Cosumnes River College'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.

**Program Maps**

- [Business Administration, A.S.-T Degree](/crc/main/doc/programs/program-maps/bus-adm-as-t-degree-ho.pdf)
- [Business Administration, A.S.-T Degree, IGETC](/crc/main/doc/programs/program-maps/bus-adm-as-t-degree-ho-igetc.pdf)
- [Business, General, A.A. Degree](/crc/main/doc/programs/program-maps/bus-gen-aa-degree-ho.pdf)
- [Business, General, Certificate of Achievement](/crc/main/doc/programs/program-maps/bus-gen-cert-ho.pdf)

**Dean**  
Joel Powell  

**Department Chair**  
Man Phan  

**Career and Academic Community**  
[Business and Computer Science](/academics/career-and-academic-communities/business-and-computer-science)

**Phone**  
(916) 691-7226

**Email**  
powell@crc.losrios.edu  
[powell@crc.losrios.edu](mailto:powell@crc.losrios.edu)

**Associate Degrees for Transfer**
A.S.-T. in Business Administration

The Associate in Science in Business Administration for Transfer degree provides students with a major that fulfills the general requirements of the California State University for transfer to baccalaureate degree programs in business administration. Students with this degree will receive priority admission with junior status to the California State University system. The Associate in Science in Business Administration for Transfer is comprised of lower division coursework typically required by CSU institutions. Students must complete the following Associate Degree for Transfer requirements (Pursuant to SB1440, §66746):

- 60 semester or 90 quarter CSU-transferable units
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district
- obtain a minimum grade point average (GPA) of 2.0
- earn a grade of C or better in all courses required for the major or area of emphasis

Upon successful completion of the Associate in Science in Nutrition and Dietetics for Transfer degree requirements, students will be guaranteed admission to the CSU system with junior status and will not have to repeat lower division coursework.

Each California State University may have slightly different requirements for transfer so it is critical for students to work with their counselors to develop individual academic plans.

Catalog Date: June 1, 2020

Degree Requirements

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 301</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 311</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECON 302</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 304</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>Business Law (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 300</td>
<td>Introduction to Business (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 310</td>
<td>Statistics for Business and Economics (3)</td>
<td>3 - 4</td>
</tr>
<tr>
<td>or MATH 341</td>
<td>Calculus for Business and Economics (4)</td>
<td></td>
</tr>
<tr>
<td>or STAT 300</td>
<td>Introduction to Probability and Statistics (4)</td>
<td></td>
</tr>
</tbody>
</table>

A minimum of 2 units from the following:

- CISC 310 Introduction to Computer Information Science (3)
- CISA 305 Beginning Word Processing (2)
- CISA 315 Introduction to Electronic Spreadsheets (2)
- CISA 340 Presentation Graphics (2)
- CISA 308 Exploring Word Processing Software (1)
- CISC 308 Exploring Computer Environments and the Internet (1)
- CISA 318 Exploring Spreadsheet Software (1)

Total Units: 25 - 26

The Associate in Science in Business Administration for Transfer (AS-T) degree may be obtained by completion of 60 transferable, semester units with a minimum 2.0 GPA, including (a) the major or area of emphasis described in the Required Program, and (b) either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- P-SLO 1: Identify and explain the major functional areas of business organizations including management, marketing, finance, and accounting.
- P-SLO 2: Develop leadership skills that are effective in managing a multicultural workforce.
- P-SLO 3: Analyze practical business problems and utilize research and critical thinking to evaluate and recommend alternative solutions.
- P-SLO 4: Apply accounting principles and concepts in making decisions about business operations.
- P-SLO 5: Integrate management principles in relationship to finance, personnel, products, services and information.
- P-SLO 6: Communicate effectively verbally and in writing in various business settings.
- P-SLO 7: Apply commonly used computer application programs to create relevant business documents.

Career Information


Associate Degrees

A.A. in 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.
This degree is intended for students who wish to complete an A.A. degree in Business. Please consult with an academic counselor if you wish to obtain an A.A. degree and transfer to a CSU university as a business degree major.

Catalog Date: June 1, 2020

Degree Requirements

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
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<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 301</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>ECON 302</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 304</td>
<td>Principles of Microeconomics</td>
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</tr>
<tr>
<td>MKT 300</td>
<td>Principles of Marketing</td>
<td>3</td>
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</table>

A minimum of 6 units from the following:

<table>
<thead>
<tr>
<th>COURSE CODE</th>
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<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>Business Communications (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 320</td>
<td>Concepts in Personal Finance (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 330</td>
<td>Managing Diversity in the Workplace (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 350</td>
<td>Small Business Management/Entrepreneurship (3)</td>
<td></td>
</tr>
<tr>
<td>ECON 310</td>
<td>Statistics for Business and Economics (3)</td>
<td></td>
</tr>
<tr>
<td>STAT 300</td>
<td>Introduction to Probability and Statistics (4)</td>
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</tbody>
</table>

A minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>ACCT 311</td>
<td>Managerial Accounting (4)</td>
<td></td>
</tr>
<tr>
<td>BUS 345</td>
<td>Law and Society (3)</td>
<td></td>
</tr>
<tr>
<td>MGMT 372</td>
<td>Human Relations and Organizational Behavior (3)</td>
<td></td>
</tr>
<tr>
<td>RE 300</td>
<td>California Real Estate Principles (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 495</td>
<td>Independent Studies in Business (0.5 - 4)</td>
<td></td>
</tr>
<tr>
<td>BUS 498</td>
<td>Work Experience in Business (1 - 4)</td>
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</tr>
</tbody>
</table>

