BOT 101   General Botany Lecture   (3)
3 hours lecture
Note: *Not open to students with prior credit in BOT 100*
Transfer acceptability: *CSU; UC – BOT 100 and 101/101L combined: maximum credit, 4 units*
The diversity, structure, and function of major plant groups including cellular metabolism, soil water relationships, classification, genetics, life cycle patterns, growth, and the basic ecological and evolutionary concepts of botany.

BOT 101L   General Botany Laboratory   (1)
3 hours laboratory
Prerequisite: *A minimum grade of 'C' in BOT 101, or concurrent enrollment in BOT 101*
Note: *Not open to students with prior credit in BOT 100*
Transfer acceptability: *CSU; UC – BOT 100 and 101/101L combined: maximum credit, 4 units*
A laboratory course in plant biology. Special emphasis on the structure, growth, function, genetics, and life cycles of major plant groups. This is a general education course intended for non-science majors.

BOT 195   Field Study of Native Plants   (1, 1.5, 2, 2.5, 3)
½-1 hours lecture - 1½-7½ hours laboratory
Prerequisite: *A minimum grade of 'C' in BIOL 100 ; or BIOL 101 ; or BIOL 114 ; or BIOL 130 ; or BIOL 131 ; or BOT 100 ; or BOT 101 ; or ZOO 100 ; or ZOO 101*
Transfer acceptability: *CSU; UC – Credit determined by UC upon review of course syllabus.*
Extended field study of the flora of selected geographical areas including habitats, adaptations, and identification of native and naturalized species. See Class Schedule for locality to be visited. Fee charged.

BOT 197   Botany Topics   (.5 - 4)
Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.
Transfer acceptability: *CSU; UC – Credit determined by UC upon review of course syllabus. Topics in Botany. See Class Schedule for specific topic offered. Course title will designate subject covered.*

Business (BUS)

See also Accounting, Business Management, Insurance, International Business, Legal Studies, Real Estate

Contact the Business Administration Department for further information.
(760) 744-1150, ext. 2488
Office: MD-341

Associate in Science Degrees -
AS Degree requirements are listed in Section 6 (green pages).
• Administrative Assistant
• Advertising, Marketing, and Merchandising
• Business - General
• E-Marketing
• Medical Office Specialist

Associate in Science for Transfer -
AA-T, IGETC, and CSUGE requirements are listed in Section 6 (green pages).
• Business Administration

Certificates of Achievement -
Certificate of Achievement requirements are listed in Section 6 (green pages).
• Administrative Assistant
• Advertising, Marketing, and Merchandising
• E-Marketing
• Medical Office Specialist
• Retail Management

PROGRAMS OF STUDY

Administrative Assistant

This program is designed to prepare the student for an entry level or higher office position and reflects significant changes in the level of preparedness in Digital Information Literacy that is required to enter business and industry.

A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements

ACCT 101	Bookkeeping	3
BUS 100	Introduction to Business	3
BUS 104	Business Information Systems	3
BUS 110	Business Mathematics	3
BUS 120	Introduction to Office Information Systems	3
BUS 152	Social Media for Business	3
BUS 166	Intermediate Keyboarding	2
BUS 167	Microsoft Office Integration	3
BUS 171	Word for Business - Advanced	1
BUS 173	Contemporary Job Search Techniques	1
BUS 176	Excel Intermediate	1
BUS 187	Project for Business	1
BUS 190	Internet for Business	1
BUS 205	Business Communication	3
TOTAL UNITS		**31**

Credit For Certified Administrative Professional (Cap) Certification: Individuals who hold the certification for Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) may apply to the Business Administration Department for units toward an Administrative Assistant Associate in Arts Degree. The units granted, with a grade of CR, will be posted to the student's transcript upon completion of the remaining AA degree requirements. Students must provide evidence of successful completion of the CPS or CAP certification.

Advertising, Marketing, and Merchandising

This program is designed to provide a general academic background of coursework pertinent to entry-level employment and/or upper division education in the field of product or service distribution.

