Business (BUS)

BUS 001A   **Beg Principles of Accounting**   **(4)**

> ***Class Hours:*** *72 Lecture*
> ***Advisory(s):*** *ENG 001A and Math 061*
> ***Transfers to:*** *Transfers to both UC/CSU*
> ***C-ID:*** *ACCT 110*

Beginning Principles of Accounting

BUS 001A is the study of accounting as an information system, examining why is it important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. (C-ID ACCT 110) (AA/AS, CSU, UC)

BUS 001B   **Elementary Principles of Acct.**   **(4)**

> ***Class Hours:*** *72 Lecture*
> ***Prerequisite(s):*** *BUS 001A*
> ***Transfers to:*** *Transfers to both UC/CSU*
> ***C-ID:*** *ACCT 120*

Elementary Principles of Accounting

Business 001B is the study of how managers use accounting information in decision-making, planning, directing operations and controlling.Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to costs systems, cost control, profit planning, and performance analysis in manufacturing and service environments. (c-ID AACT 120) (AA/AS, CSU, UC)

BUS 002   **Introductory Keyboarding**   **(3)**

> ***Class Hours:*** *36.00 Lecture | 54.00 Laboratory*   *P/NP*
> ***Transfers to:*** *Transfers to CSU only*

Introductory Keyboarding

BUS 002 is an introductory keyboarding course which emphasizes operating alphabetic, numeric, and symbol keys by touch. It includes computer keyboarding information. BUS 002 is a prerequisiteto BUS 003. (AA/AS)

BUS 003   **Intermediate Keyboarding**   **(3)**

> ***Class Hours:*** *36.00 Lecture | 54.00 Laboratory*   *P/NP*
> ***Prerequisite(s):*** *BUS 002 or the ability to key 25 NWPM*
> ***Transfers to:*** *Transfers to CSU only*

Intermediate Keyboarding

BUS 003 provides basic formatting and skill development for employment or personal use. The course builds upon skills learned in BUS 2 and develops additional computer keyboarding skills in the creation of word processing documents. Formatting applications include: business correspondence, reports, and tables. Basic document formatting, grammar, spelling, punctuation, and proofreading are reinforced throughout. Students will use basic features of an office-level word processing program.(AA/AS)

BUS 007   **Introduction to Entrepreneursh**   **(3)**

    Class Hours: *54 Lecture*   *P/NP*

    Advisory(s): *ENG 051A and MATH 061*

    Transfers to: *Transfers to CSU only*

Introduction to Entrepreneursh Introduction to Entrepreneurship

Business 007 is designed to provide students with an introduction to entrepreneurship and addresses basic issues potential entrepreneurs encounter. This course identifies methods for developing an individual?s business idea(s), its feasibility, the process of starting a business, how to acquire necessary resources, and the key parts of a business plan (development and execution). Students will develop an understanding of legal issues, marketing the business, financing the business, entrepreneurial resources and the complex tasks faced by individuals engaged in entrepreneurial activities. (AA/as, CSU)

BUS 013A   **Word for Windows I**   **(1.5)**

    Class Hours: *18.00 Lecture | 27.00 Laboratory*   *P/NP*

    Transfers to: *Transfers to CSU only*

Word for Windows I

BUS 13A teaches basic features of Word for Windows for the non-office occupations major. The course is designed to equip students with the skills to prepare personal correspondence and reports. This course, along with Word for Windows II, is required for the Office Technology major. (AA/AS, CSU)

BUS 013B   **Word for Windows II**   **(1.5)**

    Class Hours: *18.00 Lecture | 27.00 Laboratory*   *P/NP*

    Prerequisite(s): *BUS 013A*

    Transfers to: *Transfers to both UC/CSU*

Word for Windows II

BUS 13B teaches the advanced features of Word for Windows. The course is designed for office personnel using Microsoft Word on the job. This course, along with Word for Windows I, is required for the Office Technology major.(AA/AS, CSU)

BUS 015X   **Occupational Work Experience**   **(1 - 8)**

    Class Hours: *Work Experience*

    Transfers to: *Transfers to CSU only*

Occupational Work Experience

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporated work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intendend to asssit students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit or credit is awarded. For every 60 hours of volunteer work completeted within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer elibility, please contact a counselor or an advisor).

