

state withholdings and deductions, recording of payroll transactions into the accounting records, and filing of federal and state payroll tax forms. Includes a consideration of factors which determine employee versus independent contractor status, and business taxes such as sales and property taxes and their filing requirements.

CSU

150 INDIVIDUAL INCOME TAX ACCOUNTING 3 UNITS

3 hours lecture

Introduction to federal taxation and tax preparation as applied to the individual taxpayer. Overview of the income tax environment. Topics include filing status, personal and dependency exemption, itemized and standard deductions, and solving specific problems related to filing Federal Form 1040.

CSU

155 HUMAN RESOURCES MANAGEMENT 3 UNITS

3 hours lecture

Introduction to the management of human resources and an understanding of the impact and accountability of human resource activities to the organization. Covers global human resource strategies; social and organizational realities; legal implications affecting people at work; union/non-union practices; employee compensation and benefits; employee rights; safety issues.

CSU

156 PRINCIPLES OF MANAGEMENT 3 UNITS

3 hours lecture

Planning, organizing, directing and controlling for management. Interaction of the functions including setting objectives, MBO, decision-making tools, alternative organization structures, leadership, motivation, communication, group dynamics, management of stress and change, time management, and women in management. Survey of the quantitative tools available to the manager.

CSU

161 BUSINESS INTERNSHIP 1-3 UNITS

75 hours paid or 60 hours unpaid work experience per unit, 1-3 units

A work experience course to enable students in various specialty areas of business to gain practical experience and to apply knowledge gained in their business courses. This course is available to any Accounting, Business, Entrepreneurship, or Management major. Students will meet at least twice during the semester to compare field experiences and submit paperwork. It is recommended that students have completed at least 12 units of Business courses prior to registering for this class. *Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a total of sixteen units, and students must work 75 paid hours or 60 unpaid hours per unit earned.*

162 ANALYSIS OF FINANCIAL STATEMENTS 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in BUS 120 or equivalent

3 hours lecture

This course covers the characteristics and analysis of financial statements. Students will learn how to apply ratios to financial statements and interpret their outcomes in order to draw various inferences and/or conclusions from their results.

CSU

176 COMPUTERIZED ACCOUNTING APPLICATIONS 2 UNITS

2 hours lecture

An introductory course of computerized accounting functions utilizing an integrated general ledger software package. Especially beneficial to students, teachers and professionals who are using, or plan to use, computerized accounting packages to create a chart of accounts, record customer and vendor transactions, process payroll, and print reports.

CSU

195 PRINCIPLES OF MONEY MANAGEMENT FOR SUCCESS 3 UNITS

3 hours lecture

Explores the theories and techniques of managing personal income by setting life planning goals that will culminate in the development of a personal plan for students to manage their finances throughout the lifespan. Within the broad backdrop of business and economics in the United States, topics will include lifelong financial planning, budgeting, managing checking and savings accounts, building and maintaining good credit, retirement and estate planning, insurance, home ownership, and creating an investment portfolio.

CSU

BUSINESS OFFICE TECHNOLOGY (BOT)

096 COMPUTER BASICS FOR THE OFFICE 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 or equivalent

.5 hour lecture, 1.5 hours laboratory

Students with little or no computer experience will be provided with the basic information and skills needed to operate a computer efficiently in an office environment. Includes an overview of the components of a computer system hardware and software, proficiency in using a mouse, storing information, using the Internet, and purchasing and maintaining a computer. Recommended that students complete a basic keyboarding course prior to enrolling in this course. **Pass/No Pass only. Non-degree applicable.**

100 BASIC KEYBOARDING 1 UNIT

3 hours laboratory

Beginning keyboarding techniques for students who wish to use keyboarding skills for inputting information on computers. This course is taught on computers using appropriate software. Emphasis on the development of speed and accuracy by use of touch keyboarding methods, development of touch skills on the 10-key pad, understanding of basic vocabulary and concepts used in keyboarding operations for inputting and retrieving information, and composition at the keyboard. For students with physical disabilities that may impair proficiency, emphasis will be on quality of output instead of speed, and on the use of alternative input devices.

CSU

101A KEYBOARDING/DOCUMENT PROCESSING I 1.5 UNITS

Prerequisite: "C" grade or higher or "Pass" in BOT 100 or equivalent

1.5 hours lecture

Focuses on learning or reviewing the alphabetic and numeric keyboard including the 10-key pad

for numeric data entry. Students will learn basic features of Microsoft Word to produce simple memos, letters and reports. Keyboarding software will be used to build speed and accuracy. Students wishing to progress to BOT 102AB must complete BOT 101B.

CSU

101B KEYBOARDING/DOCUMENT PROCESSING II 1.5 UNITS

Prerequisite: "C" grade or higher or "Pass" in BOT 101A or equivalent

1.5 hours lecture

Students will use Microsoft Word to produce correctly formatted and accurate business documents including letters, reports and tables. Keyboarding software is used to build speed and accuracy.