A minimum of 3 units from the following:

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</tr>
</thead>
<tbody>
<tr>
<td>CISC 310</td>
<td>Introduction to Computer Information Science (3)</td>
<td></td>
</tr>
<tr>
<td>CISA 305</td>
<td>Beginning Word Processing (2)</td>
<td></td>
</tr>
<tr>
<td>CISA 308</td>
<td>Exploring Word Processing Software (1)</td>
<td></td>
</tr>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets (2)</td>
<td></td>
</tr>
<tr>
<td>CISA 320</td>
<td>Introduction to Database Management (1)</td>
<td></td>
</tr>
</tbody>
</table>

Total Units: 31

Students may select ECON 310 or STAT 300, but not both.

The Business, General Associate in Arts (A.A.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See CRC graduation requirements.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Identify and explain the major functional areas of the business organizations including management, marketing, finance, and accounting.
- Develop leadership skills and abilities that are effective in managing a multicultural workforce.
- Analyze practical business problems and utilize critical thinking and research skills in the evaluation of alternative solutions.
- Apply accounting concepts and principles in making decisions about business operations.
- Integrate management principles in relationship to finance, personnel, products, services, and information.
- Communicate effectively verbally and in writing in various business settings.

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

The Small Business Management/Entrepreneurship degree provides training and education for those wishing to own or manage a small entrepreneurial venture. The various elements involved in starting and operating a small business are covered.

Catalog Date: June 1, 2020

Degree Requirements

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUS 340</td>
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<tr>
<td>ACCT 301</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>ECON 302</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300</td>
<td>Principles of Marketing</td>
<td>3</td>
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A minimum of 6 units from the following:

<table>
<thead>
<tr>
<th>COURSE CODE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>Business Communications (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 320</td>
<td>Concepts in Personal Finance (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 330</td>
<td>Managing Diversity in the Workplace (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 350</td>
<td>Small Business Management/Entrepreneurship (3)</td>
<td></td>
</tr>
<tr>
<td>ECON 310</td>
<td>Statistics for Business and Economics (3)</td>
<td></td>
</tr>
<tr>
<td>STAT 300</td>
<td>Introduction to Probability and Statistics (4)</td>
<td></td>
</tr>
</tbody>
</table>

A minimum of 3 units from the following:

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<tbody>
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</tr>
</thead>
<tbody>
<tr>
<td>CISC 310</td>
<td>Introduction to Computer Information Science (3)</td>
<td></td>
</tr>
<tr>
<td>CISA 305</td>
<td>Beginning Word Processing (2)</td>
<td></td>
</tr>
<tr>
<td>CISA 308</td>
<td>Exploring Word Processing Software (1)</td>
<td></td>
</tr>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets (2)</td>
<td></td>
</tr>
<tr>
<td>CISA 320</td>
<td>Introduction to Database Management (1)</td>
<td></td>
</tr>
</tbody>
</table>

Total Units: 31

Students may select ECON 310 or STAT 300, but not both.

The Business, General Associate in Arts (A.A.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See CRC graduation requirements.
### Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Evaluate the feasibility of success when starting a new business venture.
- Research and compose a business plan that can be used for planning as well as financing.
- Employ appropriate management, finance, accounting, and marketing techniques required in operating a business.
- Develop effective oral and written communication skills that can be applied in various business settings.
- Demonstrate the ability to comprehend, apply, and evaluate standards of ethical behavior in various business settings.
- Formulate original ideas and concepts in addition to integrating the ideas of others into the problem solving process.

### A.A. in Restaurant and Food Service Entrepreneurship

This program provides training and education for those wishing to own a restaurant or other food service venture. The various elements involved in starting and operating a small business are covered as well as training in food theory and production, safety and sanitation, culinary purchasing, and service.

#### Catalog Date: June 1, 2020

### Degree Requirements

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 215</td>
<td>Entrepreneurial Opportunity and Business Planning</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350</td>
<td>Small Business Management/Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>A minimum of 6 units from the following:</strong></td>
<td>6</td>
</tr>
<tr>
<td>BUS 310</td>
<td>Business Communications (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 330</td>
<td>Managing Diversity in the Workplace (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 320</td>
<td>Concepts in Personal Finance (3)</td>
<td></td>
</tr>
<tr>
<td>ECON 304</td>
<td>Principles of Microeconomics (3)</td>
<td></td>
</tr>
<tr>
<td>MKT 310</td>
<td>Selling Professionally (3)</td>
<td></td>
</tr>
<tr>
<td>MGMT 362</td>
<td>Techniques of Management (3)</td>
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</tr>
<tr>
<td></td>
<td><strong>A minimum of 3 units from the following:</strong></td>
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<tr>
<td>CISC 310</td>
<td>Introduction to Computer Information Science (3)</td>
<td></td>
</tr>
<tr>
<td>CISA 305</td>
<td>Beginning Word Processing (2)</td>
<td></td>
</tr>
<tr>
<td>CISA 308</td>
<td>Exploring Word Processing Software (1)</td>
<td></td>
</tr>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets (2)</td>
<td></td>
</tr>
<tr>
<td>CISA 320</td>
<td>Introduction to Database Management (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Units:</strong> 31</td>
<td></td>
</tr>
</tbody>
</table>

