

BIS - GENERAL BUSINESS - ASSOCIATE IN SCIENCE

This program is designed for students who want a broad and generalized background in business. This degree allows the student the flexibility to choose a specific area of concentration. Students will learn skills for many different business settings. Job opportunities are in various fields such as sales, retail, marketing, and small business ownership. 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
ACCTG 030	QuickBooks	3
ACCTG 101	Bookkeeping for Small Business	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 109	Microsoft Office	3
BIS 121	Web Techniques for Business	1
BIS 135	Human Relations in the Workplace	3
BUS 082	Introduction to Business	3
BUS 084	Introduction to Marketing Principles	3
CIT 010	Computer and Information Technology	3
ECON 010B	Introduction to Microeconomic Theory	3

Major Electives

Course	Title	Units
Select 1 unit from the following:		1
BIS 007	Business Writing Skills	
BIS 016	Electronic Health Records	
BIS 017	Medical Terminology	
BIS 104	Microsoft Access	
BIS 105		
BIS 107	Microsoft Powerpoint	
BIS 160	Computerized Medical Billing	
BIS 161	Computerized Medical Office Procedures	
BIS 162	Medical Coding	
BUS 060	Fundamentals of Business Statistics	
BUS 060L	Statistics Laboratory	
BUS 071	Legal Environment of Business	

Total Requirements

Course	Title	Units
Major Requirements		35
Major Electives		1
General Education Requirements		24
Total Units		60