BIOTECHNOLOGY

BIOT 103 Biotechnology Lab Skills and Instrumentation
Units: 4.0 Hours: 2.0 Lecture and 6.0 Laboratory
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
This course will survey careers in biotechnology and ethical issues in biotechnology.

BUSINESS

BUS 1 Fundamentals of Business
Units: 3.0 Hours: 3.0 Lecture
Transferable: GAV-GE:D2, GAV-GE: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 100 Business Correspondence
Units: 3.0 Hours: 3.0 Lecture
Transferable: 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.

BUS 102 Business Mathematics
Units: 3.0 Hours: 3.0 Lecture
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: 3.3 TO 16.7 Laboratory
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. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

BUSINESS OFFICE TECHNOLOGY

BOT 100 Business Correspondence
Units: 3.0 Hours: 3.0 Lecture
Transferable: 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
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.