BUSINESS INFORMATION SYSTEMS – BUSINESS SERVICES

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

**Core Program Requirements**
- BIS 101 KEYBOARD SKILLBUILDING (1/2)
- BIS 140 PROOFREADING & EDITING FOR BUSINESS PROFESSIONALS (3/4)
- BUS 123 PRINCIPLES OF ACCOUNTING I (4/4)
- BUS 125 BUSINESS MATH (3/3)
- BUS 248 BUSINESS COMMUNICATIONS (3/3)
- BUS 257 COMPUTERIZED ACCOUNTING SYSTEMS (1.5/2)
- CIS 151, 152, 153 WORD PROCESSING I, II, III (3/3.75)
- CIS 171, 172, 173 SPREADSHEETS I, II, III (3/3.75)
- CIS 250 DESKTOP PUBLISHING (3/4)
- CIS 281, 282, 283 ADV WORD PROCESSING I, II, III (3/3.75)

**Minimum 30.5 Credit Hours/36.25 Contact Hours**

**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)
- 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

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.
- D For the student taking BUS 123, BUS 125 must be taken as a co-requisite.