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## Business (BUS)

### **BUS 001A**                    **Beg Principles of Accounting**                    (4)

*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

P/NP

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

*Transfers to:* CSU

P/NP

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.

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**BUS 013B Word for Windows II (1.5)***Class Hours: 27 Lecture**Advisory(s): BUS 013A**Transfers to: CSU**C-ID: BSOT 121 X*

## Word for Windows II

BUS 013B provides learners with an intermediate level of understanding of word processing with Microsoft Word, including complex document creation, mail merge, columns, formatting, plus integration with other applications, and collaborating on documents using Microsoft Word. Themes, templates, and styles are also covered. This course continues the preparation for the Microsoft Office Specialist Exam for Microsoft Word.

**BUS 013C Word for Windows III (1)***Class Hours: 18 Lecture**Prerequisite(s): BUS 013B**Transfers to: CSU**C-ID: BSOT 131 X*

## Word for Windows III

BUS 013C provides learners with an advanced level of understanding of word processing with Microsoft Word, including the creation of templates, macros, advanced table formatting, and use of long documents and subdocuments. Customizing and automating work and online forms are also covered. This course completes preparation for the Microsoft Office Specialist exam for Word.

**BUS 015X Occupational Work Experience (1 - 8)***Class Hours: Work Experience**Transfers to: CSU*

## Occupational Work Experience

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Coalinga and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**BUS 018 Business Law (4)***Class Hours: 72 Lecture**Advisory(s): ENG 051A**Transfers to: UC/CSU**C-ID: BUS 125**P/NP*

## Business Law

BUS 018 introduces fundamental legal principles pertaining to business transactions and the legal process. Course topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.

**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

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

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.

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**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*

*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*

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*

*Prerequisite(s): BUS 001A or BUS 055*

*P/NP*

Computerized Accounting

BUS 074 is designed to teach both the accounting and non-accounting students how to use QuickBooks Pro. QuickBooks 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.