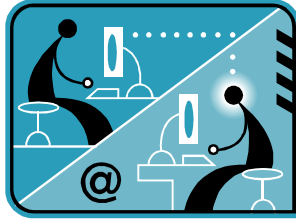


ACADEMIC PLANNING TIPS FOR COMPUTER INFORMATION SYSTEMS MAJORS



This information is available to assist computer information systems majors (on catalogs prior to Fall 2011) who are unable to meet with an academic advisor prior to registering for classes. It is highly recommended that all business majors meet with an advisor periodically to review their academic progress. If a student is unable to get an advising appointment prior to registering for courses, this information along with a major check sheet may be useful in planning a schedule. The student is advised to still attempt to meet with an advisor at some point. It is important to use the correct check sheet since requirements for admission to the COB, major requirements and other degree requirements often change from one year to the next.

Priorities, sequencing and availability (please note: 57 hours required to take the 3000 level COB core courses, 60 hours to take all other 3000 level COB courses and 90 hours to take all 4000 level COB courses):

Admission to the College of Business (<http://www.business.appstate.edu/academics/admission.php>)

- The first priority is to complete requirements for admission to the COB. This includes courses, earned hours, required GPAs and the computer proficiency requirement.
- If you do not feel prepared to take MAT 1030, then MAT 1020 is a good course to take to prepare for it.
- The Basic Computer Skills Proficiency Test should be taken during the freshman year and no later than the first semester of the sophomore year. If the test is not passed after up to two attempts, then CIS 1026/2025 must be passed).

Major Courses (<http://www.business.appstate.edu/advising/checksheets.php>)

- CIS 2050 (formerly CIS 3050) is a COB core course required of all business majors and should be taken as soon as possible by computer information systems majors (preferably in the sophomore year). It is a prerequisite for many of CIS courses that need to be taken. Beginning Fall 2011, the course does not require a minimum number of earned hours. It is recommended in the sophomore year.
- All other 2000/3000 level COB core courses should be taken before the senior year. A minimum grade of C in ENG 3100 or BE 3340 is required prior to taking 4000 level business courses.
- **Students on Fall 2011 or later catalogs:** After CIS 2050/3050, the next courses that should be taken are CIS 3250, CIS 3580, 3680 (formerly 4680) and CIS 3750. These do not have to be taken in the same semester. CIS 3250, 3680 and 3750 are prerequisites for CIS 4850 (the CIS capstone course).
- **Students on catalogs prior to Fall 2011:** After CIS 2050/3050, the next courses that should be taken are CIS 3250, CIS 3580, CIS 3680 (formerly CIS 4680, CIS 3870 and CIS 3750. These do not have to be taken in the same semester. These courses (except CIS 3580 and CIS 3870) must be taken prior to the CIS capstone course CIS 4850. CIS 4850 is typically not offered in the summer.
- A minimum GPA of 2.5 is required in the CIS courses required in the major (excluding CIS 1026/2025 and CIS 2050/3050).
- **All 2000/3000 level COB core courses must be taken prior to MGT 4750 and BUS 4000 (BUS 4000 is a requirement for students using the fall 2009 and subsequent catalogs only). A graduation audit is required in order to get a permit for MGT 4750. MGT 4750 is taken in the final semester of course work.**

Core Curriculum (prior to Fall 2009)/General Education (Fall 2009 – Summer 2011)

(<http://www.business.appstate.edu/advising/checksheets.php>)

- If you are on a check sheet prior to fall 2009, pay attention to special designators. Typically, business majors will meet all special designators (except MC) with required courses.
- If you are on a check sheet for Fall 2009 or later, pay attention to the designations (FA, HS, LS) in the General Education. Business majors can choose any theme in the Aesthetic Perspective and the Local to Global Perspective. In the Historical and Social Perspective, one of the themes with ECO 2030 should be selected in order to double count ECO 2030 in the major and in Gen Ed. These themes are "This American Life" and "Capitalism and its Critics".

2.5

Special considerations for computer information systems majors:

- CIS majors must have a 2.5 GPA in the CIS course work required for the major (this does not include CIS 2050/3050 or CIS 1026/2025).
- It is uncertain which, if any, CIS major courses will be offered in the summer. That information is usually available just before the end of fall semester. Students who would like to see if a decision has been made about summer offerings should check with the CIS department.
- Students should not plan with the intent of taking CIS 4850 in the summer. It is usually only offered in the fall and spring.
- Complete the Global Issues requirement (Fall 2009 or later catalogs, only) with certain CIS major electives, COB electives or upper level free electives.

Internships: (<http://www.business.appstate.edu/career/internships.php>)

- Students must be admitted to the COB to get credit for an internship.
- An internship is not required but is highly recommended.
- Internships are typically done during the summer between the junior and senior years.
- Students must be admitted to the COB to get credit for an internship. The internship is worth 6 credit hours which can be applied toward the 3000 level CIS elective, COB electives and/or free electives that can be in the COB.
- Students doing a CIS internship will be registered for CIS 3900 and will be expected to pay tuition for these hours. Anyone interested in doing a computer information systems internship for credit should contact Michelle Boisclair, Director of Career Services.



Planning Summer Classes

(<http://www.business.appstate.edu/advising/summer.php>)

Students planning to take summer classes either at ASU or at another school should pay special attention to which courses will be offered and (for courses taken at another school), how they will count. ASU's summer course offerings will not be available when students early register for spring classes (in the middle of the fall semester), but will be available before spring classes begin.

Students planning to take summer courses at ASU must check the summer offerings BEFORE beginning spring courses in order to be certain that the courses that he/she needs will be offered. If they are not, the student may need to adjust his/her spring schedule. TYPICALLY, CIS 4850 (IS PROJECT) IS NOT OFFERED IN THE SUMMER.

Students planning to take courses at another school in the summer must complete a form (Visiting Coursework Request Form) in the Office of Transfer Articulation and, for 3000/4000 level courses, get the approval of the appropriate chairperson.

Basic Computer Skills Proficiency Test (<http://www.business.appstate.edu/advising/testsfqa.php>) - Business majors must pass the Basic Computer Skills Proficiency Test or CIS 1026/2025 in order to be admitted to the College of Business.

Check the COB Advising website (<http://www.business.appstate.edu/advising/>) for more information about COB admission requirements, the proficiency test, major requirements, etc. that will help you with your academic planning.