Business Information Technology A.S. Degree

This program roadmap represents one possible pathway to complete the program. ***Please see a counselor*** to create an education plan that is customized to meet your needs. This roadmap is not a guarantee of course availability or financial aid applicability. For counseling appointments call 916.608.6510. **ATTENTION** General Education requirements have changed for the 2025-2026 academic year. Please see GE guidance page for more information on the different pathways.

Total Units: 60.5

First Year

Semester 1   15 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*	GE AREA
ACCT 301 ⓩ Financial Accounting	4		F, S	
BUS 300 ⓩ Introduction to Business	3		F, S	
BUS 310 ⓩ Business Communications	3		F, S	L1A
BUSTEC 126 [1] Outlook: Basics	1		F, S	
BUSTEC 305 Introduction to Business Information Technology	3		F, S	
BUSTEC 309 [2] ⓩ Computer Familiarization	1		F, S	

ⓩ At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the ZTC page of the college website.

[1] Substitute course, CISA 126 - Outlook: Basics, is available at American River College.

[2] Substitute course(s), CISC 300 - Computer Familiarization, is available at American River College and CISC 302 - Computer Familiarization, is available at Cosumnes River College.

Semester 2   14 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*	GE AREA
ACCT 341 Computerized Accounting	3	ACCT 301	F, S	
BUS 330 ⓩ Managing Diversity in the Workplace	3		F, S	
Mathematical Concepts and Quantitative Reasoning ⓩ	3		F, S	L2

Notes:

ATTENTION: General Education requirements have changed for the 2025-2026 academic year. Please see GE guidance page for more information on the different pathways. For the previous academic year see General Education requirements.

- FLC 2025-2026 AA/AS General Education requirements.

- A degree applicable elective is defined as any class with a course number between 100 and 499.

- Some English and math courses have support courses (co-requisites). See your assessment results for more details.

- Students may earn credit for College Entrance Board Advanced Placement (AP) tests with scores of 3, 4, or 5. AP scores can be used to meet Folsom Lake College associate degree general education , CSU,UC, and other 4 year University requirements --Check with your counselor to determine whether these test results will be accepted at the transfer institution of your choice.

The Associate in Science Business Information Technology degree provides general knowledge in business and in-depth knowledge of a variety of business technology applications. Program topics include: accounting, organization and supervision of business activities, business communications, business computer applications, diversity, and

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*	GE AREA
BUSTEC 307 Computer Keyboarding and Skill Building	3		F, S	
BUSTEC 362[1] Comprehensive Electronic Spreadsheets	2		F, S	

Ⓩ At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the ZTC page of the college website.

[1] Substitute course, CISA 315 - Introduction to Electronic Spreadsheets, is available at American River College and Cosumnes River College.

SECOND YEAR

Semester 3   16 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*	GE AREA
BUSTEC 360[1] Word Processing Beyond the Essentials	2		F, S	
Arts and Humanities Ⓩ	3		F, S	L3
BUS 320 Ⓩ Concepts in Personal Finance **or**	3		F, S	
BUS 340 Ⓩ Business Law **or**	3		F, S	
BUS 350 Ⓩ Small Business Management/Entrepreneurship **or**	3		F, S	
ECON 302 Ⓩ Principles of Macroeconomics **or**	3		F, S	
ECON 320[2] Ⓩ Concepts in Personal Finance **or**	3		F, S	L7B
MKT 300 Principles of Marketing **or**	3		F, S	
PRJMGT 300 Introduction to Project Management	3		F, S	
Oral Communication and Critical Thinking Ⓩ	3		F, S	L1B
Ethnic Studies	3		F, S	L6
Life Development Skills[2]	2		F, S	

Ⓩ At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free

intercultural communications in the workplace. The Business Information Technology A.S. degree is the final step in a stackable program consisting of the Business Information Professional I certificate, Business Information Professional II certificate, and this degree. Students who complete this degree program will have met the requirements to earn the Business Information Professional I certificate and Business Information Professional II certificate.

Zero Textbook Costs (ZTC):

The Zero Textbook Costs designation and logo are added to any course that provides free access to all required instructional materials. These are typically shared with students through Canvas. Courses that are designated as ZTC may still require students to purchase supplemental materials such as lab coats, a calculator, art supplies, etc. See full definitions and searching tips on the Zero Textbook Costs page of the college website.

Textbook filter to find these courses. Learn more on the ZTC page of the college website.

[1] Substitute course, CISA 305 - Beginning Word Processing, is available at American River College and Cosumnes River College.

[2] Life Development Skills course not needed if Econ 320 is selected from course elective list.

Semester 4   15.5 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*	GE AREA
BUSTEC 332 Advanced Business Applications	3	BUSTEC 360 & BUSTEC 362	F, S	
COMM 325[1] Ⓩ Intercultural Communication	3		F, S	L4
BUSTEC 498 Ⓩ Work Experience in Business Technology	0.5		F, S	
BUSTEC 366[2] Electronic Presentations	2		F, S	
BUSTEC 370 Business Information Technology Capstone	3		F, S	
Natural Sciences Ⓩ	3		F, S	L5
Physical Education Ⓩ	1		F, S	L7A

Ⓩ At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the ZTC page of the college website.

[1] Substitute course, BUS 312 - Workplace Behavior and Ethics, is available at American River College

[2] Substitute course, CISA 340 - Presentation Graphics, is available at American River College and Cosumnes River College.

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