BUS 018   **Business Law**   **(4)**

     Class Hours: *72 Lecture*
     Transfers to: *Transfers to both UC/CSU*
     C-ID: *BUS 125*

Business Law

BUS 018 introduces fundamental legal principles pertaining to business transactions. Introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.(C-ID BUS 125)(AA/AS, CSU, UC)

BUS 020   **Introduction to Business**   **(3)**

     Class Hours: *54 Lecture*
     Transfers to: *Transfers to both UC/CSU*
     C-ID: *BUS 110*

Introduction to Business

Business 020 provides an introduction to basic business principles and is a foundation for more specialized study of business education. Topics such as organization, management and leadership, ownership, marketing, operations, human resources,the economic environment, and globalization are studied. Students who have a general education interest are welcome to enroll. (C-ID BUS 110) (AA/AS, CSU, UC)

BUS 024   **Business Mathematics**   **(3)**

     Class Hours: *54 Lecture*   *P/NP*
     Advisory(s): *ENG-101B and MATH 101*
     Transfers to: *Transfers to CSU only*

Business Mathematics

Business 024 is a review of the ordinary arithmetical processes and practices. It provides vocational preparation of students for entry-level jobs in business which require computational skill on practical business problems.(AA/AS, CSU)

BUS 028   **Business Communication**   **(3)**

     Class Hours: *54 Lecture*   *P/NP*
     Transfers to: *Transfers to CSU only*

Business Communication

BUS 028 applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills. (AA/AS, CSU)

BUS 032   **Small Business Management**   **(3)**

     Class Hours: *54 Lecture*   *P/NP*
     Advisory(s): *ENG 051A*
     Transfers to: *Transfers to CSU only*

Small Business Management

Business 32 is designed to provide students with a basic understanding of the operation and management of small business in the American economic system so that they may gain information that will enable them to operate a business and/or pursue an interest in business management. (AA/AS, CSU)

BUS 035   **Human Resources Management**   **(3)**

    Class Hours: *54 Lecture*   *P/NP*
    Advisory(s): *ENG 051A*
    Transfers to: *Transfers to CSU only*

Human Resources Management

Business 35 emphasizes the importance of dealing successfully with people both in "on-the-job" situations and in other contacts through the study of positive and preventative aspects of personnel management systems, organizational behavior, leadership and supervision, and related topics.(AA/AS, CSU)

BUS 039   **Quantitative Analysis**   **(3)**

    Class Hours: *54 Lecture*   *P/NP*
    Prerequisite(s): *MATH 063*
    Transfers to: *Transfers to CSU only*
    C-ID: *MATH 130*

Quantitative Analysis

BUS 39 is an introduction to mathematics and quantitative methods for computer information systems and business majors. Students will be introduced to quantitative formulation and solutions of problems in various disciplines, including mathematics of finance, linear programming, and probability.(C-ID MATH 130 (AA/AS, CSU, UC)

BUS 050   **Employability Skills**   **(1)**

    Class Hours: *18 Lecture*   *P/NP*
    Transfers to: *Not transferable*

Employability Skills

BUS 50 teaches the office worker how to successfully get a job and keep it. It focuses on how to find available jobs, contact prospective employers, properly prepare resumes, complete applications and prepare for interviews. The course also covers strategies for keeping and advancing on the job, stressing understanding employer expectations, job performance, interpersonal skills, and attitudes.(AA/AS)

