

# Business

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Counseling - FLC/RCC 916-608-6500; EDC 530-642-5645

- DEGREES**
- A.A. — Business, General Transfer
  - A.A. — Business, General
  - A.A. — Business, Small Business Management/Entrepreneurship
  - A.A. — Business, Administrative Assistant

**CERTIFICATES**

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

*Folsom Lake College's business programs are designed to provide an entrance into an exciting career. Many opportunities are available that can lead to immediate employment and/or career advancement. FLC 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. FLC also offers the award-winning Students in Free Enterprise (SIFE) course for interested students.*

**Career Options**

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 options 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

Exceptional and committed instructors

An award-winning SIFE program.

**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 56, 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 (1A), 311 (1B)
- Computer Information Science CISA 300 (11A ), CISA 310 (12A), CISC 320 (14A)
- Economics 302 (1A), 304 (1B)
- Mathematics 341 (43) or 343 (44)
- Statistics 300 (1)
- Competency in a foreign language at the 412 (2B) level is required for an International Business major

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

## DEGREE

### A.A.—Business, General

This 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 (1A)	Financial Accounting	or	
ACCT 101 (60)	Fundamentals of College Accounting		3-4
BUS 310 (8)	Business Communication		3
BUS 330 (15)	Managing Diversity in the Workplace		3
BUS 345 (16)	Law and Society	or	
BUS 340 (18A)	Business Law		3
BUS 300 (20)	Introduction to Business		3
MGMT 362 (24)	Techniques of Management		3
MKT 300 (20)	Principles of Marketing		3
CISC 310 (CIS 3)	Intro to Computer Information Science	or	

#### Three (3) units to include:

CISC 300 (CIS 1) [1 unit] and

#### Any two (2) additional units selected from:

CISA 300 (CIS 11A), CISA 310 (CIS 12A), CISA 320 (CIS 13A),	
CISC 320 (CIS 14A), CISA 340 (CIS 15A), CISC 350 (CIS 16A),	
CISA 330 (CIS 17A), CISA 350 (CIS 18A)	3
ECON 302 (1A) Principles of Macroeconomics	or
ECON 320 (14)/BUS 320 (14) Concepts of Personal Finance	3

#### General Options:

BUS 498 (98) Work Experience (3)

#### Plus six (6) units from one concentration selected from: ..... 6

Accounting, Business, Computer Information Science, Management, Marketing, or Real Estate

#### TOTAL UNITS REQUIRED ..... 36-37

#### Suggested Electives:

ACCT 311 (1B), 341 (5), 121(70); BUS 360 (24), 350 (25), 100 (50), 210 (71A), 212 (71B), 214 (71C), 218 (71E), CISA 301(CIS 11B), CISA 302 (CIS 11C), CISA 311(CIS 12B), CISA 321 (CIS 13B), CISC 321 (CIS 14B), CISC 351 (CIS 16), CISA 331 (CIS17B), CISW 380 (CIS 24) or CISW 425 (CIS 25); MGMT 360 (21), 372 (23), 176 (81), 308 (22); MKT 310 (22), 312 (24), 314 (26), 120 (50), 122 (51); RE 300 (19), 110 (81), 120 (82), 130 (83).

## DEGREE

### A.A.—Business, Small Business Management/ Entrepreneurship

#### REQUIRED PROGRAM ..... Units

##### Business Core:

ACCT 301 (1A)	Financial Accounting	or	
ACCT 101 (60)	Fundamentals of College Accounting		3-4
BUS 310 (8)	Business Communication		3
BUS 330 (15)	Managing Diversity in the Workplace		3
BUS 345 (16)	Law and Society	or	
BUS 340 (18A)	Business Law		3
BUS 300 (20)	Introduction to Business		3
BUSTEC 302 (BUS 41)	Computer Keyboarding		2
MKT 300 (20)	Principles of Marketing		3
ECON 302 (1A)	Principles of Macroeconomics	or	
ECON 320 (14) BUS 320 (14)	Concepts of Personal Finance	or	
* ECON 100 (55)	Introduction to Economics		3
CISC 310 (CIS 3)	Intro to Computer Information Science	or	

##### Three (3) units to include:

CISC 300 (CIS 1) Computer Familiarization (1) and

##### Any two (2) additional units selected from:

CISA 300 (CIS 11A), CISA 310 (CIS 12A),	
CISA 320 (CIS 13A), CISC 320 (14A), CISA 340 (15A),	
CISC 350 (CIS 16A), CISA 330 (CIS 17A),	
CISA 350 (CIS18A)	3

##### Small Business Management/Entrepreneurship Option:

MKT 310 (22) Selling Professionally or

MKT 314 (26) CMED 376 (60) Advertising ..... 3

BUS 350 (25) Small Business Mngmnt/Entrepreneurship (3) or

##### Three (3) units selected from:

BUS 210 (71A), 212 (71B), 214 (71C), 218 (71E), \* 222 (71G), 224 (71-I) ..... 3

BUS 498 (98) Work Experience (3) or

Human/Career Development (any course combination) (3) ..... 3

#### TOTAL UNITS REQUIRED ..... 35-36

#### Suggested Electives:

ACCT 125 (5), 125 (77), 341 (5); MGMT 300 \* (1), 372 (23), 362 (24).

