

BUSINESS INFORMATION SYSTEMS – OFFICE INFORMATION TECHNOLOGY SPECIALIST

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

DESCRIPTION: This program prepares students to work in Management Information System departments as office support service providers to hardware and software end-users. It covers information technology as it relates to the management of the modern office, including equipment and procedures. The program provides extensive background in computer applications, with additional exposure to operating systems, hardware, and office management.

General Education Requirements Credits: 9-12

ENG 111 *or* ENGLISH COMPOSITION I (3/3) *or*
ENG 121 ADVANCED ENGLISH COMPOSITION I (3/3)

ENG 112 *or* ENGLISH COMPOSITION II (3/3) *or*
ENG 122 ADVANCED ENGLISH COMPOSITION II (3/3)

PLS 221 *or* AMERICAN GOVERNMENT REQUIREMENT (3-6/3-6)
PLS 222 *or*
HST 221 & HST 222

CORE PROGRAM REQUIREMENTS CREDITS: 49

BIS 101 KEYBOARD SKILLBUILDING (1/2) ^{AC}

BIS 140 PROOFREADING & EDITING FOR BUSINESS PROFESSIONALS (3/4) ^A

BUS 123 PRINCIPLES OF ACCOUNTING I (4/4) ^{AD}
BUS 124 PRINCIPLES OF ACCOUNTING II (4/4) ^A
BUS 125 BUSINESS MATH (3/3) ^A
BUS 248 BUSINESS COMMUNICATIONS (3/3) ^A
CIS 140 INTRODUCTION TO MICROSOFT CLIENT OS (3/4) ^A
CIS 151, 152, 153 WORD PROCESSING I, II, III (3/3.75) ^{AB}
CIS 171, 172, 173 SPREADSHEETS I, II, III (3/3.75) ^{AB}
CIS 240 MULTIMEDIA PRESENTATIONS (3/4) ^A
CIS 241 WEB DESIGN & MANAGEMENT (3/4) ^A
CIS 250 DESKTOP PUBLISHING (3/4) ^A
CIS 258 INTRODUCTION TO ENTERPRISE DATABASE (3/4) ^A
CIS 281, 282, 283 ADV WORD PROCESSING I, II, III (3/3.75) ^{AB}
CIS 295 IT PROFESSIONAL PRACTICE MGT (3/4) ^A
CNS 170 PC REPAIR & MAINTENANCE (4/5) ^A

SUGGESTED ELECTIVES CREDITS: 3

ANY BUS COURSE (3/3-4) ^A
ANY CIS COURSE (3/3-4) ^A
ANY CNS COURSE (3/3-5) ^A

MINIMUM 61 CREDIT HOURS/72.25 CONTACT HOURS

NOTES:

^A Included in occupational specialty.
GPA of 2.0 or higher must be maintained in occupational specialty courses

^B These courses are normally taken during a semester in sequence within the course group.

^C Students who have not successfully completed a keyboarding class or who cannot demonstrate proficiency in touch keyboarding should be aware that BIS 100 is required before taking BIS 101.

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

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ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE
SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER) CREDITS: 14

BIS 101 KEYBOARD SKILLBUILDING (1/2)
BUS 125 BUSINESS MATH (3/3)
CIS 151, 152, 153 WORD PROCESSING I, II, III (3/3.75)

ENG 111 *or* ENGLISH COMPOSITION I (3/3) *or*
ENG 121 ADVANCED ENGLISH COMPOSITION I (3/3)

BUS 123 PRINCIPLES OF ACCOUNTING I (4/4)

YEAR 1 (SPRING SEMESTER) CREDITS: 16

CIS 171, 172, 173 SPREADSHEETS I, II, III (3/3.75)
CIS 240 MULTIMEDIA PRESENTATIONS (3/4)
CIS 281, 282, 283 ADV WORD PROCESSING I, II, III (3/3.75)

ENG 112 *or* ENGLISH COMPOSITION II (3/3) *or*
ENG 122 ADVANCED ENGLISH COMPOSITION II (3/3)

BUS 124 PRINCIPLES OF ACCOUNTING II (4/4)

YEAR 2 (FALL SEMESTER) CREDITS: 16-20

CIS 140 INTRODUCTION TO MICROSOFT CLIENT OS (3/4)
CIS 250 DESKTOP PUBLISHING (3/4)
CNS 170 PC REPAIR & MAINTENANCE (4/5)

PLS 221 *or* AMERICAN GOVERNMENT REQUIREMENT (3-6/3-6)
PLS 222 *or*
HST 221 & HST 222

BIS, CIS, OR CNS ELECTIVE (3-4/3-5)

YEAR 2 (SPRING SEMESTER) CREDITS: 15

BIS 140 PROOFREADING & EDITING FOR BUSINESS PROFESSIONALS (3/4)

BUS 248 BUSINESS COMMUNICATIONS (3/3)
CIS 241 WEB DESIGN & MANAGEMENT (3/4)
CIS 258 INTRODUCTION TO ENTERPRISE DATABASE (3/4)
CIS 295 IT PROFESSIONAL PRACTICE MGT (3/4)