

# BUSINESS (BUS)

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## **BUS 52** **BASICS OF GOVERNMENT CONTRACTING** **2 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.  
Lecture 2 hours  
Offered: ALL

Provides the fundamental aspects and key elements of contracting and subcontracting with federal, state, and local government agencies. Includes the key steps a small business should take to successfully compete in the government market, including skill development in marketing, subcontracting, and proposal writing. [D]

## **BUS 70** **KEYBOARDING I** **1 UNIT**

Pass/No Pass Only  
Lecture 1 hour, laboratory 0.50 hours  
Offered: FALL, SPRING

Provides training in keyboarding for beginners. Emphasizes keyboarding using touch control method of letter keys, correct typing techniques, and speed building and accuracy on one-minute and two-minute timed writings, utilizing computer and keyboarding software. [D]

## **BUS 71** **KEYBOARDING II** **1 UNIT**

Pass/No Pass Only  
Prerequisite: BUS 70 or equivalent.  
Lecture 1 hour, laboratory 0.50 hours  
Offered: FALL, SPRING

Provides keyboarding instruction as a continuation of BUS 70. Develops speed and accuracy, and presents the numeric and symbol keys, formatting of business letters, and preparation of one-page reports. Builds speed and control on one-minute and three-minute writings. Uses keyboarding software. [D]

## **BUS 73** **KEYBOARDING SPEED AND ACCURACY I** **1 UNIT**

Pass/No Pass Only  
Prerequisite: BUS 71 or equivalent.  
Lecture 1 hour, laboratory 0.50 hours  
Offered: FALL, SPRING  
Increases keyboarding speed and improves accuracy utilizing specialized software. [D]

## **BUS 74** **KEYBOARDING SPEED AND ACCURACY II** **1 UNIT**

Pass/No Pass Only  
Prerequisite: BUS 73 or equivalent.  
Lecture 1 hour, laboratory 0.50 hours  
Offered: FALL, SPRING  
Increases keyboarding speed and improves accuracy utilizing specialized software. [D]

## **BUS 75** **KEYBOARDING SPEED AND ACCURACY III** **1 UNIT**

Pass/No Pass Only  
Prerequisite: BUS 74 or equivalent.  
Lecture 1 hour, laboratory 0.50 hours  
Offered: FALL, SPRING  
Designed to increase keyboarding speed and improve accuracy. [D]

## **BUS 83** **PRINCIPLES OF ECONOMIC DEVELOPMENT** **3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.  
Lecture 3 hours, laboratory 1 hour  
Offered: SPRING  
Provides a fundamental overview of the different programs and approaches to economic development, explains the importance of each approach, and highlights the activities that communities employ to achieve economic development goals. [D]

## **BUS 84** **GRANT RESEARCH AND WRITING FUNDAMENTALS** **1 UNIT**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; BUS 211 or BUS 212 or equivalent.  
Lecture 1 hour, laboratory 1 hour  
Offered: SPRING  
Provides an overview of the grant research and writing process and professional ethics. Includes practical assignments in writing key components of a grant proposal that includes the application, needs statement, budget, executive summary, and evaluation components. [D]

## **BUS 101** **INTRODUCTION TO BUSINESS INFORMATION SYSTEMS** **4 UNITS**

Pass/No Pass or Grade is Allowed  
Fee: \$3  
Lecture 3 hours, laboratory 3 hours  
Offered: FALL, SPRING  
Examines and organizes information systems and technology, supporting business processes and decision making. Focuses and identifies information systems, information-based strategy, database management systems, networking, e-commerce, ethics, security, application and systems software, and hardware components. Designs and applies concepts and methods through hands-on projects developing computer-based solutions to business problems. [D; CSU; UC; C-ID ITIS 120; C-ID BUS 140] (Same as: CIS 101)

**BUS 120  
INTRODUCTION TO BUSINESS  
3 UNITS**

Pass/No Pass or Grade is Allowed

Lecture 3 hours

Offered: ALL

Introduces students to trends in today's business organizations related to a multidisciplinary examination of how culture, finance, economic systems, legal, global, marketing, risk management and human behavior affect managing policies and procedures. Helps students understand how these influences interact in organizational structures, leadership, information technology, entrepreneurship, legal, accounting and financial practices to achieve the organization's strategic goals and objectives. [D; CSU; UC; C-ID BUS 110]

