Algebra or higher

BUSINESS ADMINISTRATION RELATED REQUIREMENTS – (7 credits)

Take the following:

ACC 231 Principles of Accounting I
or ACC 216 Financial Accounting Concepts
CIS 101 Introduction to Computer Systems

BUSINESS CORE REQUIREMENTS – (12 credits)

Take the following:

BUA 100 Contemporary Business
BUA 220 Principles of Management
BUA 230 Principles of Marketing
BUA 250 Business Law I

ELECTIVES

Select electives from courses in ACC, BUA, ECN and ENT in order to meet 30 credits required for certificate.

Please note: BUA courses are not available at all JCC sites every semester. Please consult with an advisor.

FINANCIAL SERVICES – CONCENTRATION (FISR.CON)

This credential prepares students for work in the banking and financial services industries. Job opportunities could include introductory positions with banks (teller or customer service representative), trust offices, pension and retirement planning firms, personal financial planning groups and investment brokerage houses (clerk or customer service representative). Students acquire skills in customer relations and financial problem solving. Students learn about financial markets and economic issues.

Minimum credits:	17
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

CORE COURSES – (17 credits)

ACC 216 Financial Accounting Concepts
BUA 110 Introduction to Wall Street
BUA 111 Personal Finance
BUA 120 Human Relations
BUA 130 Customer Service
ECN 232 Microeconomics

MANAGEMENT – CERTIFICATE (MGMT.CERT)

People with management skills are employed in every industry in the career world. This program will build on your natural ability to get along with people and help develop your leadership potential. The focus in this program is on the principles, theories and application of planning, organizing, leading, staffing and evaluating results. Having good communication skills and the ability to make reliable decisions without supervision are essential to beginning a career in management.

Minimum credits:	30
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

GENERAL EDUCATION REQUIREMENTS – (9 credits)

Take the following:

ENG 131 Writing Experience I
ENG 232 Technical & Business Writing
MTH 120 Beginning Algebra or higher

MANAGEMENT RELATED REQUIREMENTS – (4 credits)

Take the following:

ACC 231 Principles of Accounting I
or ACC 216 Financial Accounting Concepts

MANAGEMENT CORE REQUIREMENTS – (12 credits)

Take the following:

BUA 100 Contemporary Business
BUA 130 Customer Service
or BUA 120 Human Relations
BUA 220 Principles of Management
BUA 221 Human Resource Management

ELECTIVES

Select electives from classes in ACC, BUA, CIS or ECN in order to meet 30 credits required for certificate. FIN courses have been replaced with BUA.

MARKETING – CERTIFICATE (MRKT.CERT)

Individuals considering a marketing career should be good listeners, enjoy current events and look forward to the business challenges that come with changing cultural habits. Also important are the abilities to think creatively, communicate effectively and manage time wisely to meet deadlines.

Minimum credits:	30
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

GENERAL EDUCATION REQUIREMENTS – (9 credits)

Take the following:

ENG 131 Writing Experience I
ENG 232 Technical & Business Writing
MTH 120 Beginning Algebra or higher

MARKETING CORE REQUIREMENTS – (18 credits)

Take the following:

- BUA 120 Human Relations
- BUA 122 Successful Small Business
- BUA 130 Customer Service
- BUA 131 Effective Selling
- BUA 230 Principles of Marketing
- BUA 231 Advertising, Promotion & Public Relations

ELECTIVES

Select electives from classes in ACC, BUA, CIS or ECN in order to meet 30 credits required for certificate.

ENTREPRENEURSHIP – SKILL SET (ENTR.SSET)

- Minimum credits:10
- Minimum cumulative GPA:2.0
- Minimum grade in all courses:2.0
- Minimum JCC credits:10
- MACRAO Agreement:No

ENTREPRENEUR RELATED REQUIREMENTS – (3 credits)

Take the following:

- CIS 101 Introduction to Computer Systems

ENTREPRENEUR CORE REQUIREMENTS – (7 credits)

Take the following:

- ENT 160 Introduction to Entrepreneurship
- ENT 161 Opportunity Analysis
- ENT 169 Business Plan

COMPUTER PROGRAMMING SPECIALIST – ASSOCIATE IN APPLIED SCIENCE (CPSP.AAS)

Programmers write the detailed sets of instructions computers understand and act on. Emphasis is placed on computer information systems, programming language, concepts and designs, logic and theory. Job opportunities may include applications programmer, computer operator, information office systems manager, operations scheduler, systems analyst or programmer.

