

Business

Business & Family Science

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DEGREES

A.A. — Business Administration
A.A. — Business, General
A.A. — Business, Small Business Management/
Entrepreneurship
A.A. — Business, Administrative Assistant

CERTIFICATES OF ACHIEVEMENT

Business, Office Assistant
Business, Office Technician
Business, Small Business Management/Entrepreneurship

See also:

Medical Administrative Assistant (page 250)
Medical Insurance Billing (page 250)
Professional Applications of Geographic
Information Systems (GIS) (Business/Marketing emphasis)
(Geography, page 192)

CERTIFICATE OF PROFICIENCY

Business, E-Business and the Internet

Program Description

CRC's business programs are designed to provide an entrance into an exciting career. Many opportunities are available which can lead to immediate employment and/or career advancement. CRC offers a variety of degrees and certificates to meet students' present and future needs. Whether it is one class or a step toward a degree, there are a variety of options.

These CRC program offerings are designed to prepare students for initial entry into careers or for career advancement in various areas of business, as well as for transfer to other colleges and universities.

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Business, General	p.101
Business Administration	p.101
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Finance	p.186
Management	p.234
Marketing	p.239
Real Estate	p.304
Small Business Management / Entrepreneurship	p.103

See the corresponding pages for the specific Career Opportunities in each of the above fields of study.

Career Opportunities

Account Executive	Analyst
Bank Employee	Buyer
Clerk	Data-Entry Clerk
Data-Entry Specialist	Entrepreneur
Financial Planner	Government Service
Insurance Representative	Investment Counselor
Manager Marketing	Market Research
Office Assistant	Public Administration
Purchasing Agent	Real Estate
Retail/Industrial Sales	Stockbroker
Tax Consultant	

There are some self-employment opportunities available in these fields. Some Career Opportunities may require more than two years of college study.

Highlights

- Additional training in courses acceptable as electives for civil service occupations
- Hands-on experience in the use of computers for business purposes
- Opportunities for work experience in local industry and business
- Training for small business management/entrepreneurship
- A lab with tutorial assistance

NOTE TO TRANSFER STUDENTS:

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a CRC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that CRC requires for an associate's degree in this major may be different from the requirements needed for the bachelor's degree.

For information about the student learning outcomes for this program, see <http://www.crc.losrios.edu/pslo>

TRANSFER IN BUSINESS ADMINISTRATION

A student transferring with upper division standing to California State University, Sacramento, College of Business Administration, should have completed a minimum of 60, and a maximum of 70, transfer units. The Counseling Center has information regarding requirements, which may vary from the core listed below, at other four-year institutions. The course work may include all of the pre-major core courses and transfer general education requirements.

Each of the following core courses must be completed with a grade of "C" or better:

Accounting 301, 311
Computer Information Science CISA 308,
CISA 318, CISC 308
Economics 302, 304
Mathematics 343
Statistics 300

In addition to the above core, a student, in consultation with a counselor, should plan a program to meet the transfer general education requirements.

See Transfer information on pages 40-47.

DEGREE

A.A. — Business Administration

(formerly: Business, General, Transfer)

CODE #1622

This program provides the courses necessary for a transfer to a four-year college in business while also allowing the student to select courses which fit his/her individual needs and desires.

REQUIRED PROGRAM.....Units	
ACCT 301	Financial Accounting.....4
ACCT 311	Managerial Accounting4
BUS 345/SOCSC 360	Law and Society or BUS 340 Business Law.....3 ¹
BUS 300	Introduction to Business3
CISC 310	Intro. to Computer Information Science (3)..... 3-5
or CISA 305	Beginning Wordprocessing (2) and CISA 315 Intro to Electronic Spreadsheets (2) and CISC 320 Operating Systems (1)
or CISA 308	Exploring Word Processing & Presentation Software (1) and CISA 318 Exploring Spreadsheet Software (1) and CISC 308 Exploring Computer Environments & the Internet (1)
ECON 302	Principles of Macroeconomics3
ECON 304	Principles of Microeconomics.....3
MATH 341	Calculus for Business and Economics or MATH 343 Modern Business Mathematics4
STAT 300	Introduction to Probability and Statistics.....4
TOTAL UNITS REQUIRED 31-33	

¹Students transferring to CSUS are recommended to take BUS 345, other students please contact a counselor.

