

BUSINESS (BUS)

BUS 0000A. Accounting Fundamentals for Business Owners

Units: 3

Hours: 54 lecture

An introductory course for students without previous study in bookkeeping or accounting. Provides practical skills for bookkeepers, account clerks, business owners, managers, administrative assistants and others needing practical knowledge of basic accounting. Includes basic accounting principles, ownership structures, payroll, internal controls, accounting systems, sales and purchasing cycles; and cash budgeting. This course is not a prerequisite for BUS 0001. (not transferable)

BUS 0000B. Accounting and Finance for the Small Business Owner

Units: 3

Hours: 54 lecture

Practical study of the accounting and financial management methods essential for the efficient operation of small businesses. Provides entrepreneurs with skills to prepare and analyze financial statements, understand the accounting cycle, prepare financial projections and manage cash flow, accounts receivable, accounts payable and inventory. (not transferable)

BUS 0001. Financial Accounting I

Units: 3

Hours: 54 lecture

Forms of business entities; principles of accounting; accounting cycle; recording transactions; preparing and analyzing financial statements; internal controls; bank reconciliation; petty cash; inventories and cost of goods sold. (combined with BUS 2, C-ID ACCT 110) (CSU, UC)

BUS 0002. Financial Accounting II

Units: 3

Prerequisite: Completion of BUS 1 or equivalent with a grade of "C" or better

Hours: 54 lecture

Accounting principles; receivables; tangible and intangible assets; current and long-term liabilities including bonds; capital stock and treasury stock; analysis of financial statements. (combined with BUS 1, C-ID ACCT 110) (CSU, UC)

BUS 0003. Managerial Accounting

Units: 3

Prerequisite: Completion of BUS 2 or equivalent with grade of "C" or better

Hours: 54 lecture

Examination of how managers use accounting information in decision-making, planning, directing operations, and controlling operations. Focus on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Examination of profit planning, standard costs, operations, and capital budgeting, cost control, and accounting for costs in manufacturing organizations. (C-ID ACCT 120) (CSU, UC)

BUS 0008. Computerized Accounting for Windows

Units: 3

Prerequisite: Completion of BUS A or BUS 1 or equivalent

Hours: 54 lecture

Introduction to the principles and procedures of accrual accounting using an industry computer accounting program. Accounting applications include general ledger, purchases and accounts payable, sales and accounts receivable, payroll, merchandise inventory, and job costing. Includes completion of the accounting cycle, preparation of financial statements, and analysis of financial statements for service and retail organizations. (not transferable)

BUS 0009. Federal Income Taxation of Individuals

Units: 3

Hours: 54 lecture

Study of the United States individual income tax system. Rights and responsibilities of taxpayers under the Internal Revenue Code. Introduction to filing status, exemptions, income exclusions and inclusions, capital gains/losses, itemized deductions, employee business expenses, sale of home, and tax planning. (CSU)

BUS 0010. Ethical Studies in Accounting

Units: 3

Advisory: Completion of ENGL 0001A; and BUS 0000A or BUS 0001 with grades of "C" or better

Hours: 54 lecture

Explores ethics that must be addressed by bookkeepers, small business employees, and accountants. Topics in ethics include ethical foundations for personal and professional practice. A variety of case studies are evaluated to gain perspective into ethical lapses, fraud, and legal liability. Prevention techniques for and consequences of unethical and fraudulent behavior in the workplace and society are examined. (CSU)

BUS 0019. Investments

Units: 3

Hours: 54 lecture

An introduction to investment opportunities, principles and practices. Includes investments in government and corporate securities, mutual funds, real estate, and tax advantaged securities. (CSU)

BUS 0020. Introduction to Business

Units: 3

Hours: 54 lecture

A survey in business providing 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. Demonstrates how these influences impact the primary areas of business. (C-ID BUS 110) (CSU, UC)

BUS 0028. Independent Study

Units: 1-3

Designed for students interested in furthering their knowledge at an independent study level in an area where no specific curriculum offering is currently available. Independent study might include, but is not limited to, research papers, special subject area projects, and research projects. See Independent Study page in catalog. (CSU)

BUS 0040. Real Estate Principles

Units: 3

Formerly known as REAL 74

Hours: 54 lecture

Fundamental real estate course covering laws and principles of California real estate; gives understanding, background, and terminology necessary for advanced study in specialized courses. Helpful to those preparing for the real estate salesperson license examination. (CSU)

BUS 0041. Real Estate Practice

Units: 3

Formerly known as REAL 75

Advisory: Completion of BUS 40 with grade of "C" or better

Hours: 54 lecture

Day-to-day operations in real estate, including listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. Helpful to those preparing for the real estate salesperson license examination. (CSU)