A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		**Units**
ACCT 101	Bookkeeping	3
	or	
ACCT 201	Financial Accounting	4
BUS 110	Business Mathematics	3
BUS 115	Business Law	3
	or	
BUS 117	Legal Environment of Business	3
BUS 140	Selling for Business	3
BUS 145/		
FASH 125	Retailing/Promotion	3
BUS 150	Advertising	3
BUS 155	Marketing	3

Electives (Select 6 units)		
BUS 100	Introduction to Business	3
BUS 125	Business English	3
BUS/FCS 136	Personal Finance	3
BUS 157	E-Commerce	3
BUS 158	Marketing Internship	3
BUS 170	Word for Business - Basic	1
BUS 173	Contemporary Job Search Techniques	1
BUS 189	Beyond Outlook Essentials	1
BUS 205	Business Communication	3

BMGT 110	Human Resource Management	3
BMGT 105	Small Business Management	3
CSIT 105	Computer Concepts and Applications	3
	or	
CSIT 120	Computer Applications	3
MATH 120	Elementary Statistics	4
SPCH 100	Oral Communication	3
TOTAL UNITS		**27 - 28**

Recommended Elective: BUS 171

Business Administration

The Associate in Science in Business Administration for Transfer degree provides students the basic functions of business including accounting, economics, business ethics, business related soft-ware applications, business communications and business statistical study. The degree prepares students for entry into an extraordinary number of academic studies such as: accounting, finance, marketing, business administration, advertising, merchandizing, banking, economics, entrepreneurial studies, health care management, hospitality management, international business, and public relations. It can also provide skills necessary for entry-level positions in the field of business.

To obtain the Associate in Science in Business Administration for Transfer, students must complete the following:

Maximum of 60 CSU-transferable units with a minimum grade point average (GPA) of 2.0. and a grade of "C" or better in all courses required for the major:

• a minimum of 18 semester units in the major as determined by the community college district, and:

one of the following general education patterns:

• the California State University General Education-Breadth (CSU GE-Breadth) pattern of 39 units; OR:

• the Intersegmental General Education Transfer Curriculum (IGETC) pattern of 37 units

AS-T TRANSFER MAJOR

Program Requirements

ACCT 201	Financial Accounting	4
ACCT 202	Managerial Accounting	4
ECON 101	Principles of Economics (Macro)	3
ECON 102	Principles of Economics (Micro)	3
BUS 117	Legal Environment of Business	3

List A: Select one of the following:

MATH 130	Calculus for Business and the Social Sciences	4
MATH 120	Elementary Statistics	4

List B: Select two of the following or any course from List A not already chosen:

BUS 104	Business Information Systems	3
	or	
CSIT 125	Computer Information Systems	3
BUS 204	Quantitative Business Analysis	3
BUS 100	Introduction to Business	3
	or	
BUS 205	Business Communication	3
TOTAL UNITS		**27**

Business–General

This program is primarily designed for students who are seeking an overview of business. The program provides skills necessary for entry-level positions in the field of business. If transferring to a four year institution use the Associate Degree for Transfer Business (AD-T Business Administration).

A.S. DEGREE MAJOR

Program Requirements		**Units**
ACCT 101	Bookkeeping	3
	or	
ACCT 201	Financial Accounting	4
ACCT 104	Accounting Spreadsheet Concepts	2
BUS 100	Introduction to Business	3
BUS 110	Business Mathematics	3
BUS 115	Business Law	3
	or	
BUS 117	Legal Environment of Business	3
BUS 125	Business English	3
BUS 155	Marketing	3
	or	
IBUS 105	International Marketing	3
BMGT 101	Introduction to Management	3
	or	
BMGT 105	Small Business Management	3
	or	
IBUS 100	Introduction to International Business and Management	3
BUS 205	Business Communication	3
CSIT 105	Computer Concepts and Applications	3
	or	
CSIT 120	Computer Applications	3

Electives (Select 6-9 units)

ACCT 115	Sales Tax, Payroll Taxes, and Employee Benefits	2
ACCT 202	Managerial Accounting	4
BUS 116	Business Law	3
BUS 130	Introduction to Purchasing and Supply Chain Management	3
BUS 140	Selling for Business	3
BUS 145/		
FASH 125	Retailing/Promotion	3
BUS 150	Advertising	3
BUS 157	E-Commerce	3
BUS 165	Beginning Keyboarding	2
	or	
BUS 166	Intermediate Keyboarding	2
BUS 173	Contemporary Job Search Techniques	1
BUS 205	Business Communication	3
BUS 181	Access Intermediate	1
BUS 182	Access Advanced	1
BUS 205	Business Communication	3
TOTAL UNITS		**35 - 38**

* Not required if acceptable level skill has been completed in high school. Students excused from BUS 165 must substitute an elective.

