

The **AA degree** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

The **AA degree in Accounting** is designed to qualify students for employment in accounting and/or to provide a foundation for those students wishing to transfer to a four-year institution with a major in Accounting. To ensure student success in Accounting/Business, COA offers an exceptional tutorial program that is free to all students.

## Career Opportunities

Entry level accountant positions for private accounting, CPA, bank officer, consumer credit officer, financial analyst, financial planner, loan officer, insurance analyst, and investment account executive.

The suggested sequence of courses required for the Associate in Arts (AA) in Accounting are listed below:

## Program Learning Outcomes

*Upon completion of this program a student will be able to:*

- Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources and synthesize the information into a business report.
- Analyze data and prepare common business and personal financial reports.
- Analyze impact of globalization on culture, politics, and economics.
- Analyze business issues, interpret financial data and identify economic trends

## Degree Major Requirements

DEPT/NO.	TITLE	UNITS
BUS 10	Introduction to Business	3
BUS 2	Introduction to Business Law	3
ECON 1	Principles of Economics (Macro)	3
ECON 2	Principles of Economics (Micro)	3
BUS 1A*	Financial Accounting	4
BUS 24	Computerized Accounting Principles	3
BUS 1B	Managerial Accounting	4
BUS 209	Fundamentals of Income Tax	4
CIS 42	Spreadsheet Applications	4

**Select one course from the following:**

BUS 5	Human Relations in Business (3)	3-4
BUS 54	Small Business Management (3)	
CIS 1	Introduction to Computer Information Systems (4)	

**Total Required Units: 34-35**

### Recommended:

\* Bus 20, General Accounting, provides a good foundation for Bus 1A, Financial Accounting.

**Recommended Course Sequence**

	COURSE	UNITS	REQUIREMENT	COA GE AREA	
<b>FALL 1</b>	ENGL 1A ENGL 1AS	Composition and Reading <b>or</b> Composition and Reading (w/ support)	4 or 5	GE	4A
	MATH 13	Introduction to Statistics (+213 Support Course)	4 or 6	GE	4B
	BUS 1A	Financial Accounting	4	Major	
	BUS 10	Introduction to Business	3	Major	
	<b>Total Number of Units:</b>		<b>15-18</b>		

<b>SPRING 1</b>	BUS 1B	Managerial Accounting	4	Major	
	ENGL 5 COMM 5	Critical Thinking in Reading and Writing <b>or</b> Persuasion and Critical Thinking	3	GE	4A or 4D
	SOC 5 PSYCH 18	Minority Groups <b>or</b> Psychology of Race and Ethnicity in the U.S.	3	GE	2 & 5
	BUS 5	Human Relations in Business	3	Major	
	COUN 24 COUN 57	College Success <b>or</b> Career and Life Planning	3	Elective	
	<b>Total Number of Units:</b>		<b>16</b>		

<b>FALL 2</b>	ECON 1	Principles of Economics (Macro-Economics)	3	Major	2
	BUS 2	Introduction to Business Law	3	Major	
	BUS 24	Computerized Accounting Principles	3	Major	4C
	ANTHR 1 GEOG 1	Introduction to Physical Anthropology <b>or</b> Physical Geography	3	GE	1
	ART 1 HUMAN 3	Introduction to Art History <b>or</b> Future Studies	3	GE	3
	<b>Total Number of Units:</b>		<b>15</b>		

<b>SPRING 2</b>	ECON 2	Principles of Economics (Micro-Economics)	3	Major	2
	BUS 209	Fundamentals of Income Tax	4	Major	
	CIS 42	Spreadsheet Applications	4	Major	4C
	POSCI 1 HIST 7B	Government and Politics in the United States <b>or</b> History of the United States since 1865	3	Elective	2 <b>or</b> 2 or 3
	<b>Total Number of Units:</b>		<b>14</b>		

Please meet with a counselor to develop a personalized education plan to help you meet your specific goals.

The **Associate in Science in Business Administration for Transfer (AS-T)** is intended for students planning to transfer to a CSU with a major in Business Administration. Students completing this degree are guaranteed admission to the CSU system.

### Career Opportunities

Entry level positions for bank officer, consumer credit officer, financial analyst, financial planner, loan officer, insurance analyst, management consultant, business operations officer, and investment account executive.