BUS 0047. Legal Aspects of Real Estate

Units: 3

Formerly known as REAL 76

Advisory: Completion of BUS 40 with grade of "C" or better

Hours: 54 lecture

Study of the practical aspects of California real estate law, including sources of law, government regulation, property ownership divisions, transfer, title, contracts, escrow, and landlord/tenant relationships. (CSU)

BUS 0048. Business Law

Units: 3

Hours: 54 lecture

The law and its relationship to business with an emphasis on evaluating and managing potential legal and ethical problems. Includes contracts and sales, business torts, employment law, business organizations, and the regulatory environment. (C-ID BUS 125) (CSU, UC)

BUS 0049. Law and Society

Units: 3

Hours: 54 lecture

Introduction to the American legal system, including theoretical and practical perspectives on the relationship of law to individuals and to society. Includes the U.S. Constitution, criminal law system, civil dispute resolution, consumer rights, interpersonal and property rights, and the law of the workplace. (CSU, UC)

BUS 0052. Creating a Virtual Office

Units: 3

Also known as CIS 52

Advisory: Eligibility for ENGL 1A

Hours: 54 lecture

Introduction to the Virtual Office Profession. Explores issues to be addressed when creating a virtual office. Topics include managing time, customizing workplace environment, evaluating and buying technology, communicating with technology, and business ethics. (not transferable)

BUS 0053. Marketing a Virtual Office

Units: 3

Also known as CIS 53

Advisory: Completion of BUS 52/CIS 52 and CIS 70 with grades of "C" or better

Hours: 54 lecture

Introduction to marketing techniques and skills needed for a virtual or home-based office. Students identify, evaluate, and employ various virtual marketing techniques such as online networking, developing marketing kits and plans, researching professional organizations, creating websites, and utilizing Web-based resources and social media to market skills, services, and products. (not transferable)

BUS 0054. Managing a Virtual Office

Units: 3

Also known as CIS 54

Advisory: Completion of CIS 50, BUS 52/CIS 52, and BUS 53/CIS 53 with grades of "C" or better

Hours: 54 lecture

Examines specialized professional administrative concepts and documents used to manage information in the virtual workplace. Organizational concepts, decision making, effective business relationships, time and stress management, business plans, ethics, customer service, virtual business technology, and teamwork skills are emphasized. (not transferable)

BUS 0055. International Business Practices

Units: 3

Advisory: Eligibility for ENGL 1A or equivalent

Hours: 54 lecture

Foundations for understanding the global marketplace and effective international business practices and procedures. Students identify/compare cultural differences and acquire skills necessary for interacting with foreign business professionals. Topics include: international trade, importing/exporting, currencies and exchange, ethics, international travel, technological impacts, and careers in international business. (CSU)

BUS 0064. Business Mathematics

Units: 3

Prerequisite: Placement by matriculation assessment process or completion of MATH 582 with grade of "C" or better or equivalent

Hours: 54 lecture

A practical application of business mathematics, including fractions, decimals, basic algebraic equations, percentages and their application, cash and trade discounts, markups and markdowns, notes and interest, compound interest, and present value. (not transferable)

BUS 0085. Introduction to Oral Communication

Units: 3

Advisory: Completion of ENGL A or equivalent with a grade of "C" or better or placement by matriculation assessment process recommended

Hours: 54 lecture

Introduction to oral communication necessary in workplace and community. Involves verbal/nonverbal techniques, listening skills, group dynamics, interviewing processes, conflict management, research techniques and delivering oral presentations with emphasis on business situations. Build skills through interactive activities in a supportive environment. (CSU)

BUS 0095. Internship in Business

Units: 0.5-4

Designed for advanced students to work in an area related to their educational or occupational goal. Provides new on-the-job technical training under the direction of a worksite supervisor, allowing students to expand knowledge and skills in the chosen field. Mandatory orientation session and faculty approval to determine eligibility. Students may earn up to a total of 16 units in internship courses (any course numbered 95 and PDEV 94). (CSU-with unit limitation)

BUS 0100. Management Concepts and Applications

Units: 3

Hours: 54 lecture

Foundation course that explores supervision concepts with a contemporary perspective. Includes the four management functions of planning, controlling, leading, and organizing, with emphasis on practical application of skills in communication, leadership, decision-making, staffing, motivation, delegation, and team-building to supervise others. Students are given opportunities to apply newly acquired ideas and techniques to workplace situations. (CSU)

BUS 0101. Personal Money Management

Units: 3

Hours: 54 lecture

Practical approach to personal finance principles. Offers a basic understanding of spending, saving, budgeting, borrowing, lending and investing money; credit and debit cards, credit reports/scores, identity theft, insurance, compound interest, retirement and investments. Students will create a personal financial plan, including goals, budgets and a savings plan. (CSU)