The Business, Small Business Management/Entrepreneurship Associate in Arts (A.A.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See CRC graduation requirements.
COURSE CODE | COURSE TITLE | UNITS
--- | --- | ---
BUS 350 | Small Business Management/Entrepreneurship | 3
MKT 300 | Principles of Marketing | 3
ACCT 301 | Financial Accounting (4) | 3 - 4
NUTRI 300 | Nutrition | 3

Total Units: 42 - 43

The Restaurant and Food Service Entrepreneurship Associate in Arts (A.A.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See CRC graduation requirements.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- **(PSLO 1)** Understand and practice proper sanitation and safety procedures critical to the food service industry.
- **(PSLO 2)** Demonstrate critical thinking skills needed to assess and correct problems within food preparation, production, presentation and service.
- **(PSLO 3)** Demonstrate effective techniques for the selection and procurement of food and non-food items used common to the food service industry.
- **(PSLO 4)** Demonstrate basic knowledge of cooking techniques and procedures.
- **(PSLO 5)** Exhibit a basic understanding of nutrition
- **(PSLO 6)** Demonstrate skill and comprehension in entrepreneurship as indicated by course outcomes.
- **(PSLO 7)** Transform an entrepreneurial idea into a viable business concept.
- **(PSLO 8)** Employ appropriate management, finance, accounting, and marketing techniques required in operating a business.
- **(PSLO 9)** Demonstrate the ability to think critically and analyze problems.
- **(PSLO 10)** Evaluate the feasibility of success when starting a new business venture.
- **(PSLO 11)** Research and compose a business plan that includes all facets of starting and managing a business.
- **(PSLO 12)** Express ideas and facts clearly and completely.
- **(PSLO 13)** Develop effective oral and written communication skills that can be applied in various business settings.

Career Information

Small Business Owner- Restaurant and Food Service field. Restaurant manager.

Certificates of Achievement

Business, General Certificate

The Certificate of Achievement in Business provides an overview of the various disciplines in business. It is intended to meet the needs of students who wish to develop, retrain or upgrade skills for work in a business setting. Students wanting to earn the A.A. degree in Business, General, can do so by taking additional courses beyond the 18 units required in this certificate. Please seek advice from your counselor to verify the correct courses to take towards the A.A degree.

Catalog Date: June 1, 2020

Certificate Requirements

| COURSE CODE | COURSE TITLE | UNITS |
--- | --- | ---
BUS 300 | Introduction to Business | 3
BUS 340 | Business Law | 3
MKT 300 | Principles of Marketing | 3
ECON 302 | Principles of Macroeconomics | 3
ACCT 301 | Financial Accounting | 4

A minimum of 3 units from the following:

| COURSE CODE | COURSE TITLE |
--- | --- |
BUS 350 | Small Business Management/Entrepreneurship (3) |
BUS 320 | Concepts in Personal Finance (3) |
BUS 310 | Business Communications (3) |
BUS 330 | Managing Diversity in the Workplace (3) |
ECON 304 | Principles of Microeconomics (3) |
CISC 310 | Introduction to Computer Information Science (3) |

Total Units: 19
Student Learning Outcomes

Upon completion of this program, the student will be able to:

- P-SLO 1: Skills/Knowledge: Identify and explain the major functional areas of business organizations including management, marketing, economics, and accounting.
- P-SLO 2: Critical Thinking Skills: Analyze practical business problems utilize critical thinking and research skills in the evaluation of alternative solution.
- P-SLO 3: Critical Thinking Skills: Apply concepts and principles in business law, management, marketing, finance, and economics to making decisions about business operations.

Career Information

Business, Office Assistant Certificate

This Certificate of Achievement is designed to provide students with general knowledge in business and an in-depth knowledge of a variety of business technology applications. Program topics include: keyboarding/word processing, integrated office applications, organization and supervision of office activities, office procedures, and business communications.

Catalog Date: June 1, 2020

Certificate Requirements

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>BUSTEC 101</td>
<td>Computer Keyboarding: 10-Key</td>
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<tr>
<td>BUSTEC 120</td>
<td>Skills for Today's Office</td>
<td>1</td>
</tr>
<tr>
<td>BUSTEC 303</td>
<td>Computer-Keyboard Formatting</td>
<td>2</td>
</tr>
<tr>
<td>BUSTEC 304</td>
<td>Computer-Keyboard Speed-and-Accuracy Building</td>
<td>2^1</td>
</tr>
<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CISC 302</td>
<td>Computer Familiarization</td>
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</tr>
<tr>
<td>BUS 100</td>
<td>English for the Professional</td>
<td>3</td>
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</table>

A minimum of 3 units from the following:

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>BUS 300</td>
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</tr>
<tr>
<td>BUS 310</td>
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</tr>
<tr>
<td>CISC 310</td>
<td>Introduction to Computer Information Science</td>
</tr>
<tr>
<td>CISA 340</td>
<td>Presentation Graphics</td>
</tr>
<tr>
<td>CISA 318</td>
<td>Exploring Spreadsheet Software</td>
</tr>
<tr>
<td>CISC 308</td>
<td>Exploring Computer Environments and the Internet</td>
</tr>
<tr>
<td>BUSTEC 302</td>
<td>Computer-Keyboarding</td>
</tr>
</tbody>
</table>

