



BUSINESS INFORMATION MANAGEMENT

Career Studies Certificate (CSC)

2016-17 Catalog Year

Also available online.

Advising Sheet – Suggested Course Sequence

Student Name _____

Faculty Advisor _____

REQUIRED COURSES	CR.	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS	TERM THAT I PLAN TO TAKE OR ✓ TAKEN
ENG 111 College Composition I	3	See placement test scores		
BUS 100 Introduction to Business	3			
Business Elective	3		BUS 200, BUS 205, or BUS 236	
Business/Information Technology Elective	3		See Note 1.	
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 3.	
Information Technology Elective	3		ITE 140, ITE 150, or ITE 215. See Note 4	
Total Minimum Credits For Program	18			

- NOTES:**
1. The business/information technology elective requirement can be satisfied by courses with the following prefixes: BUS, ITD, ITE, ITN or ITP. Selection must be approved by the faculty advisor. When selecting electives, the student must consider the prerequisite courses that apply to some BUS and IT courses.
 2. The courses in this career studies certificate program provide foundations in basic business practices and information technology that can be applied to other certificate and degree programs.
 3. Students with good computer skills may seek to satisfy this requirement by CLEP.
 4. Students may not substitute ITE 130 for this IT Elective.
 5. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.

For more information on this major, contact the Division of Engineering, Business and Public Services. 804.706.5121 (Chester Campus, Godwin Hall, G108) or 804.594.1480 (Midlothian Campus, Hamel Hall, H206).