

**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. **ADVISORY:** Eligible for Mathematics 402 and English 260.

**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.

**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. Also listed as BUS 100. **ADVISORY:** Eligible for ENGL 250 and ENGL 260.

**BOT 102 Business Mathematics****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

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**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:** 3.0 **Hours:** 3.0 Lecture**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 both ICD-9 and ICD-10 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.

**CARPENTER APPRENTICE****CARP 200 Introduction to Apprenticeship****Units:** 1.5 **Hours:** 22.0 Lecture and 14.0 Laboratory

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

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.