**BUS 121  
PRINCIPLES OF MONEY MANAGEMENT  
3 UNITS**

Pass/No Pass or Grade is Allowed

Lecture 3 hours

Offered: ALL

Introduces principles of money management in our changing economic environment and explores the psychological, sociological, and physiological factors that influence financial decisions. Emphasizes a financial goal setting, culminating in the creation of a personal budget, financial plan, income generation, career planning, and effective spending decisions. [D; CSU; UC]

**BUS 122  
PRINCIPLES OF IMPORTING AND EXPORTING  
3 UNITS**

Pass/No Pass or Grade is Allowed

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours

Offered: FALL, SPRING

Covers the fundamentals of importing, exporting, and U.S. Customs Regulations. Provides an overview of international documentation, financial instruments of trade, and marketing. Emphasis on advanced concepts of exporting and importing, as well as practical application and completion of documents commonly used in the field. [D; CSU]

**BUS 123  
INTRODUCTION TO INVESTMENTS  
3 UNITS**

Pass/No Pass or Grade is Allowed

Recommended Preparation: RDG 56 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours

Offered: FALL, SPRING

Introduces basic investment principles including stocks, bonds, mutual funds, portfolio management, derivatives, securities markets, interpretation of financial statements, and the relationship of economic and political conditions to investing. [D; CSU]

**BUS 126  
SUPPLY CHAIN LOGISTICS TECHNOLOGY  
3 UNITS**

Pass/No Pass or Grade is Allowed

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours

Offered: FALL, SPRING

Explores innovative technologies that drive the flow of products, information, funds and people in global supply chains. Prepares students for the Enterprise Resource Planning (ERP) certification exam. Prepares students to effectively implement ERP strategies to manage business processes within supply chain operations. [D; CSU]

**BUS 129  
MULTIMEDIA PRESENTATIONS---POWERPOINT  
1 UNIT**

Pass/No Pass or Grade is Allowed

Fee: \$3

Lecture 1 hour, laboratory 0.50 hours

Offered: FALL, SPRING

Provides students with the skills required to use the multimedia features of Microsoft PowerPoint software. Emphasizes presentation techniques, advanced text and graphic processing, and use of multimedia peripherals. [D; CSU] (Same as: CIS 129)

**BUS 134  
EBUSINESS I: PRINCIPLES OF ELECTRONIC COMMERCE  
3 UNITS**

Pass/No Pass or Grade is Allowed

Fee: \$1

Lecture 3 hours, laboratory 1 hour

Offered: FALL, SPRING

Provides an overview of electronic commerce and examines basic principles. Provides students with the understanding and knowledge of important factors involved in the overall process of electronic commerce. Includes the infrastructure, software availability, buyer behavior patterns, security issues, and future trends. [D; CSU]

**BUS 135  
EBUSINESS II: CREATING AN EFFECTIVE WEB PRESENCE  
3 UNITS**

Pass/No Pass or Grade is Allowed

Fee: \$1

Recommended Preparation: BUS 134 or BUS 192 or equivalent.

Prerequisite: CIS 92, CIS 101, or CL 120, or equivalent.

Lecture 2 hours, laboratory 3 hours

Offered: ALL

Provides an overview of how to create an effective Web presence while utilizing an electronic commerce site. Demonstrates interactive marketing techniques that go beyond the traditional approach and embrace the current trends of technology. Focuses on the ever-changing business environment of web marketing and targets specific strategies to develop a profitable Web site. [D; CSU]

**BUS 136**  
**WORKPLACE PRINCIPLES AND ETHICS**  
**1 UNIT**

Pass/No Pass or Grade is Allowed

Lecture 1 hour

Offered: ALL

Develops an awareness of current workforce diversity trends and the adaptation required in organizational structure to enhance productivity. Explores changes in managerial and communication styles that successfully address cross-cultural communications as well as effective negotiations and conflict resolution. [D; CSU]

**BUS 139**  
**CONSUMER RETAILING AND MERCHANDISING**  
**1 UNIT**

Pass/No Pass or Grade is Allowed

Lecture 1 hour

Offered: ALL

Introduces processes used for distributing consumer goods from manufacturers through wholesale and retail channels. Emphasizes retail outlet organization, buying procedures, advertising, pricing, and selling. Also discusses online retailing (e-tailing) as a possible strategy. [D; CSU]