The following is required for the **Associate in Science for Transfer in Business Administration**:

1. Completion of 60 CSU-transferable units.
2. Minimum grade point average (GPA) of a least 2.0 in all CSU transferable coursework.
3. Complete a minimum of 18 semester units in an AS-T major. All courses in the major must be completed with a grade C or better.
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); or the Intersegment General Education Transfer Curriculum (IGETC) pattern.

### Program Learning Outcomes

*Upon completion of this program a student will be able to:*

- Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources and synthesize the information into a business report.
- Analyze data and prepare common business and personal financial reports.
- Analyze impact of globalization on culture, politics, and economics.

### Degree Major Requirements:

DEPT/NO.	TITLE	UNITS
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
ECON 1	Principles of Economics (Macro)	3
ECON 2	Principles of Economics (Micro)	3
MATH 13	Introduction to Statistics	4
CIS 1	Introduction to Computer Information Systems	4
BUS 10	Introduction to Business	3

**Total Required Units: 28**

**Recommended Course Sequence**

**FALL 1**

	<b>COURSE</b>	<b>UNITS</b>	<b>REQUIREMENT</b>	<b>CSU GE AREA</b>
	ENGL 1A/1AS Composition and Reading (w/ support)	4 or 5	GE	A2
	MATH 13 Introduction to Statistics (+213 Support Course)	4 or 6	Major	B4
	BUS 1A Financial Accounting	4	Major	
	BUS 10 Introduction to Business	3	Major	
<b>Total Number of Units:</b>		<b>15 - 18</b>		

**SPRING 1**

	BUS 1B Managerial Accounting	4	Major	
	ENGL 5 Critical Thinking in Reading and Writing <b>or</b>	3	GE	A3
	COMM 5 Persuasion and Critical Thinking			
	COMM 45 Public Speaking	3	GE	A1
	ART 1 Introduction to Art History <b>or</b>	3	GE	C1
	ART 122 World Art			
	MATH 1 Pre-Calculus (+215 Support Course)	4 or 6	Elective	B4
<b>Total Number of Units:</b>		<b>17 - 19</b>		

**FALL 2**

	ECON 1 Principles of Economics (Macro-Economics)	3	Major	D
	HUMAN 3 Future Studies <b>or</b>	3	GE	C2
	HUMAN 60 Introduction to LGBTQ Studies			
	ANTHR 1 Introduction to Physical Anthropology <b>and</b>	4	GE	B2 & B3
	ANTHR 1L Introduction to Physical Anthropology Lab			
	MATH 16A Calculus for Business and Life/Social Sciences	3	Elective	B4
	HIST 7A History of the United States to 1877 <sup>1</sup> <b>or</b>	3	US History	C2
	HIST 7B History of the United States since 1865 <sup>1</sup>			
<b>Total Number of Units:</b>		<b>16</b>		

**SPRING 2**

	ECON 2 Principles of Economics (Micro-Economics)	3	Major	D
	BUS 2 Introduction to Business Law	3	Major	
	GEOG 1 Physical Geography	3	GE	B1
	CIS 1 Introduction to Computer Information Systems <sup>1</sup>	4	Major	E
	POSCI 1 Government and Politics in the United States <b>or</b>	3	US/CA Politics	D
	POSCI 26 U.S. and California Constitution			
<b>Total Number of Units:</b>		<b>16</b>		

<sup>1</sup> This course must be taken at College of Alameda to count for the specific CSU GE Area.

Please meet with a counselor to develop a personalized education plan to help you meet your specific goals.

The Entrepreneurship Certificate verifies that a student has successfully completed a credit sequence of courses. This Certificate prepares students for entrepreneurship through a variety of short-term credit courses that serve several purposes: 1) development of practical skills and knowledge to successfully launch an entrepreneurial venture; 2) demonstration of necessary skills to launch a new venture including creativity, critical thinking, communication, and collaboration; 3) engaging students to identify opportunities, solve problems, build business strategies, test and validate assumptions, execute, and present; and 4) through a series of courses, that include hands on and experiential learning opportunities, develop the knowledge and skills that will serve as a springboard to start, run, or grow their own personal or family owned business.

### Career Opportunities

This is a self-employment tool. Skills are transferable to careers in small business management.

