BUSINESS OFFICE TECHNOLOGY

BOT 100 Business Correspondence
Units: 3.0 Hours: 3.0 Lecture
Transferable: CSU; GAV-GE:F
Using word processing software, students will plan, compose, and revise a variety of business
documents including letters, emails, reports, and memos. Messages will be analyzed to develop
correspondence that is appropriate to the target audience and that is effective and professional.
Using presentation graphics software, students will prepare professional level oral reports for a
variety of business situations. This course has the option of a letter grade or pass/no pass. Also
listed as BUS 100. ADVISORY: CSIS 122, CSIS 126 or equivalent. PREREQUISITE: ENGL 1A

BOT 112 Business Computations with Machines
Units: .5 Hours: 1.5 Laboratory
Transferable: CSU
Self-paced course in the operation of the electronic printing calculator. This course provides
theory and practice in business applications with emphasis on mathematical problem solving. This
course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 402.

BOT 180 Medical Terminology for the Office
Units: 3.0 Hours: 3.0 Lecture
Transferable: CSU
This course introduces fundamentals of medical word building used in the health profession
(prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis
on analysis, definition, spelling and pronunciation. This course had the option of a letter grade or
pass/no pass. ADVISORY: Eligible for English 250 and English 260.

BOT 181 Medical Billing
Units: 3.0 Hours: 3.0 Lecture
Transferable: CSU
This course is an introduction to computerized billing procedures for the medical front office.
Students will learn the patient billing features of the software and complete a capstone simulation
project. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English
250. Some computer experience.

BOT 182 Medical Office Procedures
Units: 3.0 Hours: 2.0 Lecture and 3.0 Laboratory
Transferable: CSU
This specialized course includes medical office procedures, patient record management, coding/
billing for private/government health insurance programs, and professional ethics. This course has
the option of a letter grade or pass/no pass. PREREQUISITE: BOT 180 and CSIS 126 with
credit or a grade of C or better or experience using Microsoft Word. ADVISORY: Eligible for English
250 and Mathematics 402.

BOT 183 Medical Coding
Units: 2.0 Hours: 1.0 Lecture and 3.0 Laboratory
Transferable: CSU
This course will introduce the student to the theory and procedure of coding for medical diagnoses,
an increasingly essential and specialized healthcare communication system. The course is not a
certification course. CPT coding is covered, with an overview of ICD-9 coding. This course has
the option of a letter grade or pass/no pass. ADVISORY: BOT 180.

BOT 190 Occupational Work Experience / Business Office Technology
Units: 1.0 TO 4.0 Hours: 5.0 TO 20.0 Laboratory
Transferable: CSU
Occupational work experience for students who have a job related to their major. A training plan
is developed cooperatively between the employer, college, and student. (P/NP grading) 75 hours
per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be
taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

BOT 191A Workplace Skills
Units: 1.0 Hours: 1.0 Lecture
Transferable: CSU
Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal
Communication. Need not be taken in sequence. This is a pass/no pass course.

BOT 191B Workplace Skills
Units: 1.0 Hours: 1.0 Lecture
Transferable: CSU
Workplace Skills teaches skills vital to workplace success. The topic for 191B is Team Building.
Need not be taken in sequence. This is a pass/no pass course.

BOT 191C Workplace Skills
Units: 1.0 Hours: 1.0 Lecture
Transferable: CSU
Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem-Solving.
Need not be taken in sequence. This is a pass/no pass course.

BUSINESS, GENERAL

BUS 1 Fundamentals of Business
Units: 3.0 Hours: 3.0 Lecture
Transferable: CSU, UC; GAV-GE:D2, F
A survey in business providing a multidisciplinary examination of how culture, society, the economic
system, the legal environment, international and political issues, financial institutions, and human
behavior interact to affect a business organization’s policy and practices within the U.S. and abroad.
Demonstrate how these influences impact the primary areas of business including: organizational
structure and design, leadership, human resources management, organized labor practices;
marketing, organized communication; technology; entrepreneurship; legal, accounting, financial
practices; the stock and securities markets; and therefore affect a business’s ability to achieve its
organizational goals. This course has the option of a letter grade or pass/no pass. Previously listed
as GBUS 1. (C-ID: BUS 110) ADVISORY: Eligible for English 250 and English 260.

BUS 11 Statistics for Business and Economics
Units: 4.0 Hours: 4.0 Lecture
Transferable: CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4
Statistical methods for business/economics analysis; descriptive statistics, inference, correlation
and regression, probability, time series analysis. This course has the option of a letter grade or pass/
o pass. This course is also listed as ECON 11. Previously listed as GBUS 11. PREREQUISITE:
Mathematics 233.