Recommended Electives: BUS 170, 171; ECON 101; PSYCH 100

E-Marketing

This program combines business skills in marketing and advertising with technical skills in web design and digital media production. Students will gain a working knowledge of Web 2.0 techniques used in e-marketing such as digital media design, search engine optimization, social networking, and other methods of creating digital content for driving website traffic.

A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements

BUS 150	Advertising	3
BUS 152	Social Media for Business	3
BUS 155	Marketing	3
	or	
IBUS 105	International Marketing	3
BUS 157	E-Commerce	3
GCIP 140	Digital Imaging/Photoshop I	3
GCMW 177	Search Engine Optimization (SEO) for Web Design	3
GCMW 204	Motion Graphics for Multimedia	3

Electives (Select 6 units)

ACCT 101	Bookkeeping	3
BMGT 105	Small Business Management	3
BUS 104	Business Information Systems	3
BUS 117	Legal Environment of Business	3
BUS 140	Selling for Business	3
BUS 145 / FASH 125	Retailing/Promotion	3
BUS 185	Powerpoint for Business	1
BUS 190	Internet for Business	1
BUS 205	Business Communication	3
GCIP 141	Digital Imaging/Photoshop II	3
GCIP 240	Digital Imaging/Photoshop III	3
GCMW 106	Multimedia for Social Networking	3
GCMW 120	Designing for the Social Web	3
GCMW 140	Web Graphics	3
GCMW 165	Digital Video Design	3
GCMW 205	Digital Video for Multimedia	3
CSIT 70	Web 2.0 - The Web's Edge	3
TOTAL UNITS		**27**

Medical Office Specialist

Provides specific front-office skills for an entry-level position in a medical-related facility.

A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements

BUS 80	Medical Terminology and Anatomy	4
BUS 82	Medical Insurance Billing and Coding	3
BUS 84	Healthcare Writing Techniques	2
BUS 86	Electronic Health Record Applications	2
BUS 88	Medical Office Administration	3
BUS 120	Introduction to Office Information Systems	3
BUS 166	Intermediate Keyboarding	2
CE 150	Cooperative Education Internship	2 - 3

Demonstrate the ability to type 45 net words per minute for five minutes with 5 errors or less

TOTAL UNITS		**21 - 22**

Retail Management

A comprehensive program designed to prepare current and future retail employees for the fast paced challenges in a competitive retail environment. This certificate has been endorsed by the Western Association of Food Chains and its member companies.

CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
ACCT 201	Financial Accounting	4
BMGT 101	Introduction to Management	3
BMGT 110	Human Resource Management	3
BMGT 130	Management/Leadership Issues	3
BUS 110	Business Mathematics	3
BUS 145/ FASH 125	Retailing/Promotion	3
BUS 155	Marketing	3
BUS 205	Business Communication	3
	or	
ENG 100	English Composition	4
BUS 120	Intro to Office Info Systems	3
SPCH 100	Oral Communication	
	or	
SPCH 115	Interpersonal Communication	3
TOTAL UNITS		**31-32**

COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

BUS 80　　Medical Terminology and Anatomy　　(4)
(Formerly OIS 80)
4 hours lecture
Basic medical terms with emphasis on word analysis and construction. Overview of anatomy and the pathological, diagnostic, therapeutic, and surgical terms related to the body as a whole and the integumentary, digestive, urinary, musculoskeletal, and male reproductive systems.

BUS 82　　Medical Insurance Billing and Coding　　(3)
(Formerly OIS 82)
3 hours lecture
Recommended preparation: BUS 80
Provides entry level skills in medical insurance, billing, diagnostic and medical procedural coding with CPT-4 and ICD-9 guidelines. Includes compiling and abstracting information from the medical record utilizing computer coding techniques and promoting accurate reimbursement of medical claims. Prepares and utilizes health care claim forms.