### Program Learning Outcomes

*Upon completion of this program a student will be able to:*

- Identify and utilize four key pillars to launch, grow and manage a successful business (launch, growth and management) including marketing, finance (obtaining and managing), law and ethics and operations and management.
- Exhibit key professional skills for entrepreneurial success: a. Leadership b. Innovation c. Creativity d. Negotiation e. Problem Solving f. Communication g. Conceptualization h. Branding (Personal and Business)
- Demonstrate personal attributes for entrepreneurial success: a. Enthusiasm b. Drive c. Trustworthiness and Ethics d. Productivity e. Efficiency f. Life Balance g. Collaborative h. Professional

### Certificate of Proficiency Requirements

DEPT/NO.	TITLE	UNITS
BUS 103A	Business Pitch Competition I	1
BUS 125	Marketing Research and Testing	1
BUS 138	Essentials of Entrepreneurship	1
LRNRE 104	Toolkit for Entrepreneurs and Managers	1
BUS 2	Introduction to Business Law	3
<b>Total Required Units:</b>		<b>7</b>

## Business: Small Business Administration CERTIFICATE OF PROFICIENCY

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Proficiency**.

### Career Opportunities

The program prepares student for career tracks in management operations, business management and entrepreneurship.

### Program Learning Outcomes

*Upon completion of this program a student will be able to:*

- Prepare a comprehensive business plan
- Demonstrate working knowledge of a balance sheet, income statement, and cash flow statement
- Describe funding sources and the capital structure of a business
- Describe operational and organizational structures for business
- Apply critical thinking and technology skills to select appropriate software to solve a business problem
- Communicate an understanding of business concepts professionally through written, oral and visual presentations using current technology.
- Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.
- Analyze business issues, interpret financial data and identify economic trends

### Certificate of Proficiency Requirements

DEPT/NO.	TITLE	UNITS
BUS 54	Small Business Management	3
BUS 10	Introduction to Business	3
BUS 225	The Professional Office Environment (3) <b>or</b>	3
BUS 208	Communication Skills for Technicians (3)	

**Total Required Units: 9**

### Recommended Course Sequence

	COURSE	UNITS	REQUIREMENT	COA GE AREA
FALL 1	BUS 10 Introduction to Business	3	Major	4A
	BUS 225 The Professional Office Environment <b>or</b> BUS 208 Communication Skills for Technicians	3	Major	
	BUS 54 Small Business Management	3	Major	

**Total Number of Units 9**

Please meet with a counselor to develop a personalized education plan to help you meet your specific goals.

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Achievement**.

### Career Opportunities

Program prepares students for career tracks in office administration in the Logistics Industry including claims representative, customer service representative, pricing specialist, appointment clerks, various other front office jobs - all contextualized to the logistics industry (movement of products through industry supply chains).

### Program Learning Outcomes

Upon completion of this program a student will be able to:

- Analyze and improve points of interaction between logistics and other departments within a business organization.
- Apply and evaluate each element of the principles of supply chain management.
- Demonstrate how warehouse and other logistics personnel can interact to efficiently and effectively use their combined facilities, operations, and material handling skills.

### Certificate of Achievement Requirements

DEPT/NO.	TITLE	UNITS
BUS 10	Introduction to Business	3
BUS 112	Principles of Logistics	3
BUS 114	Principles of Supply Chain Management	3
BUS 115	Computerized Logistics	3
BUS 116	Warehouse Management Operations	3
BUS 208	Communication Skills for Technicians	3
MATH 225	Mathematics for Technicians	3

**Total Required Units: 21**

This is a career pathways training program with curriculum aligned with industry core competencies. Program serves as an adult education comprehensive education, training, and job placement program. This program is designed to prepare new or continuing students with varying degrees of experience, to be proficient at applied skills, for entry-level jobs, in transportation, distribution, and logistics industry. This program is affiliated with the California Transportation and Logistics Initiative (CATLI), a statewide collaborative of post-secondary education institutions, workforce investment boards, economic development agencies and community-based organizations working to advance the logistics industry and train its workforce for the 21st century.

### Career Opportunities

Program prepares students for career tracks in office administration in the Logistics Industry including claims representative, customer service representative, pricing specialist, appointment clerks, various other front office jobs - all contextualized to the logistics industry (movement of products through industry supply chains).