- Minimum credits:65
- Minimum cumulative GPA:2.0
- Minimum grade in all courses:2.0
- Minimum JCC credits:12
- MACRAO Agreement:No

GENERAL EDUCATION REQUIREMENTS – (20 credits)

ADO 1: Write clearly, concisely and intelligibly (3 credits)

Take the following:

- ENG 131 Writing Experience I

ADO 2: Speak clearly, concisely and intelligibly (3 credits)

Choose one of the following:

- COM 231 Communication Fundamentals
- COM 240 Interpersonal Communication

ADO 3: Demonstrate computational skills and mathematical reasoning (3-5 credits)

Take the following:

- MTH 131 Intermediate Algebra or higher

ADO 4: Demonstrate scientific reasoning (4-5 credits)

Choose one of the following:

- BIO 110 Introductory Biology
- BIO 131 General Biology
- BIO 132 Human Biology
- BIO 155 Anatomy & Physiology
- BIO 220 Microbiology
- BIO 253 Human Anatomy and Physiology I
- CEM 131 Fundamentals of Chemistry
- CEM 141 General Chemistry I
- GEL 160 Introduction to Geology
- NSC 131 Contemporary Science
- PHY 131 Conceptual Physics
- PHY 151 Astronomy
- PHY 231 College Physics I
- PHY 251 Modern University Physics

ADO 5: Understand human behavior and social systems, the principles which govern them, and their implications for the present and future (3-4 credits)

Choose one of the following:

- ECN 231 Macroeconomics
- ECN 232 Microeconomics
- HIS 131 Western Civilization to 1555
- HIS 132 Western Civilization 1555 to Present
- HIS 231 Development of the US through the Civil War
- HIS 232 Development of the US from the Civil War
- HIS 235 20th Century History
- PLS 141 American National Government
- PSY 140 Introduction to Psychology
- SOC 231 Principles of Sociology

ADO 6: Understand aesthetic experience and artistic creativity (3 credits)

Choose one of the following:

- ART 111 Art History: Prehistoric to 1400
- ART 112 Art History: Renaissance to Present
- ENG 210 Introduction to Film
- ENG 246 Short Story and Novel
- ENG 247 Poetry and Drama
- ENG 252 Shakespeare
- ENG 254 Children's Literature
- ENG 255 American Literature - 19th Century
- ENG 256 American Literature - 20th Century
- HUM 131 Cultural Connections
- MUS 131 Understanding Music
- THR 116 Introduction to Theatre

ADO 7: Think critically

Program courses meet this requirement

ADO 8: Make responsible decisions in personal and professional contexts (1-3 credits)

Choose one of the following:

- HPF 160 Wellness
- HPF 186 Weight Training and Wellness
- HPF 277 Stress Management
- HPF 283 Managing Stress and Holistic Health
- PHL 236 Ethics

ADO 9: Work productively with others, recognizing individual contributions to group success

Program courses meet this requirement

ADO 10: Understand and respect the diversity and interdependence of the world's peoples and cultures
Program courses meet this requirement

COMPUTER PROGRAMMING SPECIALIST RELATED REQUIREMENTS – (10 credits)

Take the following:

ACC 216 Financial Accounting Concepts
BUA 100 Contemporary Business
BUA 120 Human Relations in Business

COMPUTER PROGRAMMING SPECIALIST CORE REQUIREMENTS – (35 credits)

Take the following:

CIS 012 Microsoft® Windows® Workshop
CIS 013 Operating Systems: UNIX
CIS 016 Microsoft® DOS® Workshop
CIS 101 Introduction to Computer Systems
CIS 122 Microsoft® Access® Comprehensive
CIS 143 HTML
CIS 158 Programming Logic
CIS 160 Programming in Visual Basic.NET
CIS 165 JAVA Programming
CIS 170 Programming in C++
CIS 174 PC Repair/A+ Hardware Component
or CNS 101 Network+/Networking Fundamentals
CIS 244 Web Programming
CIS 260 Advanced Visual Basic.NET
CIS 273 Systems Concepts and Design

COMPUTER PROGRAMMING SPECIALIST – CERTIFICATE (CPSP.CERT)

Minimum credits:41
Minimum cumulative GPA:2.0
Minimum grade in all courses:2.0
Minimum JCC credits:12
MACRAO Agreement:No

GENERAL EDUCATION REQUIREMENTS – (6 credits)

Take the following:

ENG 131 Writing Experience I
MTH 131 Intermediate Algebra or higher

COMPUTER PROGRAMMING SPECIALIST CORE REQUIREMENTS – (35 credits)

Take the following:

CIS 012 Microsoft® Windows® Workshop

CIS 013 Operating Systems: UNIX
CIS 016 Microsoft® DOS® Workshop
CIS 101 Introduction to Computer Systems
CIS 122 Microsoft® Access® Comprehensive
CIS 143 HTML
CIS 158 Programming Logic
CIS 160 Programming in Visual Basic.NET
CIS 165 JAVA Programming
CIS 170 Programming in C++
CIS 174 PC Repair/A+ Hardware Component
or CNS 101 Network+/Networking Fundamentals
CIS 244 Web Programming
CIS 260 Advanced Visual Basic.NET
CIS 273 System Concepts and Design

MICROCOMPUTER APPLICATIONS SPECIALIST – ASSOCIATE IN APPLIED SCIENCE (MCSP.AAS)

Students completing this program are prepared to assume a variety of positions in an automated office setting. The program recognizes the increasingly important role of the microcomputer in modern business and is designed to assist students in developing skills in the use of microcomputer applications. Depending upon the curriculum students choose, career choices may include applications specialist, information office manager, end user support technician, information systems associate, personal computer (PC) coordinator, or software specialist.