## DEGREE

### A.A.—Business, General, Transfer

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 (1A)	Financial Accounting		4
ACCT 311 (1B)	Managerial Accounting		4
BUS 345 (16)	Law and Society	or	
BUS 340 (18A)	Business Law		3
BUS 300 (20)	Introduction to Business		3
CISA 300 (CIS 11A)	Beginning Word Processing (1)	and	
CISA 310 (CIS 12A)	Electronic Spreadsheets (1)	and	
CISC 320 (CIS 14A)	Operating Systems (1)	or	
CISC 310 (CIS3)	Intro to Computer Information Science (3)	..	3
ECON 302 (1A)	Principles of Macroeconomics		3
ECON 304 (1B)	Principles of Microeconomics		3
MATH 341 (43)	Calculus for Business and Economics (4)	or	
MATH 343 (44)	Modern Business Mathematics (4)		4
STAT 300 (1)	Introduction to Probability and Statistics		4

#### TOTAL UNITS REQUIRED ..... 31

#### Suggested Electives:

ACCT 341 (5); BUS 310 (8), 345 (16), \* 340 (18A), BUSTEC 302 (41), BUS 303 (42); CISC 300 (CIS 1), CISP 320 (CIS 36A); MGMT 372 (23), 362 (24); MKT 300 (20); RE 300 (19).

\* Not offered at Folsom Lake College, but available at other Los Rios colleges

## DEGREE

### A.A.—Business, Administrative Assistant

#### REQUIRED PROGRAM ..... Units

ACCT 301 (1A)	Financial Accounting	or	
ACCT 101 (60)	Fundamentals of College Accounting		3-4
BUS 310 (8)	Business Communication		3
BUS 330 (15)	Managing Diversity in the Workplace		3
BUS 345 (16)	Law and Society	or	
BUS 340 (18A)	Business Law		3
BUS 300 (20)	Introduction to Business		3
BUSTEC 302 (BUS 41)	Computer Keyboarding		2
MGMT 362 (24)	Techniques of Management		3
MKT 300 (20)	Principles of Marketing		3
CISC 310 (CIS 3)	Intro to Computer Info Science (3)	or	

#### Three to four (3-4) units to include:

CISC 300 (CIS 1) Computer Familiarization (1) and

#### Any two (2) additional units selected from:

CISA 310 (CIS 12A), CISA 320 (CIS 13A),			
CISC 320 (CIS 14A), CISA 340 (15A), CISC 350			
(CIS 16A), CISA 330 (CIS 17A), CISA 350 (CIS 18A)			3-4
ECON 302 (1A)	Principles of Macroeconomics	or	
ECON 320 (14)/BUS 320 (14)	Concepts of Personal Finance	or	
ECON 100 (55)	Introduction to Macroeconomics		3

#### Administrative Assistant Option:

BUSTEC 303 (BUS 42)	Computer Keyboard Formatting		2
BUSTEC 304 (BUS 43)	Computer Keyboard Speed-and-		
Accuracy Building			2
BUS 100 (50)	Business English		3
BUS 110 (52)	Administrative Procedures (3)	or	
BUS 498 (98)	Work Experience (3)		3
BUSTEC 101 (BUS 53)	Computer Keyboarding: 10-Key		1
CISA 300 (CIS 11A)	Beginning Word Processing		1
CISA 301 (CIS 11B)	Intermediate Word Processing		1
Plus three (3) units selected from the following:			3
ACCT 341 (5), 121 (70); BUS 105 (60);			
CISA 311(CIS 12B), CISA 331 (CIS 17B)			
TOTAL UNITS REQUIRED			45-49

