

BUSINESS INFORMATION SYSTEMS – EXECUTIVE ASSISTANT

ASSOCIATE IN ARTS (AA) DEGREE

DESCRIPTION: This is a suggested program of study for students who wish to study business information systems and go on to obtain a bachelor's degree. It may be altered to meet individual goals and transfer plans. Students should refer to the Alpena Community College Associate in Arts Degree Distribution Requirements and consult with an academic advisor concerning specific course selection, particularly as it relates to the Michigan Transfer Agreement.

GENERAL EDUCATION REQUIREMENTS CREDITS: 34-39

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

MATH REQUIREMENT (4-5/4-5)
SOCIAL SCIENCE REQUIREMENTS (6/6)
HUMANITIES/FINE ARTS REQUIREMENTS (8/8)
LABORATORY SCIENCE REQUIREMENT (4/4-5)
NATURAL SCIENCE REQUIREMENT (3-4/3-4)

CORE PROGRAM REQUIREMENTS CREDITS: 26

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

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

BUS 123 PRINCIPLES OF ACCOUNTING I (4/4) ^{AD}
BUS 248 BUSINESS COMMUNICATION (3/3) ^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 250 DESKTOP PUBLISHING (3/4) ^A
CIS 281, 282, 283 ADV WORD PROCESSING I, II, III (3/3.75) ^{AB}

MINIMUM 60 CREDIT HOURS/66.25 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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SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER) CREDITS: 15-16

BIS 101 KEYBOARD SKILLBUILDING (1/2)
BUS 123 PRINCIPLES OF ACCOUNTING I (4/4)
MATH REQUIREMENT (4-5/4-5)
CIS 151, 152, 153 WORD PROCESSING I, II, III (3/3.75)
CIS 250 DESKTOP PUBLISHING (3/4)

YEAR 1 (SPRING SEMESTER) CREDITS: 15

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

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)
SOCIAL SCIENCE REQUIREMENT (3/3)

YEAR 2 (FALL SEMESTER) CREDITS: 16-20

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

NATURAL SCIENCE REQUIREMENT (3-4/3-4)
HUMANITIES/FINE ARTS REQUIREMENT (4/4)

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

SOCIAL SCIENCE REQUIREMENT (3/3)

YEAR 2 (SPRING SEMESTER) CREDITS: 14

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

BUS 248 BUSINESS COMMUNICATION (3/3)
HUMANITIES/FINE ARTS REQUIREMENT (4/4)
LABORATORY SCIENCE REQUIREMENT (4/4-5)