BUS 84　　Healthcare Writing Techniques　　(2)
2 hours lecture
Prerequisite: A minimum grade of 'C' in BUS 80
Application of writing skills to common writing situations found in various medical settings following HIPAA rules and standards. Includes the writing of medical letters, memos, and emails; medical records including charting and documenting; a variety of medical reports; meeting minutes; research and manuscripts.

BUS 86　　Electronic Health Record Applications　　(2)
(Formerly OIS 86)
2 hours lecture
Recommended preparation: BUS 80
Application of technology in the health care industry. Includes overview of EHR software; privacy, confidentiality, and security of the EHR; transitioning from paper charts to the EHR; administrative use of the EHR; using the EHR for reimbursement; the EHR role in health promotion and patient education; and, the personal health record and patient advocacy.

BUS 88   Medical Office Administration   (3)
(Formerly OIS 88)
3 hours lecture
Recommended preparation: *BUS 80*
Designed to prepare students for employment as a medical administrative assistant. Topics include the career of a medical administrative assistant; the health care team; medical law and ethics; patient diversity, communications, appointment scheduling, and reception/registration; patient services of HIM, HIPAA, medical billing, health insurance and benefits (CMS-1500, Tricare, CHAMPVA, COBRA); directing the activities of the medical office (business operations, financial management, and human resource management); and, job search essentials.

BUS 100   Introduction to Business   (3)
3 hours lecture
Transfer acceptability: *CSU; UC*
C-ID BUS 110
Preparation for survival within the global economy. Topics such as small business management, managerial theory, international business, and marketing represent several important class components. Includes strong career guidance component.

BUS 104   Business Information Systems   (3)
3 hours lecture
Transfer acceptability: *CSU*
C-ID BUS 140
Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems.

BUS 110   Business Mathematics   (3)
3 hours lecture
Transfer acceptability: *CSU*
Theory and practical application to business situations of computing trade and cash discounts, commissions, payrolls, property taxes, interest, bank discount, compound interest, present value, annuities, sinking funds, insurance, consumer credit, and depreciation.

BUS 115   Business Law   (3)
3 hours lecture
Transfer acceptability: *CSU; UC – BUS 115, 116, 117, LS 121 combined: maximum credit, one course*
Law in its relationships to business contracts, agency, bailment, and sales.

BUS 116   Business Law   (3)
3 hours lecture
Recommended preparation: *BUS 115*
Transfer acceptability: *CSU; UC – BUS 115, 116, 117, LS 121 combined: maximum credit, one course*
Law in its relationships to negotiable instruments, partnerships, corporations, real property, insurance, wills and estates, and bankruptcy.

BUS 117   Legal Environment of Business   (3)
3 hours lecture
Transfer acceptability: *CSU; UC – BUS 115, 116, 117, LS 121 combined: maximum credit, one course*
C-ID BUS 120
Business legal systems, sources of law, social and ethical influences, judicial and administrative systems, contracts, torts, bankruptcy, agency, business organizations, securities regulation, regulation of property, and protection of intellectual property interests.

BUS 120   Introduction to Office Information Systems   (3)
3 hours lecture
Note: *Offered in the fall semester, day only; spring semester, night only*
Transfer acceptability: *CSU*

How automation has changed and restructured the modern office and the specific role technology is playing in that change. Topics covered will include computer fundamentals, key software applications, electronic communications, creation of basic web pages, networking, distance learning, and careers. At the conclusion of this course, students will be prepared to take the IC3 certification.

BUS 125   Business English   (3)
3 hours lecture
Transfer acceptability: *CSU*
Practical approaches to solving the commonly made errors in English language usage, as specifically applied to business-oriented material. Coverage includes vocabulary, spelling, grammar, idioms, sentence structure, and punctuation.

BUS 130   Introduction to Purchasing and Supply Chain Management   (3)
3 hours lecture
Transfer acceptability: *CSU*
Basic principles in purchasing and supply chain management, relationship management, application of processes, inventory management, source selection, obtaining and evaluating offers, buying techniques, contract writing and legal aspects.