Minimum credits:62
Minimum cumulative GPA:2.0
Minimum grade in all courses:2.0
Minimum JCC credits:12
MACRAO Agreement:No

GENERAL EDUCATION REQUIREMENTS – (23 credits)

ADO 1: Write clearly, concisely and intelligibly (6 credits)

Take the following:

ENG 131 Writing Experience I
ENG 232 Technical & Business Writing

ADO 2: Speak clearly, concisely and intelligibly (3 credits)

Choose one of the following:

COM 231 Communication Fundamentals
COM 240 Interpersonal Communication

ADO 3: Demonstrate computational skills and mathematical reasoning (3-5 credits)

Take the following:

MTH 120 Beginning Algebra or higher

ADO 4: Demonstrate scientific reasoning (4-5 credits)

Choose one of the following:

BIO 110 Introductory Biology
BIO 131 General Biology
BIO 132 Human Biology
BIO 155 Anatomy & Physiology
BIO 220 Microbiology
BIO 253 Human Anatomy and Physiology I
CEM 131 Fundamentals of Chemistry
CEM 141 General Chemistry I
GEL 160 Introduction to Geology
NSC 131 Contemporary Science
PHY 131 Conceptual Physics
PHY 151 Astronomy
PHY 231 College Physics I
PHY 251 Modern University Physics I

ADO 5: Understand human behavior and social systems, the principles which govern them, and their implications for the present and future (3 credits)

Choose one of the following:

ECN 231 Macroeconomics
ECN 232 Microeconomics
PLS 141 American National Government
PSY 140 Introduction to Psychology
SOC 231 Principles of Sociology

ADO 6: Understand aesthetic experience and artistic creativity (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400
ART 112 Art History: Renaissance to Present
ENG 210 Introduction to Film
ENG 246 Short Story & Novel
ENG 247 Poetry & Drama
ENG 252 Shakespeare
ENG 254 Children's Literature
ENG 255 American Literature - 19th Century
ENG 256 American Literature - 20th Century
HUM 131 Cultural Connections
MUS 131 Understanding Music
THR 116 Introduction to Theatre

ADO 7: Think critically
Program courses meet this requirement

ADO 8: Make responsible decisions in personal and professional contexts (1-3 credits)

Choose one of the following:

- HPF 160 Wellness
- HPF 186 Weight Training and Wellness
- HPF 277 Stress Management
- HPF 283 Managing Stress and Holistic Health
- PHL 236 Ethics

ADO 9: Work productively with others, recognizing individual contributions to group success

Program courses meet this requirement

ADO 10: Understand and respect the diversity and interdependence of the world's peoples and cultures

Program courses meet this requirement

MICROCOMPUTER APPLICATIONS SPECIALIST RELATED REQUIREMENTS – (5 credits)

Take the following:

- ACC 115 Payroll Accounting
- BUA 130 Customer Service

MICROCOMPUTER APPLICATIONS SPECIALIST CORE – (34 credits)

Take the following:

- CIS 012 Microsoft® Windows® Workshop
- CIS 013 Operating Systems: UNIX®
- CIS 016 Microsoft® DOS® Workshop
- CIS 025 Microsoft® Expression Web®
- or CIS 045 Web Page Design I (Dreamweaver®)
- CIS 101 Introduction to Computer Systems
- CIS 119 Microsoft® PowerPoint®
- CIS 120 Microsoft® Word® Comprehensive
- CIS 121 Microsoft® Excel® Comprehensive
- CIS 122 Microsoft® Access® Comprehensive
- CIS 136 Integrated Design I
- CIS 160 Programming in Visual Basic.NET
- CIS 174 PC Repair/A+ Hardware Component
- CIS 175 PC Repair/A+ Software Component
- CNS 101 Network+/Networking Fundamentals

MICROCOMPUTER APPLICATIONS SPECIALIST – CERTIFICATE (MCSP.CERT)

- Minimum credits:32
- Minimum cumulative GPA:2.0
- Minimum grade in all courses:2.0
- Minimum JCC credits:..... 12
- MACRAO Agreement:No

GENERAL EDUCATION REQUIREMENTS – (12 credits)

Take the following:

- ENG 131 Writing Experience I
- ENG 232 Technical & Business Writing
- MTH 120 Beginning Algebra or higher

Choose one of the following:

- COM 231 Communication Fundamentals
- or COM 240 Interpersonal Communication

MICROCOMPUTER APPLICATIONS SPECIALIST CORE REQUIREMENTS – (20 credits)

