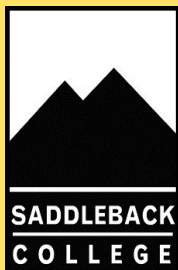


# Entrepreneurship & Innovation Learning Center

## List of Business Classes - Fall 2014



Saddleback College  
Business Science  
and EWD Division  
28000 Marguerite Pkwy  
BGS #226  
Mission Viejo, CA 92692

### Business Department Faculty:

**Barbara Cox**  
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Ticket #	Course ID	Course Title	Units	Start/End	Days/Times/Location
16800	BUS 1	Introduction to Business	3	8/18 - 12/20	MW 10:30AM - 11:45AM BGS 235
16815	BUS 1	Introduction to Business	3	8/18 - 12/20	TTh 9:00AM - 10:15AM BGS 235
16820	BUS 1	Introduction to Business	3	8/18 - 12/20	TTh 10:30AM - 11:45AM BGS 235
16975	BUS 1	Introduction to Business	3	8/18 - 12/20	MW 9:00AM - 10:15AM BGS 244
16985	BUS 1	Introduction to Business	3	8/18 - 12/20	TTh 9:00AM - 10:15AM BGS 232
17275	BUS 1	Introduction to Business	3	8/18 - 12/20	MW 10:30AM - 11:45AM BGS 232
17290	BUS 1	Introduction to Business	3	8/18 - 12/20	F 9:00 AM - 11:50AM BGS 250
17350	BUS 1	Introduction to Business	3	8/18 - 12/20	MW 1:00PM - 2:50PM BGS 232
17625	BUS 1	Introduction to Business	3	8/18 - 12/20	W 3:00PM - 4:50PM BGS 232
17660	BUS 1	Introduction to Business	3	8/18 - 12/20	T 6:00PM - 8:50PM BGS 235
21100	BUS 1	Introduction to Business	3	8/18 - 12/20	Internet (Off Campus)
21105	BUS 1	Introduction to Business	3	9/29 - 12/20	Internet (Off Campus)
16640	BUS 104	Business Communication	3	8/18 - 12/20	MW 9:00AM - 10:15AM BGS 233
16650	BUS 104	Business Communication	3	8/18 - 12/20	MW 10:30AM - 11:45AM BGS 234
16960	BUS 104	Business Communication	3	8/18 - 12/20	TTh 10:30AM - 11:45AM BGS 255
16970	BUS 104	Business Communication	3	8/18 - 12/20	TTh 9:00AM - 10:15AM BGS 255
17310	BUS 104	Business Communication	3	8/18 - 12/20	M 6:00PM - 8:50PM BGS 200
17640	BUS 104	Business Communication	3	8/18 - 12/20	M 6:00PM - 8:50PM BGS 250
19535	BUS 104	Business Communication	3	8/18 - 12/20	Th 6:00PM - 8:50 BGS 200
21790	BUS 104	Business Communication	3	8/18 - 12/20	T 12:00PM - 2:50PM VIL 31-2
17430	BUS 111	Business Sustainability Strategies	3	9/29 - 12/20	T 6:00 - 9:50PM BGS 250
16900	BUS 116	Personal/Street Law	3	8/18 - 12/20	Th 12:00PM - 1:15PM BGS 232
18020	BUS 12	Business Law	3	8/18 - 12/20	Th 6:00 - 8:50PM BGS 327
18025	BUS 12	Business Law	3	8/18 - 12/20	TTh 10:30AM - 11:45AM BGS 232
21115	BUS 12	Business Law	3	9/29 - 12/20	Internet (Off Campus)
16930	BUS 14	Legal Environment of Business	3	8/18 - 12/20	TTh 10:30AM - 11:45AM BGS 252
16940	BUS 14	Legal Environment of Business	3	8/18 - 12/20	W 6:00PM - 8:50PM BGS 232
17445	BUS 14	Legal Environment of Business	3	8/18 - 12/20	T 12:00PM - 2:50PM BGS 200
21120	BUS 14	Legal Environment of Business	3	9/29 - 12/20	Internet (Off Campus)
21135	BUS 150	International Business	3	9/29 - 12/20	Internet (Off Campus)
17650	BUS 120	Business Management	3	9/29 - 12/20	Th 6:00PM - 9:50 PM BGS 245
21080	BUS 120	Business Management	3	8/18 - 12/20	Internet (Off Campus)
17360	BUS 125	Human Relations in Business	3	8/18 - 12/20	T 6:00PM - 7:00PM BGS 200
16635	BUS 102	Oral Business Communications	3	9/29 - 12/20	W 6:00PM - 8:25PM BGS 200
21125	BUS 102	Oral Business Communications	3	9/29 - 12/20	Internet (Off Campus)
21130	BUS 102	Oral Business Communications	3	9/29 - 12/20	Internet (Off Campus)
21110	BUS 103	Business English	3	8/18 - 12/20	Internet (Off Campus)
17550	BUS 106	Legal Aspects Entrepreneur	3	9/29 - 12/20	MW 10:30AM - 11:40AM BGS 200
17265	BUS 108	Social Entrepreneurship	3	9/29 - 12/20	W 6:00PM-9:50PM BGS 255
17240	BUS 105	Social Media Marketing	3	9/29 - 12/20	M 10:30AM - 12:50PM BGS 233
17250	BUS 105	Social Media Marketing	3	9/29 - 12/20	W 10:30AM - 12:50PM BGS 233
17665	BUS 135	Marketing	3	8/18 - 12/20	MW 10:30AM - 11:45AM BGS 250
21085	BUS 135	Marketing	3	8/18 - 12/20	Internet (Off Campus)
16655A	BUS 138	Advertising	3	9/29 - 12/20	MW 12:00PM - 1:50PM BGS 250
13400D	BUS 31	Textiles	3	8/18 - 12/20	TTh 7:00PM - 9:15PM BGS 104
21090	BUS 136	Principle of Retailing	3	8/18 - 12/20	Internet (Off Campus)
13425D	BUS 143	Buying/Merchandising	3	8/18 - 12/20	T 6:00PM - 8:50PM BGS 149
13325D	BUS 145	Internship	1	8/18 - 12/20	T 5:00PM - 5:50PM BGS 119
13430D	BUS 147	Special Events	3	8/18 - 12/20	W 12:00PM - 3:50PM BGS 119
16830	BUS 160	Entrepreneurship	3	8/18 - 12/20	M 6:00PM - 8:50PM BGS 244
16860	BUS 160	Entrepreneurship	3	8/18 - 12/20	MW 9:00AM - 10:15AM BGS 235
21095	BUS 160	Entrepreneurship	3	8/18 - 12/20	Internet (Off Campus)
17450	BUS 223	Human Resources & Employment Law	3	10/13 - 12/20	M 6:00PM - 8:20PM BGS 235