Suggested Electives:

- ACCT 341
- BUS 310, 340, 345
- BUSTEC 302, 303
- CISC 302
- MGMT 362, 372
- MKT 300, 330
- RE 300

G.E. Graduation Requirements for this degree - see pages 20-21

DEGREE

A.A. — Business, General

CODE #1046

The program provides an overview of business fundamentals for students interested in most business occupations. The program is also recommended for general government service occupations.

REQUIRED PROGRAM.....Units	
ACCT 301	Financial Accounting or ACCT 101 Fundamentals of College Accounting 3-4
BUS 310	Business Communications3
BUS 330	Managing Diversity in the Workplace.....3
BUS 345/SOCSC 360	Law and Society or BUS 340 Business Law.....3
BUS 300	Introduction to Business3
MGMT 362	Techniques of Management.....3
MKT 300	Principles of Marketing3
CISC 310	Intro to Computer Information Science (3) or Four (4) units to include: 3-4
	CISC 302/JOUR 330 Computer Familiariz. (2) and Any two (2) additional units selected from: CISA 305, 315, 320, 330, 340, 350; CISC 320, 355
ECON 302	Principles of Macroeconomics or ECON 320 /BUS 320 Concepts of Personal Finance or ECON 100 Introduction to Economics.....3
General Option:	
BUS 498	Work Experience (3) or Three (3) units selected from:3
	HCD 333, 334, 340, 344; MGMT 240, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 262, 264, 266, 268, 270, 272, 274 (3 units from series)
Plus six (6) units from one concentration selected from: 6	
	Accounting, Business, Business Technology, Computer Information Science, Management, Marketing, or Real Estate
TOTAL UNITS REQUIRED 36-38	

Suggested Electives for concentration:

- ACCT 121, 311, 341
- BUS 100, 210, 212, 214, 216, 218, 220, 350, 360, 360.1, 360.2
- BUSTEC 302, 303
- CISA 306, 316, 321, 331
- CISC 321, 356
- CISW 380, 380.1, 380.2
- MGMT 176, 308, 360, 372
- MKT 120, 122, 310, 312, 314, 330
- RE 110, 120, 130, 300

G.E. Graduation Requirements for this degree - see pages 20-21

DEGREE

A.A. – Business, Administrative Assistant

CODE #1052

REQUIRED PROGRAM.....Units

ACCT 301	Financial Accounting or	
ACCT 101	Fundamentals of College Accounting.....	3-4
BUS 310	Business Communication	3
BUS 330	Managing Diversity in the Workplace.....	3
BUS 345/SOCSC 360	Law and Society or	
BUS 340	Business Law	3
BUS 300	Introduction to Business	3
BUSTEC 302	Computer Keyboarding.....	2
MGMT 362	Techniques of Management.....	3
MKT 300	Principles of Marketing	3
CISC 310	Intro to Computer Information Science (3) or	
Four (4) units to include:		3-4
CISC 302 or JOUR 330	Computer Familiarization (2) and	
Any two (2) additional units selected from:		
CISA 315, 320, 330, 340, 350; CISC 320, 355;		
ECON 302	Principles of Macroeconomics or	
ECON 320 /BUS 320	Concepts of Personal Finance or	
ECON 100	Introduction to Economics	3

Administrative Assistant Option:

BUSTEC 303	Computer Keyboard Formatting	2
BUSTEC 304	Computer Keyboard Speed-and-Accuracy Bldg.....	2
BUS 100	English for the Professional.....	3
BUSTEC 110	Business Procedures for Professional Success (3) or	
BUS 498	Work Experience (3).....	3
BUSTEC 101	Computer Keyboarding: 10-Key	1
CISA 305	Beginning Word Processing.....	2
CISA 306	Intermediate Word Processing	2

Plus three (3) units selected from the following:

ACCT 121, 341; BUS 105; CISA 316, 331

TOTAL UNITS REQUIRED 47-49

G.E. Graduation Requirements for this degree - see pages 20-21

CERTIFICATE OF ACHIEVEMENT

Business, Office Assistant

CODE #1492

This certificate is designed to provide students with the tools needed for entry-level office positions. The Office Assistant Certificate is appropriate for students who do not have any clerical work experience. Upon completion of the Office Assistant Certificate, the student would be prepared for an office position as a trainee.

