

BSAD - Business Administration Courses

BSAD B1 Financial Accounting

4 units

Prerequisites: BC placement into reading level 06 and math level 04 or successful completion of ACDV B50 or ACDV B61 or equivalent and MATH B70 or equivalent with a grade of C or better.

Description: This is the study of accounting as an information system, examining why it is 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.

Hours: 72 lecture

C-ID: ACCT 110

Transferable: CSU, UC, and private colleges

BSAD B2 Managerial Accounting

3 units

Prerequisites: Successful completion of BSAD B1 or equivalent with a grade of C or better.

Description: This 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 cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

Hours: 54 lecture

C-ID: ACCT 120

Transferable: CSU, UC, and private colleges

BSAD B5 Human Relations and People Skills

3 units

Recommended: BC placement into reading level 06 and writing level 06.

Description: A behavior approach to the business environment including self-understanding, motivation techniques as related to the workplace and issues affecting morale, discrimination and developing leadership techniques for success. Provides insight on the effects of drugs and alcoholism on the individual and work group. Emphasizes career selection and the important facets of communication and skill building.

Hours: 54 lecture

Transferable: CSU and private colleges.

BSAD B18 Business Law

3 units

Recommended: BC placement into reading level 06.

Description: 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.

Hours: 54 lecture

C-ID: BUS 125

Transferable: CSU, UC, and private colleges

BSAD B20 Introduction to Business

3 units

Recommended: BC placement into reading level 06.

Description: A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business ability to achieve its organizational goals.

Hours: 54 lecture

C-ID: BUS 110

Transferable: CSU, UC, and private colleges; BC GE D.2

BSAD B40 Personal Finance

3 units

Recommended: BC placement into reading level 06 or successful completion of ACDV B50 or ACDV B61 or equivalent with a grade of C or better and BC placement into math level 03 or successful completion of MATH B60 or equivalent with a grade of C or better.

Description: Principles and skills of budgeting, making intelligent consumer choices related to consumer credit, banking services, insurance, taxes, transportation, investing for personal retirement, and real estate planning.

Hours: 54 lecture

Transferable: CSU and private colleges.

BSAD B48WE Occupational Work Experience Education/Internship

1-8 units

Prerequisites: Declared major or occupational goal and evaluation of student's qualifications and objectives.

Description: College credit for business related learning experiences obtained on the job in accordance with a training plan developed cooperatively between the employer, college, and student. Occupational work experience credit may accrue at the rate of 1 to 8 units per semester for a total of sixteen units, and students must work 75 paid hours or 60 non-paid hours per unit. Repetition allowed per Title 5 55253.

Hours: Non-paid 60 hours for each 1 unit (60 - 480). Paid 75 hours for each 1 unit (75 - 600).

Transferable: CSU and private colleges.

BSAD B51 Business Mathematics

3 units

Description: Basic arithmetic skills reviewed and applied to the solution of business problems. Emphasizes bank records, invoices, cash and trade discounts, markup and markdown, inventory valuation, payroll, simple and compound interest, promissory notes, installment buying, stocks and bonds, amortization, real estate loans, property tax, personal income tax, depreciation, and insurance.

Hours: 54 lecture

Transferable: Not transferable. Degree applicable.

BSAD B53A Introduction to Accounting 1

3 units

Recommended: BC placement into reading level 05.

Description: An introduction to modern financial accounting theory

and practice. Analysis of financial transactions using the rules of double-entry bookkeeping. Accounting cycle including adjusting entries, the expanded worksheet, the use of special journals, bank reconciliations and the preparation of financial statements.

Hours: 54 lecture

Transferable: Not transferable. Degree applicable.

BSAD B53B Introduction to Accounting 2

3 units

Prerequisites: Successful completion of BSAD B53A or equivalent with a grade of C or better.

Description: A continuation of an introduction to modern financial accounting theory and practice. Analysis of financial transactions peculiar to the partnership and inventory, accounts receivable, notes payable, notes receivable and drafts, depreciation, depletion and amortization, capital stock transactions, bonds and other long-term liabilities and Statement of Cash Flows.