Total Units: 18

^1BUSTEC 304 may be replaced by keyboarding speed verification at 40 wpm or better

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- P-SLO 1: Skills/Knowledge: Demonstrate skill and comprehension in respective subject areas as indicated by course outcomes
- Use word processing, spreadsheet, database, presentation, and electronic communication software to effectively support the office environment.
- Demonstrate keyboarding skills which represent industry-standard speed and accuracy
- P-SLO 2: Critical Thinking Skills: Demonstrate the ability to think critically and analyze problems.
- Analyze and demonstrate effective business procedures and office management strategies
- Incorporate technological, communication, and problem-solving skills in the business setting

Career Information

Entrepreneurship Certificate

This certificate is designed for current and potential entrepreneurs. It provides an introductory and organized course of study that enables students to develop their entrepreneurial skills, recognize opportunities, and learn the basics of starting and managing a small business.

Catalog Date: June 1, 2020

Certificate Requirements
Student Learning Outcomes

Upon completion of this program, the student will be able to:

- create a business plan that covers all facets of operating a business
- organize and manage the different business functions necessary for ongoing operations
- appraise and evaluate business opportunities

Small Business Management/Entrepreneurship Certificate

The Certificate of Achievement in Small Business Management/Entrepreneurship is designed for current and potential entrepreneurs. It provides an introductory and organized course of study that enables students to develop their entrepreneurial skills, recognize opportunities, and learn the various aspects of starting and managing a small business. Students wanting to earn the A.A. degree in Small Business Management/Entrepreneurship can do so by taking additional courses beyond the 18 units required for this certificate. Please seek advice from your counselor to verify the correct courses to take towards the A.A degree.

Certificate Requirements

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BUS 215</td>
<td>Entrepreneurial Opportunity and Business Planning</td>
<td>3</td>
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<td>Introduction to Business</td>
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<td>BUS 350</td>
<td>Small Business Management/Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>A minimum of 3 units from the following:</strong></td>
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</tr>
<tr>
<td>ACCT 301</td>
<td>Financial Accounting (4)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 310</td>
<td>Business Communications (3)</td>
<td></td>
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<tr>
<td>BUS 320</td>
<td>Concepts in Personal Finance (3)</td>
<td></td>
</tr>
<tr>
<td>CISC 310</td>
<td>Introduction to Computer Information Science (3)</td>
<td></td>
</tr>
<tr>
<td>ECON 304</td>
<td>Principles of Microeconomics (3)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Units:</strong></td>
<td><strong>18</strong></td>
<td></td>
</tr>
</tbody>
</table>

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- P-SLO 1: Skills/Knowledge: Demonstrate skill and comprehension in entrepreneurship as indicated by course outcomes
- Transform an entrepreneurial idea into a viable business concept
- Employ appropriate management, finance, accounting, and marketing techniques required in operating a business.
- P-SLO 2: Critical Thinking Skills: Demonstrate the ability to think critically and analyze problems
- Evaluate the feasibility of success when starting a new business venture.
- Research and compose a business plan that includes all facets of starting and managing a business
- P-SLO 3: Communication: Express ideas and facts clearly and completely
- Develop effective oral and written communication skills that can be applied in various business settings

Career Information

Business Owner Employer creating jobs/career opportunities for others

Business (BUS) Courses

**BUS 100 English for the Professional**

**Units:** 3

**Hours:** 54 hours LEC

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

**Student Learning Outcomes**

Upon completion of this course, the student will be able to:

- SLO 1: DEMONSTRATE SKILL AND COMPREHENSION IN RESPECTIVE SUBJECT AREAS AS INDICATED BY COURSE OUTCOMES.
- Select and use appropriate writing aids and references.
- Prepare assignments that exhibit a clear understanding of the structure of English grammar, word usage, spelling, punctuation, and business vocabulary.
- Analyze and evaluate business documents.
- Produce documents that show an understanding of the essentials of the sentence as an aid to clear thinking and effective writing.
- Compose coherent, well-developed, unified paragraphs.
- SLO 2: DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS.
- Assess Internet options in the search for relevant information.
- Examine the content of and proofread written assignments.
- SLO 3: EXPRESS IDEAS AND FACTS CLEARLY AND COMPLETELY.
- Create, revise, and edit written sentences, paragraphs, and basic business documents (using a computer).

**BUS 105 Business Mathematics**

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<tr>
<th>Units:</th>
<th>3</th>
</tr>
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<tbody>
<tr>
<td>Hours:</td>
<td>54 hours LEC</td>
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<tr>
<td>Prerequisite:</td>
<td>None.</td>
</tr>
<tr>
<td>Catalog Date:</td>
<td>June 1, 2020</td>
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</table>

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. This course is recommended for every major in business.

**Student Learning Outcomes**

Upon completion of this course, the student will be able to:

- SLO 1: DEMONSTRATE SKILLS AND COMPREHENSION IN BUSINESS MATHEMATICS (AS INDICATED BY COURSE OUTCOMES).
- Use and derive formulas and equations in the solution of unknowns.
- Demonstrate skill in the business use of mathematics through a variety of applications.
- Develop accuracy, neatness, thoroughness, promptness, and speed as desirable work habits.
- SLO 2: DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS.
- Demonstrate the ability to analyze thought problems pertaining to business mathematics and to solve them.

