

# BUSINESS INFORMATION SYSTEMS

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## Associate Degrees

- BIS - Information Processing Specialist - Associate in Science
- BIS - General Business - Associate in Science

## Certificates

- BIS - Information Processing Specialist - Certificate of Achievement
- BIS - General Business - Certificate of Achievement
- Medical Assistant - Front Office - Certificate of Achievement

### BIS 007 Business Writing Skills 3 Units

Students will review basic English mechanics. Trends in word usage and jargon used in the workplace will be discussed. The effective use of current technology devices will be reviewed and discussed. The differences in written and verbal communication will be covered. Students will learn to apply correct and appropriate language in business documents.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
 Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None IGETC: None District GE: None

### BIS 011 Computer Keyboarding 1 Unit

The course will cover keyboarding basics-- touch typing, correct keyboarding technique, review of language arts and correct spacing. Students will also acquire a minimum speed of 15 net words per minute on a three-minute timed test. This course is for students with or without experience in keyboarding. Students with keyboarding experience will be able to build their speed to a higher rate.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: O  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None IGETC: None District GE: None  
 Credit by Exam: Yes

### BIS 012 Business Document Production 2 Units

Students will learn to create and format business documents such as letters, memos, tables, reports, and employment documents. Standard industry requirements will be covered and emphasized. Students will learn how to produce documents that mirror or meet industry requirements. Speed and accuracy will be emphasized. Students will be able to produce an error-free document at the end of the course.

Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: L  
 Recommended: Some keyboarding experience or beginning keyboarding class  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None IGETC: None District GE: None  
 Credit by Exam: Yes

### BIS 016 Electronic Health Records 2 Units

This course teaches skills that are required in the healthcare office environment such as appointment scheduling, processing medical forms, transcription of medical documents, and handling patients. Students will work with an Electronic Health Records software application such as EPIC.

Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: L  
 Recommended: Prior keyboarding experience; BIS 007  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None IGETC: None District GE: None

### BIS 017 Medical Terminology 2 Units

The medical professions, healthcare settings, and medical forms and documents will be reviewed. Emphasis will be placed on mastering medical terms, abbreviations, spelling rules for component parts, body systems, combining forms, prefixes, and suffixes. Students will learn to use medical terms correctly in medical forms and documents. Students will also learn how to handle patient confidentiality in healthcare offices.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None IGETC: None District GE: None

### BIS 039 Professional Image 1 Unit

The importance of image to success in the business world will be discussed. Students will learn to how to project a positive and confident image. The appropriate attire for the different working environments will be covered. Etiquette, ethics, and communications that complements a professional image will be emphasized. Students will develop a professional wardrobe for a career.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None IGETC: None District GE: None

### BIS 095 Microsoft Windows 1 Unit

This course introduces students to the current Microsoft Windows operating system. Students will learn how to navigate and customize Windows and Desktops, the Start Menu and the Taskbar. In addition, security settings/utilities, cloud drives, accessories, file explorer and Edge will be covered. Students will also learn to organize and manage files, and perform security and maintenance tasks to improve workflow and productivity.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: O  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None IGETC: None District GE: None

**BIS 101 Global Communication in the Workplace 3 Units**

Communications in the business world today will be emphasized—the process, development, and presentation (both written and oral) and how communication is executed. Students will learn to plan, develop, compose, and edit a variety of documents. Social media tools and guidelines for communicating (blogs, Internet forum, media sharing, social networking, virtual reality, etc.) will be discussed. Current letter styles, reports and effective business correspondence will be reviewed. Students will learn about the trends and changes in words and expressions used frequently in the workplace.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Recommended: BIS 007

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**BIS 102 Microsoft Excel 3 Units**

Introductory and advanced Excel topics will be covered in this course, including formulas, functions, formatting, themes, cell styles, charts, diagrams and general management of worksheets. Advanced topics include conditional formatting, tables, financial functions, lookup functions, what-if analysis, pivot tables/charts, summarization and consolidation of data.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**BIS 104 Microsoft Access 3 Units**

Students will use Microsoft Access to learn basic database concepts by creating and modifying databases, database tables, and table fields. Students will learn about and create relationships between tables. Students will also learn how to develop applications that include queries, forms and reports and demonstrate the use of databases, tables, and fields. This course will also include using Access wizards and database tools, and importing and exporting data.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**BIS 106 Microsoft Word 3 Units**

Students will use Microsoft Word to prepare documents by learning Word functions. Word commands will be shown using the ribbon and backstage view to produce professional-looking documents for the workplace, school and personal communication. Application terminology and procedures will be taught in depth.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O

Prerequisite: BIS 011 with C or better or type at least 25 words per minute  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**BIS 109 Microsoft Office 3 Units**

Students will gain practical experience in creating business documents using the current version of the Microsoft Office applications. Students will learn to create, format and integrate Word and Excel documents, Access databases and PowerPoint presentations.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O

Recommended: CIT 010

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**BIS 121 Web Techniques for Business 1 Unit**

Students will learn how the Internet is used to access business resources. Additional business uses will be covered that include communicating with customers, vendors and business partners; accessing business news and financial information.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**BIS 135 Human Relations in the Workplace 3 Units**

Employers desire applicants who have excellent soft skills. This course covers attitude, good work habits, time management, ethics, personality styles, management styles, teamwork, leadership, diversity—all areas that affect the employee-employer relationship. A hands-on approach will be used to demonstrate the effective use of interpersonal skills in the workplace and in personal situations.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**BIS 138 Work Experience 1-8 Units**

Occupational Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/occupational subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Occupational Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/Job Placement is not guaranteed.

Lecture Hours: None Lab Hours: 2.07 Repeatable: Yes Grading: O  
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None IGETC: None District GE: None

**BIS 160 Computerized Medical Billing 2 Units**

Students will be introduced to the billing process used in the medical offices today. Health insurance information will be covered. Students will learn to complete common medical insurance forms using a computer-based program. The medical billing career will be discussed. The claims process will be emphasized.

Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: L  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None IGETC: None District GE: None

**BIS 161 Computerized Medical Office Procedures 1 Unit**

This course introduces students to a medical billing software application. Students will learn to input patient information, schedule appointments, input billing information, organize and file patient records. Maintaining an office system will be emphasized. Students will complete a medical office simulation.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: L  
 Recommended: Some keyboarding experience and knowledge of medical terminology are recommended  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None IGETC: None District GE: None

**BIS 162 Medical Coding 2 Units**

Students will learn step-by-step coding used in the medical field. The use of the CPT (Current Procedural Terminology) and ICD-10 (International Classification of Diseases) manuals will be covered. All codes used in the billing process in the medical environment will be covered. Students can use this course to help them prepare for the medical coding certification exam.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L  
 Recommended: BIS 017  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None IGETC: None District GE: None