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 area 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) AC
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) AD
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) A
CIS 171, 172, 173  SPREADSHEETS I, II, III (3/3.75) AB
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) AB

SUGGESTED ELECTIVES  CREDITS: 6
ANY BUS, CIS, OR CNS ELECTIVE (3/3)
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MINIMUM 60 CREDIT HOURS/68.25 CONTACT HOURS

NOTES:
A Included in occupational specialty.
B GPA of 2.0 or higher must be maintained in occupational specialty courses
C These courses are normally taken during a semester in sequence within the course group.
D 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.
E For the student taking BUS 123, BUS 125 must be taken as a co-requisite.