

BUSINESS INFORMATION SYSTEMS – BUSINESS SERVICES

CERTIFICATE (C)

DESCRIPTION: This one-year program is designed to provide entry level job skills needed for the modern office environment. The student is introduced to a variety of computer applications and office skills. All Classes are transferrable to the two-year Business Information Systems degree options.

General Education Requirements Credits: 3
ENG 111 or ENGLISH COMPOSITION I (3/3) or
ENG 121 ADVANCED ENGLISH COMPOSITION I (3/3)

CORE PROGRAM REQUIREMENTS CREDITS: 27.5
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 125 BUSINESS MATH (3/3)^A

BUS 248 BUSINESS COMMUNICATIONS (3/3)^A

BUS 257 COMPUTERIZED ACCOUNTING SYSTEMS (1.5/2)^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 250 DESKTOP PUBLISHING (3/4)^A

CIS 281, 282, 283 ADV WORD PROCESSING I, II, III (3/3.75)^{AB}

MINIMUM 30.5 CREDIT HOURS/36.25 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.

BUSINESS INFORMATION SYSTEMS – BUSINESS SERVICES

CERTIFICATE (C)

SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER) CREDITS: 17

BIS 101 KEYBOARD SKILLBUILDING (1/2)

BUS 125 BUSINESS MATH (3/3)

BUS 123 PRINCIPLES OF ACCOUNTING I (4/4)

CIS 151, 152, 153 WORD PROCESSING I, II, III (3/3.75)

CIS 250 DESKTOP PUBLISHING (3/4)

ENG 111 or ENGLISH COMPOSITION I (3/3) or

ENG 121 ADVANCED ENGLISH COMPOSITION I (3/3)

YEAR 1 (SPRING SEMESTER) CREDITS: 13.5

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

BUS 248 BUSINESS COMMUNICATIONS (3/3)

BUS 257 COMPUTERIZED ACCOUNTING SYSTEMS (1.5/2)

CIS 171, 172, 173 SPREADSHEETS I, II, III (3/3.75)

CIS 281, 282, 283 ADV WORD PROCESSING I, II, III (3/3.75)