REQUIRED PROGRAM.....Units

Core Courses:

BUSTEC 306	Computer Keyboarding and Formatting	4
BUSTEC 304	Computer Keyboard Speed-and-Accuracy	
Building or		
Keyboarding speed verification at 40 wpm or better		0-2
BUS 100	English for the Professional	3
BUSTEC 101	Computer Keyboarding: 10-Key	1
CISC 302	Computer Familiarization	2
CISA 305	Beginning Word Processing.....	2
CISA 315	Introduction to Electronic Spreadsheets.....	2

Office Assistant:

BUSTEC 120	Skills for Today's Office.....	1
HCD 362	Work/Life Management.....	2

TOTAL UNITS REQUIRED 17-19

CERTIFICATE OF ACHIEVEMENT

Business, Office Technician

CODE #1493

This certificate program is designed to provide the tools needed for entry-level office positions. The Office Technician Certificate is designed to provide promotional skills for students desiring office positions. Upon completion of the Office Technician Certificate, the student would be prepared for an office position.

REQUIRED PROGRAM.....Units

Core Courses

BUSTEC 302	Computer Keyboarding or	
Keyboarding speed verification at 25 wpm or better		0-2
BUSTEC 304	Computer Keyboard Speed-and-Accuracy Bldg or	
Keyboarding speed verification at 40 wpm or better		0-2
BUSTEC 303	Computer-Keyboard Formatting	2
BUS 100	English for the Professional.....	3
BUSTEC 101	Computer Keyboarding: 10-Key	1
CISC 302	Computer Familiarization	2
CISA 305	Beginning Word Processing.....	2
CISA 315	Intro to Electronic Spreadsheets.....	2

Office Technician

BUSTEC 110	Business Procedures for Professional Success.....	3
CISA 306	Intermediate Word Processing	2
CISA 316	Intermediate Electronic Spreadsheets	2

Plus one to two (1-2) units selected from:

CISA 320	Introduction to Database Management (1)	
CISA 340	Presentation Graphics (2)	
CISA 350	Groupware (1)	

TOTAL UNITS REQUIRED 20-25

DEGREE

A.A. – Business, Small Business Management/ Entrepreneurship

CODE #1254

REQUIRED PROGRAM.....Units

ACCT 301	Financial Accounting (4) or	
ACCT 101	Fundamentals of College Accounting (3)	3-4
BUS 310	Business Communication	3
BUS 330	Managing Diversity in the Workplace	3
BUS 345/SOCSC 360	Law and Society or	
BUS 340	Business Law	3
BUS 300	Introduction to Business	3
BUSTEC 302	Computer Keyboarding or	
	Keyboarding speed verification at 25 wam or better	0-2
MKT 300	Principles of Marketing	3
ECON 302	Principles of Macroeconomics or	
ECON 320/BUS 320	Concepts of Personal Finance or	
ECON 100	Introduction to Economics	3
CISC 310	Intro to Computer Information Science (3) or	
	Four (4) units to include:	3-4
	CISC 302/JOUR 330 Computer Familiariz. (2) and	
	Any two (2) additional units selected from:	
	CISA 305, 315, 320, 330, 340, 350; CISC 320, 355.	

Small Business Management/Entrepreneurship Option:

MKT 310	Selling Professionally or	
MKT 314/RTVF 376	Advertising	3
BUS 350	Small Business Mgmt./Entrepreneurship (3) or	
	Three (3) units selected from:	3
	BUS 210, 212, 214, 216, 218, 220, 222, 224	
	Three (3) units selected from:	3
	BUS 498; HCD 130, 132, 310, 320, 333, 334, 340, 344, 350, 362	
TOTAL UNITS REQUIRED		33-37

Suggested Electives:

ACCT 125, 341; MGMT 362; 372, MKT 330

G.E. Graduation Requirements for this degree - see pages 20-21

CERTIFICATE OF ACHIEVEMENT

Small Business Management/Entrepreneurship

CODE #1254

REQUIRED PROGRAM.....Units

BUS 310	Business Communication	3
BUS 300	Introduction to Business	3
BUSTEC 302	Computer Keyboarding or	
	Keyboarding speed verification at 25 wam or better	0-2
MKT 300	Principles of Marketing	3
MKT 310	Selling Professionally or	
MKT 330	Internet Marketing	3
BUS 350	Small Business Mgmt./Entrepreneurship (3) or	
	Three (3) units selected from:	3
	BUS 210 , 212 , 214, 216, 218, 220, 222, 224.	
CISC 310	Intro to Computer Information Science	3
TOTAL UNITS REQUIRED		18-20