Take the following:

- CIS 012 Microsoft® Windows® Workshop
- CIS 013 Operating System: UNIX
- CIS 016 Microsoft® DOS® Workshop
- CIS 025 Microsoft® Expression Web®
- or CIS 045 Web Page Design I (Dreamweaver®)
- CIS 101 Introduction to Computer Systems
- CIS 120 Microsoft® Word® Comprehensive
- CIS 121 Microsoft® Excel® Comprehensive
- CIS 122 Microsoft® Access® Comprehensive
- CNS 101 Network+/Networking Fundamentals



MICROSOFT® OFFICE® SPECIALIST – CERTIFICATE (MSOS.CERT)

Students completing this program are prepared to assume a variety of positions in an automated office setting. The program recognizes the increasingly important role of the personal computer in modern business and is designed to assist students in developing their skills in the use of graphing, personal management, project management and electronic presentations. The Microsoft® Office® Specialist program provides a framework for measuring student proficiency with Microsoft® Office® applications and prepares students for the industry recognized Microsoft® Exams for measuring an individual's mastery of "Office®" applications. Students completing the program could be hired at entry-level positions such as secretaries, help desk technicians, administrative assistants and stenographers.

- Minimum credits:33
- Minimum cumulative GPA:2.0
- Minimum grade in all courses:2.0
- Minimum JCC credits: 12
- MACRAO Agreement:No

GENERAL EDUCATION REQUIREMENTS – (12 credits)

Take the following:

- ENG 131 Writing Experience I
- ENG 232 Technical & Business Writing
- MTH 120 Beginning Algebra or higher

Choose one of the following:

- COM 231 Communication Fundamentals
- or COM 240 Interpersonal Communication

MICROSOFT® OFFICE® SPECIALIST CORE REQUIREMENTS – (21 credits)

Take the following:

- CIS 101 Introduction to Computer Systems
- CIS 110 Beginning Keyboarding/Typing
- CIS 119 Microsoft® PowerPoint®
- CIS 120 Microsoft® Word® Comprehensive
- CIS 121 Microsoft® Excel® Comprehensive
- CIS 122 Microsoft® Access® Comprehensive
- CIS 210 Office Administration Systems

MICROSOFT® OFFICE® SPECIALIST – CONCENTRATION (MSOS. CON)

These courses are part of the Microsoft® Certified Applications Specialist credential tests. Students who pass the “expert” Word® and Excel® exams and the “specialist” Access® and PowerPoint® exams will receive “Master” recognition from the Microsoft® Corporation. Other levels of Microsoft® Office® certification are available from Microsoft® as students begin passing exams. The successful completion of Microsoft® Office® sponsored exams are in addition to the successful completion of JCC’s courses for credit. For specific information on Microsoft® certification, students should talk with the program advisor. Students completing the program could be hired as administrative assistants, database administrators and secretaries.

Minimum credits:	17
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

REQUIRED COURSES – (18 credits)

Take the following:

CIS 101	Introduction to Computer Systems
CIS 110	Beginning Keyboarding/Typing
CIS 119	Microsoft® PowerPoint®
CIS 120	Microsoft® Word® Comprehensive
CIS 121	Microsoft® Excel® Comprehensive
CIS 122	Microsoft® Access® Comprehensive

MICROCOMPUTER APPLICATIONS – CONCENTRATION (MCAP.CON)

Minimum credits:	20
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

REQUIRED COURSES – (20 credits)

Take the following:

CIS 012	Microsoft® Windows® Workshop
CIS 025	Microsoft® Expression Web® or CIS 045 Web Page Design I (Dreamweaver®)
CIS 101	Introduction to Computer Systems

CIS 119	Microsoft® PowerPoint®
CIS 120	Microsoft® Word® Comprehensive
CIS 121	Microsoft® Excel® Comprehensive
CIS 122	Microsoft® Access® Comprehensive
CNS 101	Network+/Networking Fundamentals

MICROCOMPUTER APPLICATIONS – SKILL SET (MCAP.SSET)

Minimum credits:	13
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

REQUIRED COURSES – (13 credits)

Take the following:

CIS 012	Microsoft® Windows® Workshop
CIS 119	Microsoft® PowerPoint®
CIS 120	Microsoft® Word® Comprehensive
ENG 085	(or equivalent) College Reading
ENG 090	(or higher) Introduction to Writing
MTH 098	(or higher) Pre-Algebra

COMPUTER LITERACY – SKILL SET (CPLI.SSET)

Minimum credits:	10
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:.....	No

REQUIRED COURSES – (10 credits)

Take the following:

CIS 010	Learning the Keyboard and CIS 011 Keyboard Speed/Accuracy or CIS 110 Beginning Keyboard/Typing
CIS 100	Computer Literacy
ENG 085	(or equivalent) College Reading
ENG 090	(or higher) Introduction to Writing
MTH 098	(or higher) Pre-Algebra

3D DESIGN AND ANIMATION – ASSOCIATE IN APPLIED SCIENCE (DDDA.AAS)

Looking for a great way to put your digital art skills to use? Along with the film industry, the games industry is one of the fastest growing places to build your career as an artist. Traditional hand skills and digital know-how are both in demand. Artists who want challenging creative work that’s fast-paced, collaborative, and fun, should check here first.

