

# BUSINESS NONCREDIT (BUSN)

---

## **BUSN 2601A COMPUTER KEYBOARDING A**

### **0 unit**

Develop basic skills in keyboarding to improve accuracy and speed and achieve a minimum of 30 net words per minute. Total of 18 to 36 hours of lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

## **BUSN 2601B COMPUTER KEYBOARDING B**

### **0 unit**

Emphasis on the development of speed and accuracy and correct formatting of business documents to produce documents that meet business standards. For students with prior keyboarding experience, 30 to 45 net words per minute is recommended. Total of 36 to 45 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

## **BUSN 2611A COMPUTER KEYBOARDING A – BILINGUAL**

### **0 unit**

General overview of keyboarding techniques using the touch method for bilingual students. Emphasis on keyboard mastery and preparation of basic documents. Total of 10 hours lecture and 26 hours laboratory.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

## **BUSN 2611B COMPUTER KEYBOARDING B – BILINGUAL**

### **0 unit**

General overview of keyboarding techniques for bilingual students. Emphasis on the development of speed and accuracy, and correct formatting of business documents to produce documents that meet business standards. For students with prior keyboarding experience. Recommended keyboarding speed of 25 words per minute. Total of 10 hours lecture and 44 hours laboratory.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

## **BUSN 4001 STARTING A SMALL BUSINESS**

### **0 unit**

Introduction to small business terminology, operations, and procedures. Students will gain an understanding of the entrepreneurial business and start-up process. Application of the strength, weakness, opportunity, and threat (SWOT) analysis for startup entrepreneurs. Total of 18 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

## **BUSN 4002 MANAGING A SMALL BUSINESS**

### **0 unit**

Introduction to managing a small business. Topics include marketing, legal aspects of handling a small business, leadership, and ethical business practices for small business ownership. Intended for students who plan to start a small business or who are small business owners. Total of 18 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

## **BUSN 4003 FINANCING A SMALL BUSINESS**

### **0 unit**

Planning, researching, acquiring, and utilization of financing for a small business. Topics include start-up and recurring costs, financial statement analysis, forecasting, working capital management, and risk management. Total of 18 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

## **BUSN 4004 DEVELOPING A SMALL BUSINESS PLAN**

### **0 unit**

Importance and purpose of a business plan. Research and analyze the essential information required to develop and present an effective business plan. Total of 18 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

## **BUSN 4401 STARTING A SMALL BUSINESS FOR THE SPANISH SPEAKER**

### **0 unit**

Introduction to small business terminology, operations, and procedures. Students will gain an understanding of the entrepreneurial business and start-up process. Application of the strength, weakness, opportunity, and threat (SWOT) analysis for startup entrepreneurs. For the Spanish speaker. Total of 18 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

## **BUSN 4402 MANAGING A SMALL BUSINESS FOR THE SPANISH SPEAKER**

### **0 unit**

Introduction to managing a small business for Spanish-speaking small-business entrepreneurs. Topics include marketing, legal aspects of handling a small business, leadership, and ethical business practices for small business ownership. Intended for students who plan to start a small business or who are small business owners. Total of 18 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

## **BUSN 4403 FINANCING A SMALL BUSINESS FOR THE SPANISH SPEAKER**

### **0 unit**

Planning, researching, acquiring, and utilizing financing for a small business for Spanish speakers. Topics include start-up costs and recurring costs, financial statement analysis, forecasting, working capital management and risk management. Total 18 lecture hours.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

## **BUSN 4404 DEVELOPING A BUSINESS PLAN FOR THE SPANISH SPEAKER**

### **0 unit**

Importance and purpose of a business plan. Research and analyze the essential information required to develop and present an effective business plan. For the Spanish speaker. Total of 18 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7301 MICROSOFT WINDOWS AND DIGITAL SKILLS****0 unit**

Prepares students to work efficiently within the Microsoft Windows operating system. Topics include Windows desktop, creating, saving and finding files, file and folder management, accessing applications, internet basics and security, and customizing Microsoft Windows. Total of 36 to 45 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7302 MICROSOFT WORD ESSENTIALS FOR THE WORKPLACE****0 unit**

Basic hands-on instruction of word processing techniques and features using Microsoft Word to enhance and create a wide variety of documents, such as letters, memoranda, columnar tables, text tables, newsletters, mail merge labels and letters, and mailing documents. Targeted for students who have completed BUSN 7301, type 30 net wpm, or have work experience with the Windows Operating System. Total of 36 to 45 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7303 MICROSOFT EXCEL ESSENTIALS FOR THE WORKPLACE****0 unit**