**BUS 140**  
**BUSINESS LAW/THE LEGAL ENVIRONMENT OF BUSINESS**  
**3 UNITS**

Grade Only

Lecture 3 hours

Offered: ALL

Examines the nature and role of the law in our society emphasizing the legal environment in which business operates. Provides an overview of the U.S. legal system, contracts, torts, bankruptcy, consumer protection, environmental law, intellectual property, Uniform Commercial Code, and regulation of business. [D; CSU; UC; C-ID BUS 125]

**BUS 142**  
**BUSINESS ETHICS---CORPORATE AND PERSONAL**  
**1 UNIT**

Pass/No Pass or Grade is Allowed

Lecture 1 hour

Offered: FALL, SPRING

Introduces the student to the study of business and personal ethics and provides a framework to identify, analyze, and understand how members of the business community make ethical decisions and deal with ethical issues. [D; CSU]

**BUS 143**  
**ESTRATEGIC BUSINESS PLANNING**  
**2 UNITS**

Pass/No Pass or Grade is Allowed

Fee: \$2

Lecture 2 hours, laboratory 1 hour

Offered: FALL, SPRING

Focuses on providing the entrepreneur or business owner the skills necessary to develop and implement a business plan for a small business. Emphasizes the development of the financial, managerial, and marketing components, including electronic commerce and Internet strategies. [D; CSU]

**BUS 144**  
**ADVERTISING AND PROMOTIONAL STRATEGY**  
**1 UNIT**

Pass/No Pass or Grade is Allowed

Lecture 1 hour

Offered: ALL

Develops and explores the role of advertising and public relations for small business owners or entrepreneurs. Emphasizes creation of an effective advertising strategy to increase sales. [D; CSU]

**BUS 145**  
**FINANCIAL MANAGEMENT FOR SMALL BUSINESS**  
**1 UNIT**

Pass/No Pass or Grade is Allowed

Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent.

Lecture 1 hour

Offered: SPRING

Introduces the various factors to be considered as a small business owner encounters the financial aspects of operating a business. Reviews the areas of starting a business, financing a small business, banking, and cash management. [D; CSU]

**BUS 147**  
**SUCCESSFUL SELLING TECHNIQUES**  
**2 UNITS**

Pass/No Pass or Grade is Allowed

Lecture 1 hour, laboratory 3 hours

Offered: FALL, SPRING

Provides an overview of traditional and electronic sales skills for small business owners and sales personnel. Emphasizes creation of an effective psychology of selling focused on customer needs, analysis of buyer's behavior, giving value, prospecting for leads, handling objections, and closing the sale. [D; CSU]

**BUS 148**  
**DEVELOPING AND STARTING A NEW BUSINESS**  
**3 UNITS**

Pass/No Pass or Grade is Allowed

Lecture 3 hours

Offered: FALL, SPRING

Provides students with the knowledge, skills, awareness, and involvement in the process and the critical aspects of creating a new venture. Emphasizes the attitudes, resources, and networks that are involved in pursuing entrepreneurial opportunities. [D; CSU]

**BUS 149**  
**ENTREPRENEURSHIP OPERATING AND MANAGING A SMALL BUSINESS**  
**3 UNITS**

Pass/No Pass or Grade is Allowed

Lecture 3 hours

Offered: FALL, SPRING

Provides the basic solutions of managing and operating a small business. Develops the necessary physical and paper systems, and initially conducting the business, including record keeping, sales, and other operation necessities. [D; CSU]

**BUS 150**  
**PRINCIPLES OF MANAGEMENT**  
**3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: ACCT 101 or equivalent; RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.  
Lecture 3 hours  
Offered: ALL  
Studies management principles with primary emphasis on basic management functions: communicating, planning, organizing, and controlling. Analyzes decision making, human relations, and the role of the manager as leader. Discusses actual business problems and solutions. [D; CSU]

**BUS 151**  
**PRINCIPLES OF OPERATIONS MANAGEMENT**  
**3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.  
Lecture 3 hours  
Offered: FALL, SPRING  
Provides a fundamental overview of operations management. Covers operating processes, project management, facilities and capacity planning, quality management, just-in-time and lean systems, forecasting, aggregate planning, inventory management, and resource management. [D; CSU]