CERTIFICATE OF PROFICIENCY

Business, E-Business and the Internet

CODE #1507

E-Business is the buying and selling of products and services over the Internet. The Internet is a revolution in communications. In our program we want to provide students with the necessary skills to be able to operate an E-business in a successful manner. This certificate will allow students to gain the essential business knowledge and skills and to apply this knowledge through the use of these new technologies. This is an evolutionary extension of the business world's history of combining new methods and opportunities into better service for our customers. The student should have a basic understanding of these new technological advances, and understand the importance of getting competent assistance in making the transition in incorporating these new tools into a successful business model for their firm's needs.

REQUIRED PROGRAM.....Units

MKT 330	Internet Marketing	3
BUS 300	Introduction to Business	3
BUS 360.1	E-Business, Introduction & Environment (1.5) or	
CISW 380.1	E-Business, Introduction & Environment (1.5)	

Select three to four (3-4) units from the

following Business courses:		3-4
MGMT 362	Techniques of Management (3)	
BUS 340	Business Law (3)	
ACCT 301	Financial Accounting (4)	
BUS 320	Concepts in Personal Finance (3)	

Select two to three (2-3) units from the

following Technology courses:		2-3
BUS 360.2	E-Business, Tools & Techniques (1.5) or	
CISW 380.2	E-Business, Tools & Techniques (1.5)	
CISA 330	Desktop Publishing (2)	
CISA 331	Intermediate Desktop Publishing (2)	
CISC 305	Introduction to the Internet (1)	
CISC 306	Introduction to Web Page Creation (1)	

Select three (3) units from the

following Business courses:		3
BUS 365	Selecting Integrated Business Software (2)	
BUSTEC 110	Business Procedures for Professional Success (3)	
BUS 230	QuickBooks for Small Business (1)	
BUS 210	The Business Plan (1)	
BUS 212	Marketing for Small Business (1)	
BUS 214	Financing for Small Business (1)	
BUS 216	Essential Records for the Small Business (1)	
BUS 218	Management Skills for the Small Business (1)	
BUS 220	Retailing & Merchandising for the Small Business (1)	
BUS 350	Small Business Management/Entrepreneurship (3)	
TOTAL UNITS REQUIRED		15.5-17.5

BUSINESS (BUS)

BUS 100

English for the Professional

3 Units

Prerequisite: ENGRD 110 and ENGWR 51 with grades of "C" or better; or ESLR 320 and ESLW 320

Advisory: BUSTEC 302 and 303

Hours: 54 hours LEC

This course is designed to prepare the student for business communication. It presents principles of correct and effective English usage as applied in business. Included are skills and techniques of written communication, sentence structure, word usage, punctuation, spelling, business vocabulary, and business document-formatting. Emphasis is placed on critical thinking and effective writing techniques through analyzing written communication and composing and organizing paragraphs into effective business documents. Computer skills are needed to format business documents and search the Internet for information. Proofreading skills are stressed throughout the course. The course is recommended for all business majors during their first semester.

BUS 105

Business Mathematics

3 Units

Prerequisite: None

Hours: 54 hours LEC

This course is a review of basic mathematical skills and introduces equations and formulas in solving for unknowns. Applications of mathematics in business include such areas as banking, commercial discounts, retail and wholesale markup-markdown, payroll computations, simple and compound interest, bank discount, present value, taxes, insurance, depreciation, and financial statements. Recommended for every major in business.

BUS 170

Introduction to Insurance: Life Agents

3 Units

Prerequisite: None

Hours: 54 hours LEC

This introductory course gives an overview of the insurance industry with specific coverage in risk and risk management, structure of the insurance industry, legal concerns, life, health disability, income, and ethics. Course content satisfies State of California Life Agent requirements.

BUS 171

Introduction to Insurance: Fire & Casualty

3 Units

Prerequisite: None

Hours: 54 hours LEC

This introductory course gives an overview of the insurance industry with specific coverage in risk and risk management, structure of the insurance industry, legal concerns, personal fire and casualty, commercial property and casualty, worker's compensation, health insurance, and ethics. Course content satisfies State of California Fire and Casualty examination requirements.

