

# Business Information Systems

## 2009 – 2010 Planning Guide

Course	Title	Fall 2009	Winter 2010	Spring 2010	Summer 2010
BIS 101	Personal Computer Keyboarding	DEI	DEI	DEI	I
BIS 102	Document Formatting	DI	DEI	DI	I
BIS 103	Advanced Document Formatting/Skillbuilding		D	E	
BIS 104	Introduction to PC Usage	DE	DE	DE	D
BIS 105	Computer Concepts	DEI	DEI	DEI	I
BIS 109	Keyboarding Speed/Accuracy Development	D		E	
BIS 114	Records Management and Electronic Files	D	D	E	
BIS 116	Medical Office Procedures	E	D	D	
BIS 136	Introduction to Medical Terminology	Effective Fall 09, BIS 136, 137, & 138 will be replaced with HIM 121 & 122. See back.			
BIS 137	Intermediate Medical Terminology	Effective Fall 09, BIS 136, 137, & 138 will be replaced with HIM 121 & 122. See back.			
BIS 138	Advanced Medical Terminology	Effective Fall 09, BIS 136, 137, & 138 will be replaced with HIM 121 & 122. See back.			
BIS 160	Introduction to Word, PowerPoint, & Excel	DEI	DEI	DEI	DEI
BIS 161	Intermediate Word, PowerPoint, & Excel	DEI	DEI	DEI	DEI
BIS 172	Integrated Solutions	EI	EI	DI	I
BIS 201	Customer Service	DEI	DEI	DEI	I
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		E	D	
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	I
BIS M36	Advanced/Expert Access	DI	I	EI	I
BIS M45	Microsoft Excel ❶	DEI	DEI	DEI	I
BIS M46	Advanced/Expert Excel	DI	I	EI	I
BIS M55	Microsoft PowerPoint ❶	DEI	DEI	DEI	I
BIS M75	The Internet	DEI	DEI	DEI	I
BIS M83	Introduction to Microsoft Project	Deactivated, Fall 09			
BIS M85	Microsoft Word ❶	DEI	DEI	DEI	I
BIS M86	Advanced/Expert Word	EI	I	DI	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](http://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 Can be fulfilled with the combination of BIS 160 and BIS 161

**ALL BIS COURSES REQUIRE THE USE OF MICROSOFT OFFICE 2007 SOFTWARE**

Revised: 09/30/09

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For the Business Information Systems – Medical Office Option degree and the Business Information Systems – Medical Office Specialist certificate students, please know that after Summer, 2009, the BIS 136, 137, & 138 Medical Terminology courses will no longer be offered, they are being replaced with the HIM 121 & 122 series. Below is a chart to determine which HIM course(s) you should take based on which BIS course(s) you have successfully completed.

<b>Medical Terminology Course(s) Taken In BIS</b>	<b>Medical Terminology Course(s) to Take in HIM</b>	<b>Notes</b>
None	HIM 121 & 122	HIM 121 has a prerequisite of DEV 065 or equivalent.
BIS 136	HIM 121 & 122	
BIS 136 & 137	HIM 122	
BIS 136 & 138	HIM 122	