

# BUSINESS INFORMATION SYSTEMS, CERTIFICATE OF ACHIEVEMENT

Students completing the Certificate of Achievement in Business Information Systems will have learned a comprehensive understanding plus practical experience solving business problems with the major software programs in the Microsoft Office Suite. (Word, Excel, PowerPoint, Outlook, Access and Project) The student will also be prepared to take the Microsoft Office Specialist (MOS) exams to get Digital Badges and Certifications.

To earn a Certificate of Achievement in Business Information Systems students must complete 24.0 specified units that provide a comprehensive understanding of the Microsoft Office 365 products for entering or advancing in the workforce.

Upon successful completion of this program, students will be able to:

- learn to use the major programs in the Microsoft Office Suite, focusing on Word, Excel, PowerPoint, Access, Outlook and Project.
- understand how to solve common business problems using these programs.

Course ID	Title	Units/ Hours
REQUIRED COURSES: Complete the following courses (24 units)		
BIS M10	Microsoft Windows – Introduction	1.5
BIS M20	Microsoft Office - Introduction	3.0
BIS M21A	MS Word – Intermediate	1.5
BIS M23A	Microsoft Excel – Intermediate	1.5
BIS M22A	Microsoft PowerPoint – Intermediate	1.5
BIS M21B	Microsoft Word – Advanced	1.5
BIS M23B	Microsoft Excel – Advanced	1.5
BIS M24	MS Access – Introduction	3.0
BIS M25	Microsoft Outlook – Introduction	1.5
BIS M26	MS Project – Introduction	1.5
BUS M30	Introduction to Business	3
BUS M39	Business Communication	3
<b>Total Hours</b>		<b>24</b>

## Year 1

Fall Semester		Units/Hours
BUS M30	Introduction to Business	3
BUS M39	Business Communication	3
BIS M10	Microsoft Windows – Introduction (First Half)	1.5
BIS M20	Microsoft Office - Introduction	3.0
BIS M25	Microsoft Outlook – Introduction (Second Half)	1.5
	<b>Units/Hours</b>	<b>12</b>
	<b>Total Units/Hours</b>	<b>12</b>

## Year 2

Spring Semester		Units/Hours
BIS M21A	MS Word – Intermediate (First Half)	1.5
BIS M22A	Microsoft PowerPoint – Intermediate (First Half)	1.5
BIS M23A	Microsoft Excel – Intermediate (First Half)	1.5
BIS M24	MS Access – Introduction	3.0
BIS M21B	Microsoft Word – Advanced (Second Half)	1.5
BIS M23B	Microsoft Excel – Advanced (Second Half)	1.5
BIS M26	MS Project – Introduction (Second Half)	1.5
	<b>Units/Hours</b>	<b>12</b>
	<b>Total Units/Hours</b>	<b>12</b>