**BUS 152**  
**HUMAN RELATIONS IN ORGANIZATIONS**  
**3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.  
Lecture 3 hours  
Offered: FALL, SPRING  
Develops the ability to nurture good relationships on the job which has been identified as a key to promotion and success in business. Focuses on techniques and behaviors that develop this potential in individuals, creating opportunities for higher salary, advancement, and leadership. [D; CSU]

**BUS 173**  
**DISTRIBUTION CENTERS AND LEAN 6 SIGMA**  
**3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.  
Lecture 3 hours  
Offered: SPRING  
Introduces distribution and fulfillment centers, the movement of products and materials across businesses and geographies within the global supply chain. Prepares students to earn a 6 Sigma white/yellow certification belt upon completion, and will give students the ability to implement Six Sigma methodologies, and principles to effectively manage Lean distribution and fulfillment operations. [D; CSU]

**BUS 174**  
**INTRODUCTION TO INTEGRATED MARKETING COMMUNICATIONS**  
**3 UNITS**

Pass/No Pass or Grade is Allowed  
Lecture 3 hours  
Offered: FALL, SPRING  
Develops skills with hands-on experience planning, creating, monitoring, analyzing, and improving integrated marketing communications. Discusses current and emerging multi-channel (integrated) marketing practices and campaigns. Focuses on messaging across all media; includes paid, earned, shared, and owned media channels. [D; CSU]

**BUS 177**  
**PRINCIPLES OF INTERNATIONAL BUSINESS**  
**3 UNITS**

Grade Only  
Lecture 3 hours  
Offered: FALL, SPRING  
Surveys the nature and dimension of international business, environmental frameworks, international trade policies, international alliances, international financial markets, various forms of foreign involvement in international trade and discussion of the role of the multinational corporation in world trade. [D; CSU]

**BUS 181**  
**SPANISH COMPUTER SKILLS FOR INTERPRETATION/TRANSLATION**  
**3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: SPAN 215 or equivalent; BUS 70 or equivalent.  
Lecture 3 hours, laboratory 1 hour  
Offered: FALL, SPRING  
Reviews Spanish keyboard and keying techniques. Develops speed and accuracy as well as basic word processing skills. Emphasizes the proper application of the accent mark and punctuation in both English and Spanish. Includes preparation of English and Spanish letters, memos, and short reports used in an international business and legal context. Introduces the process of computer translation through the Internet as well as through computer translation software. [D; CSU]

**BUS 183**  
**BUSINESS MATHEMATICS**  
**3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.  
Lecture 3 hours, laboratory 0.50 hours  
Offered: ALL  
Studies the fundamental mathematical operations and their application to business problems. Includes payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. [D; CSU]

**BUS 191**  
**CREATING AND MANAGING A VIRTUAL OFFICE**  
**3 UNITS**

Pass/No Pass or Grade is Allowed

Recommended Preparation: CL 120 or CIS 101 or equivalent; RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours, laboratory 1 hour

Offered: FALL, SPRING

Provides students with tools and knowledge required to create a virtual business. Examines administrative concepts required to conduct business activities in the virtual workplace, including decision-making, establishment of business relationships, customer service, time and stress management, ethics, and teamwork. [D; CSU]

**BUS 192**  
**MARKETING A VIRTUAL OFFICE**  
**3 UNITS**

Pass/No Pass or Grade is Allowed

Recommended Preparation: CL 120 or CIS 101 or equivalent; RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours, laboratory 1 hour

Offered: FALL

Provides students with strategies for marketing a virtual (Web- or technology-based) business. Emphasizes development of a marketing plan, research of virtual employment and business opportunities, review of billing systems, and use of marketing techniques, including mailing lists, customer testimonials, online presentations, and new marketing technologies and innovations. Discusses ethical considerations required in running a virtual business. [D; CSU]

**BUS 200A**  
**MICROSOFT WORD: BEGINNING**  
**2.5 UNITS**

Grade Only

Recommended Preparation: BUS 71 or equivalent.

Lecture 2 hours, laboratory 2 hours

Offered: FALL, SPRING

Introduces students to entry-level positions in today's modern electronic office, as well as prepare students for the introductory level of Microsoft Office Specialist certification. [D; CSU]

**BUS 200B**  
**MICROSOFT WORD: ADVANCED**  
**2.5 UNITS**

Grade Only

Recommended Preparation: BUS 200A or equivalent.

