BIS - GENERAL BUSINESS - CERTIFICATE OF ACHIEVEMENT

This program is designed for students who wish to broaden their background in business. Students are introduced to various business areas. The program provides choices for students who wish to further pursue a specific area in business. Students must complete each course with a grade of 'C' or better to be awarded the certificate.

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.

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
CIT 010	Computer and Information Technology	3
ECON 010B	Introduction to Microeconomic Theory	3
Total Units		**32**