WWW.ENTREPRENEURSHIP.SADDLEBACK.EDU

# BUSINESS

## Occupational Skills Awards



### ENTREPRENEURSHIP OCCUPATIONAL SKILLS AWARD:

The Entrepreneurship Occupational Skills Award is particularly useful for members of the community and other students who are planning or are in the process of starting a new business.

Course	Title	Units
ACCT 235	Entrepreneurial Accounting	3
BUS 160	Entrepreneurship 3	
BUS 223	Human Resources and Employment Law	3
BUS 237	Financing the Entrepreneurial Business	1.5
	<b>Total</b>	<b>10.5</b>



### HUMAN RESOURCE MANAGEMENT OCCUPATIONAL SKILLS AWARD:

The Human Resources Management Occupational Skills Award is designed to increase the ability to succeed in an emerging and evolving work environment. The curriculum assists students' understanding of the scope of human resources management and the requirements for success. Completion of the program in Human Resources Management enhances the opportunity for entry employment as well as advancement in a career.

Course	Title	Units
BUS 120	Business Management	3
BUS 125	Human Relations 3	
BUS 223	Human Resources and Employment Law	3
	<b>Total</b>	<b>9</b>



### PROJECT MANAGEMENT OCCUPATIONAL SKILLS AWARD:

The Project Management Occupational Skills Award provides the opportunity to master the necessary management concepts to successfully complete projects with an effective level of leadership, planning, and teamwork. The courses assist in the development of the needed skills to ultimately gain personal confidence and trust of others to lead a project management team. Completion of this program increases the value of the management skills needed for entry-level employment as well as advancement in a career.

Course	Title	Units
BUS 120	Business Management	3
BUS 125	Human Relations in Business	3
CIM 221	Managing Projects with Microsoft Project	3
	<b>Total</b>	<b>9</b>

## BUSINESS LEADERSHIP CERTIFICATE

The Business Leadership program is designed to increase the ability to succeed in a highly competitive work environment.

Course	Title	Units
BUS 1	Introduction to Business	3
BUS 12	Business Law	3
or	or	
BUS 14	Legal Environment of Business	
BUS 102	Oral Business Techniques	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations	3
or	or	
BUS 223	Human Resources and Employment Law	
	<b>Total</b>	<b>18</b>

## ENTREPRENEURSHIP CERTIFICATE

The Entrepreneurship Certificate is designed for students who wish to emphasize entrepreneurship in their community college business studies, including completing the additional requirements for an Associate in Arts degree in this area. Entrepreneurial studies help prepare students who plan to seek a higher degree in business. Completion of the Entrepreneurship Certificate demonstrates achievement, may support job applications, and, importantly, provides students with critical knowledge and tools for planning and starting a new business. The program provides valuable preparation in proven business practices and with business ownership issues such as market focus, measurements of success, and developing a clear and useful business plan.