CSU

102A INTERMEDIATE KEYBOARDING/DOCUMENT PROCESSING I 1.5 UNITS

Prerequisite: "C" grade or higher or "Pass" in BOT 101B or equivalent

1.5 hours lecture

Students will review and create business documents to apply formatting skills taught in BOT 101 or 101AB and are then introduced to new formatting and report styles options including agendas, formal reports and multipage tables. This course begins with intermediate Microsoft Word functions; entering students should be proficient in using basic Word features and should key a minimum of 30 net words per minute on a 5-minute timed writing.

CSU

102B INTERMEDIATE KEYBOARDING/DOCUMENT PROCESSING II 1.5 UNITS

Prerequisite: "C" grade or higher or "Pass" in BOT 102A or equivalent

1.5 hours lecture

Students continue to create business documents, applying new formatting skills including using templates, designing letterheads and office forms, and learning specialized applications such as medical and legal forms. This course begins with intermediate Microsoft Word functions; entering students should be proficient in using basic Word features and should key a minimum of 35 net words per minute on a 5-minute timed writing.

CSU

103A BUILDING KEYBOARDING SKILL I .5 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 or equivalent

1.5 hours laboratory

Designed for students who have completed a keyboarding course but wish to work further on developing speed and accuracy. Entering students should know the alphabetic keyboard by touch and key at a minimum rate of 20 net words per minute on a 5-minute timed writing.

CSU

103B BUILDING KEYBOARDING SKILL II .5 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 103A or equivalent

1.5 hours laboratory

Continuation in building keyboarding speed and accuracy. Entering students should be keying by touch at a minimum rate of 25 net words per minute on a 5-minute timed writing. Those keying at a lower rate should enroll in BOT 103A.

CSU

103C BUILDING KEYBOARDING**SKILL III .5 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 103B or equivalent

1.5 hours laboratory

Continuation in building keyboarding speed and accuracy. Entering students should be keying by touch at a minimum rate of 30 net words per minute on a 5-minute timed writing. Those keying at a lower rate should enroll in BOT 103B.

CSU

104 FILING AND RECORDS MANAGEMENT**1 UNIT**

.5 hour lecture, 1.5 hours laboratory

Instruction in the Association of Records Managers and Administrators (ARMA) filing rules and techniques which are widely used in business to create and maintain files. Covers alphabetic, numeric, geographic and subject filing rules; and records management including rules for retention, transfer and disposition of records. Students will use a software package to learn basic filing rules.

CSU

106 EFFECTIVE JOB SEARCH**1 UNIT**

1 hour lecture

Provides comprehensive and valuable skills that are needed to successfully secure employment, specializing in the office technology industry. Designed to examine the continuous process of career/life planning through effective, well-planned and efficiently organized job search procedures.

CSU

107 OFFICE SYSTEMS AND PROCEDURES**2 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 101AB, 119 or equivalent or concurrent enrollment

2 hours lecture

Study of office ethics and professionalism; prioritizing and productivity; human relations; working in teams; customer service skills; telephone skills; scheduling appointments; using email, copiers, fax machines and scanners; handling office mail; and using the Internet for common office functions such as travel reservations and ordering supplies.

CSU

114 ESSENTIAL WORD**1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 100, 119 or equivalent

.5 hour lecture, 1.5 hours laboratory

Designed for students who want to learn the most commonly used features of a popular word processing software package. Upon completion, students will be proficient in using text editing and formatting commands to produce typical business documents, and in using the mail merge feature to produce form letters, labels and envelopes. Those desiring more in-depth coverage of these and additional topics should consider enrolling in BOT 120, 121, 122. *Not open to students with credit in BOT 121, 122.*

CSU

115 ESSENTIAL EXCEL**1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 100, 119 or equivalent

.5 hour lecture, 1.5 hours laboratory

Designed for students who want to become proficient in the most commonly used features of Microsoft Excel. Basic spreadsheet concepts and terms will be introduced. Students will learn how to create, format and revise spreadsheets, charts, basic formulas, and templates. The use of simple macros will be introduced. Those desiring more in-depth coverage of these and

additional topics should consider enrolling in BOT 123, 124, 125. *Not open to students with credit in BOT 124, 125.*

CSU

116 ESSENTIAL ACCESS**1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 100, 119 or equivalent

.5 hour lecture, 1.5 hours laboratory

Designed for students who want to become proficient in the most commonly used features of Microsoft Access. Basic database concepts and terms will be introduced. Students will learn how to create, format, edit and revise simple databases, sort and filter records, use queries, and create forms, reports and labels. Those desiring more in-depth coverage of these and additional topics should consider enrolling in CIS 140 or BOT 126, 127, 128. *Not open to students with credit in BOT 127, 128.*

