

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/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.

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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

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.