Course	Title	Units
ACCT 235	Entrepreneurial Accounting	3
BUS 1	Introduction to Business	3
BUS 12	Business Law	3
or	or	
BUS 14	Legal Environment of Business	
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 160	Entrepreneurship	3
	Area 1 - Marketing Specialties	3
	Area 2 - Restricted Electives	1.5 - 4
	Area 3 - Communication Specialties	1.5 - 3
	<b>Total</b>	<b>24 - 28</b>

### Area 1 - Marketing Specialties:

BUS 135	Elements of Marketing	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CTVR 138	Advertising	3

### Area 2 - Restricted Electives

BUS 223	Human Resources and Employment Law	3
BUS 237	Financing the Entrepreneurial Business	1.5
CWE 180	Cooperative Work Experience: Business	2-4

### Area 3 - Communication Specialties:

BUS 102	Oral Business Techniques	3
CIM 213 E, F, & G	Office Skills - Word, Excel, and PowerPoint	.5, .5, .5

## GLOBAL BUSINESS CERTIFICATE

Technology and international commerce have redefined business in a global context. The Global Business program prepares students for careers in international business and industries that deal with international trade and global markets. The program focuses on the dynamics of international organization, environments, trade, language, socioeconomic and cultural forces, political and legal issues, and emerging global markets. Completion of the recommended electives demonstrates global competencies in international business. Elective courses provide specialized areas of study. Transfer International Business majors should refer to the Business Administration transfer curriculum.

Course	Title	Units
BUS 1	Introduction to Business	3
BUS 12	Business Law	3
or	or	
BUS 14	Legal Environment of Business	
BUS 104*	Business Communication	3
BUS 150	International Business	3
BUS 260	Survey of Importing and Exporting	3
	Restricted Electives	6-7
	<b>Total</b>	<b>21</b>

### Restricted Electives - select two (2)

BUS 102	Oral Business Techniques	3
BUS 135	Marketing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CTVR 138	Advertising	3
BUS 160	Entrepreneurship	3
CWE 180	Cooperative Work Experience: Business	3 - 4

## MARKETING CERTIFICATE

The Business Marketing program offers a focus of courses designed to improve student success in the field of promotion, personal selling, and advertising.

Course	Title	Units
ACCT 1A	Financial Accounting	4
BUS 1	Introduction to Business	3
BUS 12	Business Law	
or	or	
BUS 14	Legal Environment of Business	3
BUS 104*	Business Communication	3
BUS 135	Elements of Marketing	3
BUS 138/CTVR 138	Advertising	3
	Restricted Electives	6-7
	<b>Total</b>	<b>25 - 26</b>

### Restricted Elective - select one (1)

BUS 102	Oral Business Communications	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
CWE 180	Cooperative Work Experience: Business	3 - 4

\* = Course has a prerequisite, corequisite, limitation or recommended preparation

+ = Completion of the A and B versions of this course can also be used to fulfill this requirement

† = Must be taken concurrently

‡ = Final course to be taken

## PROFESSIONAL RETAILING CERTIFICATE

Success in business roles and merchandising is often found in the skills of management, promotion, or merchandising. The Professional Retailing program is designed to allow a choice of additional study in one of the three skill areas.

Course	Title	Units
BUS 1	Introduction to Business	3
BUS 125	Human Relations in Business	3
BUS 137	Professional Selling Fundamentals	3
CWE 180†	Cooperative Work Experience: Business	1 - 4
CIM 112	Microsoft Office	3
	Specialty Industry Area (select one)	12-15
	<b>Total</b>	<b>25 - 31</b>

### Specialty Industry Area - select from Area I, II, or III

#### Area I - Management

BUS 12	Business Law	3
or	or	
BUS 14	Legal Environment of Business	
BUS 104*	Business Communication	3
BUS 135	Elements of Marketing	
BUS 120	Business Management	3
or	or	
BUS 135	Marketing	3

#### Area II - Promotion

BUS 135	Marketing	3
BUS 138/CTVR 138	Advertising	3
FASH 150	Fashion Apparel and Professional Techniques	3

GC 101	Introduction to Graphic Communication	3
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#### Area III - Merchandising

BUS 31/FASH 31	Textiles	3
BUS 135	Elements of Marketing	3
BUS 136	Principles of Retailing	3
or	or	
BUS 143/FASH 143	Fashion Buying and Merchandising	
BUS 147/FASH 147	Special Events Coordination and Promotion	3
BUS 148/FASH 148	Visual Merchandising	3

## RETAIL MANAGEMENT CERTIFICATE

The Retail Management program, designed by managers of major retail corporations, prepares individuals to be effective managers or for promotion to management in the retail industry. The curriculum assists students' understanding of the scope of the retail manager's job and the requirements for success. Completion of the certificate in Retail Management enhances the opportunity for entry employment as well as advancement in a retail career.

Course	Title	Units
ACCT 1A	Financial Accounting	4
ACCT 214	Business Analysis and Calculations	3
BUS 102	Oral Business Techniques (meets AA Oral Communication requirement)	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations in Business	3
BUS 135	Marketing	3
BUS 136	Principles of Retailing	3
BUS 223	Human Resources and Employment Law	3
CIM 1	Intro to Computer Information Systems	3
or	or	
CIM 10	Introduction to Information Systems	
or	or	
CIM 112	Microsoft Office	
	<b>Total</b>	<b>31</b>