

Business Information Systems

2011 – 2012 Planning Guide

Course	Title	Fall 2011	Winter 2012	Spring 2012	Summer 2012
BIS 101	Personal Computer Keyboarding	DEI	DEI		
BIS 102	Document Formatting	DI	DEI	DEI	
BIS 103	Advanced Document Formatting/Skillbuilding		D	E	
BIS 104	Introduction to PC Usage	DE	DE	DE	
BIS 105	Computer Concepts	DEI	DEI	DEI	
BIS 114	Records Management and Electronic Files	D	D	E	
BIS 116	Medical Office Procedures	E	D	D	
BIS 160❶	Introduction to Word, PowerPoint, & Excel	DEI	DEI	DEI	DEI❷
BIS 161❶	Intermediate Word, PowerPoint, & Excel	DEI	DEI	DEI	
BIS 172	Integrated Solutions	I	I	I	I
BIS 201	Customer Service	DEI	DEI	DEI	
BIS 202	Online Customer Service	DI	DI	DEI	I
BIS 215	Office Applications Practicum/Seminar	D	E	D	
BIS 220	Computer Application for the Medical Office	D	D	E	
BIS 251	Medical Transcription I	D	D		
BIS 252	Medical Transcription II		D	D	
BIS 270	Business Information Systems Internship	DE	DE	DE	DE
BIS M25	Desktop Publishing	DI	EI	DI	I
BIS M35	Microsoft Access	DEI	DEI	DEI	I❷
BIS M36	Advanced/Expert Access	I	DI	EI	I
BIS M45	Microsoft Excel	DEI	DEI	DEI	
BIS M46	Advanced/Expert Excel	I	DI	EI	I
BIS M55	Microsoft PowerPoint	DEI	DEI	DEI	
BIS M75	The Internet	DEI	DEI	DEI	I
BIS M85	Microsoft Word	DEI	DEI	DEI	
BIS M86	Advanced/Expert Word	I	DI	EI	I

Tips for Future Grads:

- ✓ Have any questions about your program? Talk to a BIS faculty member, Department Chair, or Business Advisor. Don't rely on your friends. Always run a Degree Audit before scheduling your quarterly classes.
- ✓ Go to the Business and Public Services Division website at: www.sinclair.edu/academics/bps and check **Graduation Tips** for your final steps.
- ✓ Use the Planning Guide each quarter to check your course work time line.

Planning Guide Notes: D = Day; E = Evening; I = Internet

This planning guide is not a guarantee. Subject to change when necessary.

❶ NOT FOR BIS majors.

❷ The summer offering is only for non BIS majors needing BIS 160 or BIS M35 to fulfill non BIS degree requirements.

ALL BIS COURSES REQUIRE THE USE OF MICROSOFT OFFICE 2010 SOFTWARE