
Business (BUS)

BUS 001A **Beg Principles of Accounting** (4) *P/NP*

Class Hours: 72 Lecture

Advisory(s): ENG 051A, and Math 061

Transfers to: UC/CSU

C-ID: ACCT 110

Beginning Principles of Accounting

BUS 001A is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. The course includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

BUS 001B **Elementary Principles of Acct.** (4)

Class Hours: 72 Lecture

Prerequisite(s): BUS 001A

Transfers to: UC/CSU

C-ID: ACCT 120

Elementary Principles of Accounting

BUS 001B is the study of how managers use accounting information in decision-making, planning, directing operations, and controlling. The course focuses on cost terms and concepts, cost behavior, cost control, profit planning, and performance analysis in manufacturing and service environments.

BUS 002 **Introductory Keyboarding** (3)

Class Hours: 36 Lecture | 54 Laboratory

Transfers to: CSU

Introductory Keyboarding

BUS 002 is an introductory keyboarding course emphasizes operating alphabetic, numeric, and symbol keys by touch. It includes computer-key-boarding techniques, speed-and-accuracy development, and essential computer-keyboarding information. BUS 002 is a prerequisite to BUS 003.

BUS 003 **Intermediate Keyboarding** (3)

Class Hours: 36 Lecture | 54 Laboratory

Prerequisite(s): BUS 002 or ability to key 35 nwpm

Transfers to: CSU

Intermediate Keyboarding

BUS 003 provides basic formatting and skill development for employment or personal use. The course builds upon skills learned in BUS 002 and develops additional computer keyboarding skills in the creation of word processing documents. Formatting applications include: business correspondence, reports, and tables. Basic document formatting, grammar, spelling, punctuation, and proofreading are reinforced throughout. Students will use basic features of an office-level word processing program.

BUS 013A **Word for Windows I** (1.5)

Class Hours: 27 Lecture

Transfers to: CSU

C-ID: BSOT 111 X

Word for Windows I

BUS 013A provides learners with a basic level of understanding of word processing with Microsoft Word including basic document creation, formatting, and editing using Microsoft Word. Learners create, edit, and format business letters, multiple-page reports, newsletters, and cover letters. This course begins preparation for the Microsoft Office Specialist certification exam for Word.

BUS 020 Introduction to Business (3)

Class Hours: 54 Lecture

Advisory(s): ENG 051A

Transfers to: UC/CSU

C-ID: BUS 110

Introduction to Business

BUS 020 is a survey of business that provides a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. The course demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business' ability to achieve its organizational goals.

BUS 024 Business Mathematics (3)

Class Hours: 54 Lecture

Transfers to: CSU

C-ID: BSOT 115X

Business Mathematics

BUS 024 introduces practical mathematical applications for business information students. Topics include, solving business problems using an electronic calculator, banking, payroll, invoicing, markups/markdowns, inventory valuation, interest, present and future value, credit cards, student loans, types of insurance, installment buying, and mortgages.

BUS 028 Business Communication (3)

Class Hours: 54 Lecture

Advisory(s): ENG 051A

Transfers to: CSU

Business Communication

BUS 028 applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports.

BUS 031A MS PowerPoint I (1)

Class Hours: 18 Lecture

Transfers to: CSU

P/NP

MS PowerPoint I

BUS 031A provides experience planning, editing, viewing, and printing PowerPoint presentations. Included is the opportunity to add and modify both text and graphics; insert and modify information graphics and multimedia; apply, modify, and create master pages; and to apply, modify, and create templates. Integration with their Microsoft programs is included. This course is designed for all individuals including professionals acquiring or updating basic skills in creating and editing professional presentations.

BUS 031B MS PowerPoint II (1)

Class Hours: 18 Lecture

Prerequisite(s): BUS 031A

Transfers to: CSU

P/NP

MS PowerPoint II

BUS 031B features PowerPoint as a tool for designing, producing and controlling visual elements to build and deliver effective presentations. Creating templates, publishing, customizing, and protecting presentations as well as inserting audio, video, and animations and integrating with other programs is included. This course focuses on the design and effective delivery methods which are explored through project presentations.

BUS 032 Small Business Management (3)

Class Hours: 54 Lecture

Advisory(s): ENG 051A

Transfers to: CSU

Small Business Management

BUS 032 is designed to explore the elements involved in successfully operating a small business. The course is geared toward the prospective as well as current small business owner. Instructional topics include the selection, establishment, and operation of a small business. Emphasis will be placed on the unique nature of small business management including human resource management, marketing, and legal issues.

BUS 035 Human Resources Management (3)

Class Hours: 54 Lecture

Advisory(s): ENG 051A (Recommended, Previous or concurrent).

Transfers to: CSU

Human Resources Management

BUS 035 is designed to explore the various aspects of human resources management including the implementation of a successful HRM program. The course is approached from the manager's point of view and focuses on several human resources responsibilities including selection, evaluation, motivation, training, and compensation. The course also examines the legal environment surrounding managing personnel.

BUS 055 Bookkeeping (3)

Class Hours: 54 Lecture

P/NP

Bookkeeping

BUS 055 is an introductory course designed to present the basic knowledge of the theory and practice of bookkeeping for students who are interested in continuing their study to higher levels of accounting, and for those who desire an understanding of ordinary bookkeeping procedures in business offices.

BUS 067 Filing and Records Management (2)

Class Hours: 18 Lecture | 54 Laboratory

Filing and Records Management

BUS 067 is designed to provide instruction and practice in traditional records and information management as well as electronic or automated records management systems. Alphabetic, geographic, subject, and numerical filing systems are covered along with the materials, supplies, and related equipment used in management of information in the modern business environment.

BUS 074 Computerized Accounting (3)

Class Hours: 36 Lecture | 54 Laboratory

P/NP

Prerequisite(s): BUS 001A or BUS 055

Computerized Accounting

BUS 074 is designed to teach both the accounting and non-accounting students how to use QuickBooks Pro. Quick Books Pro is one of the most popular computerized accounting software packages used by small and medium sized businesses. This course is an introduction to how QuickBooks Pro can be utilized for the following: maintain a general ledger; track vendors, customers, and inventory activities; process payroll; record assets, expenses, and liabilities; manage budgets; and, create reports.