

## BUSINESS INFORMATION SYSTEMS

### PROGRAM DESCRIPTION

Within this program, students will learn how to leverage the Microsoft Office suite and other technical programs as intelligent tools towards the management of job responsibilities. This program in Business Information Systems consists of courses that provide detailed instruction on using the most popular applications of Microsoft® Windows®, Word®, Excel® and PowerPoint®. The program includes specific instruction for each application selected including theory and a hands-on project.

### PROGRAM OBJECTIVE

Our Business Information System program provides key technical skills needed for employees and managers to use technology to its fullest ability. This training will help the student seek employment in the following positions: Microsoft office specialist, general clerical office, administrative assistant, lead office administrator and executive assistant.

### PROGRAM BREAKDOWN

Course Code	Course Title	Clock Hours
1010-1	MS Outlook (Level 1)	10
1010-2	MS Outlook (Level 2)	15
1010-3	MS Outlook (Level 3)	15
1011-1	MS Word (Level 1)	10
1011-2	MS Word (Level 2)	15
1011-3	MS Word (Level 3)	15
1012-1	MS Excel (Level 1)	10
1012-2	MS Excel (Level 2)	15
1012-3	MS Excel (Level 3)	15
1014-1	MS Access Level (Level 1)	10
1014-2	MS Access Level (Level 2)	15
1014-3	MS Access Level (Level 3)	15
1015-1	MS SharePoint Designer (Level 1)	10
1015-2	MS SharePoint Designer (Level 2)	15
1015-3	MS SharePoint Designer (Level 3)	15
1016-1	MS Project (Level 1)	10
1016-2	MS Project (Level 2)	15
1016-3	MS Project (Level 3)	15
<b>TOTAL:</b>		<b>240</b>