

**Highland Community College Suggested Program of Study
Business Information Systems (Associate in Applied Science)**

The Business Information System program is designed for the individual who is seeking a career as an administrative assistant. The required program is a guide for the student and advisor to outline a course of study. Some adjustments may be necessary based on the competencies and interest of the student. Students will receive hands-on experience through computer labs.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
ENG101	College English I	3
ENG102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
BUS139	Microcomputer Appl I: Word Processing*	3
COL103	College Success and Orientation	1
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
<u>Mathematics or Science</u>		
	Math or Science Elective	3
<u>Business Information Systems Requirements</u>		
BUS103	Accounting I* or	
BUS116	Introduction to Accounting*	3
BUS110	Records Management*	3
BUS115	Business Math using Calculators*	3
BUS117	Computerized Accounting	3
BUS133	Microcomputer Appl. I: Spreadsheet*	3
BUS136	Microcomputer Appl. I: Desktop Publishing*	3
BUS151	Microcomputer Appl. I: Elec. Bus. Pres.*	2
BUS182	Microcomputer Appl. I: Database Management*	3
BUS188	Computer Applications I: Windows*	1
BUS213	Business Communications*	3
BUS46	Dreamweaver	3
<u>Technical Electives</u> (must take 6 credits*)		
BUS109	Applied Office Practice I	2
BUS111	Applied Office Practice II	2
BUS132	Microcomputer Appl. I: Outlook	1
BUS120	Professional Development	1-4
<u>Open Electives</u>		
	Open Electives	12

*Fulfills Business Information Systems requirements.

**Check transferability to four-year schools.

Potential Employment Applications of Degree

Depending on the specific position, graduates may process data using word processing, database, spreadsheet, desktop publishing or graphics software; transcribe dictation, use accounting applications, compose and format correspondence, make appointments, and other assistant responsibilities.