Lecture 2 hours, laboratory 2 hours

Offered: FALL, SPRING

Prepares students to become expert users of advanced applications required in today's modern electronic office including: enhance professional documents, configure Word options, tables, mail merge, macros, and work group collaboration. Prepares students for the Microsoft Word Specialist Expert certification examination. [D; CSU]

**BUS 206**  
**FILING AND RECORDS MANAGEMENT**  
**2.5 UNITS**

Pass/No Pass or Grade is Allowed

Lecture 2 hours, laboratory 2 hours

Offered: SPRING

Introduction to the profession of records and information management. Covers alphabetic, numeric, geographic, and subject filing systems. Focuses on American Records Management Association (ARMA) International standards. Emphasis on both manual and electronic application of indexing rules and methodology. Records control, retention, retrieval, and creation and management of electronic and image records. [D; CSU]

**BUS 210**  
**BUSINESS ENGLISH**  
**3 UNITS**

Pass/No Pass or Grade is Allowed

Recommended Preparation: ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours

Offered: FALL, SPRING

Develops English language skills used in a modern business context. Includes a review of business vocabulary, grammar, punctuation, spelling, and proofreading. Introduces skills in basic business letter writing. [D; CSU]

**BUS 211**  
**COMMUNICATION IN BUSINESS AND INDUSTRY**  
**3 UNITS**

Pass/No Pass or Grade is Allowed

Prerequisite: BUS 210 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours

Offered: ALL

Includes the principles of writing through writing basic business letters, memos, effective email messages, and a short report. Emphasizes effective oral communication by participating in oral presentations and class discussions. [D; CSU]

**BUS 212**  
**BUSINESS COMMUNICATION**  
**3 UNITS**

Grade Only

Prerequisite: ENGL 115 or ENGL 115H or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 3 hours

Offered: ALL

Applies the principles of effective and ethical communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes the development, analysis, organization, and composition of various types of professional-level written messages, analytical reports, and business presentations using word processing and presentation-graphics software. Other topics include international/cross-cultural, interpersonal communication, business etiquette, and social media communication. [D; CSU; C-ID BUS 115]

**BUS 218  
PROCEDURES FOR OFFICE PROFESSIONALS  
4 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: BUS 71 or equivalent; CIS 92 or equivalent.  
Lecture 4 hours, laboratory 2 hours  
Offered: SUMMER  
Emphasizes development of professional attitude, intercultural communication, ethics, workplace safety, writing skills, time and stress management, telephone, receptionist, supervisory and leadership skills, mail handling, alphabetic filing, teamwork, job search techniques, and career planning. Includes a job practicum designed to provide students with experience of interaction and workflow in an office environment. [D; CSU]

**BUS 225  
INTERPRETATION AND TRANSLATION: GENERAL BUSINESS  
3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: BUS 210 or equivalent; SPAN 215 or equivalent.  
Lecture 3 hours  
Offered: FALL, SPRING  
Introduces students to the skills and techniques of English/Spanish interpretation and translation in the field of business by interpreting and translating dialogs, business correspondence, and documents focusing on business ethics, protocol, cultural sensitivity, and review writing mechanics, spelling, grammar, and punctuation. [D; CSU]

**BUS 226  
INTERPRETATION AND TRANSLATION: LEGAL  
3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: SPAN 215 or equivalent.  
Lecture 3 hours  
Offered: ALL  
Introduces students to the skills and techniques of interpretation and translation (English/Spanish) in the legal field including written translation and simultaneous, consecutive, and summary interpreting and sight translation with discussion of cultural sensitivity and ethics as related to the legal interpreter/translator. [D; CSU]

**BUS 227  
INTERPRETATION AND TRANSLATION: MEDICAL  
3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: BUS 210 or equivalent; SPAN 215 or equivalent.  
Lecture 3 hours  
Offered: FALL, SPRING  
Introduces principles of English and Spanish interpretation and translation applied to the medical field, focusing on translation of written medical documents and interpretation skills, cultural sensitivity, and ethics required by healthcare providers. [D; CSU]

**BUS 229  
LEGAL TERMINOLOGY---BILINGUAL (ENGLISH/SPANISH)  
3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: SPAN 215 or equivalent; RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.  
Lecture 3 hours  
Offered: ALL  
Prepares bilingual (English/Spanish) students who desire to work in a legal setting particularly as bilingual legal assistants. Covers English and Spanish terminology commonly used in civil, probate, family, and criminal law pleadings and documents. [D; CSU]