Hours: 54 lecture

Transferable: Not transferable. Degree applicable.

BSAD B54 Payroll Accounting

3 units

Prerequisites: Successful completion of BSAD B1 or BSAD B53A or equivalent with a grade of C or better.

Description: A foundation in payroll computations, payroll record keeping, and the filing of quarterly and annual payroll tax reports. Involves the study of California Disability Insurance, California Unemployment Insurance, Federal Social Security, Federal Unemployment Insurance, Federal Income Tax and California Income Tax, and how these taxes affect the employee/employer.

Hours: 54 lecture

Transferable: Not transferable. Degree applicable.

BSAD B55 Computer Accounting Applications

3 units

Prerequisites: Successful completion of BSAD B1 or BSAD B53B or equivalent with a grade of C or better.

Description: Review and practical application of accounting principles, electronic spreadsheets, word processing and data management as they pertain to solution of accounting problems and situations on a microcomputer. Emphasizes analysis of problems and student initiative to solve the problems presented using computerized software available.

Hours: 54 lecture

Transferable: Not transferable. Degree applicable.

BSAD B61 Human Resources Management

3 units

Description: A comprehensive study and review of human resources management. The course focus is on strategic planning, the nature and function of hiring, recruitment, training, development and retention of employees and staff. Topics include performance appraisals, compensation, motivation, retraining, disciplinary action, labor relations, and contract negotiations. The course also emphasizes federal, state, and local laws as they apply to employers and employees in both the private and public sectors

Hours: 54 lecture

Transferable: Not transferable. Degree applicable.

BSAD B65 Principles of Organizational Communication

3 units

Description: Examination of written and oral communication in the business world. Course will examine the processes of human

behavior and communication within the organizational context. It will test the principles of English writing skills and communication in the business office. Focuses on writing letters, memorandums, e-mails, resumes, reports and oral presentations. Course will define the barriers to effective communication and teach the appropriate techniques to overcome poor communication skills.

Hours: 54 lecture

Transferable: Not transferable. Degree applicable.

BSAD B85 Business English

3 units

Description: Basic English grammar course focusing on nouns, pronouns, verbs, adjectives, adverbs, conjunctions, and prepositions. Also includes standard punctuation, capitalization, number usage, and vocabulary development.

Hours: 54 lecture

Transferable: Not transferable. Degree applicable.

BSAD B88 Office Procedures

3 units

Description: A finishing course for students completing their training in office assisting. Course focuses on the techniques currently taking place in the office environment and is designed to develop knowledge and skills necessary for success in the workplace. Topics such as job attitudes, communications, human relations, and time and stress management are featured. Also included are telephone techniques, processing mail, travel arrangements, appointment scheduling, arranging meetings, the job application process, and interviewing techniques.

Hours: 54 lecture

Transferable: Not transferable. Degree applicable.

BSAD B92 Fundamentals of Marketing

3 units

Description: Survey of marketing, including consumer behavior, company and environmental analysis, market segmentation, product development, pricing, promotion, and distribution.

Hours: 54 lecture

Transferable: Not transferable. Degree applicable.

BSAD B252A Computer Keyboarding, Part 1

1 unit

Description: Students learn the basic techniques of the touch system in the mastery of the alpha/numeric keyboard and develop speed and accuracy in keying data. This is a basic course in the Office Technology curriculum and is a life-long learning skill.

Hours: 54 lab

Transferable: Not transferable. Degree applicable.

BSAD B252B Computer Keyboarding, Part 2

1 unit

Prerequisites: Successful completion of BSAD B252A or equivalent with a grade of C or better.

Description: A continuation course where students learn the basic techniques of the touch system in the mastery of the alpha/numeric keyboard and develop speed and accuracy in keying data. They also develop the basic formatting skills necessary to produce letters, memorandums, reports, and tables. This is a basic course in the Office Technology curriculum and is a life-long skill. Open entry/open exit course with individualized instruction in a supervised lab.

