



Business Information Technology, A.A.S.

Recommended Course Schedule for Day Students

2009-2010 Catalog

Office Systems

Fall Freshman

OFA 101 Keyboarding
CIS 109 Computer Applications
BUS 242 Principles of Supervision
MATH elective*
ENGL 1010 English Composition I

Spring Freshman

CIS 209 Database Applications
Prerequisites: CIS 109
OFA 205 Business Documents & Publishing
Prerequisites: OFA 101 & CIS 109
CIS 263 Web Page Development & Design
Prerequisites: CIS 109
BUS 111 Business Writing
COMM 1120 or 2100 – Intro to
Communication or Argumentation and
Debate

Fall Sophomore

BUS 121 Principles of Accounting I
CIS 150 Computer System Essentials
ECO 201/202 Principles of
Microeconomics/Macroeconomics
BIT 240 Spreadsheet Applications
*Prerequisites: CIS 109 & DSPM 0800 or 17 Math
ACT*
BIT 120 Career Success

Spring Sophomore

BIT 210 Event Management
BIT/BUS/CIS/COP/OFA/ART2630 elective
BUS 241 Fundamentals of Sales and Service
FA/Humanities elective*
BIT 299 Project Integration Capstone
*Students must have permission of business and
technology faculty member to register for this
course.*

*Elective must satisfy general education requirements.

Some courses may be taken in alternative semesters but check with your Academic Advisor before enrolling. The courses in this program may be offered online, hybrid, or traditional.

The Associate of Applied Science in Business Information Technology requires 60 college level credits. Some courses have prerequisites and co-requisites. See the Columbia State Catalog for more information.