

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) ^A
BIS 140 PROOFREADING & EDITING FOR BUSINESS
PROFESSIONALS (3/4) ^A
BUS 123 PRINCIPLES OF ACCOUNTING I (4/4) ^{AB}
BUS 125 BUSINESS MATH (3/3) ^A
BUS 248 BUSINESS COMMUNICATIONS (3/3) ^A
BUS 257 COMPUTERIZED ACCOUNTING SYSTEMS (1.5/2) ^A
CIS 120 INTRO TO MICROCOMPUTERS (3/4) ^A
CIS 150 WORD PROCESSING (3/4) ^A
CIS 170 SPREADSHEET SOFTWARE (3/4) ^A
CIS 250 DESKTOP PUBLISHING (3/4) ^A

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 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 123 PRINCIPLES OF ACCOUNTING I (4/4)
BUS 125 BUSINESS MATH (3/3)
CIS 120 INTRO TO MICROCOMPUTERS (3/4)
CIS 150 WORD PROCESSING (3/4)
CIS 250 DESKTOP PUBLISHING (3/4)

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 170 SPREADSHEET SOFTWARE (3/4)
ENG 111 *or* ENGLISH COMPOSITION I (3/3) *or*
ENG 121 ADVANCED ENGLISH COMPOSITION I (3/3)