

## 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)<sup>AC</sup>

BIS 140 PROOFREADING & EDITING FOR BUSINESS PROFESSIONALS (3/4)<sup>A</sup>

BUS 123 PRINCIPLES OF ACCOUNTING I (4/4)<sup>AD</sup>

BUS 125 BUSINESS MATH (3/3)<sup>A</sup>

BUS 248 BUSINESS COMMUNICATIONS (3/3)<sup>A</sup>

BUS 257 COMPUTERIZED ACCOUNTING SYSTEMS (1.5/2)<sup>A</sup>

CIS 151, 152, 153 WORD PROCESSING I, II, III (3/3.75)<sup>AB</sup>

CIS 171, 172, 173 SPREADSHEETS I, II, III (3/3.75)<sup>AB</sup>

CIS 250 DESKTOP PUBLISHING (3/4)<sup>A</sup>

CIS 281, 282, 283 ADV WORD PROCESSING I, II, III (3/3.75)<sup>AB</sup>

**MINIMUM 30.5 CREDIT HOURS/36.25 CONTACT HOURS**

NOTES:

<sup>A</sup> Included in occupational specialty.

*GPA of 2.0 or higher must be maintained in occupational specialty courses*

<sup>B</sup> These courses are normally taken during a semester in sequence within the course group.

<sup>C</sup> 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.

<sup>D</sup> 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 125 BUSINESS MATH (3/3)

BUS 123 PRINCIPLES OF ACCOUNTING I (4/4)

CIS 151, 152, 153 WORD PROCESSING I, II, III (3/3.75)

CIS 250 DESKTOP PUBLISHING (3/4)

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

ENG 121 ADVANCED ENGLISH COMPOSITION I (3/3)

**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 171, 172, 173 SPREADSHEETS I, II, III (3/3.75)

CIS 281, 282, 283 ADV WORD PROCESSING I, II, III (3/3.75)

[Gainful Employment information for BIS - Business Services](#)