**BUS 215 Entrepreneurial Opportunity and Business Planning**

<table>
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<tr>
<th>Units:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>54 hours LEC</td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>None.</td>
</tr>
<tr>
<td>Catalog Date:</td>
<td>June 1, 2020</td>
</tr>
</tbody>
</table>

This course provides students with insight and knowledge into developing their entrepreneurial opportunity and creating a business plan for it. Students will research entrepreneurial ideas and determine how to turn an idea into a successful startup enterprise given the current and anticipated demographic, technological and social climates. Students will also be offered an organized, step-by-step approach to preparing a business plan. Once students are able to assess the feasibility of their own business ideas based on their personal strengths, skills, and financial goals, they will develop and produce a comprehensive business plan. Students will analyze the organization and management of a new business and map out how to execute a new business venture. The plan will enable the students to solve problems "on paper" before they become operational or money problems.

Students with little entrepreneurial experience or have business idea they would like to pursue will benefit from this course.

**Student Learning Outcomes**

Upon completion of this course, the student will be able to:

- SLO 1: Demonstrate the ability to develop an entrepreneurial idea into a viable business concept. This includes the ability to
- Determine the feasibility of a business idea.
- Assess the marketability and acceptability of a business idea by the prospective consumers.
- SLO 2: Demonstrate the skills to research the requirements of starting a small business. This includes the ability to
- Identify the legal, financial, and human resource needs for a new business.
- Understand how a business concept might be affected by the current and anticipated demographic, technological, and social climates.
• SLO 3: Demonstrate the skills to produce and develop a business plan for a new business venture. This includes the ability to
  • Determine the essential elements of a business plan.
  • Identify target markets and project start-up, monthly, and yearly costs.
• SLO 4: Demonstrate the ability to think critically, develop alternatives, and analyze solutions for a new business. This includes the ability to
  • Anticipate how uncontrollable variables in the environment might affect the new business.
  • Develop contingency plans to navigate through ambiguous situations.

BUS 295 Independent Studies in Business

An independent studies project involves an individual student or small group of students in study, research, or activities beyond the scope of regularly offered courses. See the current catalog section of "Special Studies" for full details of Independent Studies.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

• SLO #1: Actively engage in intellectual inquiry beyond that required in order to pass a course of study (College Wide Learning Outcome – Area 4).
  • Discuss and outline a proposal of study (that can be accomplished within one semester term) with a supervising instructor qualified within the discipline.
  • Design an independent study (to be completed individually or by collaboration of a small group) to foster special knowledge, skills, and experience that are not available in any one regularly scheduled course.
  • Use information resources to gather discipline-specific information.
• SLO #2: Utilize modes of analysis and critical thinking to apply theoretical perspectives and/or concepts in the major discipline of study to significant problems and/or educational activities (College Wide Learning Outcome – Area 3).
  • Analyze and apply the knowledge, skills and experience that are involved in the independent study to theoretical perspectives and/or concepts in the major discipline of study.
  • Explain the importance of the major discipline of study in the broader picture of society.
• SLO #3: Communicate a complex understanding of content matter of the major discipline of study (College Wide Outcome – Area 3).
  • Demonstrate competence in the skills essential to mastery of the major discipline of study that are necessary to accomplish the independent study.
• SLO #4: Identify personal goals and pursue these goals effectively (College Wide Outcome – Area 4).
  • Utilize skills from the "academic tool kit" including time management, study skills, etc., to accomplish the independent study within one semester term.

BUS 299 Experimental Offering in Business

BUS 300 Introduction to Business

This course provides a survey of all business areas, including accounting, law, human resources, 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.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

• SLO 1: DEMONSTRATE SKILL AND COMPREHENSION IN MAJOR ENVIRONMENTAL FACTORS PERTAINING TO BUSINESS.
  • This includes the ability to describe the economic, social, legal, and governmental environments and how they might affect business operations.
• SLO 2: DEMONSTRATE UNDERSTANDING OF MAJOR FUNCTIONAL AREAS OF BUSINESS.
  • This includes the ability to identify and describe the functional units such as management, marketing, finance, accounting, and human resources in a typical business organization.
• SLO 3: DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS.
  • This includes the ability to critically analyze business problems and utilize critical thinking to develop alternative solutions.
• SLO 4: APPLY COURSE CONCEPTS TO THE REAL WORLD OF BUSINESS.
  • This includes the ability to connect business theories to practice and recognize the need to deal with ambiguous situations.
BUS 310 Business Communications

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.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO 1: DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS.
  - Compose and write effective letters and memorandums.
  - Critique written documents for clarity and effectiveness in the message.
  - Demonstrate appropriate business writing style, document appearance, grammar usage, and writing mechanics.
  - Research and incorporate sources effectively and meaningfully in a formal business report (including graphics).
- SLO 2: EXPRESS IDEAS AND FACTS CLEARLY AND COMPLETELY.
  - Write, revise, and edit professional business documents.
  - Create reports for business and other organizations.