## CERTIFICATE

### Small Business Management/Entrepreneurship

#### REQUIRED PROGRAM ..... Units

BUS 310 (8)	Business Communication		3
BUS 300 (20)	Introduction to Business		3
BUSTEC 302 (BUS 41)	Computer Keyboarding		2
MKT 300 (20)	Principles of Marketing		3
MKT 310 (22)	Selling Professionally		3
BUS 350 (25)	Small Business Mngmnt/Entrepreneurship (3)	or	
Three (3) units selected from:			3
BUS 210 (71A), 212 (71B), 214 (71C), 218 (71E),			
220 (71F), 222 (71G), 224 (71-I)			
CISC 310 (CIS 3)	Intro to Computer Information Science		3
TOTAL UNITS REQUIRED			20

## CERTIFICATE

### Business, Office Assistant

This certificate program is designed to provide 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 302 (BUS 41)	Computer Keyboarding	or	
Keyboarding speed verification at 25 wam or better			0-2
BUSTEC 304 (BUS 43)	Computer Keyboard Speed-		
and-Accuracy Bldg	or		
Keyboarding speed verification at 40 wam or better			0-2
BUSTEC 303 (BUS 42)	Computer-Keyboard Formatting		2
BUS 100 (50)	English for the Professional		3
BUSTEC 101 (BUS 53)	Computer Keyboarding: 10-Key		1
CISC 300 (CIS 1)	Computer Familiarization		1
CISA 300 (CIS 11A)	Beginning Word Processing		1
CISA 310 (CIS 12A)	Intro to Electronic Spreadsheets		1

##### Office Assistant

BUSTEC 120 (BUS 82)	Skills for Today's Office		1
TOTAL UNITS REQUIRED			12-14

## CERTIFICATE

### Business, Office Technician

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 (BUS 41)	Computer Keyboarding	or	
Keyboarding speed verification at 25 wam or better			0-2
BUSTEC 304 (BUS 43)	Computer Keyboard Speed-		
and-Accuracy Bldg	or		
Keyboarding speed verification at 40 wam or better			0-2
BUSTEC 303 (BUS 42)	Computer-Keyboard Formatting		2
BUS 100 (50)	English for the Professional		3
BUSTEC 101 (BUS 53)	Computer Keyboarding: 10-Key		1
CISC 300 (CIS 1)	Computer Familiarization		1
CISA 300 (CIS 11A)	Beginning Word Processing		1
CISA 310 (CIS 12A)	Intro to Electronic Spreadsheets		1

##### Office Technician

BUSTEC 110 (BUS 52)	Administrative Procedures		3
CISA 301 (CIS 11B)	Intermed Word Processing		1
CISA 311 (CIS 12B)	Intermed Electr Spreadsheets		1

#### Plus one (1) unit selected from:

CISA 320 (CIS 13A)	Database Management (1)		
CISA 340 (CIS 15A)	Presentation Graphics (2)		
CISA 350 (CIS 18A)	Groupware (1)		
TOTAL UNITS REQUIRED			15-19

## Business (BUS)

### **BUS 100**

#### **English for the Professional 3 Units**

Formerly: BUS 50

*Prerequisite: ENGWR 51 and ENGRD 16 or ESLW 320 and ESLR 320 or equivalent. Grade of "C" or better required to meet prerequisite.*

*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 dictionary usage. Emphasis is placed on critical thinking and effective-writing techniques through analyzing written communication and composing and organizing paragraphs into effective business documents. The computer is used to format documents and search 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**

Formerly: BUS 60

*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 210**

#### **The Business Plan 1 Unit**

Formerly: BUS 71A

*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**

Formerly: BUS 71B

*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**

Formerly: BUS 71C

*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 218**

#### **Management Skills for the Small Business 1 Unit**

Formerly: BUS 71E

*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 219**

#### **Developing Your Entrepreneurial Idea 1 Unit**

*Prerequisite: None*

*Hours: 18 hours LEC*

This course provides students with insight and knowledge into the developing their entrepreneurial idea. To develop an entrepreneurial idea you need to have a basic understanding of business planning and business ownership (entrepreneurship). This course investigates these concepts, including the pros and cons of owning a business. Students will explore the characteristics, experience, and skills necessary to be a successful entrepreneur. Students will research their business ideas and gain knowledge in marketing principles. Students will analyze the organization and management of a new business and begin to learn how to plan a new business. This course is designed to provide students with the basics for understanding entrepreneurship and development of entrepreneurial ideas. At the end of this course, students will be able to determine more clearly whether owning their own business is feasible.