Minimum credits:	65
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

GENERAL EDUCATION REQUIREMENTS – (21 credits)

ADO 1: Write clearly, concisely and intelligibly (3 credits)

Take the following:

ENG 131	Writing Experience I
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ADO 2: Speak clearly, concisely and intelligibly (3 credits)

Choose one of the following:

COM 231	Communication Fundamentals
COM 240	Interpersonal Communication

**ADO 3: Demonstrate computational skills and
mathematical reasoning (3-5 credits)**

Take the following:

MTH 120	Beginning Algebra or higher
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ADO 4: Demonstrate scientific reasoning (4-5 credits)

Choose one of the following:

BIO 110	Introductory Biology
BIO 131	General Biology
BIO 132	Human Biology
BIO 155	Human Anatomy & Physiology
BIO 220	Microbiology
CEM 131	Fundamentals of Chemistry
CEM 141	General Chemistry I
GEL 160	Introduction to Geology
PHY 131	Conceptual Physics
PHY 151	Astronomy
PHY 231	College Physics I
PHY 251	Modern University Physics I

ADO 5: Understand human behavior and social systems, the principles which govern them, and their implications for the present and future (3-4 credits)

Choose one of the following:

- ECN 231 Macroeconomics
- ECN 232 Microeconomics
- HIS 131 Western Civilization to 1555
- HIS 132 Western Civilization 1555 to Present
- HIS 231 Development of the US through the Civil War
- HIS 232 Development of the US from the Civil War
- HIS 235 20th Century History
- PLS 141 American National Government
- PSY 140 Introduction to Psychology

ADO 6: Understand aesthetic experience and artistic creativity (3 credits)

Choose one of the following:

- ART 111 Art History: Prehistoric to 1400
- ART 112 Art History: Renaissance to Present
- ENG 210 Introduction to Film
- ENG 246 Short Story & Novel
- ENG 247 Poetry & Drama
- ENG 252 Shakespeare
- ENG 254 Children's Literature
- ENG 255 American Literature - 19th Century
- ENG 256 American Literature - 20th Century
- HUM 131 Cultural Connections
- MUS 131 Understanding Music
- THR 116 Introduction to Theatre

ADO 7: Think critically

Program courses meet this requirement

ADO 8: Make responsible decisions in personal and professional contexts (1-3 credits)

Choose one of the following:

- HPF 160 Wellness
- HPF 186 Weight Training and Wellness
- HPF 277 Stress Management
- HPF 283 Managing Stress and Holistic Health
- PHL 236 Ethics

ADO 9: Work productively with others, recognizing individual contributions to group success

Program courses meet this requirement

ADO 10: Understand and respect the diversity and interdependence of the world's peoples and cultures
Program courses meet this requirement

3D DESIGN AND ANIMATION RELATED REQUIREMENTS – (15 credits)

- ART 103 Drawing I: Foundations
- ART 205 Drawing II: Figure & Composition
- ENG 232 Technical & Business Writing
- THR 242 Sound for Stage and Video
- VID 101 Video Production I

3D DESIGN AND ANIMATION CORE REQUIREMENTS – (29 credits)

- CIS 101 Introduction to Computer Systems
- CIS 134 Graphic Imaging (Adobe® PhotoShop®)
- CIS 045 Web Page Design I (Dreamweaver®)
- CIS 145 Web Page Design II (Dreamweaver®)
- CIS 171 3-D Modeling I
- CIS 172 Lighting and Texturing
- CIS 271 3-D Modeling II
- CIS 173 Animation I
- CIS 272 Computer Gaming Fundamentals

NETWORKING SPECIALIST – ASSOCIATE IN APPLIED SCIENCE (NESP.AAS)

Networking involves the hardware, software and communication channels necessary to allow computers to talk to each other. Most organizations use computer networks and need networking specialists to maintain their networks. Several other occupations may utilize networking skills, such as office assistants, accountants or managers. Students will study the various components of networking and how to secure them. These courses help prepare students to take industry certification exams from CompTIA, Cisco, Microsoft and others. For specific information on these certifications, please talk to the instructors.