BUS 210

The Business Plan

1 Unit

Prerequisite: None

Hours: 18 hours LEC

This course offers an organized, step-by-step approach to preparing a business plan. The plan will enable the students to solve problems "on paper" before they become operational or money problems. Every business should have a business plan. Students will create one in this course.

BUS 212

Marketing for Small Business

1 Unit

Prerequisite: None

Hours: 18 hours LEC

This course emphasizes how a small business or non-profit organization can market its service or product to the consumer. The student will learn about ways to improve market mix, identify target markets, and develop a marketing plan.

BUS 214

Financing a Small Business

1 Unit

Prerequisite: None

Hours: 18 hours LEC

This course covers sources and ways of raising capital for small businesses. How much money is needed and where it can be obtained, start-up costs, and projecting monthly and yearly costs are the focus of this course. Financial ratios and key financial statements are covered.

BUS 216

Essential Records for the Small Business

1 Unit

Prerequisite: None

Hours: 18 hours LEC

This course emphasizes the various types of records that small businesses must keep. The focus will be upon financial, employment, and tax records. Simple, easy-to-use recordkeeping systems will be covered.

BUS 218

Management Skills for the Small Business

1 Unit

Prerequisite: None

Hours: 18 hours LEC

A small business owner must understand and motivate others to help the business reach its objectives. This course covers such functions as planning and organizing work flow, delegating responsibilities, understanding leadership styles, decision making, stress and time management, and working with employee organizations.

BUS 220

Retailing and Merchandising for the Small Business

1 Unit

Prerequisite: None

Hours: 18 hours LEC

This course will emphasize retailing concepts, such as inventory control and turnover rates, selecting merchandise sources, using trade and cash discounts, pricing, markup and markdown, and shrinkage control. Students will also learn how to develop a merchandising plan, inventory control system, and assess consumer behavior and demographics.

BUS 222
Going International **1 Unit**
Prerequisite: None
Hours: 18 hours LEC
 This intensive course overviews the following topics for the small business entrepreneur who is considering going international: the international business environment, strategic considerations, and managing in a multinational environment.

BUS 224
Customer Service **1 Unit**
Prerequisite: None
Hours: 18 hours LEC
 This course is a study of the principles involved in building an effective customer service team. Customer service activities in business, government, and other service industries will be examined in terms of the value added to the organization. Improved customer services will be emphasized.

BUS 230
QuickBooks (R) for Small Business **1 Unit**
Prerequisite: None
Hours: 18 hours LEC
 This class will emphasize the use of QuickBooks for Windows to aid the small business operator in creating financial statements and other financial reports. The system is computer based and presented in a user friendly method.

BUS 295
Independent Studies in Business **1-3 Units**
Prerequisite: None
Hours: 18 hours LEC ; 54 hours LAB

BUS 299
Experimental Offering in Business **.5-4 Units**
Prerequisite: None
Hours: 18 hours LEC ; 54 hours LAB

BUS 300
Introduction to Business **3 Units**
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
 This course provides a survey of all business areas, including Accounting, Law, Computer Information Science, Management, Marketing, Economics and Finance. The course is designed to be taken by all beginning students interested in business. It is a core requirement for business majors. This course provides an overview often very helpful in assisting students' selection of a specific career in the field of business.

BUS 310
Business Communications **3 Units**
Prerequisite: BUS 100 with a grade of "C" or better
Advisory: Ability to key 30 or more words a minute and use a current office-level word processing program
General Education: AA/AS Area II(a)
Course Transferable to CSU
Hours: 54 hours LEC

This course is designed to emphasize the use of communication theory in planning and composing various types of effective business letters and reports. The course stresses style, appearance, grammar, punctuation, tone, vocabulary and reader appeal. Interpersonal communication and listening, cross-cultural communication, electronic communication technology, and ethical and legal guidelines are included. A formal report with graphics is required.

BUS 320
Concepts in Personal Finance **3 Units**
Same As: ECON 320
Prerequisite: None
Advisory: BUS 105
General Education: AA/AS Area V(b)
Course Transferable to CSU
Hours: 54 hours LEC

This course is designed to assist individuals in analyzing their financial affairs. Elements and conceptual basis of financial planning, analysis, and decision making in areas of budgeting, taxes, borrowing, money management, insurance, investments, and retirement will be examined with an emphasis on principles to develop students' economic decision making. Students will be using mathematical concepts as well as reading and interpreting written and oral instructions. The course provides a solid base for a career in financial planning services. This course is the same as ECON 320, and only one may be taken for credit. See "Cross-Listed Courses" in the catalog.

