



ADMINISTRATIVE PROFESSIONAL SERVICES AAS

BUSINESS

START here

Requirements to Earn this Associate Degree

Work with an advisor to develop your specialized education plan.



Business Information Management Core:	Credits
• BIM 104: Intermediate Keyboarding.....	3
• BIM 109: Internet Communications.....	2
• BIM 131: Records Management.....	3
• BIM 180: Intro to Microsoft Office.....	5
• BIM 262: Professional Preparation.....	3
• BIM 280: Advanced MS Office (Word, Excel).....	2
• BIM 285: MOS Prep & Certification (Word, Excel).....	2
• BIM Electives (select from below).....	18
• BUS 115: Workplace Skills & Behaviors.....	4
• BUS 119: Business Grammar and Edit.....	5
• BUS 122: Business Communications.....	5
• BUS 161: Business Calculators.....	2
• BUS 200: Supervision.....	5
• BUS 215: Customer Service.....	3
• CSS 100: College Success Skills.....	3
Administrative Professional Services Requirements	
• BUS 114: Business Ethics.....	5
• BUS&101: Intro to Business.....	5
General Education Requirements:	
• CMST&220: Public Speaking.....	5
• ENGL&101: English Composition.....	5
• FAD 150: Industrial First Aid.....	2
• MAP 117: Applied Math for Workforce Programs.....	5
• PSYC&100: General Psychology.....	5

Elective Options	Credits
• ACCT 105: Intro to Accounting.....	5
• BIM 106: Advanced Keyboarding.....	1-3
• BIM 109: Internet Communications.....	1-2
• BIM 173: Word Processing 1.....	1-5
• BIM 186: Microsoft Publisher.....	1-3
• BIM 187: Adobe Acrobat.....	1-3
• BIM 190: Spreadsheets 1.....	1-5
• BIM 210: Internet.....	1-2
• BIM 280: Advanced MS Office (Power Point, Access, Integration).....	1-5
• BIM 285: MOS Prep & Certification (Power Point, Access).....	1-5
• BUS 161: Business Calculators.....	2
• BUS&201: Business Law.....	5
• CJ&101: Introduction to Criminal Justice.....	5

TO DO:

Stay on track with this checklist!

TO DO'S:

QUARTER 1

- APPLY FOR FAFSA OR WASFA FOR NEXT YEAR
- SET UP YOUR BANKMOBILE ACCOUNT
- GET FAMILIAR WITH YOUR CTCLINK STUDENT HOMEPAGE
- MEET WITH YOUR ADVISOR

QUARTER 2

- MAKE AN EDUCATION PLAN WITH YOUR ADVISOR
- APPLY FOR BBCC FOUNDATION SCHOLARSHIPS

QUARTER 3

- MEET WITH YOUR ADVISOR

QUARTER 4

- UPDATE YOUR EDUCATION PLAN WITH YOUR ADVISOR

QUARTER 5

- APPLY FOR GRADUATION (AFTER ENROLLING IN YOUR FINAL QUARTER OF CLASSES)

QUARTER 6

- ORDER CAP AND GOWN
- ATTEND GRADUATION!
- BEGIN YOUR JOB SEARCH

Total Credits Required: 94

Career Outlook

The Business Information Management (BIM) program and certificates outlined are suggested courses of study for students interested in pursuing careers in a business office environment.

The BIM program prepares you for the world of work and applies to nearly every sector of the economy. All organizations need administrative professionals.

Future Education Opportunities

This degree prepares students to pursue the Bachelor or Applied Science - Applied Management at Big Bend Community College and the online Bachelor of Applied Science (BAS) Administrative Management at Central Washington University.

Find Out More

bimlab@bigbend.edu

<https://www.bigbend.edu/academics/business-information-management/>

Length of Program

94 credits = 8 quarters* if following suggested schedule.

*Your specific route may take less time depending on what quarters you take elective credits.

Which Quarter Can I Begin?

Fall, Winter, Spring, or Summer

Program Modality

Courses are offered on-campus, online, or hybrid (part on-campus, part online). This program cannot be completed entirely online.

Helpful Hints

- Meet with your advisor each quarter to make sure you are on track!
- Courses must be completed with a minimum grade of 2.0.
- Complete math and English courses in your first year.
- For BIM classes, utilize available hours in the campus lab or on Zoom. We are here to help!

OPPORTUNITY FOR FREE \$\$\$

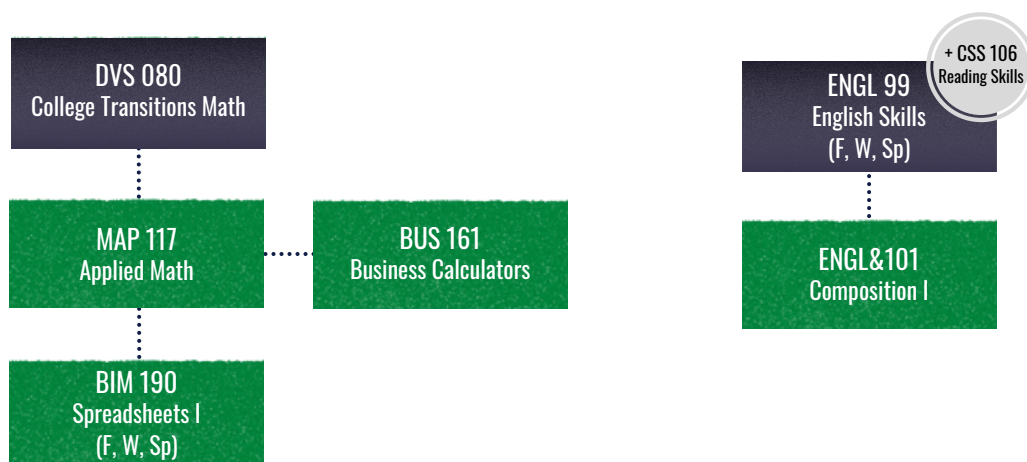
Workforce Education Services provides additional financial assistance for tuition and fees, books, tools, bus passes, and emergency support.

