

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

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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ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER) CREDITS: 16

BUS, CIS, *or* CNS ELECTIVE (3/3)
BIS 101 KEYBOARD SKILLBUILDING (1/2)
BUS 121 INTRODUCTION TO BUSINESS (3/3)
CIS 120 INTRO TO MICROCOMPUTERS (3/4)
CIS 150 WORD PROCESSING (3/4)

ENG 111 *or* ENGLISH COMPOSITION I (3/3) *or*
ENG 121 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* ENGLISH COMPOSITION II (3/3) *or*
ENG 122 ADVANCED ENGLISH COMPOSITION II (3/3)

YEAR 2 (FALL SEMESTER) CREDITS: 16

BUS, CIS, *or* CNS ELECTIVE (3/3)
BUS 123 PRINCIPLES OF ACCOUNTING I (4/4)
BUS 125 BUSINESS MATH (3/3)
CIS 250 DESKTOP PUBLISHING (3/4)

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

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)