### Program Learning Outcomes

*Upon completion of this program a student will be able to:*

- Demonstrate knowledge of the logistics industry and the various segments that function as a non-traditional workplace.
- Knowledge of the logistics industry. Demonstrate knowledge of the logistics industry and the various segments that function as a non-traditional workplace.

### Certificate of Proficiency Requirements:

DEPT/NO.	TITLE	UNITS
BUS 220	Business Terminology in Logistics	2
BUS 236	Business Management in Logistics	2
CIS 1	Introduction to Computer Information Systems	4
MATH 250	Arithmetic	3
BUS 247	Logistics Operations for Transportation	1
COUN 201	Orientation to College: Student Success and Support Program	1
LRNRE 280	Study Skills	3

**Total Required Units: 16**



Career pathways training program with curriculum aligned with transportation and distribution industry core competencies: Provides warehouse and forklift safety activities for proper material processing, including the picking and shipping of goods with technologies and computer systems that assist in maintaining inventory and forecasting supply needs.

### Career Opportunities

Students in this area of study typically are employed as Warehouse Operator, Warehouse Assistant, Warehouse Coordinator, Forklift Operator, Industrial Truck Operator, Tractor Operator, and Construction Equipment Operator.

### Program Learning Outcomes

*Upon completion of this program a student will be able to:*

- Demonstrate the mastery of knowledge of warehouse and forklift operations.
- Demonstrate the proficiency to apply the knowledge of warehouse and forklift operations.
- Demonstrate capacity for efficacy as a worker of warehouse and forklift operations.

### Atlas Program

### Certificate of Proficiency Requirements

DEPT/NO.	TITLE	UNITS
BUS 240	Introduction to Warehouse Operations	2
CIS 205	Computer Literacy	1
COUN 201	Orientation to College: Student Success and Support Program	1
LRNRE 280	Study Skills	1
DMECH 202	Forklift Operations	1
<b>Total Required Units:</b>		<b>6</b>

## Business (BUS)

Associate in Arts in Accounting (AA) and Associate in Science-Transfer in Business Administration (AS-T).

Certificate of Achievement: Transportation, Distribution, and Logistics

Certificates of Proficiency: Small Business Administration Warehouse and Forklift Operations

### **BUS 1A** **Financial Accounting**

- 4 units, 4 hours lecture (GR)
- Acceptable for credit: CSU, UC

Study of purpose, theory, and specific methods of accounting: Systems and methods employed in accumulating data for financial statements; income measurement including cost measurement, classification, and expiration; revenue recognition and measurement. 0502.00

### **BUS 1B** **Managerial Accounting**

- 4 units, 4 hours lecture (GR)
- Prerequisite: Bus 1A
- Acceptable for credit: CSU, UC

Uses of accounting data for planning, controlling and decision making: Sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses, and limitations of financial statements and reports. 0502.00

C-ID ACCT 120

### **BUS 2** **Introduction to Business Law**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code. 0501.00

C-ID BUS 125

### **BUS 5** **Human Relations in Business**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Application of behavioral science concepts to human problems in organizations: Action necessary to prevent and resolve problems among individuals within groups; application of logical decision-making techniques. 0501.00

AA/AS area 2

### **BUS 10** **Introduction to Business**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Introduction to business: Survey of various phases of business organization, finance, personnel, production, marketing, managerial controls and government business relations. 0501.00

C-ID BUS 110

### **BUS 20** **General Accounting**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU
- Not open for credit to students who have completed or are currently enrolled in BUS 1A or 1B.

Theory and practice of accounting: Double-entry process on accrual basis; complete accounting cycle with use of work sheet and preparation of end-of-the-year financial statements; petty cash, banking procedures, notes, drafts, and introduction to payroll taxes. 0502.00

### **BUS 24** **Computerized Accounting Principles**

- 3 units, 2 hrs lecture, 3 hrs laboratory (GR)
- Prerequisite: Completion of, or concurrent enrollment in, BUS 1A or BUS 20
- Acceptable for credit: CSU

Intensive practical application of theory and procedures of accounting: Utilization of computerized accounting systems in single proprietorship, partnership, and corporate forms of business. 0502.00

