BIO 12  Introduction to Human Biology
Units: 4.0  Hours: 3.0 Lecture and 3.0 Laboratory
This course will provide an introduction to human biology for non-majors to meet general education laboratory science requirements. It will cover the biologic principles of basic body structure and function including all systems of the body, genetic diseases, and biotechnology. This course satisfies the same general education life science requirements as Biology 10 and Ecology 1.

BIO 13  Marine Biology
Units: 4.0  Hours: 3.0 Lecture and 3.0 Laboratory
The course provides a comprehensive overview of marine ecosystems, emphasizing the diversity of life inhabiting them. The physical, chemical, and ecological features of the marine environment are reviewed and the evolutionary adaptations that allowed marine organisms to survive are emphasized. Although the overall focus will include ecosystems found in both tropical, subtropical, temperate and arctic regions, many of the practical examples will be drawn from the rich ecosystems of the central California coast and labs will provide hands-on experience of the diversity of life forms found in this area. Practical exercises will include viewing of specimens in the laboratory, short documentaries followed by discussion and field trips to coastal locations within the Monterey Bay and vicinity to view and explore specific ecosystems such as kelp forests, the intertidal, and estuarine areas, as well as learn about local marine species such as birds and mammals.

BIO 15  Survey of Human Anatomy and Physiology
Units: 5.0  Hours: 4.0 Lecture and 3.0 Laboratory
An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as Allied Health 15. ADVISORY: Biology 10 or Biology 12 with a grade of "C" or better. Eligible for English 250, English 260 and Mathematics 205. Course will include the viewing of a cadaver.

BIO 21  Field Ecology
Units: 1.0 TO 4.0  Hours: 1.0 TO 4.0 Lecture
Transferable: CSU
Introduces concepts in ecology, plant and animal identification, natural history, and habitat assessment in a field setting. The class will have a two hour preliminary meeting to prepare for two successive meetings to local habitats. Camping is not required. Outings will be rescheduled in the case of inclement weather. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and Math 205.

BIOT 103  Biotechnology Lab Skills and Instrumentation
Units: 4.0  Hours: 2.0 Lecture and 6.0 Laboratory
Transferable: CSU
Introduction to biotechnology laboratory skills. Techniques will include DNA isolation, DNA fingerprinting, cloning, restriction mapping, and Southern blotting. Includes the use and care of instruments such as centrifuges, mechanical and micropipettes, and electronic balances. Will also include keeping of a notebook, report writing, and calculations. ADVISORY: Eligible for English 250. PREREQUISITE: Completion of BIO 1 with a grade of "C" or better; may be taken concurrently.

BIOT 104  Seminar in Biotechnology
Units: 1.0  Hours: 1.0 Lecture
Transferable: CSU
This course will survey careers in biotechnology and ethical issues in biotechnology.

BUS 1  Fundamentals of Business
Units: 3.0  Hours: 3.0 Lecture
Transferable: CSU, UC; GAV-GE:B2, 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:SA, GAV-GE:B4
The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social science, psychology, life science, health science, and education. Additional and more extensive case studies from business and economics, emphasizing statistical results that provide guidance for business decisions or suggest solutions to contemporary business and economic problems; use of larger data sets analyzed with computer software programs. PREREQUISITE: Math 233, or Math 233A and Math 233B, or Math 235, or Math 240, or Math 242 with a grade of "C" or better.

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/no pass. ADVISORY: Math 400

BUS 80  Business Law
Units: 3.0  Hours: 3.0 Lecture
Transferable: CSU, UC
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 GBUS 80. (C-ID: BUS 125) ADVISORY: Eligible for English 250 and English 260.

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

Business Accounting: see Accounting
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.  

BUS 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.

BUS 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.

BUS 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.

BUS 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.

BUS 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.

BUS 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 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.

BOT 112 Business Compuitions 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 has 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.

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.