BUS 320 Concepts in Personal Finance

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.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO #1: DEMONSTRATE COMPREHENSION IN ECONOMIC PRINCIPLES AND PLANNING, AS INDICATED BY COURSE OUTCOMES OF THE SUBJECT AREA.
  - Apply economic principles and concepts of individual economic planning.
- SLO #2: DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS.
  - Analyze the changing economic environment.
  - Describe the conceptual basis of various economic tools available to the individual as well as the terminology used in their development and implementation.
- SLO 2: DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS.
  - Analyze the conceptual basis of various economic tools available to the individual as well as the terminology used in their development and implementation.
  - Evaluate economic needs and goals and design financial models to achieve them.

BUS 330 Managing Diversity in the Workplace

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.

Student Learning Outcomes

Upon completion of this course, the student will be able to:
BUS 340 Business Law

Upon completion of this course, the student will be able to:

- Define culture within the context of the United States workplace.
- Identify leadership skills and abilities that are effective in managing a multicultural workforce.
- SLO 2: DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS.
- Analyze demographic trends in order to determine possible future directions in the United States workforce.
- Analyze how language, gender, race, ethnicity, and organizational culture interact to produce an organizational climate.
- Analyze the impact of cultural, historical, and stereotypical perspectives on the workplace.

SLO 1: EXAMINE AND DEMONSTRATE APPROPRIATE RESPONSES TO KEY DIVERSITY ISSUES IN THE WORKPLACE.

This course focuses on the law and its relationship to the environment of business. The course covers the legal system; court process and procedures; alternative dispute resolution; government regulation of business; constitutional law; contracts, both under the common and the Uniform Commercial Code (U.C.C.); torts; business organizations; property rights; and agency and employment law. While covering a broad range of substantive laws related to business, the course also stresses critical thinking and analytical evaluation of legal issues surrounding business including ethics and social responsibility.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO 1: Demonstrate the ability to understand important legal principles, concepts, and terminology, and to explain how they affect the environment of business and societal interactions.
- Develop an understanding of the Anglo-American Common Law System; its historical origin; some of its fundamental concepts; and the complexities inherent in such a multifaceted institution.
- Develop an understanding of the basic organization and operation of the American judicial system.
- Develop an understanding of the law as an evolutionary, stabilizing, and reforming factor in human affairs with, however, certain limitations as an instrument of social control.
- SLO 2: Demonstrate the ability to think critically and analyze problems so as to be able to apply legal concepts to real and hypothetical business related legal issues.
- Analyze cases to identify issues and apply the appropriate legal rules to the fact patterns to reach defensible legal conclusions. Demonstrate the ability to utilize the internet and other media to research legal issues.
- SLO 3: Assess the relationship between ethics and law and understand the nature of law and its importance to our society.
- Explain the social, political and ethical implications of law and its application to actual and hypothetical business scenarios with an understanding of corporate social responsibility, stakeholder relationships, and ethical business practices and decision making.

BUS 345 Law and Society

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.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO 1: DEMONSTRATE SKILL AND COMPREHENSION IN RESPECTIVE SUBJECT AREAS AS INDICATED BY COURSE OUTCOMES PERTAINING TO BUSINESS LAW.
- Develop an understanding of the law as an evolutionary, stabilizing, and reforming factor in human affairs with, however, certain limitations as an instrument of social control.
- Develop an understanding of the magnitude and vitality of the law and the ways in which history, economics, sociology, psychology, and technology have influenced and have been influenced by the law.
- Develop an understanding of the basic organization and operation of the American judicial system.
- Develop an understanding of the Anglo-American Common Law System; its historical origin; some of its fundamental concepts; and the complexities inherent in such a multifaceted institution.
- Develop an understanding of the nature and purpose of law in society.
**BUS 350 Small Business Management/Entrepreneurship**

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.

**Student Learning Outcomes**

Upon completion of this course, the student will be able to:

- SLO 1: DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS.
- Analyze the impact of various legal requirements and government regulations as related operation of the small business.
- Apply principles of management and marketing relevant to the small business.
- SLO 2: DEMONSTRATE SKILL AND COMPREHENSION IN RESPECTIVE SUBJECT AREAS AS INDICATED BY COURSE OUTCOMES PERTAINING TO SMALL BUSINESS MANAGEMENT.
- Explain the importance of a business plan, a financial plan, and a marketing plan.
- SLO 3: EXPRESS IDEAS AND FACTS CLEARLY AND COMPLETELY.
- Evaluate various financial reports.

**BUS 354 Students in Free Enterprise**

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. This course is designed to prepare students for the SIFE competition; therefore it may be taken a maximum of four times for credit.

**Student Learning Outcomes**

Upon completion of this course, the student will be able to:

- SLO 1: PRACTICE HIGH ETHICAL STANDARDS IN ALL CONTACTS WITH EMPLOYERS, CLIENTS, CO-WORKERS AND GENERAL PUBLIC.
- Develop the leadership, team building, and entrepreneurship skills necessary to complete community based projects.
- SLO 2: DEMONSTRATE SKILL AND COMPREHENSION IN RESPECTIVE SUBJECT AREAS AS INDICATED BY COURSE OUTCOMES.
- Identify the skills and tools that are needed for project management including project design, implementation, documentation and control.
- Compose and deliver presentations using computer software presentation programs and tools.
- SLO 3: DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS.
- Organize resources and participate in regional and national competitions.
- SLO 4: EXPRESS IDEAS AND FACTS CLEARLY AND COMPLETELY.
- Create a written business annual report.