AA/AS area 4c

### **BUS 49** **Independent Study in Business**

- .5-5 units, .5-5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Business. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0501.00

### **BUS 54** **Small Business Management**

- 3 units, 3 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Overview of the factors involved in starting or growing a business: Business plan development; marketing, sales, and promotional strategies; financial management and forecasting techniques; human resources management; and information systems management. 0506.40

**BUS 70****Introduction to Marketing**

- 3 units, 3 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Introduction to integrated marketing strategies: Identification and satisfaction of customers' wants and needs with products (goods and/or services), price, place, and promotional strategies; customer relationship management; integration of marketing into strategic business plans. 0509.00

**BUS 103A****Business Pitch Competition I**

- 1 unit, 1 hour lecture (GR or P/NP)
- Acceptable for credit: CSU

Introduction to financing for entrepreneurial ventures: Opportunities for entrepreneurs and business owners to compete for recognition and financing of their business ventures via pitch, plan and launch competitions. 0505.00

**BUS 109****Introduction to Logistics**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Overview of business management logistics: Purchasing, inventory management, transportation, warehousing and related technologies. 0510.00

**BUS 112****Principles of Logistics**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Practical Introduction to logistics functions in the management of business logistics functions including: Purchasing, inventory management, transportation, warehousing and their related technologies; Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 0510.00

**BUS 113****Introduction to Supply Chain Management**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Overview of the Introduction to the tools and techniques for design and improvement of any supply chain, through the optimal use of information, materials, and technology to improve efficiency and reduce costs on an introductory level. Integrate the utilization of outside suppliers and customers into an organization's supply chain on an introductory level. 0510.00

**BUS 114****Principles of Supply Chain Management**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Practical Introduction to the principles, tools and techniques for design and improvement of any supply chain, through the optimal use of information, materials, and technology to improve efficiency and reduce costs. Integrate the utilization of outside supply chain. 0510.00

**BUS 115****Computerized Logistics**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Provides a study of the need and use of computers in the supply chain and logistics industry and an introduction to the software that is available, such as enterprise resource planning, demand planning, and warehouse management. 0510.00

**BUS 116****Warehouse Management Operations**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Introduction of warehouse functions and management including facility location and operation, financial analysis, security, cargo handling, and productivity improvement and measurement. 0510.00

**BUS 117****Certified Logistics Associate (CLA)**

- 3 units, 4 hours lecture (GR)
- Acceptable for credit: CSU

Overview of the foundational-level knowledge of the world of supply chain management in a global environment. Introduce the fundamentals of logistics and interrelationships in the areas of manufacturing: Safety, Manufacturing Process, Maintenance Awareness, and Quality Assurance. This coursework certifies students as a Certified Logistics Associate (CLA). 0510.00

**BUS 118****Certified Logistics Technician (CLT)**

- 4 units, 4 hours lecture (GR)
- Prerequisite: BUS 117
- Acceptable for credit: CSU

Practical introduction to advanced technical competencies of the world of supply chain management in a global environment. Introduces advanced technical skillsets of logistics and the interrelationships in the areas of manufacturing: Safety, Manufacturing Process, Maintenance Awareness, and Quality Assurance. This coursework certifies students as a Certified Logistics Technician (CLT). 0510.00

**BUS 119****Introduction to Inventory Management**

- 3 units, 3 hours lecture (GR)
- Acceptable for Credit: CSU

Introduction to practices for managing inventory of large quantities: Exploration of fundamental differences between manufacturing inventories of finished goods in retail and work-in-process; presentation of real-time information in order to maximize productivity in key areas from physical control and process flow to problem identification and resolution. 0505.00

**BUS 120****Principles of Leadership in Logistics**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Principles of Leadership in Logistics: Theory needed to become effective business leaders; investigation of contemporary leadership theory and practices locally and globally; examination of models of leadership vision, courage, and innovation with a focus on global logistics' issues. 0505.00

**BUS 121****Career Development for Logistics Professionals**

- 1 unit, 1 hour lecture (GR)
- Acceptable for credit: CSU

Introduction to Career Development for Logistics Professionals: Principles and real life application of industry soft skills necessary in a competitive marketplace and a digital global logistics' workplace; communicating effectively and professionally; strategies for working in teams. 0505.00

