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*	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 (3/3)
PLS 222 *or*	
HST 221 & HST 222	

CORE PROGRAM REQUIREMENTS	CREDITS: 45
BIS 101	KEYBOARD SKILLBUILDING (1/2) [A][C]
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) [A][D]
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 151,152,153	WORD PROCESSING I, II, III (3/3.75) [A][B]
CIS 171,172, 173	SPREADSHEETS I, II, III (3/3.75) [A][B]
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]
CIS 281, 282, 283	ADV WORD PROCESSING I, II, III (3/3.75) [A][B]

SUGGESTED ELECTIVES	CREDITS: 6
	ANY BUS, CIS, OR CNS ELECTIVE (3/3)
	ANY BUS, CIS, OR CNS ELECTIVE (3/3)

MINIMUM 60 CREDIT HOURS/68.25 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.

YEAR 1 (FALL SEMESTER)		CREDITS: 16
BIS 101	KEYBOARD SKILLBUILDING (1/2)	
	BUS, CIS, *or* CNS ELECTIVE (3/3)	
BUS 121	INTRODUCTION TO BUSINESS (3/3)	
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)	

YEAR 1 (SPRING SEMESTER)		CREDITS: 15
BIS 140	PROOFREADING & EDITING FOR BUSINESS PROFESSIONAL (3/4)	
CIS 171, 172, 173	SPREADSHEETS I, II, III (3/3.75)	
CIS 240	MULTIMEDIA PRESENTATIONS (3/4)	
CIS 241	INTRODUCTION TO WEB DESIGN & MGT (3/4)	
CIS 281, 282, 283	ADV WORD PROCESSING I, II, III (3/3.75)	

YEAR 2 (FALL SEMESTER)		CREDITS: 16
	BUS, CIS, *or* CNS ELECTIVE (3/3-4)	
BUS 123	PRINCIPLES OF ACCOUNTING I (4/4)	
CIS 250	DESKTOP PUBLISHING (3/4)	
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		

YEAR 2 (SPRING SEMESTER)		CREDITS: 13
BUS 124	PRINCIPLES OF ACCOUNTING II (4/4)	
BUS 235	HUMAN RESOURCES MANAGEMENT (3/3)	
BUS 248	BUSINESS COMMUNICATIONS (3/3)	
CIS 258	INTRO TO ENTERPRISE DATABASE (3/4)	