CSU

117 ESSENTIAL POWERPOINT**1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 100, 119 or equivalent

.5 hour lecture, 1.5 hours laboratory

Designed for students who want to become proficient in the most commonly used features of Microsoft PowerPoint. Basic concepts and terms will be introduced. Students will learn how to create, format and revise PowerPoint presentations, including animation effects. Those desiring more in-depth coverage of these and additional topics should consider enrolling in BOT 129, 130. *Not open to students with credit in BOT 130.*

CSU

118 INTEGRATED OFFICE PROJECTS**1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in BOT 114, 115, 116, 117 or equivalent

3 hours laboratory

Capstone course for BOT majors who have completed prerequisite courses in all applications of the Microsoft Office suite (Word, Excel, Access, PowerPoint). Students will apply their skills and use cloud computing technologies such as Microsoft OneDrive, Microsoft OneNote, and Google Drive to complete projects that integrate these applications.

CSU

119 WINDOWS FOR THE INFORMATION**WORKER 2 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 or equivalent, BOT 096 or equivalent or concurrent enrollment

2 hours lecture

This course is designed for students who wish to learn the latest generation of Windows. Students will learn to use the Windows operating system efficiently to customize desktop settings, control desktop applications and online apps, create an online account to access email and the cloud, conduct sophisticated online searches, understand and avoid online threats, and manage drives, files and folders. In addition, students will learn the latest in the "universal" application.

CSU

120 COMPREHENSIVE WORD,**LEVEL I****1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 101AB, 119 or equivalent

.5 hour lecture, 1.5 hours laboratory

First in a three-level course sequence providing thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations. Those desiring less

comprehensive coverage of Word should consider enrolling in BOT 114.

CSU

121 COMPREHENSIVE WORD, LEVEL II**1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 120 or equivalent

.5 hour lecture, 1.5 hours laboratory

Second in a three-level course sequence providing thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations.

CSU

122 COMPREHENSIVE WORD, LEVEL III**1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in BOT 121 or equivalent

.5 hour lecture, 1.5 hours laboratory

Third in a three-level course sequence providing thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations.

CSU

123 COMPREHENSIVE EXCEL, LEVEL I**1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 100, 119 or equivalent

.5 hour lecture, 1.5 hours laboratory

First in a three-level course sequence providing thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations. Those desiring less comprehensive coverage of Excel should consider enrolling in BOT 115.

CSU

124 COMPREHENSIVE EXCEL, LEVEL II**1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 123 or equivalent

.5 hour lecture, 1.5 hours laboratory

Second in a three-level course sequence providing thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations.

CSU

125 COMPREHENSIVE EXCEL, LEVEL III**1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in BOT 124 or equivalent

.5 hour lecture, 1.5 hours laboratory

Third in a three-level course sequence providing thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations.

CSU

126 COMPREHENSIVE ACCESS, LEVEL I**1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 100, 116, 119 or equivalent

.5 hour lecture, 1.5 hours laboratory

First in a three-level course sequence providing thorough coverage of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations. Those desiring less comprehensive coverage of Access should consider enrolling in BOT 116.

CSU

127 COMPREHENSIVE ACCESS, LEVEL II 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 126 or equivalent

.5 hour lecture, 1.5 hours laboratory

Second in a three-level course sequence providing thorough coverage of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations.

CSU

128 COMPREHENSIVE ACCESS, LEVEL III 1 UNIT

Prerequisite: "C" grade or higher or "Pass" in BOT 127 or equivalent

.5 hour lecture, 1.5 hours laboratory

Third in a three-level course sequence providing thorough coverage of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations.

CSU

129 COMPREHENSIVE POWERPOINT, LEVEL I 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 101AB, 114, 120 or equivalent

.5 hour lecture, 1.5 hours laboratory

First in a three-level course sequence providing thorough coverage of most features of Microsoft PowerPoint. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations. Those desiring less comprehensive coverage of PowerPoint should consider enrolling in BOT 117.

CSU

130 COMPREHENSIVE POWERPOINT, LEVEL II 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 129 or equivalent

.5 hour lecture, 1.5 hours laboratory

Second in a three-level course sequence providing thorough coverage of most features in Microsoft PowerPoint. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations.

CSU

132 GOOGLE APPLICATIONS FOR BUSINESS 3 UNITS

3 hours lecture

In this course, students learn how to use Google Apps, a collection of free Web-based productivity tools, in a business environment. Topics include Google Search, Gmail, Google Calendar, Google Docs, Google Spreadsheets, Google Presentations, and emerging trends in Google Apps. Students use the internet to access their files and the tools to manipulate and collaborate with them.