BUS 0102. Business Communications*Units: 3*

Prerequisite: Completion of ENGL 1A with grade of "C" or better

Hours: 54 lecture

Ethical and effective written and oral communication principles and techniques for business situations. Planning, organizing, writing and revising business correspondence for internal and external use. Practice in preparing reports, effectively transferring information, and delivering a professional-level oral business presentation. Use of word processing and presentation-graphics software. Provides students a better perspective on communication challenges in the workplace. (C-ID BUS 115) (CSU)

BUS 0103. Human Resource Management*Units: 3*

Advisory: Completion of ENGL A with grade of "C" or better or placement by matriculation assessment process

Hours: 54 lecture

A foundational management course for understanding how to manage human capital. Topics, practical application projects and case studies that demonstrate the importance of human resources to drive innovation and competitive advantage. Five functional areas covered include staffing, human resource development, employee relations, workplace health and safety, and compensation. (CSU)

BUS 0115. Introduction to Banking*Units: 3*

Hours: 54 lecture

Practical approach to understanding banking operations and principles. Covers basic concepts of financial regulation, the U.S. banking system, money, deposit accounts, the check payment system, electronic banking, lending, bank performance, product sales, and safeguarding of customer information. (CSU)

BUS 0116. Customer Service Skills*Units: 3*

Hours: 54 lecture

Provides the student with understanding and knowledge of the importance of meeting customer needs in a service economy. Emphasis on developing specific skills and abilities critical to providing excellent customer service. Introduction to the concepts of internal and external customers, customer satisfaction and retention. Topics include communicating with customers, developing a positive attitude, handling complaints and ethical issues. (CSU)

BUS 0120. Introduction to Marketing*Units: 3*

Hours: 54 lecture

The fundamental concepts, relationships, and structure necessary for an overall understanding of the field of marketing. Includes identifying and selecting target markets, understanding consumer behavior, and making product, pricing, distribution, and promotion decisions. (CSU)

BUS 0121. Advertising*Units: 3*

Hours: 54 lecture

Principles and practices of effective advertising. Marketing research, consumer behavior, target marketing, and media strategy are examined as tools for effective advertising. Creative methods and strategies are examined for the development of various types of advertising. (CSU)

BUS 0122. Marketing in the Digital Age*Units: 3*

Advisory: Completion of BUS 120 and CIS 37 with grades of "C" or better or equivalent

Hours: 54 lecture

Exploration, analysis and development of effective marketing techniques using the tools available in an evolving world of technology and digital information. Emphasis on marketing on the internet and using the latest technological tools to enhance marketing efforts. (CSU)

BUS 0123. Retailing*Units: 3*

Hours: 54 lecture

Concepts and principles involved in making decisions for retail firms. Sales methods, customer relations, store organization, principles of pricing, visual merchandising, buying and advertising are covered. Brick and mortar stores, catalogs, home shopping networks, and E-retailing examined. (CSU)

BUS 0124. Selling Dynamics*Units: 3*

Hours: 54 lecture

Introduction to communication skills and practical techniques needed in professional selling. Emphasizes the history, career, rewards, and duties of a professional sales consultant. Illustrates the importance of the sales function to the organization's success. Examines the social, ethical, and legal issues of selling. (CSU)

BUS 0140. Small Business Management*Units: 3*

Hours: 54 lecture

Practical aspects of starting, buying and managing a small business. Focus on home-based, service, "bricks and mortar," and e-businesses; forms of ownership, franchising, and preparing a business plan; financing a business; accounting and marketing fundamentals; managing human resources, technology, and insurance. (CSU)

BUS 0150. Business Capstone*Units: 3*

Prerequisite: Completion of one of the following courses with grade of "C" or better: BUS 2, 48, 102, 120, 140, or equivalent

Advisory: Completion of four or more required courses from a business degree or certificate program with a GPA of 3.0 or higher

Hours: 54 lecture

Integration and application of acquired knowledge to real world business problems. Students work in cross-functional groups (accounting, management, marketing, etc.) and utilize problem-solving principles and techniques to evaluate business case studies. Students explore employment and academic opportunities; development of communication, teamwork, leadership, and analytical skills vital to career success. Includes guest speakers and field trips to business, nonprofit and/or governmental organizations. Capstone course intended for students who have taken several business courses and will soon complete their studies. (CSU)

BUS 0809. Personal Investment and Retirement Planning for Retirees*Units: 0*

Hours: 8 lecture

Course designed for older adults. Techniques are offered to manage investments during retirement; includes generating both income and growth for investments, fixed income, stocks, mutual funds, annuities. May be repeated. (noncredit)