

Eligibility for Admission

The following persons are eligible to enroll in Barstow Community College:

- Any high school graduate, OR
- Any person who has passed the High School Proficiency Exam or the General Educational Developmental (GED) test, OR
- Any person 18 years of age or older who can profit from instruction, OR
- Any K-12 students meeting the criteria listed under "Special Admission of Minor Students." (call for information)
- Holder of B (Visitors) Visas are not eligible for admissions.

Financial Aid

Barstow Community College knows that for some students college may still be beyond reach. The College takes pride in a personal approach to helping students meet the cost of education. A variety of resources are available including grants, fee waivers, and part-time employment on campus. Application for all Barstow Community College financial aid programs begins by completing the Free Application for Federal Students Aid. (FAFSA). Visit the FAFSA website at www.fafsa.gov to complete your application.

Students are urged to contact the Financial Aid Office when they register to see if they qualify for any type of financial aid

For more information or assistance, contact BCC's Financial Aid Office at:

(760) 252-2411 X 7205

Or www.barstow.edu/financialaid/



The printing of this brochure has been funded in part by the Chancellor's Office, California Community College—Perkins Funding.

Business Information Systems



Barstow Community College

**760-252-2411 ext 6799
www.barstow.edu**

Administrative Assistant Certificate of Achievement

The Administrative Assistant certification prepares students for employment in business/industry/government in higher-level office positions

BADM 6 Business Communications

CBIS 2 Windows & the Internet

CBIS 29A Introduction to Writing Web Pages

CBIS 29C Multimedia for the Web

CBIS 64 Business & Legal Transcription

CBIS 65 Electronic Calculations

CBIS 66 Office Administration

CBIS 67 Records Management

Total Units Required 21

Computer Office Specialist Certificate of Career Preparation

Designed to prepare students to take the Microsoft Office Specialist certification exams.

CBIS 40 Spreadsheets Applications

CBIS 42 Advanced Word Processing

CBIS 43 Presentation Applications and Media

Total Units Required 11

Computer Applications Specialist Certificate of Achievement

The Office Services certification prepares students for entry-level positions in the clerical field and as a receptionist or typist.

CBIS 40 Spreadsheet Applications

CBIS 41 Beginning Word Processing

CBIS 42 Advanced Word Processing

CBIS 43 Presentation Applications & Media

CBIS 60 Data Entry I

CBIS 61 Data Entry II and Document Processing

CBIS 74 Information Management Applications

Total Units Required 19.5

Note: The information in this brochure is based off of the **2013-2014** Barstow Community College Catalog. To view the current catalog visit www.barstow.edu/academics/catalog.asp. To find out catalog rights contact the counseling department at 760.252.2411 X 7351 or email bcounselor@barstow.edu.

Business Information System



**Lift the right weight
for your future**

**For additional information on
careers in Business Information
systems visit:**

**[www.onetonline.org/find/quick?s
=business+inforamtion+systems](http://www.onetonline.org/find/quick?s=business+inforamtion+systems)**