BUS 136   Personal Finance   (3)
3 hours lecture
Note: *Cross listed as FCS 136*
Transfer acceptability: *CSU*
An integrated approach to personal finance that focuses on practical financial decision-making, as well as the physiological, psychological and sociological contexts in which those decisions are made. Topics include money management, taxes, financial services, consumer credit, consumer purchasing strategies, housing, property and automobile insurance, health and disability insurance, life insurance, investment analysis and retirement and estate planning.

BUS 138   Business Ethics   (2)
2 hours lecture
Transfer acceptability: *CSU*
This course provides a systems approach for making business decisions that are responsible, practical, and defendable. It examines the gray zone of ethical quandaries and provides a methodical process for selecting alternative solutions that are ethical and good for business.

BUS 140   Selling for Business   (3)
3 hours lecture
Transfer acceptability: *CSU*
A study of the working principles of selling in a business environment including prospecting for customers, understanding buying behavior, developing a sales presentation, closing the sale while delivering the best customer service, and maintaining professional relationships.

BUS 145   Retailing/Promotion   (3)
3 hours lecture
Note: *Cross listed as FASH 125*
Transfer acceptability: *CSU*
Principles and techniques of retailing, promotion, and advertising pertinent to retail policies and procedures. Includes psychological aspect of retailing. Working foundation for those looking forward to employment in this area.

BUS 150   Advertising   (3)
3 hours lecture
Transfer acceptability: *CSU*
A study of advertising media and methods as sales promotional tools in marketing activities including, but not limited to, such areas as the production and evaluation of advertisements and advertising media.

BUS 152   Social Media for Business   (3)
3 hours lecture
Transfer acceptability: CSU
Explores social media use from a business perspective. Students learn how to develop a social media strategy to promote business, build strong customer relationships, and coordinate a common message across multiple channels. Strategic and tactical review of the major social networking platforms will be reviewed in order to drive business goals and create a personal brand online.

BUS 155   Marketing   (3)
3 hours lecture
Transfer acceptability: CSU
A study of the role and functions of marketing in the wholesale and retail distribution of industrial and consumer goods and services, to familiarize students with marketing policies and practices, integration of marketing activities, and pertinent government regulations.

BUS 157   E-Commerce   (3)
3 hours lecture
Recommended preparation: BUS 190
Transfer acceptability: CSU
Addresses the methods by which a business can harness the powers of the Web to sell its product. Examines planning an e-business, web site creation and hosting, e-commerce stores, electronic payment issues and security, marketing an e-business, copyright, and privacy policy issues.

BUS 158   Marketing Internship   (3)
3 hours lecture
Note: Course not offered every semester
Transfer acceptability: CSU
A group process whereby students form their own promotions company. Students will work with a local business owner for the purpose of creating and implementing a promotional event to be held on campus, at the client's place of business, or at another location, as identified through the research component of their plan. Students will engage in activities which include, but are not limited to, market research, advertising, public relations, and budgeting.

BUS 165   Beginning Keyboarding   (2)
1 hour lecture - 3 hours laboratory
Note: May be open entry/open exit
Transfer acceptability: CSU
Introduction to basic business document formatting. Touch-typing of alphabetic, numeric, and symbol keys on a computer keyboard. Includes development of speed and accuracy on straight copy.

BUS 166   Intermediate Keyboarding   (2)
1 hour lecture - 3 hours laboratory
Recommended preparation: BUS 165, or a keyboarding speed of 30 net words per minute
Transfer acceptability: CSU
Continued development of higher speed and accuracy timed writing goals from BUS 165. Emphasis is placed on production of a variety of more complicated multipage business documents and forms.

BUS 167   Microsoft Office Integration   (3)
1½ hour lecture - 4½ hours laboratory
Recommended preparation: BUS 120
Transfer acceptability: CSU
Preparation of a variety of business projects that integrate database (Access), spreadsheet (Excel), word processing (Word), and presentation software applications (PowerPoint). Also includes electronic calendaring (Outlook) and page layout and design (Publisher).

