

**BUSI 120A - Basic Accounting**

4 units • LG-P/NP • Total hours: 68 hours lecture

This course covers double-entry, accrual accounting procedures, including recording transactions, end-of-period worksheets and adjustments, cash control, accounts receivable and payable, and payroll procedures primarily for service companies organized as sole proprietors and partnerships. It serves as basic training for bookkeeping and accounting occupations. Portions of instruction may be offered online; may also be offered fully online.

GE Credit: MPC, Area E2

**BUSI 120B - QuickBooks Online Accounting Software**

3 units • LG-P/NP • Total hours: 51 hours lecture

This course provides an experiential introduction to the practical use of the cloud-based QuickBooks Online accounting application. While the primary focus is learning the software, core accounting concepts and interpretation of results are also reinforced. Portions of instruction may be offered online; may also be offered fully online.

Advisories: BUSI 1A or BUSI 120A or familiarity with accounting cycle

**BUSI 131 - Financial Analysis for Entrepreneurs**

3 units • LG-P/NP • Total hours: 51 hours lecture

This course enables students to learn how to use financial statements to optimally manage a business. It covers the analysis and use of the three primary financial statements: income statement, balance sheet, and statement of cash flows. Portions of instruction may be offered online; may also be offered fully online.

## Business Skills Center

A wide range of office technology courses is offered through the Business Skills Center. Course syllabus and requirements are explained when students come into the lab at their convenience. Students work at their own pace, with the assistance of an instructor, and choose the days and hours that are convenient for them. Students may enroll in any course up until the last official withdrawal date and, upon completion of their objectives, will be awarded units and may leave the program. One or more courses may be taken during the same semester. Most course material is offered in half-unit or one-unit modules. Each one unit of credit is designed to require 51 hours of lab plus homework.

**BUSC 108 - Individualized Computer and Typing Skills**

.5-1 unit • P/NP • Total hours: 51 hours lab per unit by arrangement

BUSC 108 is for students who want to strengthen or add to their previous typing skills. Instructors work with students to assign a program of study and meet with students regularly to monitor progress on assignments.

Advisories: BUSC 109; or basic typing skills • GE Credit: MPC, Area E2

**BUSC 109/409 - Keyboarding for Computers**

1 unit / 0 units • P/NP / NC • Total hours: 51 hours lab by arrangement

Students develop efficient use of computer keyboard through mastery of touch system of alphanumeric typewriter keys and ten-key calculator number pad. Work is done on a computer. Not recommended for students with typing knowledge. Portions of instruction may be offered online; may also be offered fully online.

GE Credit: MPC, Area E2 (BUSC 109)

**BUSC 117A - Business Machine Calculations I**

.5 unit • LG-P/NP • Total hours: 25.5 hours lab by arrangement

In this introductory course, students learn the ten-key keyboard by touch (without looking at the keys) with speed and accuracy.

GE Credit: MPC, Area E2

**BUSC 117B - Business Machine Calculations II**

.5 unit • LG-P/NP • Total hours: 25.5 hours lab

This course is a continuation of BUSC 117A. Students apply ten-key calculator skills learned in BUSC 117A to solving common business problems on an electronic ten-key calculator. Application exercises deal with the solution of common business and accounting problems.

Advisories: BUSC 117A; MATH 351

**BUSC 130/430 - Computer Applications – Microsoft Outlook**

.5 unit / 0 units • LG-P/NP / NC • Total hours: 25.5 hours lab

In this introductory course, students use beginning functions of Microsoft Outlook. This is a hybrid course that supports the attainment of an industry standard certificate as a Microsoft Office Specialist - Outlook Associate (MOS). Portions of instruction may be offered online; may also be offered fully online.

**BUSC 133/433 - Computer Applications – Microsoft Access**

1 unit / 0 units • LG-P/NP / NC • Total hours: 51 hours lab

In this introductory course, students use beginning functions of Microsoft Access. This is a hybrid course that supports the attainment of an industry standard certificate as a Microsoft Office Specialist - Access Associate (MOS). Portions of instruction may be offered online; may also be offered fully online.