CSU

133 ADOBE ACROBAT FOR THE WORKPLACE 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 119 or equivalent

1 hour lecture

This course involves the study of Adobe Acrobat to create, manage, edit, assemble, and search PDF documents. Students will learn to create Adobe Portable Document Format (PDF), the universal file format for portable documents that preserves all of the fonts, formatting, colors, and graphics of any source document. Additionally, Acrobat can be used to create

fillable forms, initiate review processes and apply legal features. Students will learn how to create PDF files from almost any file or paper document, as well as review and comment on PDF files, edit their contents, combine multiple documents into a single PDF file, keep PDF files secure, sign them electronically using the Adobe Document Cloud, and work with interactive online forms. This course will equip students to use Adobe Acrobat successfully in all professional settings, including law offices.

150 USING MICROSOFT PUBLISHER 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 101AB or 121 or equivalent

.5 hour lecture, 1.5 hours laboratory

Introductory course in Microsoft Publisher for students who wish to acquire a basic understanding of concepts and terminology for the production and design of professional quality publications. Emphasizes graphics, word processing and page layout.

CSU

151 USING MICROSOFT OUTLOOK 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 100, 114, 119 or 120 or equivalent

.5 hour lecture, 1.5 hours laboratory

Designed to offer students proficiency in the use of Microsoft Outlook to create email messages, maintain personal calendars and schedules, plan work, maintain contact lists, and organize information.

CSU

174 COMPUTER CONCEPTS AND APPLICATIONS 3 UNITS

3 hours lecture

This course involves the study of computer concepts and computer skills needed to use computers effectively and efficiently to enhance personal and professional productivity. Computer concepts covered include a basic understanding of the components that comprise computer hardware, system software, social media, mobile computing, and the security and privacy issues related to technology. This course will guide students to achieve entry-level competence with the latest editions of Microsoft Windows, web browsers and the Microsoft Office productivity suite, including OneNote, Outlook, Word, Excel, PowerPoint, and Access.

CSU

180 – BASIC COMPUTER SKILLS FOR ARABIC LEARNERS 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in Arabic 120 or equivalent

1 hour lecture

Students will be provided with the basic information and skills needed to operate a computer efficiently to support Arabic classes with an emphasis on basic keyboarding techniques and typing in Arabic, editing and formatting text in Arabic, and creating, formatting, and editing PowerPoint presentations in Arabic. Includes an overview of file and folder management to store information, using computer input devices, searching the internet, and sending email with attachments. *Also listed as ARBC 180. Not open to students with credit in ARBC 180.*

CSU

201 ADVANCED KEYBOARDING/ DOCUMENT PROCESSING 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in BOT 102AB or equivalent

3 hours lecture

Advanced keyboarding for further development of keyboarding skills to meet professional placement requirements. Students will apply

intermediate and advanced features of Microsoft Word to create complex business documents with minimum instruction. Utilizes software for building speed and accuracy on 5-minute timed writings to attain the speed and accuracy required for professional office positions.

CSU

223 OFFICE WORK EXPERIENCE 1 UNIT

Prerequisite: Limited to BOT majors who have completed at least 12 units in the major

Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites

60 hours non-paid or 75 hours paid work experience per semester

Work experience in an office setting. Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a total of sixteen units, and students must work 75 paid hours or 60 non-paid hours per unit earned.

CSU

224 OFFICE WORK EXPERIENCE 2 UNITS

Prerequisite: Limited to BOT majors who have completed at least 12 units in the major

Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites

120 hours non-paid or 150 hours paid work experience per semester

Work experience in an office setting. Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a maximum total of sixteen units, and students must work 75 paid hours or 60 non-paid hours per unit earned. A student taking this course for 2 units must work 150 hours paid or 120 hours non-paid.

CSU

225 OFFICE WORK EXPERIENCE 3 UNITS

Prerequisite: Limited to BOT majors who have completed at least 12 units in the major

Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites

180 hours non-paid or 225 hours paid work experience per semester

Work experience in an office setting. Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a maximum total of sixteen units, and students must work 75 paid hours or 60 non-paid hours per unit earned. A student taking this course for 3 units must work 225 hours paid or 180 hours non-paid.

CSU

CADD TECHNOLOGY (CADD)

***UC credit limit: all CADD courses, ENGR 119, ENGR 129, OH 200, OH 201 combined: maximum credit, one course**

115 ENGINEERING GRAPHICS 3 UNITS

2 hours lecture, 4 hours laboratory

Introduction to engineering drafting. Covers the fundamentals of drafting using both mechanical instruments and the computer as drafting tools. Students will learn the fundamentals of engineering graphics as a universal language of communication in all engineering fields. Includes organization and drawing layouts, text, dimensions, tolerances, scales, multiview projections, and pictorial drawings to visualize, represent and document basic engineering problems.

CSU, *UC credit limit