Minimum credits:	63
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

GENERAL EDUCATION REQUIREMENTS – (20 credits)

ADO 1: Write clearly, concisely and intelligibly (3 credits)

Take the following:

- ENG 131 Writing Experience I

ADO 2: Speak clearly, concisely and intelligibly (3 credits)

Take the following:

- COM 240 Interpersonal Communication

ADO 3: Demonstrate computational skills and mathematical reasoning (3-5 credits)

Take the following:

- MTH 120 Beginning Algebra or higher

ADO 4: Demonstrate scientific reasoning (4-5 credits)

Choose one of the following:

- BIO 110 Introductory Biology
- BIO 131 General Biology
- BIO 132 Human Biology
- BIO 155 Human Anatomy & Physiology
- BIO 220 Microbiology
- BIO 253 Human Anatomy and Physiology I
- CEM 131 Fundamentals of Chemistry
- CEM 141 General Chemistry I
- GEL 160 Introduction to Geology
- NSC 131 Contemporary Science
- PHY 131 Conceptual Physics
- PHY 151 Astronomy
- PHY 231 College Physics I
- PHY 251 Modern University Physics I

ADO 5: Understand human behavior and social systems, the principles which govern them, and their implications for the present and future (3-4 credits)

Choose one of the following:

- ECN 231 Macroeconomics
- ECN 232 Microeconomics
- HIS 131 Western Civilization to 1555
- HIS 132 Western Civilization 1555 to Present
- HIS 231 Development of the US through the Civil War
- HIS 232 Development of the US from the Civil War
- HIS 235 20th Century History
- PLS 141 American National Government
- PSY 140 Introduction to Psychology
- SOC 231 Principles of Sociology

ADO 6: Understand aesthetic experience and artistic creativity (3 credits)

Choose one of the following:

- ART 111 Art History: Prehistoric to 1400
- ART 112 Art History: Renaissance to Present
- ENG 210 Introduction to Film
- ENG 246 Short Story & Novel
- ENG 247 Poetry & Drama
- ENG 252 Shakespeare
- ENG 254 Children's Literature
- ENG 255 American Literature - 19th Century
- ENG 256 American Literature - 20th Century
- HUM 131 Cultural Connections
- MUS 131 Understanding Music
- THR 116 Introduction to Theatre

ADO 7: Think critically

Program courses meet this requirement

ADO 8: Make responsible decisions in personal and professional contexts (1-3 credits)

Choose one of the following:

- HPF 160 Wellness
- HPF 186 Weight Training and Wellness
- HPF 277 Stress Management
- HPF 283 Managing Stress and Holistic Health
- PHL 236 Ethics

ADO 9: Work productively with others, recognizing individual contributions to group success

Program courses meet this requirement

ADO 10: Understand and respect the diversity and interdependence of the world's peoples and cultures

Program courses meet this requirement

NETWORKING RELATED REQUIREMENTS – (3 credits)

Take the following:

- BUA 100 Contemporary Business

NETWORKING CORE REQUIREMENTS – (25 credits)

Take the following:

- CNS 101 Network Fundamentals/Network+
- CNS 102 Routing Protocols and Concepts
- CNS 103 LAN Switching and Wireless
- CNS 104 Accessing the WAN
- CNS 121 Microsoft® Networking Client I

- CNS 122 Microsoft® Networking Client II
- CNS 201 Network Security/Security+
- CNS 231 Firewalls and Intrusion Detection

NETWORKING ELECTIVES (15 credits)

Choose five from any of the following:

General Networking:

- CIS 174 PC Repair/A+ Hardware Components
- CIS 175 PC Repair/A+ Software Components
- CNS 141 Wireless Networking

Microsoft:

- CNS 123 Microsoft® Networking Server 3
- CNS 124 Microsoft® Networking Server 4
- CNS 125 Microsoft® Directory Service
- CNS 221 Securing Microsoft® Networks

Cisco:

- CNS 211 Building Scalable Internetworks
- CNS 212 Implementing Secure Converged WANs
- CNS 213 Building Multilayer Switched Networks
- CNS 214 Optimizing Converged Networks

Security:

- CNS 131 Linux Administration I
- CNS 132 Linux Administration 2
- CNS 232 Computer Forensics I
- CNS 234 Ethical Hacking



**NETWORKING SPECIALIST –
CERTIFICATE (NESP.CERT)**

Networking involves the hardware, software and communication channels necessary to allow computers to talk to each other. Students will study various components of computer networking. Each 200 level networking class helps prepare students with the skills and knowledge to take vendor-sponsored certification exams. Students who pass the related core exams will be CompTIA Network+ certified and recognized as a Microsoft® Certified Systems Administrator (MCSA). Students who pass the appropriate related elective exam can also achieve the premier certifications of Microsoft® Certified System Engineer (MCSE) and Certified Cisco Network Administrator (CCNA). Nearly all organizations of any size use computer networks to leverage their core competencies. These organizations need trained networking specialists to install, maintain and troubleshoot their networks. The CompTIA and Microsoft® certifications are recognized as industry standards and are required by many employers.

