

BIS - INFORMATION PROCESSING SPECIALIST - ASSOCIATE IN SCIENCE

This degree program is designed for students who wish to increase their knowledge and skills to meet the technological changes in the business environment. Students learn to work with the flow of information—entering and processing data and ensuring its accuracy. Opportunities in this field are vast, as all aspects of business are impacted with the efficient use of technology. Students must complete each major course and major elective course with a grade of 'C' or better to be awarded the degree.

Program Learning Outcomes

- Provide students with valuable software skills and soft skills so that they can stay current with the evolving employment needs of industry.
- Provide our students with a practical working knowledge of industry standard software.

Major Requirements

Course	Title	Units
BIS 007	Business Writing Skills	3
BIS 012	Business Document Production	2
BIS 039	Professional Image	1
BIS 095	Microsoft Windows	1
BIS 101	Global Communication in the Workplace	3
BIS 102	Microsoft Excel	3
BIS 106	Microsoft Word	3
BIS 109	Microsoft Office	3
BIS 121	Web Techniques for Business	1
BIS 135	Human Relations in the Workplace	3
CIT 010	Computer and Information Technology	3
CIT 040	Web Design I: Internet Publishing	3

Major Electives

Course	Title	Units
Select 7 units from the following:		7
ACCTG 030	QuickBooks	
ACCTG 101	Bookkeeping for Small Business	
BIS 016	Electronic Health Records	
BIS 017	Medical Terminology	
BIS 105		
BIS 160	Computerized Medical Billing	
BIS 161	Computerized Medical Office Procedures	
BIS 162	Medical Coding	
BUS 001		
BUS 060	Fundamentals of Business Statistics	
BUS 060L	Statistics Laboratory	
BUS 071	Legal Environment of Business	
BUS 082	Introduction to Business	
BUS 084	Introduction to Marketing Principles	

Total Requirements

Course	Title	Units
Major Requirements		29
Major Electives		7
General Education Requirements		24
Total Units		60