

BUSINESS INFORMATION SYSTEMS – ADMINISTRATIVE PROFESSIONAL

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

DESCRIPTION: This program is designed for the student who plans to begin work as an administrative professional in a traditional setting. Using the latest developments in information technology as they relate to the management of the modern office, the program provides an extensive background in computer applications and an exposure to the total are of electronic communications technology.

GENERAL EDUCATION REQUIREMENTS CREDITS: 9

ENG 111 or ENG 121	ENGLISH COMPOSITION I (3/3) or ADVANCED ENGLISH COMPOSITION I (3/3)
ENG 112 or ENG 122	ENGLISH COMPOSITION II (3/3) or ADVANCED ENGLISH COMPOSITION II (3/3)
PLS 221 or PLS 222 or HST 221 & HST 222	AMERICAN GOVERNMENT REQUIREMENT (3/3)

CORE PROGRAM REQUIREMENTS CREDITS: 45

BIS 101	KEYBOARD SKILLBUILDING (1/2) ^A
BIS 140	PROOFREADING & EDITING FOR BUSINESS PROFESSIONALS (3/4) ^A
BUS 121	INTRODUCTION TO BUSINESS (3/3) ^A
BUS 123	PRINCIPLES OF ACCOUNTING I (4/4) ^{AB}
BUS 124	PRINCIPLES OF ACCOUNTING II (4/4) ^A
BUS 125	BUSINESS MATH (3/3) ^A
BUS 235	HUMAN RESOURCES MANAGEMENT (3/3) ^A
BUS 248	BUSINESS COMMUNICATIONS (3/3) ^A
CIS 120	INTRO TO MICROCOMPUTERS (3/4) ^A
CIS 150	WORD PROCESSING (3/4) ^A
CIS 170	SPREADSHEET SOFTWARE (3/4) ^A
CIS 240	MULTIMEDIA PRESENTATIONS (3/4) ^A
CIS 241	INTRODUCTION TO WEB DESIGN & MGT (3/4) ^A
CIS 250	DESKTOP PUBLISHING (3/4) ^A
CIS 258	INTRO TO ENTERPRISE DATABASE (3/4) ^A

SUGGESTED ELECTIVES CREDITS: 6

ANY BUS, CIS, OR CNS ELECTIVE (3/3)
ANY BUS, CIS, OR CNS ELECTIVE (3/3)

MINIMUM 60 CREDIT HOURS/69.0 CONTACT HOURS

NOTES:

^A Included in occupational specialty.

GPA of 2.0 or higher must be maintained in occupational specialty courses

^B For the student taking BUS 123, BUS 125 must be taken as a co-requisite.

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SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER) CREDITS: 16

BIS 101	BUS, CIS, or CNS ELECTIVE (3/3)
BUS 121	KEYBOARD SKILLBUILDING (1/2)
CIS 120	INTRODUCTION TO BUSINESS (3/3)
CIS 150	INTRO TO MICROCOMPUTERS (3/4)
	WORD PROCESSING (3/4)
ENG 111 or ENG 121	ENGLISH COMPOSITION I (3/3) or ADVANCED ENGLISH COMPOSITION I (3/3)

YEAR 1 (SPRING SEMESTER) CREDITS: 12

BIS 140	PROOFREADING & EDITING FOR BUSINESS PROFESSIONAL (3/4)
CIS 170	SPREADSHEET SOFTWARE (3/4)
CIS 240	MULTIMEDIA PRESENTATIONS (3/4)
ENG 112 or ENG 122	ENGLISH COMPOSITION II (3/3) or ADVANCED ENGLISH COMPOSITION II (3/3)

YEAR 2 (FALL SEMESTER) CREDITS: 16

BUS 123	BUS, CIS, or CNS ELECTIVE (3/3)
BUS 125	PRINCIPLES OF ACCOUNTING I (4/4)
CIS 250	BUSINESS MATH (3/3)
	DESKTOP PUBLISHING (3/4)
PLS 221 or PLS 222 or HST 221 & HST 222	AMERICAN GOVERNMENT REQUIREMENT (3-6/3-6)

YEAR 2 (SPRING SEMESTER) CREDITS: 16

BUS 124	PRINCIPLES OF ACCOUNTING II (4/4)
BUS 235	HUMAN RESOURCES MANAGEMENT (3/3)
BUS 248	BUSINESS COMMUNICATIONS (3/3)
CIS 241	INTRODUCTION TO WEB DESIGN & MGT (3/4)
CIS 258	INTRO TO ENTERPRISE DATABASE (3/4)