Clemson University - Center for Corporate Learning
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Education & Training Plan
Business Information Systems Professional Certificate Program with Externship

Student Full Name: _____

Start Date: _____ End Date: _____

Program includes National Certification & an Externship Opportunity
Mentor Supported

Business Information Systems Professional Certificate Program with Externship

Course Code:	CLEM-B-INFO
Program Duration:	6 Months
Course Contact Hours:	375
Student Tuition:	$3,799

The Business Information Systems Professional

As technology becomes more and more a part of everyday business, the systems and programs used by different organizations and the people who understand the ins and outs of these systems are in higher and higher demand. Business Information Systems Professionals are experts in the various technology and programs used by businesses all of over the globe. These professionals take care of the technology to ensure it works seamlessly for executives, management and business professionals at all levels. By keeping a watchful eye on the technology successful companies use every day and devising solutions to increase productivity and efficiency, the rest of an organization's professionals can focus on their specific roles, not having to worry about technology malfunction or difficulty.

The Business Information Systems Professional Program

The Business Information Systems Professional program examines the intricacies and uses of information technology from a business enterprise perspective. Students will explore the individual components and of business information technology systems, their interconnectivity, as well as the development of such components based on particular business types. Students will understand how various information systems are useful to enhance productivity and facilitate management practices. This program also introduces the various information and communications technologies available and explains how information systems are used to solve problems and make better business decisions.

Education and National Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There is a National Certification exam available to students who successfully complete this program:
    - **Microsoft Office Specialist (MOS) Certification Exam**.

Program Objectives

At the conclusion of this program, students will be able to:

- Analyze the purpose, components, and issues related to common systems
- Explain specific ways an organization uses information
- Describe the components, purposes, and key issues related to common business computer hardware, operating systems, and application software
- Identify and describe the components of a database system and how they are used Explain fundamental networking concepts
- Analyze the purpose, components, and issues related to common systems
- Examine the roles and responsibilities associated with information systems management
- Analyze the components of a security program for information systems
- Discuss how information systems concepts are applied in your life
- Use Microsoft Office

National Certification

Upon successful completion of this Clemson University program, students would be eligible to sit for the Microsoft Office Specialist (MOS) exam. Although there are no state approval, state registration or other state requirements for this program, students who complete this program at Clemson University will be prepared and are eligible to sit for this national certification exam. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for the MOS national certification exams and are qualified, eligible and prepared to do so. Clemson University works with each student to complete the exam application and register the student to take their national certification exam.

Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. Clemson University works with national organizations and has the ability to place students in externship opportunities nationwide.

Clemson University contact: If students have any questions regarding this program including national certification and externships**, they should call Juanita Durham of Clemson University at 864.656.3984 or via email at jdrhm@clemson.edu.**

Note: No refunds can be issued after the start date published in your Financial Award document.

About Clemson University!

Clemson Online, a unit reporting directly to the Provost, works closely with leadership teams across the University to develop, market, and deliver top-quality courses and programs in blended and online formats. The office provides vision, leadership, coordination, and expertise in support of faculty design, delivery, and evaluation of technology-enhanced, blended, and fully online courses and instructional materials. Dynamic, transformative, and unique eLearning opportunities characterize Clemson's approach to online teaching and learning.

Our Mission: Clemson Online provides strategic leadership for online education, emphasizing innovative teaching and superior learning outcomes to maximize student success in 21st-century academic and professional contexts.

Our Vision: Clemson Online will define the public web-grant university through measurable achievements in online education, research, and service.
The office is committed to pursuing strategic opportunities, providing supportive resources, promoting superior educational quality, and ensuring faculty involvement and responsibility in shaping Clemson's online future.

Clemson University and Pearson Education

The Clemson University's Office of Professional and Continuing Education eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success. Please visit us at **www.pearson.com**.

About Pearson Education

Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products.

Business Information Systems Professional Program Detailed Student Objectives:

INTRODUCTION TO BUSINESS INFORMATION SYSTEMS

- Distinguish between data and information
- Define information systems
- Explain the importance of information at various levels of an organization
- Describe the component parts of an information system
- Describe various roles in organizational information systems

THE BUSINESS PROCESS

- List examples of business processes
- Explain the relationship between business processes and information systems
- Define process model
- Describe the components of a business process
- Explain business processes transformations

ORGANIZATIONAL STRATEGY AND INFORMATION SYSTEMS

- Explain the role of organizational strategy in creating information systems
- Explain Porter's Five Forces Industry Analysis model
- Explain Porter's Generic Strategies model
- Explain Porter's Value Chain model
- Explain how a competitive advantage can be accomplished through the use of information systems

DATABASE CONCEPTS

- Identify benefits related to databases and database management systems
- Explain why businesses use databases and database management systems
- Identify different data types and their uses
- Define terms related to databases and database management systems
- Explain the difference between a database and a database management system
- Explain the basic responsibilities of database administration
- Explain the importance of collecting data for future decision making

INFORMATION SYSTEMS DEVELOPMENT

- Outline factors to consider in systems development
- Describe various system development approaches
- Describe each phase of the system’s development life cycle

ALTERNATIVE SYSTEMS DEVELOPMENT LIFE CYCLE

- Explain the purpose of prototyping
- Explain object-oriented systems development
- Define rapid application development
- Explain agile methods
- Explain extreme programming

ENTERPRISE RESOURCE PLANNING AND SUPPLY CHAIN LOGISTICS

- Explain the purpose of functional systems within an organization
- Identify types of functional systems
- Describe the advantages and disadvantages of a functional system
- Explain the purpose of cross-functional systems
- Compare the advantages and disadvantages of various cross-functional systems
- Explain the purpose of cross-organizational systems

- Compare the advantages and disadvantages of cross-organizational systems
- Define supply chain
- Explain the difference between supply chain profitability and organizational profitability
- Explain the four drivers of supply chain performance

COMPUTER NETWORKS

- Describe different ways computers communicate and transmit information
- Define computer communication and networking terms
- Explain different kinds of networks and their topologies

CLOUD COMPUTING AND WEB 2.0

- Define cloud computing
- Explain the organizational use of cloud computing
- Define Web 2.0
- Compare the benefits and limitations of using Web 2.0 in an organization

INFORMATION SYSTEMS IN E-COMMERCE

- Describe different e-commerce models
- Describe the impact of the Internet on commerce
- Explain the technology needed to support e-commerce

INFORMATION SYSTEMS MANAGEMENT AND ETHICS

- Explain the importance of information systems management
- Analyze the role of the information technology department in information systems management
- Explain the importance of ethics in information systems
- Analyze various organizational approaches to managing ethics

INFORMATION SYSTEMS THREATS AND SECURITY

- Identify the types of threats to information systems
- Explain how an organization can keep its information secure
- Explain the importance of backing up data
- Explain the purpose of a disaster recovery plan

Note: This program can be completed in 6 months. However, students will have online access to this program for a 24-month period.

MICROSOFT OFFICE Module

- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

Note: Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

System Requirements:

Windows Users:

- Windows 8, 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

Mac OS User:

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

iPad Users:

- Due to Flash limitations, eLearning programs are NOT compatible with iPads

Screen Resolution:

- We recommend setting your screen resolution to 1024 x 768 pixels.

Browser Requirements:

- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
- Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
- Mac OS Users: Safari, Google Chrome, Mozilla Firefox

Suggested Plug-ins:

- Flash Player
- Real Player
- Adobe Reader
- Java