Business Information Systems (BIS)

BIS 1240  Machine Shorthand III .............................. 4 Credit Hours
Equivalent: OIS 1240, SEC 1170
Students will continue with the touch shorthand machine, utilizing voice
 dictate and prepared transcripts and tapes to build speed up to 110
wpm with 95 percent accuracy for a five-minute period of dictation. BIS
Suggested: BIS 1230 or speed up to 80 wpm on the steno machine with
95 percent accuracy. Course/lab fees.

BIS 2100  Business Software Applications for the Microcomputer:
Advanced Applications ........................................... 1 Credit Hour
Equivalent: OIS 2100
Students will select from a variety of popular business software packages
the appropriate programs for specific office applications. Applications
software may include word processing, spreadsheets, database, graphics,
electronic mail and medical office. Course/lab fees.

BIS 2101  Business Software Applications for the Microcomputer:
Introduction to Word Processing .............................. 1 Credit Hour
Equivalent: OIS 2101
Students will select from a variety of popular business software packages
the appropriate programs for specific office applications. Applications
software may include word processing, spreadsheets, database, graphics,
electronic mail and medical office. Course/lab fees.

BIS 2102  Business Software Applications for the Microcomputer:
Word Processing Applications .................................. 1 Credit Hour
Equivalent: OIS 2102
Students will select from a variety of popular business software packages
the appropriate programs for specific office applications. Applications
software may include word processing, spreadsheets, database, graphics,
electronic mail and medical office. Course/lab fees.

BIS 2103  Business Software Applications for the Microcomputer:
Introduction to Spreadsheets .................................... 1 Credit Hour
Equivalent: OIS 2103
Students will select from a variety of popular business software packages
the appropriate programs for specific office applications. Applications
software may include word processing, spreadsheets, database, graphics,
electronic mail and medical office. Course/lab fees.

BIS 2104  Business Software Applications for the Microcomputer:
Spreadsheet Applications ........................................ 1 Credit Hour
Equivalent: OIS 2104
Students will select from a variety of popular business software packages
the appropriate programs for specific office applications. Applications
software may include word processing, spreadsheets, database, graphics,
electronic mail and medical office. Course/lab fees.

BIS 2105  Business Software Applications for the Microcomputer:
Introduction to a Database ...................................... 1 Credit Hour
Equivalent: OIS 2105
Students will select from a variety of popular business software packages
the appropriate programs for specific office applications. Applications
software may include word processing, spreadsheets, database, graphics,
electronic mail and medical office. Course/lab fees.

BIS 2106  Business Software Applications for the Microcomputer:
Database Applications .......................................... 1 Credit Hour
Equivalent: OIS 2106
Students will select from a variety of popular business software packages
the appropriate programs for specific office applications. Applications
software may include word processing, spreadsheets, database, graphics,
electronic mail and medical office. Course/lab fees.

BIS 2107  Business Software Applications for the Microcomputer:
Introduction to an Integrated Package ....................... 1 Credit Hour
Equivalent: OIS 2107
Students will select from a variety of popular business software packages
the appropriate programs for specific office applications. Applications
software may include word processing, spreadsheets, database, graphics,
electronic mail and medical office. Course/lab fees.

BIS 2108  Business Software Applications for the Microcomputer:
Integrated Package Applications ......................... 1 Credit Hour
Equivalent: OIS 2108
Students will select from a variety of popular business software packages
the appropriate programs for specific office applications. Applications
software may include word processing, spreadsheets, database, graphics,
electronic mail and medical office. Course/lab fees.

BIS 2109  Business Software Applications for the Microcomputer:
Graphics .......................................................... 1 Credit Hour
Equivalent: OIS 2109
Students will select from a variety of popular business software packages
the appropriate programs for specific office applications. Applications
software may include word processing, spreadsheets, database, graphics,
electronic mail and medical office. Course/lab fees.