BUS 330
Managing Diversity in the Workplace **3 Units**
Prerequisite: None
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D7
Course Transferable to CSU
Hours: 54 hours LEC

This course examines the leadership skills and abilities needed to manage a multicultural workforce. A primary focus is placed upon the workplace impact of various historical, social, and cultural experiences/perspectives related to gender, age, ethnicity, and disability. Workforce issues related to the diversity of the American consumer and global consumer impact on the United States are analyzed.

BUS 340
Business Law **3 Units**
Prerequisite: None
Course Transferable to UC/CSU
See UC Limitations & Counselor
Hours: 54 hours LEC

This course is an introductory coverage of the law in its relationship to the environment of business. The course covers the American legal system as an instrument of economic, social, and political control. It stresses basic business torts, crime and business, contracts and sales transactions, agency, legal structures of business, government regulation and property rights. For more detailed coverage of some of these topics, see BUS 341.

BUS 345**Law and Society****3 Units***Same As: SOCSC 360**Prerequisite: None**General Education: AA/AS Area V(b); CSU Area D8; IGETC Area 4G**Course Transferable to UC/CSU**Hours: 54 hours LEC*

This course is an introduction to the American legal system emphasizing the nature, purpose, sources and functioning of American law but including some comparative analysis of other historical and contemporary legal systems. It stresses the evolution of legal concepts as a reflection of the social environment and the role of the judiciary. A theoretical rather than practical viewpoint is used through analysis of selected cases and legislation in the areas of individualism, socioeconomic groups, the family, the economy, crime, criminal procedure and punishment, church and state separation, the environment, and torts. This course should not be taken in place of BUS 340 when required. This course is the same as SOCSC 360, and only one may be taken for credit. See "Cross-Listed Courses" in the catalog.

BUS 350**Small Business Management/Entrepreneurship****3 Units***Prerequisite: None**Course Transferable to CSU**Hours: 54 hours LEC*

This class provides an overview of the various elements involved in starting and operating a small business. It introduces such topics as developing a business plan, finding financial resources, developing personal and business goals, meeting legal requirements, understanding marketing concepts, and other topics of interest to the entrepreneur.

BUS 354**Students in Free Enterprise****3 Units***Prerequisite: None**Course Transferable to CSU**Hours: 54 hours LEC*

This course provides students with an overview of what it takes to be successful in business through implementation of group projects and business leadership practices. Students will complete community-based business projects, focusing on business and project planning, team building, communications, preparing and processing information, and leadership. Students will plan, implement, and evaluate each project and then compose an annual report and deliver a professional presentation that will be evaluated by a selection of industry and business leaders at a regional competition, Students in Free Enterprise (SIFE). Students receive instruction in the areas of entrepreneurship, small business management, business planning, project management, oral and written presentation skills. This course emphasizes activities and techniques that develop competencies needed to become a successful business leader. There may be a material fee for this course. This course may be taken four times for credit.

BUS 360**E-Business: Introduction and Environment; Technology and Infrastructure****3 Units***Same As: CISW 380**Prerequisite: None**Advisory: BUS 300 and CISC 305**Course Transferable to CSU**Hours: 54 hours LEC*

Information is now exchanged very rapidly and customers have an instantaneous way to compare offerings from sellers on a worldwide basis. The purpose of this course is to describe the E-Business environment, describe the options available to business utilizing E-Business, and identify the critical components needed to develop a plan and strategy to implement for a business. The course will focus on E-Business for small and medium sized businesses. This course is the same as CISW 380, and only one may be taken for credit. See "Cross-Listed Courses" in the catalog.

BUS 360.1**E-Business: Introduction and Environment****1.5 Units***Same As: CISW 380.1**Prerequisite: None**Advisory: BUS 300 and CISC 305**Course Transferable to CSU**Hours: 27 hours LEC*

Information is now exchanged very rapidly and customers have an instantaneous way to compare offerings from sellers on a worldwide basis. The purpose of this course is to describe the E-Business environment, describe the options available to business utilizing E-Business, and identify the critical components needed to develop a plan and strategy to implement for a business. The course will focus on E-Business for small and medium sized businesses. Not open to students who have received credit for CISW 380.1.