Basic hands-on training of business applications using Microsoft Excel software. Features and functions of the software with emphasis on its use as a data organization, presentation and analysis tool. Includes topics on integrating Excel with other applications. Targeted for students who have completed BUSN 7301, type 30 net wpm, or have work experience with the Windows Operating System. Total of 36 to 45 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7304 FUNDAMENTALS OF OFFICE RECORDS MANAGEMENT AND FILING****0 unit**

Basic principles and procedures of record storage, control, retrieval and management by manual and electronic methods. Emphasis is also placed on guidelines regarding records storage, disposal, and management. Speed and accuracy in indexing, filing and finding documents in such systems as alphabetic, numeric, geographic, and subject. Total of 36 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7305 BASIC BUSINESS ENGLISH AND COMMUNICATIONS****0 unit**

Basic business memos, letters, e-mail messages, and reports. Creating messages that inform, persuade, and convey negative news is stressed. Emphasis is on the concepts of basic writing style such as organization, coherence, and unity as well as principles of grammar and punctuation of written business documents. Instruction in effective communication skills in oral presentations. Communication technology, communication across cultures, listening skills, and nonverbal communication are included. Targeted for students who have completed BUSN 7301, BUSN 7302 or have working experience with the Windows Operating System and/or Word. Total of 45 to 54 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7306 CAREER SKILLS FOR THE WORKPLACE****0 unit**

Techniques for effective time-management, goal setting, proper work habits, attitudes, ethics, communication, and standards for presenting a professional image at interviews and in the workplace. Total of 18 to 45 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7307 BASIC BUSINESS MATH****0 unit**

Basic math skills and its relevance to everyday business applications and transactions. Solving mathematical problems, analyzing and interpreting data, and applying sound decision-making skills. Total 45 to 54 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7308 BASIC BOOKKEEPING****0 unit**

Principles and practices of bookkeeping, including the fundamentals of double entry bookkeeping, journal entries, and preparation of basic financial statements. Total of 45 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7310 COMPUTER MICROSOFT WINDOWS APPLICATIONS – BILINGUAL****0 unit**

Introduction to the Microsoft Windows operating system for bilingual students. Topics include Windows desktop, help, file and folder management, accessing applications and communicating, and customizing a computer using the control panel. Recommended keyboarding speed of 25 words per minute. Total of 36 hours lecture and 18 hours laboratory.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7402 MICROSOFT POWERPOINT ESSENTIALS****0 unit**

Basic hands-on training of business applications using Microsoft PowerPoint software. Features and functions of the software with emphasis on its use to develop, design, and deliver professional looking presentations. Includes concepts of combining text, graphics, animations and/or sound to create slides for electronic output. Targeted for students who have completed BUSN 7301, type 30 net wpm, or have work experience with the Windows Operating System. Total of 18 to 36 lecture hours.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7403 MICROSOFT ACCESS ESSENTIALS FOR THE WORKPLACE****0 unit**

Basic hands-on training of business applications using Microsoft Access software. Features and functions of the software with emphasis on its use as a data input, organization, and reporting tool. Includes topics on design concepts, use of database tools, and practice in creating tables, queries, forms, and reports. Targeted for students who have completed BUSN 7301, type 30 net wpm, or have work experience with the Windows Operating System. Total of 36 to 45 lecture hours.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7404 MICROSOFT OUTLOOK ESSENTIALS FOR THE WORKPLACE**  
**0 unit**

Basic hands-on training of business applications using Microsoft Outlook software. Features and functions of the software with emphasis on its use to manage and organize emails, calendars, meeting requests and contact information. Targeted for students who have completed BUSN 7301, type 30 net wpm, or have work experience with the Windows Operating System. Total 18 to 36 lecture hours.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7501 MATH ESSENTIALS FOR THE WORKPLACE**  
**0 unit**

Preparation for pre-employment math tests and/or reinforces practice in solving math problems related to bookkeeping, payroll and other business applications. Total 9 to 36 hours of lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7508 QUICKBOOKS ESSENTIALS**  
**0 unit**

Inputting customer and vendor information, creating invoices and purchase orders, writing checks, processing business transactions, and generating reports in QuickBooks. Reinforces learning the vocabulary used in bookkeeping and QuickBooks. Total hours 9 to 36 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*

**BUSN 7509 PAYROLL ESSENTIALS**  
**0 unit**

Basics of payroll forms, processing and regulations. Topics include payroll register, calculating earnings, and federal, state, and voluntary deductions, Total hours 9 to 36 hours lecture.

**Grade Mode:** *Ungraded Non-Credit, Pass/No-Pass*