Hours: 54 lab

Transferable: Not transferable. Degree applicable.

BSAD B252C Computer Keyboarding, Part 3*1 unit*

Prerequisites: Successful completion of BSAD B252B or equivalent with a grade of C or better.

Description: The third part in a series where students learn the basic techniques of the touch system in the mastery of the alpha/numeric keyboard and develop speed and accuracy in keying data. They also develop the basic formatting skills necessary to produce letters, memorandums, reports, and tables. This is a basic course in the Office Technology curriculum and is a life-long skill. Open entry/open exit course with individualized instruction in a supervised lab.

Hours: 54 lab

Transferable: Not transferable. Degree applicable.

BSAD B253A Document Processing, Part 1*1 unit*

Prerequisites: Successful completion of BSAD B252C or equivalent with a grade of C or better.

Description: Further develops keyboarding speed, accuracy, and production rates on letters, reports, tables, forms, rough drafts, newsletters, and other documents using Microsoft Word applications. Emphasis is on producing usable copy for employment purposes and increasing keyboarding skill levels. Open entry/open exit course with individualized instruction in a supervised lab.

Hours: 54 lab

Transferable: Not transferable. Degree applicable.

BSAD B253B Document Processing, Part 2*1 unit*

Prerequisites: Successful completion of BSAD B253A or equivalent with a grade of C or better.

Description: The second part in the series where student further develops keyboarding speed, accuracy, and production rates on letters, reports, tables, forms, rough drafts, newsletters, and other documents using Microsoft Word applications. Emphasis is on producing usable copy for employment purposes and increasing keyboarding skill levels. Open entry/open exit course with individualized instruction in a supervised lab.

Hours: 54 lab

Transferable: Not transferable. Degree applicable.

BSAD B253C Document Processing, Part 3*1 unit*

Prerequisites: Successful completion of BSAD B253B or equivalent with a grade of C or better.

Description: The third in the series where student further develops keyboarding speed, accuracy, and production rates on letters, reports, tables, forms, rough drafts, newsletters and other documents using Microsoft Word applications. Emphasis is on producing usable copy for employment purposes and increasing keyboarding skill levels. Open entry/open exit course with individualized instruction in a supervised lab.

Hours: 54 lab

Transferable: Not transferable. Degree applicable.

BSAD B264 Ten-Key Proficiency*0.5 unit*

Description: Skill and proficiency in the use of the ten-key calculator by touch and the application of such skill and proficiency in the solution of the more frequently encountered business problems. Open entry/open exit course with individualized instruction in a supervised lab.

Hours: 27 lab

Transferable: Not transferable. Degree applicable.

BSAD B280 Machine Transcription*1.5 units*

Prerequisites: Successful completion of BSAD B252C and BSAD B85 or BSAD B285 with a grade of C or better.

Description: Students learn the skill of operating transcribing machines and develop skill in keying documents while listening to dictated material. Practice in transcribing letters, memoranda, and other business correspondence is stressed. Course emphasizes English usage, punctuation, spelling/word usage, and proper document formatting when transcribing data. Open entry/open exit course with individualized instruction in a supervised lab.

Hours: 81 lab

Transferable: Not transferable. Degree applicable.

BSAD B285 Business English*3 units*

Description: Basic English grammar course focusing on nouns, pronouns, verbs, adjectives, adverbs, conjunctions, and prepositions. Also includes standard punctuation, capitalization, number usage, and vocabulary development.

Hours: 162 lab

Transferable: Not transferable. Degree applicable.

BSAD B287 Filing*1.5 units*

Description: Training in principles of filing and records management according to the Association of Records Managers and Administrators (ARMA). Study and practice in filing by alphabetic, numeric, geographic, and subject methods. Open entry/open exit course with individualized instruction in a supervised lab.

Hours: 81 lab

Transferable: Not transferable. Degree applicable.