BUS 169 Data Entry Skills   (1)
(Formerly OIS 108)
½ hour lecture - 1½ hours laboratory
Recommended preparation: BUS 165
Transfer acceptability: CSU
Development of 10-key touch on the computer numeric keypad as applied to a variety of business-related forms. Speed and accuracy are measured to industry standards.

BUS 170   Word for Business – Basic   (1)
½ hour lecture - 1½ hours laboratory
Recommended preparation: A keyboarding speed of 20 net words a minute
Note: May be open entry/open exit
Transfer acceptability: CSU
Hands on application with Microsoft Word. Students will create, save, close, open, edit, and print a variety of business documents utilizing the following software features: finding and replacing text, moving and copying text; spell, thesaurus, grammar, and auto text; character, paragraph, page, and document formatting; envelopes; tables; columns; borders and special characters; footnotes and endnotes; draw objects and graphics; hyperlinks; styles and templates; outlines; smart tags; and headers/footers. Class Schedule will designate software package covered.

BUS 171   Word for Business – Advanced   (1)
½ hour lecture - 1½ hours laboratory
Recommended preparation: BUS 170
Note: May be open entry/open exit
Transfer acceptability: CSU
Refinement of basic word processing skills and practice of the more sophisticated software features of merge; labels; fields; index and table of contents; macros; master and subdocuments; customizing Word; on-screen forms; charts; bookmarks and cross-referencing; creating and editing Word web pages; comparing and merging documents; linking and embedding objects; and tracking changes. In addition, more advanced printing, file management, and integration of related software will be covered. The Class Schedule will designate software version covered.

BUS 173   Contemporary Job Search Techniques   (1)
½ hour lecture - 1½ hours laboratory
Transfer acceptability: CSU
Use the Internet, current software, and research tools to organize and implement a job search. Includes: on-line resources; preparation and posting of application materials, including digital resume and digital cover letters; interview strategies and mock interviews; industry speakers, and hard copy and online portfolios.

BUS 175   Excel Basic   (1)
½ hour lecture - 1½ hours laboratory
Recommended preparation: BUS 110
Note: May be open entry/open exit
Transfer acceptability: CSU
Introduction to a currently used computer spreadsheet application program. Concepts include defining, designing and navigating spreadsheets; creating, editing, formatting, and printing spreadsheets; working with formulas and functions; and working with charts and graphics. A variety of spreadsheets will be created and edited within practical applications designed for the business environment. Class Schedule will designate software package covered.

BUS 176   Excel Intermediate   (1)
½ hour lecture - 1½ hours laboratory
Recommended preparation: BUS 175 or Equivalent
Note: May be open entry/open exit
Transfer acceptability: CSU
Development of intermediate spreadsheet skills to manipulate worksheet content using a current computer spreadsheet application program. Intermediate concepts include working with lists, filtering, conditional formatting, pivot tables/charts, worksheet groups, workbook templates, lookup functions, auditing tools, document sharing features, macro basics, and publishing to a web page. Concepts are introduced using practical applications designed for the business environment. Class schedule will designate software package covered.

BUS 177   Excel Advanced   **(1)**
½ hour lecture - 1½ hours laboratory
Recommended preparation: *A minimum grade of 'C' in BUS 176 or Equivalent*
Note: *May be open entry/open exit*
Transfer acceptability: CSU
Development of advanced skills using a current computer spreadsheet application program. Advanced concepts and skills include performing complex analyses using data tables, arrays, scenarios, goal seek and problem-solving tools, and application add-ins; importing data from external sources including text, database, schema, XML, and web files and real-time sources; defining queries; and, writing and executing macros and sub-routines. Concepts and software features are introduced applying practical applications designed for the business environment. Class schedule will designate software package covered.

BUS 180   Access Basic   **(1)**
½ hour lecture - 1½ hours laboratory
Note: *May be open entry/open exit*
Transfer acceptability: CSU
Introduction to a currently used computer database program. Skills include planning, designing, and using a database; tables; forms and sub forms; reports; queries; and relationships within practical applications designed for the business environment. Class Schedule will designate software package covered.

