

Business Information Systems 2010 – 2011 Planning Guide

Course	Title	Fall 2010	Winter 2011	Spring 2011	Summer 2011
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 114	Records Management and Electronic Files	D	D	E	
BIS 116	Medical Office Procedures	D	E		
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	I	I	I	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		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	I
BIS M36	Advanced/Expert Access	I	DI	EI	I
BIS M45	Microsoft Excel ①	DEI	DEI	DEI	I
BIS M46	Advanced/Expert Excel	I	DI	EI	I
BIS M55	Microsoft PowerPoint ①	DEI	DEI	DEI	I
BIS M75	The Internet	DEI	DEI	DEI	I
BIS M85	Microsoft Word ①	DEI	DEI	DEI	I
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.

① Can be fulfilled with the combination of BIS 160 and BIS 161

ALL BIS COURSES REQUIRE THE USE OF MICROSOFT OFFICE 2007or 2010 SOFTWARE