**BUS 495 Independent Studies in Business**

An independent studies project involves an individual student or small group of students in study, research, or activities beyond the scope of regularly offered courses. See the current catalog section of “Special Studies” for full details of Independent Studies.

**Student Learning Outcomes**
Upon completion of this course, the student will be able to:

- SLO #1: Actively engage in intellectual inquiry beyond that required in order to pass a course of study (College Wide Learning Outcome – Area 4).
- Discuss and outline a proposal of study (that can be accomplished within one semester term) with a supervising instructor qualified within the discipline.
- Design an independent study (to be completed individually or by collaboration of a small group) to foster special knowledge, skills, and experience that are not available in any one regularly scheduled course.
- Use information resources to gather discipline-specific information.
- SLO #2: Utilize modes of analysis and critical thinking to apply theoretical perspectives and/or concepts in the major discipline of study to significant problems and/or educational activities (College Wide Learning Outcome – Area 3).
- Analyze and apply the knowledge, skills and experience that are involved in the independent study to theoretical perspectives and/or concepts in the major discipline of study.
- Explain the importance of the major discipline of study in the broader picture of society.
- SLO #3: Communicate a complex understanding of content matter of the major discipline of study (College Wide Outcome – Area 3).
- Demonstrate competence in the skills essential to mastery of the major discipline of study that are necessary to accomplish the independent study.
- SLO #4: Identify personal goals and pursue these goals effectively (College Wide Outcome – Area 4).
- Utilize skills from the "academic tool kit" including time management, study skills, etc., to accomplish the independent study within one semester term.

BUS 498 Work Experience in Business

| Units: | 1 - 4 |
| Hours: | 60 - 300 hours LAB |
| Prerequisite: | Students must be in a paid or unpaid internship, volunteer position or job related to career goals in Business. |
| Enrollment Limitation: | None. |
| Transferable: | CSU |
| General Education: | AA/AS Area II(b) |
| Catalog Date: | June 1, 2020 |

This course provides students with opportunities to develop marketable skills in preparation for employment in their major field of study or advancement within their career. It is designed for students interested in work experience and/or internships in transfer level degree occupational programs. Course content includes 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. Appropriate level learning objectives are established by the student and the employer. During the semester, the student is required to participate in a weekly 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. Work Experience may be taken for a total of 16 units when there are new or expanded learning objectives. Only one Work Experience course may be taken per semester.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- DEMONSTRATE AN UNDERSTANDING AND APPLICATION OF PROFESSIONAL WORKPLACE BEHAVIOR IN A FIELD OF STUDY RELATED TO ONE'S CAREER,(SLO 1)
- Understand the effects time, stress, and organizational management have on performance.
- Demonstrate an understanding of consistently practicing ethics and confidentiality in a workplace.
- Examine the career/life planning process and relate its relevancy to the student.
- Demonstrate an understanding of basic communication tools and their appropriate use.
- Demonstrate an understanding of workplace etiquette.
- DESCRIBE THE CAREER/LIFE PLANNING PROCESS AND RELATE ITS RELEVANCY TO ONE'S CAREER,(SLO 2)
- Link personal goals to long term achievement.
- Display an understanding of creating a professional first impression.
- Understand how networking is a powerful job search tool.
- Understand necessary elements of a résumé.
- Understand the importance of interview preparation.
- Identify how continual learning increases career success.
- DEMONSTRATE APPLICATION OF INDUSTRY KNOWLEDGE AND THEORETICAL CONCEPTS AS WRITTEN IN LEARNING OBJECTIVES IN PARTNERSHIP WITH THE EMPLOYER WORK SITE SUPERVISOR,(SLO 3)

BUS 499 Experimental Offering in Business

| Units: | 0.5 - 4 |
| Prerequisite: | None. |
| Transferable: | CSU |
| Catalog Date: | June 1, 2020 |

Business Technology (BUSTEC) Courses

BUSTEC 101 Computer Keyboarding: 10-Key

| Units: | 1 |
| Hours: | 18 hours LEC |
| Prerequisite: | None. |
| Catalog Date: | June 1, 2020 |
This course introduces the numeric keypad and develops the ability to key information into a computer with speed and accuracy.

**Student Learning Outcomes**

Upon completion of this course, the student will be able to:

- SLO 1: DEMONSTRATE THE ABILITY TO OPERATE A NUMERIC KEYPAD BY TOUCH.
- Develop speed and accuracy on timed tests at a rate of at least 6,000 keystrokes per hour with 98% accuracy on all timings.
- Use a numeric keypad to accurately add, subtract, multiply and divide problems with whole numbers and decimals.
- Apply techniques of 10-key operation to job-related tasks.

**BUSTEC 110 Business Procedures for Professional Success**

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<tr>
<th>Units:</th>
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<tbody>
<tr>
<td>Hours:</td>
<td>54 hours LEC</td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>None</td>
</tr>
<tr>
<td>Advisory:</td>
<td>BUSTEC 302 or equivalent, BUSTEC 303 and BUS 100</td>
</tr>
<tr>
<td>Catalog Date:</td>
<td>June 1, 2020</td>
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</table>

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.