See if you qualify here!



Administrative Professional Services Pre-Requisite Flow Chart

Start by talking with an advisor to determine which courses to take first based on your placement scores.



Limited Availability Courses

- BIM 262 (Sp)
- BUS 114 (Sp)
- BUS 119 (W)
- BUS 122 (Sp and every other F)
- BUS 200 (W)
- BUS 215 (W, Su)

CERTIFICATE OPTIONS

Administrative Professional Services

Office Clerk Certificate of Accomplishment

Credits

- BIM 109: Internet Communication.....1
- BIM 131: Records Management.....3
- BUS 115: Workplace Skills & Behaviors.....4
- BUS 215: Customer Service.....3
- PSYC&100: General Psychology.....5

Total Credits: 16

Customer Service Associate Certificate of Achievement

Credits

- Office Assistant Certificate +.....32
- BUS 122: Business Communications.....5
- BUS&101: Intro to Business.....5
- CMST&220: Public Speaking.....5
- FAD 150: Industrial First Aid.....2
- MAP 117: Applied Math for Workforce Programs.....5

Total Credits: 54

Office Assistant Certificate of Accomplishment

Credits

- Office Clerk Certificate +.....16
- BIM 104: Intermediate Keyboarding.....3
- BIM 180: Intro to Microsoft Office.....5
- CSS 100: College Success Skills.....3
- ENGL&101: English Composition.....5

Total Credits: 32

Administrative Assistant Certificate of Achievement

Credits

- Customer Service Associate Certificate +.....54
- BIM 280: Advanced MS Office (Word, Excel).....2
- BUS 114: Business Ethics.....5
- BUS 119: Business Grammar and Edit.....5

Total Credits: 66

Office Format Design Specialist Certificate of Accomplishment

Credits

- BIM 109: Internet Communication.....1
- BIM 131: Records Management.....3
- BIM 180: Intro to Microsoft Office.....5
- BIM 186: Microsoft Publisher.....3
- BIM 187: Adobe Acrobat.....3
- BUS 115: Workplace Skills & Behaviors.....4
- BUS 215: Customer Service.....3
- FAD 150: Industrial First Aid.....2
- MAP 117: Applied Math for Workforce Programs.....5

Total Credits: 27

Associate in Applied Science Degree

Credits

- Administrative Assistant Certificate +.....66
- BIM 262: Professional Preparation.....3
- BIM 285: MOS Prep & Certification (Word, Excel).....2
- BIM Electives.....18
- BUS 200: Supervision.....5

Total Credits: 94

My Education Plan

Name: _____

ID #: _____

 Quarter/Year	Quarter/Year
Quarter/Year	Quarter/Year
Quarter/Year	Quarter/Year

My Education Plan

Name: _____

ID #: _____

Quarter/Year

Quarter/Year

Quarter/Year

Quarter/Year

Quarter/Year

Quarter/Year



Suggested Schedule to Earn this Associate Degree

If the classes listed below don't fit your schedule or you're planning to start after fall quarter, work with an advisor to develop your specialized education plan.

Year One

Fall	Credits
• BIM 109: Internet Communication.....	1
• BUS 115: Workplace Skills & Behaviors.....	4
• CSS 100: College Success Skills.....	3
• ENGL&101: English Composition.....	5
Winter	
• BIM 104: Intermediate Keyboarding.....	3
• BIM 131: Records Management.....	3
• BUS 215: Customer Service.....	3
• MAP 117: Applied Math for Workforce Programs.....	5
Spring	
• BIM 180: Intro to Microsoft Office.....	5
• BUS 122: Business Communications.....	5
• PSYC&100: General Psychology	5
Summer	
• BIM Electives.....	5

Year Two

Fall	
• BIM 280: Advanced MS Office (Word).....	1
• BIM 285: MOS Prep & Certification (Word).....	1
• BUS&101: Intro to Business.....	5
• CMST&220: Public Speaking.....	5
Winter	
• BIM 280: Advanced MS Office (Excel).....	1
• BIM 285: MOS Prep & Certification (Excel).....	1
• BUS 119: Business Grammar and Edit.....	5
• BUS 200: Supervision.....	5
• FAD 150: Industrial First Aid.....	2
Spring	
• BIM 262: Professional Preparation.....	3
• BIM Electives.....	7
• BUS 114: Business Ethics.....	5
Summer	
• BIM Electives.....	6

Total Credits Required: 94