

BUSINESS OFFICE TECHNOLOGY

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. May be repeated three times for credit. ADVISORY: Eligible for Mathematics 402.

BOT 160 Records Management

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU

Principles covering records management in business including alphabetic, numeric, geographic, and subject systems; an understanding of how records are created, classified, stored, retrieved, transferred, and disposed of; organizing and managing both manual and automated records systems are explained. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

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 - MediSoft

Units: 2.0 Hours: 1.0 lecture 3.0 Laboratory

Transferable: CSU

This course in computerized billing procedures for a medical office uses MediSoft software. Students will learn the patient billing features of this software and complete a capstone simulation giving them hands-on realistic medical front office practice. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: Eligible for English 250. Some computer experience.

BOT 182 Medical Office Procedures

Units: 3.0 Hours: 2.0 lecture 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. May be repeated three times for credit. 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 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. May be repeated three times for credit. ADVISORY: BOT 180.

All courses listed here are part of Gavilan College's approved curriculum.
All courses are not offered every semester. Check the Class Schedule for current offerings.

BOT 190 Occupational Work Experience/Business Office Technology

Units: 1.0 TO 4.0 Hours: 5.0 TO 20.0 Laboratory

Transferable: CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units. REQUIRED: Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school enrollment in one other class is required). Minimum 2.00 G.P.A.

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

This course introduces students to business and the array of opportunities that it offers. The course will help students recognize careers that will be of interest to them with consideration of their own skills and aptitudes. Different facets of business will be covered and students will learn about establishing their own business. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 1. 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/no 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/no pass. Previously listed as GBUS 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 GBUS 80. ADVISORY: Eligible for English 250 and English 260.

BUS 100 Business Correspondence

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Development of business writing techniques and English usage skills for effective communication through various forms of business correspondence. Emphasizes the public relations function of correspondence; covers a review of grammar, punctuation, and job application techniques. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 100. ADVISORY: CSIS 122, 126 or equivalent; Eligible for English 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 260.

BUS 190 Occupational Work Experience General Business

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units. Previously listed as GBUS 190. REQUIRED: Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school enrollment in one other class is required.) Minimum 2.00 G.P.A.

CARPENTRY**CARP 201 Worker Safety and Tool Skills**

Units: 1.5 **Hours:** 18.0 lecture 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. May be repeated once for credit.

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. May be repeated once for credit.

CARP 203 Construction Math and Introduction to Working Drawings

Units: 2.0 **Hours:** 30.0 lecture 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. May be repeated once for credit.

CARP 204 Foundations and Floors

Units: 1.0 **Hours:** 6.0 lecture 30.0 Laboratory
Transferable: No

This course covers layout, forming, and framing of foundations, joist and sub-flooring construction. May be repeated once for credit.

CARP 205 Residential Blueprint Reading

Units: 2.5 **Hours:** 30.0 lecture 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. May be repeated once for credit.

CARP 206 Structural Framing

Units: 1.0 **Hours:** 6.0 lecture 30.0 Laboratory
Transferable: No

This course covers basic framing systems and layout of walls, ceilings and stairwells. May be repeated once for credit.

CARP 207 Form Detailing, Construction and Erection

Units: 1.0 **Hours:** 6.0 lecture 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. May be repeated once for credit.

CARP 208 Exterior Finish

Units: 1.0 **Hours:** 6.0 lecture 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. May be repeated once for credit.

CARP 209 Blueprint Reading - Commercial and Industrial

Units: 2.0 **Hours:** 30.0 lecture 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. May be repeated once for credit.

CARP 210 Concrete - Precast & Prestressed

Units: 1.0 **Hours:** 6.0 lecture 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. May be repeated once for credit.