**BUSC 140/440 - Computer Applications – Microsoft Word**

1 unit / 0 units • LG-P/NP / NC • Total hours: 51 hours lab by arrangement

In this introductory course, students use beginning functions of Microsoft Word. This is a hybrid course that supports the attainment of an industry standard certificate as a Microsoft Office Specialist - Word Associate (MOS). Portions of instruction may be offered online; may also be offered fully online.

GE Credit: MPC, Area E2 (BUSC 140)

**BUSC 141 - Microsoft Word 2013: Word for Windows II**

1 unit • LG-P/NP • Total hours: 51 hours lab by arrangement

This course is a continuation of the introductory course BUSC 140 (formerly BUSC 100B). Portions of instruction may be offered online; may also be offered fully online.

Advisories: BUSC 140 (or BUSC 100A) or basic MS Word skills; eligibility for ENGL 111 or ENSL 11

**BUSC 142 - Microsoft Word 2013: Word for Windows III**

1 unit • LG-P/NP • Total hours: 51 hours lab by arrangement

This course is a continuation of BUSC 141 (formerly BUSC 100C). Portions of instruction may be offered online; may also be offered fully online.

Advisories: BUSC 141 (or BUSC 100B) or basic MS Word skills; eligibility for ENGL 111 or ENSL 11

# Program Requirements, Courses and Learning Outcomes

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**BUSC 143 - Microsoft Word 2013: Advanced Word for Windows**  
*1 unit • LG-P/NP • Total hours: 51 hours lab by arrangement*

Students learn advanced features of Microsoft Word for Windows. Portions of instruction may be offered online; may also be offered fully online.

*Advisories: BUSC 142 (or BUSC 100C) or basic MS Word skills; eligibility for ENGL 111 or ENSL 11*

**BUSC 150/450 - Computer Applications – Microsoft Excel**  
*1 unit / 0 units • LG-P/NP / NC • Total hours: 51 hours lab by arrangement*

In this introductory course, students use beginning functions of Microsoft Excel. This is a hybrid course that supports the attainment of an industry standard certificate as a Microsoft Office Specialist - Excel Associate (MOS). Portions of instruction may be offered online; may also be offered fully online.

*GE Credit: MPC, Area E2 (BUSC 150)*

**BUSC 151 - Microsoft Excel 2013: Introduction to Spreadsheets II**  
*1 unit • LG-P/NP • Total hours: 51 hours lab by arrangement*

This course is a continuation of BUSC 150 (formerly BUSC 119A). It covers electronic spreadsheet functions of Microsoft Excel. Emphasis is placed on working with formulas, multiple-sheet workbooks, formatting techniques, page setup, use of images, charting, and printing techniques. Portions of instruction may be offered online; may also be offered fully online.

*Advisories: BUSC 150 (or BUSC 119A) or basic spreadsheet preparation skills; eligibility for ENGL 111 or ENSL 11*

**.BUSC 160/460 - Computer Applications – Microsoft Powerpoint**  
*1 unit / 0 units • LG-P/NP / NC • Total hours: 51 hours lab by arrangement*

This course supports the attainment of an industry standard certificate as a Microsoft Office Specialist - PowerPoint Associate (MOS). Students will complete real-world simulated projects using Gmetrix and Certiport software in MS PowerPoint. Students will analyze real-world business problems and then apply appropriate solutions using Gmetrix and Certiport training and testing software. Portions of instruction may be offered online; may also be offered fully online.

*GE Credit: MPC, Area E2 (BUSC 160)*

**BUSC 170 - Microsoft Windows 8**  
*.5 unit • LG-P/NP • Total hours: 25.5 hours lab by arrangement*

Students are introduced to the use of Microsoft Windows. Self-paced exercises are used to teach basic Windows skills, including how to manage accounts, files and folders. The course gives the students a good foundation in computer basics for academic, employment, and home use. Portions of instruction may be offered online; may also be offered fully online.

*Advisory: Eligibility for ENGL 111 or ENSL 11 • GE Credit: MPC, Area E2*

**BUSC 180 - Business Desktop Publishing**  
*1 unit • LG-P/NP • Total hours: 51 hours lab by arrangement*

Focus is placed on development of proficiency in creating, keying, and for-mating text and images using desktop publishing software, with access to graphics libraries, scanners, and a digital camera. Portions of instruction may be offered online; may also be offered fully online.

*Advisories: BUSC 109 or BUSC 170*