

## Computer Business Information Systems

**Award Type:** Associate in Science

The A.S. degree in Computer Business Information Systems (CBIS) program is designed to provide students with education, training, and technical skills to support information systems within a company. It teaches skills needed to advance to different professions where information systems are used. Several of the classes prepare students to obtain different Microsoft certifications. Upon completion of the program, the student will have foundational skills in various areas of computer information systems like software applications, networking/help-desk, information systems security, and database management and can be employed as Office and Admin Support, Information and Record Clerk, Office Support Supervisor, Computer Support Specialist, Executive Secretary, Customer Service Representative, Office Worker, Hotel Resource Clerk, and Small Business Webmaster.

**The graduate of the Associate in Science in Computer Business Information Systems will:**

- Understand the fundamentals of business, and how they relate to information systems needs of a business.
- Use effective written and oral communication to support business information systems needs.
- Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
- Analyze/design/develop/deploy/maintain and manage business applications.

### Program Requirements

**A major of 21 units is required for the associate in science degree.**

**Required core courses (21 units)**

Course Number	Course Title	Units
ACCT 105	Introduction to Accounting	3.0
BUS 101	Introduction to Business	3.0
CBIS 101	Computer Concepts & Applications	3.0
CBIS 108	Networking and Administration	3.0
CBIS 112	Intro to Visual Basic Program	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0