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

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

Select 7 units from the following:

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<tr>
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<tbody>
<tr>
<td>ACCTG 030</td>
<td>QuickBooks</td>
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<tr>
<td>ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
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<td>BIS 016</td>
<td>Electronic Health Records</td>
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<td>BIS 017</td>
<td>Medical Terminology</td>
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<td>BIS 105</td>
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<td>BIS 160</td>
<td>Computerized Medical Billing</td>
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<td>BIS 161</td>
<td>Computerized Medical Office Procedures</td>
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<td>BIS 162</td>
<td>Medical Coding</td>
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<td>BUS 001</td>
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<td>BUS 060</td>
<td>Fundamentals of Business Statistics</td>
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<td>BUS 060L</td>
<td>Statistics Laboratory</td>
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<td>BUS 071</td>
<td>Legal Environment of Business</td>
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<tr>
<td>BUS 082</td>
<td>Introduction to Business</td>
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<tr>
<td>BUS 084</td>
<td>Introduction to Marketing Principles</td>
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Total Requirements

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<th>Units</th>
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<td>Major Requirements</td>
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