Minimum credits	31
Minimum cumulative GPA:	2.0
Minimum grade in all courses:.....	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

GENERAL EDUCATION REQUIREMENTS – (6 credits)

Take the following:

- ENG 131 Writing Experience I
- MTH 120 Beginning Algebra or higher

NETWORKING SPECIALIST CORE

REQUIREMENTS – (25 credits)

Take the following:

- CNS 101 Network Fundamentals/Network+
- CNS 102 Routing Protocols and Concepts
- CNS 103 LAN Switching and Wireless
- CNS 104 Accessing the WAN
- CNS 121 Microsoft® Networking Client I
- CNS 122 Microsoft® Networking Client II
- CNS 201 Network Security/Security+
- CNS 231 Firewalls and Intrusion Detection

**NETWORK+/SECURITY+ –
CONCENTRATION (NWSC.CON)**

There is compelling evidence that neither technologies nor policies alone offer effective protection against security threats. Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption and corporate edicts. Industry and governments around the world must have a well-trained workforce to effectively combat hackers, attacks and security threats. The Network+/Security+ is designed to prepare students to work as an information technology professional with a knowledge of information security within computer networks. Both the CompTIA (Computing Technology Industry Association) Network+ and Security+ certifications are recognized as basic industry standards and are required by many employers. JCC provides this program to prepare students to pass both exams. The exams are administered by CompTIA agents.

Minimum credits:	19
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

REQUIRED COURSES – (19 credits)

Take the following:

- CNS 101 Network+/Networking Fundamentals
- CNS 102 Routing Protocols and Concepts
- CNS 121 Microsoft® Networking Client I
- CNS 122 Microsoft® Networking Client II
- CNS 201 Network Security/Security+
- CNS 231 Firewalls and Intrusion Detection

**MICROSOFT® NETWORKING –
CONCENTRATION (MSNW.CON)**

Minimum credits:	29
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	6
MACRAO Agreement:	No

REQUIRED COURSES – (29 credits)

Take the following:

- CIS 101 Introduction to Computer Systems
- CIS 174 PC Repair / A+ Hardware Component
- CIS 175 PC Repair / A+ Software Component
- CIS 176 A+ Certification Exam Preparation
- CNS 101 Network+/Networking Fundamentals
- CNS 102 Routing Protocols and Concepts
- CNS 121 Microsoft® Networking Client I
- CNS 122 Microsoft® Networking Client II
- CNS 201 Network Security/Security+
- CNS 231 Firewalls and Intrusion Detection

**COMPUTER SERVICE TECHNICIAN (A+/
NETWORK+) – SKILL SET (CPST.SSET)**

The computer service technician credential prepares students to work as a computer service professional. A+/Network+ is the recognized industry standard for computer service technicians. This training is the “journeyman’s card” for professionals in microcomputer maintenance. The computer service technician validates technical competency in networking administration and support. Those holding A+/Network+ should demonstrate critical knowledge of media and topologies, protocols and standards, network implementation and network support. CompTIA (Computing Technology Industry Association) is the certifying agent, a non-profit industry group which determines competencies. CompTIA assures the quality of those who successfully pass the A+ and Network+ Certification exams. Jackson Community College provides this program to prepare students to pass both exams. The exam is administered by CompTIA’s agents.

Minimum credits:	15
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

REQUIRED COURSES – (15 credits)

Take the following:

- CIS 101 Introduction to Computer Systems
- CIS 174 PC Repair/A+ Hardware Component
- CIS 175 PC Repair/A+ Software Component
- CIS 176 A+ Certification Exam Preparation
- CIS 179 Network+ Certification Exam Preparation
- CNS 101 Network+/Networking Fundamental Component

**ADMINISTRATIVE ASSISTANT –
ASSOCIATE IN APPLIED SCIENCE
(ADAS.AAS)**

This degree provides a solid foundation for students seeking higher-level support positions in office settings where increased responsibilities require technical skills in business communications, interpersonal relations, desktop publishing, presentation software, accounting and database software. Office and support staff personnel are in great demand everywhere today. Employment opportunities for secretaries and administrative assistants are expected to grow through the year 2014. Students completing this program could be hired for above entry-level positions such as office information assistants, office systems supervisors, administrative office systems assistants, administrative secretaries and executive assistants.

Minimum credits:	60
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

GENERAL EDUCATION REQUIREMENTS – (23 credits)

ADO 1: Write clearly, concisely and intelligibly (6 credits)

Take the following:

- ENG 131 Writing Experience I
- ENG 232 Technical & Business Writing

ADO 2: Speak clearly, concisely and intelligibly (3 credits)

Choose one of the following:

- COM 231 Communication Fundamentals
- COM 240 Interpersonal Communication

ADO 3: Demonstrate computational skills and mathematical reasoning (3-5 credits)

Take the following:

- MTH 120 Beginning Algebra or higher

ADO 4: Demonstrate scientific reasoning (4-5 credits)

Choose one of the following:

- BIO 110 Introductory Biology
- BIO 131 General Biology
- BIO 132 Human Biology
- BIO 155 Anatomy & Physiology
- BIO 220 Microbiology
- BIO 253 Human Anatomy and Physiology I