**BUS 125****Marketing Research and Testing**

- 1 unit, 1 hour lecture (P/NP)
- Acceptable for credit: CSU

Introduction to market research, testing and development for successful entrepreneurial ventures: Concept testing with a range of primary and secondary research; the entrepreneurial market research mindset; concept improvement; preparation for the start-up financing phase; and ethics and social responsibility. 0501.00

**BUS 138****Essentials of Entrepreneurship**

- 1 unit, 1 hour lecture (P/NP)
- Acceptable for credit: CSU

Introduction to entrepreneurship for creating personal wealth: Entrepreneurial mindset; innovation and new concept development; entrepreneurial processes for formulating, planning, and implementing new business ventures including market research and testing and start-up financing; and ethics and social responsibility. 0501.00

**BUS 208****Communication Skills for Technicians**

- 3 units, 2 hours lecture, 3 hours laboratory (GR)

Development of writing, reading, speaking and listening skills for successful communication in technical careers: Researching and learning technical material from textbooks; taking notes; communication with customers, employers, and co-workers; writing repair orders and invoices; producing job applications and resumes; and practicing for formal job interviews. 0501.00

**BUS 209****Fundamentals of Income Tax**

- 4 units, 4 hours lecture (GR)

Study of federal and California tax laws and procedures: Individual, partnership and corporation income tax returns from the accounting point of view; brief survey of social security, gift, and estate taxes. 0502.10

**BUS 209F****Income Tax Preparation: Field Studies (VITA)**

- 2 units, 2 hours lecture (GR, or P/NP)

Training and practical field experience in the preparation of basic Federal and State income tax returns: Prepare the current year's tax returns and training as volunteer assistants to provide free tax assistance to elderly and low-income taxpayers at community locations; content varies from year to year. 0502.10

**BUS 216****Legal Secretarial Studies (Family/Corporate/Criminal/Real Estate)**

- 3 units, 3 hours lecture (GR, or P/NP)
- Recommended preparation: BUS 238A or CIS 238A

Overview of the California and U.S. Federal court systems. Covers civil procedures and the processes of civil litigation, including the preparation of legal forms and documents, instruction on court filing parameters, calendaring, local rules of court and legal procedures, legal terminology, office procedures and office demeanor in a legal environment. Substantive areas of law covered are Family Law, Corporate Law, Criminal Law, and Real Estate Law. 0514.00

**BUS 217****3 units, 3 hours lecture (GR, or P/NP)**

- Recommended preparation: BUS 238A or CIS 238A
- Legal Secretarial Studies (Probate/Personal Injury/Intellectual Property/Bankruptcy)

Overview of the California and U.S. Federal court systems. Covers civil procedures and the processes of civil litigation, including the preparation of legal forms and documents, instruction on court filing parameters, calendaring, local rules of court and legal procedures, legal terminology, office procedures and office demeanor in a legal environment. Substantive areas of law covered are Probate Law, Personal Injury Law, Intellectual Property Law, and Bankruptcy Law.

**BUS 220****Business Terminology in Logistics**

- 2 units, 2 hours lecture (GR or P/NP)
- Recommended preparation: CIS 200 or CIS 205 or BUS 219

Introduction to standard warehousing terminology: Applications throughout the logistics, retail, wholesale and manufacturing industries; spelling ability, vocabulary enrichment; and contextual comprehension of standard warehousing terminology. 0510.00

**BUS 236****Records Management in Logistics**

- 2 units, 2 hours lecture (GR or P/NP)

Introduction to records management utilized in the logistics industry: Core records management principles, procedures, and office skills relating to inventory recordkeeping; standard terminology, practices and technology that are used to maintain and share inventory records. 0510.00

**BUS 240****Introduction to Warehouse Operations**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to warehouse operations: Objectives of the warehouse, software information systems used in warehousing, warehouse safety, and practice with hands on activities that are used in a functioning warehouse. 0510.00

**BUS 247****Logistics Operations for Transportation**

- 1 units, 1 hours lecture (GR or P/NP)

Introduction to state-of-the-art logistics technologies: Procedures and terminology relevant to the mobile workforce, worksite environment, and the "virtual office" environment; handheld devices used in inventory and tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, and a survey of the logistics/warehousing industry as well as job opportunities and careers. 0510.00