

Diploma Programs

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.

Duration: 240 hours

Program Tuition: \$3500.00

Books: The cost of books is included in tuition

Prerequisites: None

Courses Breakdown by Hours

| Course Number | Course Title | Clock Hours |
|---------------|---|---------------|
| | Business Information Systems | 240hrs |
| 1010-1 | MS Outlook 2007 or 2010 (Level 1) | 10 |
| 1010-2 | MS Outlook 2007 or 2010 (Level 2) | 15 |
| 1010-3 | MS Outlook 2007 or 2010 (Level 3) | 15 |
| 1011-1 | MS Word 2007 or 2010 (Level 1) | 10 |
| 1011-2 | MS Word 2007 or 2010 (Level 2) | 15 |
| 1011-3 | MS Word 2007 or 2010 (Level 3) | 15 |
| 1012-1 | MS Excel 2007 or 2010 (Level 1) | 10 |
| 1012-2 | MS Excel 2007 or 2010 (Level 2) | 15 |
| 1012-3 | MS Excel 2007 or 2010 (Level 3) | 15 |
| 1014-1 | MS Access Level 2007 or 2010 (Level 1) | 10 |
| 1014-2 | MS Access Level 2007 or 2010 (Level 2) | 15 |
| 1014-3 | MS Access Level 2007 or 2010 (Level 3) | 15 |
| 1015-1 | MS SharePoint Designer 2007 or 2010 (Level 1) | 10 |
| 1015-2 | MS SharePoint Designer 2007 or 2010 (Level 2) | 15 |
| 1015-3 | MS SharePoint Designer 2007 or 2010 (Level 3) | 15 |
| 1016-1 | MS Project 2007 or 2010 (Level 1) | 10 |
| 1016-2 | MS Project 2007 or 2010 (Level 2) | 15 |
| 1016-3 | MS Project 2007 or 2010 (Level 3) | 15 |