### **BUS 224**

#### **Customer Service 1 Unit**

Formerly: BUS 71I

*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 295**

#### **Independent Studies in Business 1-3 Units**

Formerly: BUS 99I

*Prerequisite: None*

*Hours: Variable*

*See Catalog under Alternative Credit/  
Study Options*

### **BUS 299**

#### **Experimental Offering in Business .5-4 Units**

Formerly: BUS 99

*Prerequisite: None*

*Hours: Variable*

*See Catalog under Alternative Credit/  
Study Options*

**BUS 300**  
**Introduction to Business 3 Units**

Formerly: BUS 20

*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 Communication 3 Units**

Formerly: BUS 8

*Prerequisite: BUS 100. Grade of "C" or better required to meet prerequisite.*

*Advisory: Ability to key 30 or more words a minute and use a current office-level word processing program.*

*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**

Formerly: BUS 14

*Prerequisite: None*

*Advisory: BUS 105.*

*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. Not open to students who have received credit for ECON 320.

**BUS 330**  
**Managing Diversity in the Workplace**  
**3 Units**

Formerly: BUS 15

*Prerequisite: None*

*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**

Formerly: BUS 18A

*Prerequisite: None*

*Course Transferable to UC/CSU; UC-See Counselor*

*(CAN BUS 8)*

*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 341**  
**Business Law 3 Units**

Formerly: BUS 18B

*Prerequisite: None*

*Course Transferable to UC/CSU; UC-See Counselor*

*Hours: 54 hours LEC*

General introduction to the legal concepts and principles of real property and landlord/tenant; bankruptcy, consumer law, corporations, securities law and corporate social-ethical responsibility; labor employment law, environmental law, antitrust law and business-related constitutional law.

**BUS 345**  
**Law and Society 3 Units**

Formerly: BUS 16

*Prerequisite: None*

*Course Transferable to UC/CSU; UC-See Counselor*

*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. Not open to students who have received credit for SOCS 360.

**BUS 350**  
**Small Business Management/**  
**Entrepreneurship 3 Units**

Formerly: BUS 25

*Prerequisite: None*

*Advisory: ENGWR 101.*

*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 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 is a material fee for this course. This course can be repeated up to four (4) times.

**BUS 360**  
**e-Business: Introduction and Environment; Technology and Infrastructure**  
**3 Units**

*Formerly: BUS 24*  
*Prerequisite: None*  
*Advisory: BUS 300; 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. Not open to students who have received credit for CISW 380.

**BUS 360.1**  
**e-Business: Introduction and Environment**  
**1.5 Units**

*Formerly: BUS 24A*  
*Prerequisite: None*  
*Advisory: BUS 300; 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**

*Formerly: BUS 24B*  
*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. Not open to students who have received credit for CISW 380.2.

**BUS 490**  
**Individualized Projects in Business**  
**1-4 Units**

*Formerly: BUS 47*  
*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: Variable*

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 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 498**  
**Work Experience in Business**  
**1-4 Units**

*Formerly BUS 98*  
*Prerequisite: None*  
*Course Transferable to CSU*  
*Hours: Variable*  
*See Catalog under Alternative Credit/ Study Options*

**BUS 499**  
**Experimental Offering in Business**  
**.5-4 Units**

*Formerly BUS 49*  
*Prerequisite: None*  
*Course Transferable to CSU*  
*Hours: Variable*  
*See Catalog under Alternative Credit/ Study Options*

## **Business Technology (BUSTEC)**

### **BUSTEC 101 Computer Keyboarding: 10 - Key 1 Unit**

Formerly BUS 53

*Prerequisite: None*

*Hours: 18 Lec*

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

### **BUSTEC 110 Administrative Procedures 3 Units**

Formerly BUS 52

*Advisory: BUSTEC 302 or equivalent,  
BUSTEC 303, BUS 300 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.

### **BUSTEC 120 Skills For Today's Office 1 Unit**

Formerly: BUS 82

*Prerequisite: None*

*Advisory: BUSTEC 302 or Keyboarding speed verification at 25 wpm or better, and CISA 300 or 305, and CISA 310 or 315.*

*Hours: 18 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.

### **BUSTEC 302 Computer Keyboarding 2 Units**

Formerly BUS 41

*Prerequisite: None*

*Advisory: ENGRD 16 or ESLR 320.*

*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.

### **BUSTEC 303 Computer-KeyBoard Formatting 2 Units**

Formerly: BUS 42

*Prerequisite: BUSTEC 302. Grade of "C" or better required to meet prerequisite.*

*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.

### **BUSTEC 304 Computer Keyboard Speed-and- Accuracy Building 2 Units**

Formerly: BUS 43

*Prerequisite: BUSTEC 302 . Grade of "C" or better required to meet prerequisite.*

*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 499 Experimental Offering in Business Technologies .5-4 Units**

Formerly: BUS 49

*Prerequisite: None*

*Course Transferable to CSU*

*Hours: Variable*

*See Catalog under Alternative Credit/  
Study Options*