**Student Learning Outcomes**

Upon completion of this course, the student will be able to:

- SLO 1: PRACTICE HIGH ETHICAL STANDARDS IN ALL CONTACTS WITH EMPLOYERS, CLIENTS, CO-WORKERS AND GENERAL PUBLIC.
- Demonstrate knowledge of the changing workplace, the work-site team and environment, and ethical behavior.
- Demonstrate independent initiative and carry out oral and written instructions; correctly prioritize work responsibilities; and use wise judgment and discretion without continuous review.
- SLO 2: DEMONSTRATE SKILL AND COMPREHENSION IN RESPECTIVE SUBJECT AREAS AS INDICATED BY COURSE OUTCOMES.
- Demonstrate administrative support skills pertaining to mail, meeting and conference planning, travel arrangements, and financial assistance.
- Demonstrate knowledge of computer applications and electronic technology.
- SLO 3: EXPRESS IDEAS AND FACTS CLEARLY AND COMPLETELY.
- Compose and key business documents.
- SLO 4: PRACTICE PROFESSIONAL STANDARDS IN THE WORKPLACE.
- Exhibit a professional, business-like manner.

**BUSTEC 120 Skills for Today's Office**

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<th>Units:</th>
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<tbody>
<tr>
<td>Hours:</td>
<td>18 hours LEC; 18 hours LAB</td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>None</td>
</tr>
<tr>
<td>Advisory:</td>
<td>BUSTEC 302 or keyboarding speed verification at 25 wpm or better, and CISA 305 and 315.</td>
</tr>
<tr>
<td>Catalog Date:</td>
<td>June 1, 2020</td>
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</tbody>
</table>

This is a course designed to build upon previous wordprocessing and spreadsheet training in the computer science/business area, and complete the training necessary to perform effectively and become a skilled employee in the modern, computerized office. The course includes preparing and processing information: wordprocessing, 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.

**Student Learning Outcomes**

Upon completion of this course, the student will be able to:

- SLO 1: DEMONSTRATE OFFICE AND COMPUTER SKILLS AND COMPREHENSION IN THE SUBJECT AREAS AS INDICATED BY COURSE OUTCOMES.
- Use various methods to send office correspondence.
- Apply telephone techniques and use voice mail.
- Use e-mail to send and receive messages and to attach documents.
- Use fax machines, copiers, and other office equipment.
- Describe a typical practical experience in a typical office situation.
- Create, format, and edit various office documents using word processing, spreadsheet and database programs.

**BUSTEC 299 Experimental Offering in Business Technology**

| Units: | 0.5 - 4 |
BUSTEC 302 Computer-Keyboarding

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.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO 1: DEMONSTRATE SKILL AND COMPREHENSION IN RESPECTIVE SUBJECT AREAS AS INDICATED BY COURSE OUTCOMES.
- Demonstrate alphabetic-, numeric-, and symbol-key skill using features of a current office-level word processing program.
- Key 30 or more words a minute with three or fewer errors on a three-minute timed writing.
- Demonstrate an understanding of computer-keyboard equipment and technical information.
- Interpret and apply oral and written instructions.
- Describe the ergonomics required to use the keyboard properly and apply proper techniques to develop computer-keyboard skill.
- SLO 2: DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS.
- Describe the main functions you would need to use as a professional in a workplace setting.

BUSTEC 303 Computer-Keyboard Formatting

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. This course is not open to students who have received credit for BUSTEC 306.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO 1: EXPRESS IDEAS AND FACTS CLEARLY AND COMPLETELY.
- Explain basic document-format concepts.
- SLO 2: DEMONSTRATE SKILL AND COMPREHENSION IN RESPECTIVE SUBJECT AREAS AS INDICATED BY COURSE OUTCOMES.
- Set up multiple-column tables (with main, secondary, and column headings; total columns; and source notes).
- Produce a report with side headings, references, and a title page.
- Demonstrate the ability to collaboratively work as a productive member of a team (simulation project).
- Demonstrate the ability to function as a professional in a workplace setting.
- Demonstrate an understanding of computer-keyboard equipment, technical concepts, and proper use of a current office-level word processing program.
- Demonstrate the ability to format and produce a one-page business letter, a personal-business letter, a memorandum, and envelopes.

BUSTEC 304 Computer-Keyboard Speed-and-Accuracy Building

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.

Student Learning Outcomes
Upon completion of this course, the student will be able to:

- **SLO 1:** DEMONSTRATE THE ABILITY TO IMPROVE COMPUTER-KEYBOARDING SKILLS
  - Assess speed and accuracy on 2- and 5-minute timed writing.
  - Improve speed and accuracy through individually prescribed drills.
  - Demonstrate an accuracy rate of 0-2 errors on a 2-minute timed writing.
  - Demonstrate an accuracy rate of 0-5 errors on a 5-minute timed writing.
  - Demonstrate increased keyboarding speed of 4-10+ words a minute on a 2-minute timed writing.
  - Demonstrate increased keyboarding speed of 4-10+ words a minute on a 5-minute timed writing.
- **SLO 2:** DEMONSTRATE THE ABILITY TO THINK CRITICALLY AND ANALYZE PROBLEMS
  - Demonstrate the ability to interpret and apply oral and written directions.

### BUSTEC 499 Experimental Offering in Business Technology

**Units:** 0.5 - 4  
**Prerequisites:** None  
**Transferable:** CSU  
**Catalog Date:** June 1, 2020

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