

BIS - INFORMATION PROCESSING SPECIALIST - CERTIFICATE OF ACHIEVEMENT

This program is designed for students who wish to enhance their computer knowledge and skills, communications, and professionalism.

Practical application of skills is emphasized. Students must complete each course with a grade of 'C' or better to be awarded the certificate.

Program Learning Outcomes

- Provide students with valuable software skills and soft skills so that they can stay current with the evolving employment needs of industry.
- Provide our students with a practical working knowledge of industry standard software.

Course	Title	Units
BIS 007	Business Writing Skills	3
BIS 011	Computer Keyboarding	1
BIS 012	Business Document Production	2
BIS 039	Professional Image	1
BIS 095	Microsoft Windows	1
BIS 101	Global Communication in the Workplace	3
BIS 102	Microsoft Excel	3
BIS 106	Microsoft Word	3
BIS 109	Microsoft Office	3
BIS 121	Web Techniques for Business	1
BIS 135	Human Relations in the Workplace	3
CIT 010	Computer and Information Technology	3
CIT 040	Web Design I: Internet Publishing	3
Total Units		30