BUS 360.2**E-Business: Tools and Techniques****1.5 Units***Same As: CISW 380.2**Prerequisite: None**Advisory: BUS 300; CISC 305; BUS 360.1 or CISW 380.1**Course Transferable to CSU**Hours: 27 hours LEC*

The explosive growth of the Internet has changed the fundamental ways in which business is conducted. Information is now exchanged instantly and customers have an instantaneous way to compare offerings from sellers on a worldwide basis. The purpose of this course is to explore the tools, techniques, and technology needed to implement a company's E-Business strategy. Specific content will include payment systems, privacy and security issues, hardware and software solutions, and business issues directly related to E-Commerce. The course will focus on E-Business infrastructure for small and medium sized businesses. This course is the same as CISW 380.2, and only one may be taken for credit. See "Cross-Listed Courses" in the catalog.

BUS 365

Selecting Integrated Business Software 2 Units

Prerequisite: BUS 300 with a grade of "C" or better

Advisory: CISC 310

Course Transferable to CSU

Hours: 36 hours LEC

This course introduces students to Enterprise Resource Planning (ERP) software systems. It helps decision makers select the appropriate software to improve business processes in diverse organizations, and it addresses hardware and network requirements for implementing ERP systems. This course provides managers with the ability to better manage change within their organizations while providing an overview of best practices integrated into ERP systems. It is designed to help business decision makers integrate ERP technology with a minimal technical background.

BUS 480

Honors Seminars in Business 1 Unit

Same As: HONOR 320

Prerequisite: None

Course Transferable to CSU

Hours: 18 hours LEC

Honors Seminars in Business are special one-unit intensive courses for academically accomplished students or those with the potential for high academic achievement. In these seminars, students will study topics in the movements, trends and philosophies found in the business. Enrollment is limited to Honors Program students (see catalog page 21). This course is the same as HONOR 320. This course, under either name, may be taken a total of four times for credit on different topics. See "Cross-Listed Courses" in the catalog.

BUS 490

Individualized Projects in Business 1-4 Units

Prerequisite: None

Advisory: At least two semesters of successful work leading to an Associate Degree or Certificate in Accounting, Business, Computer Information Science, Finance, Management, Marketing, Office Administration or other related field

Course Transferable to CSU

Hours: 18 hours LEC ; 54 hours LAB

This course is designed to help the student focus skills previously learned in an area of business. The student, with the help of the instructor, will produce a project that utilizes a variety of skills. The student will describe a problem, plan a process to arrive at a solution, work with the instructor to secure those resources necessary to complete the project, submit progress reports on a regular basis, and present a finished product. This class may be required for some degrees or certificates.

BUS 495

Independent Studies in Business 1-3 Units

Prerequisite: None

Course Transferable to CSU

Hours: 18 hours LEC ; 54 hours LAB

BUS 498

Work Experience in Business 1-4 Units

Prerequisite: None

Course Transferable to CSU

Hours: 300 hours LAB

This course provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. Course content will include understanding the application of education to the workforce; completion of required forms, which document the student's progress and hours spent at the work site; and developing workplace skills and competencies. During the course of the semester, the student is required to fulfill an 18 hour orientation and 75 hours of related paid work experience, or 60 hours of unpaid work experience for one unit. An additional 75 or 60 hours of related work experience is required for each additional unit. The course may be taken again when there is new or expanded learning on the job for a maximum of 16 units.

BUS 499

Experimental Offering in Business .5-4 Units

Prerequisite: None

Course Transferable to CSU

Hours: 18 hours LEC ; 54 hours LAB

BUSINESS TECHNOLOGY (BUSTEC)

BUSTEC 101

Computer Keyboarding: 10-Key 1 Unit

Prerequisite: None

Hours: 18 hours LEC

This course introduces the numeric keypad and develops the ability to key information into a computer with speed and accuracy.