BUS 14 Personal Finance
Units: 3.0 Hours: 3.0 Lecture
Transferable: CSU
This course is designed to assist individuals to analyze their financial affairs for lifelong decision
making. Elements and concepts of financial planning and decision making in the areas of budgeting,
taxes, borrowing, money management, insurance, investments, retirement, and estate planning
will be examined. This course is also listed as ECON 14. This course has the option of a letter grade or pass/
o pass. Previously listed as BUS 14. ADVISORY: Math 400

BUS 80 Business Law
Units: 3.0 Hours: 3.0 Lecture
Transferable: CSU, UC; CAN-BUS12
Introduction to the law applicable to business institutions and their operations; social forces and
their effect upon the development of law; sources of law, agencies for enforcement, and court
procedure and administration agencies. Substantive law, that law which includes rights and duties,
will include contracts, agency employment relationships, torts and crimes. This course has the
option of a letter grade or pass/no pass. Previously listed as BUS 80. ADVISORY: Eligible for
English 250 and English 260.
COURSE OFFERINGS

BUS 100  Business Correspondence
Units:  3.0  Hours:  3.0 Lecture
Transferable: CSU; GAV-GE:F
Using word processing software, students will plan, compose, and revise a variety of business documents including letters, emails, reports, and memos. Messages will be analyzed to develop correspondence that is appropriate to the target audience and that is effective and professional. Using presentation graphics software, students will prepare professional level oral reports for a variety of business situations. This course has the option of a letter grade or pass/no pass. Also listed as BOT 100. ADVISORY: CSIS 122, CSIS 126 or equivalent. PREREQUISITE: ENGL 1A

BUS 102  Business Mathematics
Units:  3.0  Hours:  3.0 Lecture
Transferable: CSU
Basic concepts of business mathematics with emphasis on problem solving. Covers arithmetic fundamentals, business applications, percentages, merchandising, accounting, and measuring business performance and success. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 102. ADVISORY: Eligible for Mathematics 402 and English 280.

BUS 190  Occupational Work Experience / General Business
Units:  1.0 TO  4.0  Hours:  5.0 TO 20.0 Laboratory
Transferable: CSU
Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

CARPENTRY

CARP 200  Introduction to Apprenticeship
Units:  1.5  Hours:  22.0 Lecture and 14.0 Laboratory
Transferable: No
Introduction to Apprenticeship is designed to make the apprentice familiar with the tools and skills to be successful in construction. This includes hazard awareness, safe use of selected power tools, review of mathematics used in construction and understanding the Union and apprentice’s role and responsibilities.

CARP 201  Worker Safety and Tool Skills
Units:  1.5  Hours:  18.0 Lecture and 18.0 Laboratory
Transferable: No
This course will examine possible hazards of the construction site and the methods used to protect the worker from those hazards. Students will become familiar with California workplace safety regulations designed to protect the worker from the hazards of employment. And students will gain the experience necessary to safely use a selected group of power tools.

CARP 202  The Apprentice Carpenter and the Trade
Units:  2.0  Hours:  36.0 Lecture
Transferable: No
This course covers the history of carpenter apprenticeship and the trade. Topics include wages and benefits, worker’s compensation, job placement, collective bargaining, working conditions, and labor-management relations as they pertain to unions, contractors, and cooperatives.

CARP 203  Construction Math and Introduction to Working Drawings
Units:  2.0  Hours:  30.0 Lecture and 6.0 Laboratory
Transferable: No
This course covers mathematics applications to the construction trade with specific focus on mathematical processes in carpentry. Topics include an introduction to elements of working drawings used in the construction process.

CARP 204  Foundations and Floors
Units:  1.0  Hours:  6.0 Lecture and 30.0 Laboratory
Transferable: No
This course covers layout, forming, and framing of foundations, joist and sub-flooring construction.

CARP 205  Residential Blueprint Reading
Units:  2.5  Hours:  30.0 Lecture and 6.0 Laboratory
Transferable: No
This course is an introduction to residential blueprints. Topics include conventions, lines, symbols, measurements, and specifications used for residential construction.

CARP 206  Structural Framing
Units:  1.0  Hours:  6.0 Lecture and 30.0 Laboratory
Transferable: No
This course covers basic framing systems and layout of walls, ceilings and stairwells.

CARP 207  Form Detailing, Construction and Erection
Units:  1.0  Hours:  6.0 Lecture and 30.0 Laboratory
Transferable: No
This course covers planning and building of form work, construction and erection of various concrete forms, and construction materials and methods.

CARP 208  Exterior Finish
Units:  1.0  Hours:  6.0 Lecture and 30.0 Laboratory
Transferable: No
This course covers exterior design, materials, and methods of application and finishes in building construction. Students will complete the tasks required in planning and installing exterior finish and trim materials in a safe and efficient manner.

CARP 209  Blueprint Reading - Commercial and Industrial
Units:  2.0  Hours:  30.0 Lecture and 6.0 Laboratory
Transferable: No
This course is an introduction to commercial and industrial blueprints. Topics include conventions, lines, symbols, measurements, and specifications used for commercial and industrial construction. Complete construction material take-off calculations commonly used on the job.

CARP 210  Concrete - Precast & Prestressed
Units:  1.0  Hours:  6.0 Lecture and 30.0 Laboratory
Transferable: No
This course covers concrete components and the effect of component proportions on the workability and strength of concrete. The type of cement and admixtures to use in a given situation are discussed. Detail and build tilt-up panel forms. Construct a bridge deck and the forms for a box beam girder.

CARP 211  Interior Finish
Units:  1.0  Hours:  6.0 Lecture and 30.0 Laboratory
Transferable: No
This course covers interior designs, materials, and methods of application in building construction. Students will complete the tasks required in planning and installing interior materials in a safe and efficient manner.

CARP 212  Level and Layout Instruments
Units:  1.0  Hours:  24.0 Lecture and 12.0 Laboratory
Transferable: No
This course covers use of leveling devices. It includes reading and interpreting an engineer’s rod, horizontal and vertical setting circles, and vernier scale. Additional topics include construction layout of horizontal and vertical angles.