

#### Career Pathway: Business and Information Systems

Program Description: The Computer Information Systems Program teaches concepts, procedures and terminology, as well as the skills and applications necessary to operate computers.

Course ID	Course Title	Units	To-Do List
<b>Semester 1</b>			
BUS-013A*	Word for Windows I	1.5	1) Meet with your Advisor to confirm path & develop your 1st year Abbreviated Educational Plan. 2) Apply for financial aid and follow-up with financial aid department. 3) Begin research on four-year schools. Find out minimum transfer GPA, course & major requirements. 4) Begin research on careers through: O*NET or JobSpeaker
BUS-013B*	Word for Windows II	1.5	
BUS-024*	Business Mathematics	3	1) Meet with your Counselor to discuss your progress & complete your Comprehensive Educational Plan. 2) Meet with your Faculty Mentor to discuss program pathway, career options, & finalize class options.
CIS-007*	Computer Concepts	3	1) Prepare documentation for college application & apply to four-year schools of choice by the deadline. 2) Begin seeking four-year funding outlets such as scholarships & aid. 3) Renew financial aid.
BUS-020*	Introduction to Business	3	
<b>Total Semester 1 Units</b>		<b>12</b>	
<b>Semester 2</b>			
CIS-019B*	Database Creation & Management	3	1) <b>Petition to Graduate to receive your degree &amp; commencement ceremony information.</b>
CIS-034*	Introduction to Spreadsheets	3	
<b>Total Semester 2 Units</b>		<b>6</b>	
<b>Semester 3</b>			
<b>Total Semester 3 Units</b>		<b>0</b>	
<b>Semester 4</b>			
<b>Total Semester 4 Units</b>		<b>0</b>	
<b>Total Program Units</b>		<b>18</b>	
*A grade of "C" or higher required for ENG, MATH, COM and all major courses.			
**If placement requires concurrent enrollment in support course.			