

BUSINESS COMPUTING (BC)

BC C107A 1.5 Units (27 lecture hours)

Keyboarding

Advisory: Computer access required.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Introduction to learning to touch-type on the computer. Good for personal or business use. Graded or Pass/No Pass option. **C-ID:** BSOT 110 X.

BC C107B 1.5 Units (27 lecture hours)

Keyboarding and Formatting Documents

Advisory: BC C107A and computer access is required.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Develop your typing speed and accuracy. Learn to type simple letters, memos, and more. For personal or business use. Graded or Pass/No Pass option. **C-ID:** BSOT 110 X.

BC C112 3 Units (54 lecture hours)

Office Organization

Advisory: Keyboarding skills of at least 25 words per minute.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course prepares you to work efficiently in today's professional office environment. Topics include customer service, time management, writing/proofreading/editing skills, workplace communications, records management, office computing/Internet skills, meeting organization and plans, business terminology, office design, career advancement, and business etiquette. Graded or Pass/No Pass option.

BC C120 1.5 Units (27 lecture hours)

Microsoft Excel 1

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Students will learn to use Microsoft Excel to create professional worksheets that include formulas, functions, charts, printing techniques, and data analysis. Graded or Pass/No Pass option. **C-ID:** BSOT 112 X.

BC C145 3 Units (54 lecture hours)

Medical Administrative Assistant 1

Advisory: Microsoft Word and Internet experience.

Grading Mode: Standard Letter

Transfer Credit: CSU.

A practical course designed for students in medical assisting, nursing, and allied health occupations to learn how to successfully support the front or back office of a health care facility. Letter Grade only.

BC C147 2 Units (36 lecture hours)

Beginning Microsoft Word

Advisory: BC C107A or typing speed at least 25 wpm.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Learn to use the latest version of Microsoft Word to create professional-looking documents for personal and business needs. Topics include using Windows operating system basics and Internet Explorer; creating, editing, formatting, and managing documents; inserting objects, tables, SmartArt, diagrams, and organizational charts. Graded or Pass/No Pass option. **C-ID:** BSOT 111 X.

BC C148 2 Units (36 lecture hours)

Intermediate Microsoft Word

Advisory: BC C147.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Learn to use the latest version of Microsoft Word to create professional-looking documents for personal and business needs at the Intermediate skill level. Topics include custom multilevel lists, automation, themes and styles, comments, track changes, document protection, distribution, and digital signatures. Graded or Pass/No Pass option. **C-ID:** BSOT 121 X.

BC C150 3 Units (54 lecture hours)

Microsoft Office Professional 1

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

An introduction to MS Office applications - Microsoft Word, Excel, Access, PowerPoint, and other related tools. Graded or Pass/No Pass option.

BC C161 3 Units (54 lecture hours)

Health Information Technology: Medical Coding 1

Advisory: ability to use Microsoft Windows.

Grading Mode: Standard Letter

Transfer Credit: CSU.

An introductory course in Current Procedural Terminology (CPT). Systematically learn CPT codes by body system, various procedures and ways to code each one. This course includes an introduction to International Classification of Diseases, 9th Revision, Clinical Modification (ICD 9-CM/10-CM) and information about third party reimbursement. Graded or Pass/No Pass option.

BC C162 **3 Units (54 lecture hours)**
Health Information Technology: Medical Coding 2
Advisory: BC C104 or ability to use Microsoft Windows, and BC C161 and C163.

Grading Mode: Standard Letter
Transfer Credit: CSU.

This second course in medical coding emphasizes coding physician services and diagnoses in the outpatient settings of clinics and outpatient departments of hospitals. Study authentic medical cases covering concepts that give a more in-depth understanding of physician-based services. It includes auditing previously coded cases that were returned because of errors. This is the second course in preparing for the certification examination given by either the American Health Information Management Association or the American Academy of Professional Coders. Graded or Pass/No Pass option.

BC C163 **3 Units (54 lecture hours)**
Health Information Technology: Medical Terminology
Advisory: BC C104 or ability to use Microsoft Windows.

Grading Mode: Standard Letter
Transfer Credit: CSU.

Introduction to medical terminology for body structure, body systems, and diagnostic work. Prefixes, suffixes, word roots, and combined word forms. Includes instruction in spelling, definition, and pronunciation. Graded or Pass/No Pass option.

BC C175 **1.5 Units (27 lecture hours)**
Microsoft Access 1
Advisory: BC C104.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Using Microsoft Access, learn database basics. Design and create tables, forms, and reports. Create queries, including aggregate functions and crosstab queries, to analyze and filter data. Graded or Pass/No Pass option. **C-ID:** BSOT 113 X.

BC C281 **1 Unit (90 other hours)**
Work Based Learning
Prerequisite(s): Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1 unit of Work Based Learning.

Co-requisite(s): Be enrolled in a total of 7 units including Work Based Learning.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

To enhance each Work Based Learning participant's opportunity for success in the field of Business Computing by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Business Computing. Graded or Pass/No Pass option.

BC C282 **2 Units (180 other hours)**
Work Based Learning
Prerequisite(s): Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1 unit of Work Based Learning.

Co-requisite(s): Be enrolled in a total of 7 units including Work Based Learning.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

To enhance each Work Based Learning participant's opportunity for success in the field of Business Computing by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Business Computing. Graded or Pass/No Pass option.

BC C283 **3 Units (270 other hours)**
Work Based Learning
Prerequisite(s): Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1 unit of Work Based Learning.

Co-requisite(s): Be enrolled in a total of 7 units including Work Based Learning.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

To enhance each Work Based Learning participant's opportunity for success in the field of Business Computing by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Business Computing. Graded or Pass/No Pass option.

BC C284 **4 Units (240-300 other hours)**
Work Based Learning
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

To enhance each Work Based Learning participant's opportunity for success in the field of Business Computing by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Business Computing. Note: 75 hours of paid work or 60 hours of non-paid work in a field related to Business Computing for each one-semester credit is required. Student must be enrolled in a total of 7 units including Work Based Learning. Graded or Pass/No Pass option.