BUSTEC 110

Business Procedures for Professional Success 3 Units

Prerequisite: None

Advisory: BUSTEC 302 or equivalent, BUSTEC 303 and BUS 100

Hours: 54 hours LEC

This course develops skills associated with the business professional, including specialized procedures in electronic workplaces. Students learn critical thinking, problem solving, teamwork, supervision skills, administrative procedures, and information-processing technologies. Specific areas include the 21st century workplace; business technology; business communication; records management; meetings, travel, and financial documents; and the business professional's career. The course emphasizes developing a work-site team through effective communications, dependability, interpreting various management responsibilities, and motivational techniques. Recommended for all management information science and business students.

BUSTEC 120**Skills for Today's Office****1 Unit***Prerequisite: None**Advisory: BUSTEC 302 or keyboarding speed verification at 25 wpm or better, and CISA 305 and CISA 315**Hours: 18 hours LEC ; 18 hours LAB*

This is a course designed to build upon previous word processing and spreadsheet training in the computer science/business area and to complete the training necessary to perform effectively and become a skilled employee in a computerized office. The course includes preparing and processing information: word processing, spreadsheet, and database documents; communicating via fax, e-mail, voicemail, Internet, and telephone; and using copiers and other office equipment. Students will simulate office situations. This course emphasizes activities and techniques that enhance competencies needed in today's office.

BUSTEC 299**Experimental Offering in Business Technology .5-4 Units***Prerequisite: None**Hours: 18 hours LEC ; 54 hours LAB***BUSTEC 302****Computer-Keyboarding****2 Units***Prerequisite: None**Advisory: ENGRD 16 or ESLR 320**General Education: AA/AS Area III(b)**Course Transferable to CSU**Hours: 36 hours LEC*

This intensive introductory computer-keyboard course emphasizes operating alphabetic, numeric, and symbol keys by touch. It includes computer-keyboarding techniques, speed-and-accuracy development, proofreading proficiency, communication skills, essential computer-keyboarding information, and use of basic features of a current office-level word processing program. Workplace etiquette and common organizational duties are introduced and reinforced throughout the course. This course is not open to students who have received credit for BUSTEC 306. See "Cross-Referenced Courses" in the catalog.

BUSTEC 303**Computer-Keyboard Formatting****2 Units***Prerequisite: BUSTEC 302 with a grade of "C" or better**Course Transferable to CSU**Hours: 36 hours LEC*

This intensive computer-keyboard formatting course emphasizes application of the following formatting concepts: horizontal and vertical centering, business letter styles, memorandums, tables, and reports. The course includes developing proofreading proficiency, reinforcing communication skills, developing speed and accuracy, and using the features of a current office-level word processing program. Workplace etiquette and common organizational duties are introduced and reinforced throughout the course. Students who feel that they have skills equivalent to the prerequisite are encouraged to apply for credit by examination for BUSTEC 302. This course is not open to students who have received credit for BUSTEC 306. See "Cross-Referenced Courses" in the catalog.

BUSTEC 304**Computer Keyboard****Speed-and-Accuracy Building****2 Units***Prerequisite: BUSTEC 302 with a grade of "C" or better**Course Transferable to CSU**Hours: 36 hours LEC*

This course builds upon previous computer-keyboard skills and stresses speed-and-accuracy techniques. It includes skills assessment and individually prescribed improvement plans. The student will be reading and interpreting written and oral instructions. Students who feel that they have skills equivalent to the prerequisite are encouraged to apply for credit by examination for BUSTEC 302. This course may be taken two times for credit.

BUSTEC 306**Computer Keyboarding and Formatting****4 Units***Prerequisite: None**Advisory: ENGRD 16 or ESLR 320**General Education: AA/AS Area III(b)**Course Transferable to CSU**Hours: 72 hours LEC*

This introductory computer keyboarding/formatting course emphasizes operating alphabetic, numeric, and symbol keys by touch. It includes computer-keyboard techniques, speed-and-accuracy development, proofreading proficiency, communication skills, essential computer-keyboard information, and use of the features of a current office-level word processing program. The formatting portion of the course emphasizes applications of the following formatting concepts: horizontal and vertical centering, business-letter styles, memorandums, tables and reports. Workplace etiquette and business protocol are introduced and reinforced throughout the course. This course is not open to students who have received credit for BUSTEC 303. See "Cross-Referenced Courses" in the catalog.

BUSTEC 499**Experimental Offering in Business Technology .5-4 Units***Prerequisite: None**Course Transferable to CSU**Hours: 18 hours LEC ; 54 hours LAB*