



BUSINESS INFORMATION MANAGEMENT

Career Studies Certificate (CSC)

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 Requirements		
BUS 100 Introduction to Business	3			
Business Elective (choose 1) BUS 200 Principles of Management or BUS 205 Human Resource Management	3			
Business/Information Technology Elective-	3		See Note 1	
ITE 115 Introduction to Computer Applications and Concepts	3		See Note 3	
Information Technology Elective (choose 1) ITE 140 Spreadsheet Software ITE 150 Desktop Database Software ITE 215 Advanced Computer Applications and Integration	3		See Note 4	
Total Minimum Credits For Program	18			

NOTES:

1. Select one course 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.