BUS 052   **10-KEY Mastery**   **(1)**

    Class Hours: *18 Lecture*   *P/NP*
    Transfers to: *Not transferable*

10-KEY Mastery

Bus 52 teaches the touch method of 10-key calculation using the computer keypad. In addition to keying by touch, students will be encouraged to develop speed in keystroking required for entry-level data entry positions. Specific activities in data entry will include input fields and dexterity drills and business problem-solving exercises.(AA/AS)

BUS 055   **Bookkeeping**   **(3)**

    Class Hours: *54 Lecture*   *P/NP*
    Transfers to: *Not transferable*

Bookkeeping

BUS 55 is an elementary course designed to present the basic knowledge of the theory and practice of bookkeeping for students who are interested in continuing their study to higher levels of accounting, and for those who desire an understanding of ordinary bookkeeping procedures in business offices.(AA/AS)

BUS 067   **Filing and Records Management**   **(2)**

> ***Class Hours:*** *36 Lecture*   *P/NP*
> ***Transfers to:*** *Not transferable*

Filing and Records Management

Business 67 provides instruction and practice in traditional records and information management as well as electronic or automated records management systems. Alphabetic, geographic, subject, and numerical filing systems are covered along with the materials, supplies, and related equipment used in the management of information in today's modern business environment.(AA/AS)

BUS 074   **Computerized Accounting**   **(3)**

> ***Class Hours:*** *36.00 Lecture | 54.00 Laboratory*   *P/NP*
> ***Prerequisite(s):*** *BUS 001A or BUS 055*
> ***Transfers to:*** *Not transferable*

Computerized Accounting

BUS 074 is designed to teach both the accounting and non-accounting students how to use a computerized accounting software package (i.e., Quikbooks Pro)used by small and medium sized businesses. This course is an introduction to how an accounting software package maintains a general ledger, tracks vendors, customers, and inventory activities; processes payroll; records assets, expenses, and liabilities; manages budgets and creates reports.(AA/AS)

BUS 080A   **Introductory Keyboarding**   **(1.5)**

> ***Class Hours:*** *18.00 Lecture | 27.00 Laboratory*   *P/NP*
> ***Transfers to:*** *Not transferable*

Introductory Keyboarding

Business 80A is designed for all students whose keyboarding skills will be primary and/ or secondary to their vocation and/or for personal use. It presents basic keyboarding skills by touch using a microcomputer. (AA/AS)

BUS 080B   **Intro to Numeric/Symbol Keyboa**   **(1.5)**

> ***Class Hours:*** *18.00 Lecture | 27.00 Laboratory*   *P/NP*
> ***Take BUS-80A:***
> ***Transfers to:*** *Not transferable*

Intro to Numeric/Symbol Keyboarding

Business 80B is designed for all students whose keyboarding skills will be primary and/or secondary to their vocation and/ or for personal use. It presents basic keybaording skills by touch ucovering numbers and symbols using a microcomputer. (AA/AS)

BUS 081A   **Inter Keyboarding & Doc Proc I**   **(1.5)**

> ***Class Hours:*** *18.00 Lecture | 27.00 Laboratory*   *P/NP*
> ***Take BUS-80A:***
> ***Transfers to:*** *Not transferable*

Inter Keyboarding/Document Processing I

Business 81A is an intermediate course in keyboarding and is designed to increase speed and accuracy as well as process documents used in the business world today. Students will be introduced to MS Word software, memorandums, and letter styles. Correct techniques is emphasized. (AA/AS)

BUS 081B   **Inter Keyboarding/Doc Proc II**   **(1.5)**

    Class Hours: *18.00 Lecture | 27.00 Laboratory*   *P/NP*

    Take BUS-81A:

    Transfers to: *Not transferable*

Inter Keyboarding & Document Process. II

Business 81B is an intermediate course in keyboarding and is designed to increase speed and accuracy as well as process documents used in the business world today. Students will be introduced to MS Word software, reports, title pages, and tables. Correct technique is emphasized.(AA/AS)