CEM 131 Fundamentals of Chemistry
 CEM 141 General Chemistry I
 GEL 160 Introduction to Geology
 NSC 131 Contemporary Science
 PHY 131 Conceptual Physics
 PHY 151 Astronomy
 PHY 231 College Physics I
 PHY 251 Modern University Physics I

ADO 5: Understand human behavior and social systems, the principles which govern them, and their implications for the present and future (3 credits)

Choose one of the following:

ECN 231 Macroeconomics
 ECN 232 Microeconomics
 PLS 141 American National Government
 PSY 140 Introduction to Psychology
 SOC 231 Principles of Sociology

ADO 6: Understand aesthetic experience and artistic creativity (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400
 ART 112 Art History: Renaissance to Present
 ENG 210 Introduction to Film
 ENG 246 Short Story & Novel
 ENG 247 Poetry & Drama
 ENG 252 Shakespeare
 ENG 254 Children's Literature
 ENG 255 American Literature - 19th Century
 ENG 256 American Literature - 20th Century
 HUM 131 Cultural Connections
 MUS 131 Understanding Music
 THR 116 Introduction to Theatre

ADO 7: Think critically

Program courses meet this requirement

ADO 8: Make responsible decisions in personal and professional contexts (1-3 credits)

Choose one of the following:

HPF 160 Wellness
 HPF 277 Stress Management
 HPF 283 Managing Stress and Holistic Health
 PHL 236 Ethics

ADO 9: Work productively with others, recognizing individual contributions to group success

Program courses meet this requirement

ADO 10: Understand and respect the diversity and interdependence of the world's peoples and cultures

Program courses meet this requirement

ADMINISTRATIVE ASSISTANT RELATED REQUIREMENTS – (8 credits)

Take the following:

ACC 115 Payroll Accounting
 BUA 121 Leadership
 BUA 130 Customer Service

ADMINISTRATIVE ASSISTANT CORE REQUIREMENTS – (29 credits)

Take the following:

CIS 024 Microsoft® Outlook® Workshop
 CIS 025 Microsoft® Expression Web®
 or CIS 045 Web Page Design I (Dreamweaver®)
 CIS 101 Introduction to Computer Systems
 CIS 110 Beginning Keyboarding/Typing
 CIS 111 Intermediate Keyboarding/Typing
 CIS 119 Microsoft® PowerPoint®
 CIS 120 Microsoft® Word® Comprehensive
 CIS 121 Microsoft® Excel® Comprehensive
 CIS 122 Microsoft® Access® Comprehensive
 CIS 210 Office Administration Systems
 CIS 245 Internship/Externship

ACCOUNTING OR BUSINESS ADMINISTRATION BACHELOR'S DEGREE OPTION WITH SIENA HEIGHTS UNIVERSITY

Through an articulation agreement with Siena Heights University, graduates of JCC's two-year business programs can earn a Bachelor of Arts in accounting or a Bachelor of Arts in business. Students can work with JCC and Siena Heights staff members to select a completion program for their specific career goals. All the courses required to earn a bachelor's degree are available at Jackson Community College's main campus through the Siena Heights University degree-completion center.

TRANSFER – COMPUTER SCIENCE

Computer science majors can concentrate and think logically, and enjoy working with ideas and solving problems. They become computer programmers, systems analysts, systems programmers and software engineers, have careers in telecommunications and computer operations, and hold positions in computer sales, design and manufacturing. The requirements for this degree – especially mathematics and science requirements – vary considerably among transfer institutions. Please see an advisor for more information.

SUGGESTED COURSE SEQUENCE FOR COMPUTER SCIENCE

First Year, Fall Semester

ENG 131, CPS 175, MTH 151, CEM 141, MACRAO humanities course

First Year, Winter Semester

ENG 132, CPS 177, MTH 154, ECN 231, PHL 232

Second Year, Fall Semester

CPS 217, MTH 251, PHY 251, MACRAO social science course

Second Year, Winter Semester

MTH 254, MACRAO social science and humanities courses

ADMINISTRATIVE ASSISTANT – BACHELOR'S DEGREE OPTION WITH SIENA HEIGHTS UNIVERSITY

Students can work with staff from JCC and Siena Heights University to earn a Bachelor of Arts degree for administrative assistant. Tailored to build on the JCC administrative assistant associate degree, students can transfer up to 90 credits from JCC and complete at least 30 credit hours from Siena.

MICROCOMPUTER APPLICATIONS – BACHELOR'S DEGREE OPTION WITH SIENA HEIGHTS UNIVERSITY

Students can work with staff from JCC and Siena Heights University to earn a Bachelor of Arts degree for microcomputer applications. Tailored to build on the JCC microcomputer applications specialist associate degree, students can transfer up to 90 credits from JCC and complete at least 30 credit hours from Siena.