

Moraine Valley Community College

Computer Information Systems and Office Technology

High school students can earn college credit through dual enrollment. Students can enroll in the course, which meets at Moraine Valley, while still in high school. Authorization from the high school is required. You can earn 3 certificates when completing courses in CIS and OFT.

Small Database Administrator Certificate – 6 credit hours

This program prepares students with skills to build and administer a single-user database, including the designing of tables, queries, forms, reports, and macros. The coursework maps to industry certification in personal database management.

Courses to take include:

*CIS-115	Microsoft Office I	3 credits
OFT-257	Microsoft Access	3 credits

Data Entry Certificate – 7 credit hours

This program prepares students to utilize a keyboard to enter data from source documents into a computer, with students completing tasks such as entering alphabetic, numeric, or symbolic keystrokes. Students learn to compile, sort, and verify the accuracy of data to be entered. Keyboarding accuracy is stressed.

Courses to take include:

*CIS-115	Microsoft Office I	3 credits
*OFT-100	Keyboarding & Basic Formatting	3 credits
OFT-104	Keyboarding Speed and Accuracy	1 credit

Programming Skills Certificate – 9 credit hours

This certificate program will prepare students with fundamental programming and database skills. It may serve as a foundation for students who plan to pursue careers in technology, an enhancement to studies in other disciplines, or a means for adding technical credentials to one's resume.

Courses to take include:

*CIS-105	Introduction to Coding	3 credits
*CIS-176	Java Programming I	3 credits
CIS-123	Database Design	3 credits

Enrollment Requirements

1. Must be 16 years of age at the time of registration
2. Moraine Valley Admission Application
3. High School Authorization Form
4. Attend the information session
5. Have transportation to class



RSVP Now

In-person event

Wednesday, November 6, 2024

Moraine Valley Community College | Building T, Room T951 6-7 p.m.

Learn more!

Contact Tiffany Davis, Early College Specialist
(708) 974-5665, davist235@morainevalley.edu

**Offered as a Dual Credit Course at participating High Schools*

Dual Enrollment

9000 W. College Parkway, Palos Hills, IL 60465
morainevalley.edu