**BUS 233  
INTERPRETATION AND TRANSLATION: IMMIGRATION  
3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: SPAN 215 or equivalent.  
Lecture 3 hours  
Offered: FALL, SPRING  
Designed to introduce students to the skills and techniques of interpretation and translation (English/Spanish) with emphasis in immigration including written translation and simultaneous, consecutive, and summary interpreting and sight translation. Discussion of cultural sensitivity and ethics as related to the immigration interpreter/translator. [D; CSU]

**BUS 234  
ADVANCED INTERPRETATION AND TRANSLATION: LEGAL  
3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: BUS 226 or equivalent.  
Lecture 3 hours  
Offered: FALL, SPRING  
Covers legal terminology and advanced techniques of simultaneous, consecutive and sight interpretation and translation of legal documents (English/Spanish) with emphasis on the areas of criminal, family, and immigration law. Emphasizes and analyzes the cultural sensitivity, ethics, and courtroom procedure as related to the role of the legal interpreter. [D; CSU]

**BUS 239  
PROJECT MANAGEMENT  
3 UNITS**

Pass/No Pass or Grade is Allowed  
Recommended Preparation: BUS 70 or equivalent; CIS 122B or equivalent.  
Lecture 3 hours, laboratory 1 hour  
Offered: FALL, SPRING  
Focuses on the foundational concepts and skills of project management. Earns project management skills in the information technology field and builds upon the Project Management Body of Knowledge (PMBOK) guide for project management certifications exams, such as CompTIA Project+ or Certified Associate in Project Management (CAPM). [D; CSU] (Same as: CIS 239)

**BUS 290**  
**WORK EXPERIENCE IN BUSINESS I**  
**2-4 UNITS**

Grade Only

Recommended Concurrent Enrollment: Enrollment in one other class directly related to a major within the Accounting and Business Department in order to apply learned theory in a practical hands-on setting through an internship class.

Limitation on Enrollment: Declared major within the Accounting and Business Department or within a related Field of Study.

Laboratory 12 hours

Offered: ALL

Introduces principles and skills acquired in Business and Business-related majors to on-the-job assignments. One unit of credit is granted for every 54 hours of work experience. Credit may be accrued at the rate of 2 to 4 units per semester for a total of fourteen units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

**BUS 291**  
**WORK EXPERIENCE IN BUSINESS II**  
**2-4 UNITS**

Grade Only

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Business major in order to apply learned theory in a practical hands-on setting through an internship class.

Prerequisite: BUS 290 or equivalent.

Limitation on Enrollment: Declared Business major.

Laboratory 12 hours

Offered: ALL

Applies beginning-level principles and skills acquired in the Business and Business-related majors to on-the-job assignments. One unit of credit is granted for every 54 hours of work experience. Credit may be accrued at the rate of 2 to 4 units per semester for a total of fourteen units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

**BUS 292**  
**WORK EXPERIENCE IN BUSINESS III**  
**2-4 UNITS**

Grade Only

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Business major in order to apply learned theory in a practical hands-on setting through an internship class.

Prerequisite: BUS 291 or equivalent.

Limitation on Enrollment: Declared Business major.

Laboratory 12 hours

Offered: ALL

Provides intermediate-level principles and skills acquired in the Business and Business-related majors to on-the-job assignments. One unit of credit is granted for every 54 hours of work experience. Credit may be accrued at the rate of 2 to 4 units per semester for a total of fourteen units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

**BUS 293**  
**WORK EXPERIENCE IN BUSINESS IV**  
**2-4 UNITS**

Grade Only

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Business major in order to apply learned theory in a practical hands-on setting through an internship class.

Prerequisite: BUS 292 or equivalent.

Limitation on Enrollment: Declared Business major.

Laboratory 12 hours

Offered: ALL

Covers advanced-level principles and skills acquired in the Business and Business-related majors to on-the-job assignments. One unit of credit is granted for every 54 hours of work experience. Credit may be accrued at the rate of 2 to 4 units per semester for a total of fourteen units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

**BUS 299**  
**INDEPENDENT STUDY**  
**1-3 UNITS**

Pass/No Pass or Grade is Allowed

Limitation on Enrollment: Eligibility for independent study.

Lecture 3 hours

Offered: ALL

Individual study or research in some area of business of particular interest to the student and not included in regular courses of the college. [D; CSU]