BUS 181   Access Intermediate   **(1)**
½ hour lecture - 1½ hours laboratory
Prerequisite: *A minimum grade of 'C' in BUS 180*
Transfer acceptability: CSU
Study and application of Microsoft Office Access including creating advanced queries and enhancing table design; creating custom forms; creating custom reports; and, importing, exporting, linking and analyzing data.

BUS 182   Access Advanced   **(1)**
½ hour lecture - 1½ hours laboratory
Prerequisite: *A minimum grade of 'C' in BUS 181*
Transfer acceptability: CSU
Advanced application of Microsoft® Office Access including applying action queries and advanced table relationships; creating macros; and managing and securing databases at the user level.

BUS 185   PowerPoint for Business   **(1)**
½ hour lecture - 1½ hours laboratory
Note: *May be open entry/open exit*
Transfer acceptability: CSU
Introduction to a currently used computer presentations program to produce effective presentations using overheads, 35mm photographic slides, or on-screen slides. Skills include defining and designing presentations; preparing slides using the slide, slide sorter, outline, notes page, and slide show views; formatting and animating the presentation; and applying templates within practical applications applied to the business environment. Class Schedule will designate software package covered.

BUS 187   Project for Business   **(1)**
½ hour lecture - 1½ hours laboratory
Note: *May be open entry/open exit*
Transfer acceptability: CSU
Hands-on application with Microsoft Project, a comprehensive software package that includes the processes of initiating, planning, executing, controlling, and closing a project to meet project goals. Students will identify ways of completing projects more efficiently and effectively by covering the topics of planning a project; creating a project schedule; communicating project information; assigning resources and costs to a project; tracking the progress of and closing a project; and, sharing project information with other people and applications.

BUS 189   Beyond Outlook Essentials   **(1)**
½ hour lecture - 1½ hours laboratory
Note: *May be open entry/open exit*
Transfer acceptability: CSU
Comprehensive study of Outlook, an information management and communication program. In-depth study of Outlook used in intra- and internet environments, for organizational and communication purposes. Outlook terminology and concepts, and applications and projects for organizational intranets and the World Wide Web.

BUS 190   Internet for Business   **(1)**
½ hour lecture - 1½ hours laboratory
Note: *May be open entry/open exit*
Transfer acceptability: CSU
Basic concepts of navigating the Internet and Intranet including terminology; browsing and searching the web with emphasis on evaluating the credibility of search results; dedicated e-mail systems and web-based email services; social media; portals and accessing a variety of online resources; overview of internet technologies and security issues; and, practical applications designed for the business environment. In addition, the basics of e-Commerce are covered.

BUS 197   Business Topics   **(.5 - 4)**
Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.
Transfer acceptability: CSU
Topics in Business. See Class Schedule for specific topic offered. Course title will designate subject covered.

BUS 204   Quantitative Business Analysis   **(3)**
3 hours lecture
Recommended Preparation: *MATH 60, and MATH 120*
Transfer acceptability: CSU
The applied science of basing business decisions on numerical data that managers can use to reduce risk in customer, product, investment, and other significant operational and strategic business decisions. Rather than the focus being on the details of computation, the emphasis is placed on a few key concepts for collecting and interpreting business data, drawing conclusions and using data to make predictions to support decision making. Makes extensive use of software tools (such as spreadsheets) for analyzing data. Designed for students majoring in business or economics and is not intended to meet any general education mathematics requirement.

BUS 205   Business Communication   **(3)**
3 hours lecture
Prerequisite: *A minimum grade of 'C' in English 100*
Transfer acceptability: CSU
C-ID BUS 115
This course 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. This course is designed for students who already have college-level writing skills.

BUS 210   Business Office Procedures   **(3)**
3 hours lecture
Prerequisite: *A minimum grade of 'C' in BUS 104 and BUS 106, or concurrent enrollment in BUS 104 and BUS 106*
Transfer acceptability: CSU
The role of administrative support personnel in today's office environment, including topics in workplace dynamics; professional image and business etiquette; ethics; leadership and management; customer service; written and verbal communications; records and financial management; meeting and event planning; travel arrangements; workplace mail and duplicating; job search and advancement; job performance evaluation.