Business for Transfer (AS-T)

CAREER PATHS:

Administrative Service Manager
General and Operations Manager
Industrial Production Manager
Management Analysis
Sales Manager

Additional Career Paths and related data, including state-by-state wage info and growth in the field, can be found at www.onetonline.org.

This program map represents one possible pathway. See a counselor to create a customized education plan. Map is for the **2019-2020** catalog year.

SOLANO
COMMUNITY COLLEGE

BUSINESS
Associate in Sciences for Transfer
GE Pattern: IGETC
Program Total Units: 60-61

For more information please contact:
(707) 864-7229

2020-2021 catalog year Pathways coming soon.

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1 FIRST SEMESTER

Total Recommended Units: 16

ACCT 001 Financial Accounting	**4 units**
MATH 011 Elementary Statistics (IGETC 2)	**4 units**
BUS 005 Introduction to Business	**3 units**
ENG 001 College Composition (IGETC 1A)	**4 units**
LR 010 Introduction to Library Research and Information Competency	**1 unit**

2 SECOND SEMESTER

Total Recommended Units: 14

ACCT 002 Managerial Accounting	**4 units**
CIS 050 Microcomputer Apps	**3 units**
IGETC 5A with Lab Suggested: ASTR 010 and ASTR 020	**4 units**
IGETC 3A Suggested: MUS 005	**3 units**

3 THIRD SEMESTER

Total Recommended Units: 15

ECON 001 Principles of Economics, Macroeconimcs (IGETC 4)	**3 units**
BUS 018 Legal Environment	**3 units**
IGETC 5B Suggested: ANTH 001	**3 units**
IGETC 3B / Am Inst Grp 2 Suggested: HIST 017, 018, 028, OR 037	**3 units**
IGETC 1C Suggested: COMM 001 or 002 or 006	**3 units**

4 FOURTH SEMESTER

Total Recommended Units: 15-16

ECON 002 Principles of Economics, Microeconimcs	**3 units**
MATH 030 Analytic Geometry and Calculus	**3 units**
IGETC 3B Suggested: HIST 017	**3 units**
IGETC 4 / Am Inst Grp 1 Suggested: PLSC 001 or 005 for Am Inst	**3 units**
IGETC 1B Suggested: PHIL 005 or ENGL 002 or ENGL 004	**3-4 units**

Legend: ■ Required Courses/Courses in Discipline ■ GE Courses/Categories

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GET STARTED NOW!

▶ **Get started on your Pathway now with these recommended courses!** *Then –*See a counselor to create a **CUSTOMIZED** education plan personalized to your career and transfer goals!

▶ Required courses may change depending on a student's career and transfer goals, including requirements for cross-cultural and foreign language courses, and/or specific requirements for an individual CSU or UC.

▶ Unique transfer requirements for a specific institution can be found at **www.assist.org.**

LET US HELP YOU!

How to Apply: solano.edu/ar/apply.php

■ **Questions? Talk to a Counselor Now!**
Main Campus, Fairfield: (707) 864-7101
Vacaville Center: (707) 863-7836
Vallejo Center: (707) 642-8188
Travis AFB: (707) 863-7878
Visit online at solano.edu/counseling

■ **Contact Our Career Center to Learn Your Career Options!**
Call 707-864-7124, or email at
CareerCenter@solano.edu
Visit online at solano.edu/career

■ **You Can Afford College! Learn more about Financial Aid!**
Call 707-864-7103, or email at
FinancialAid@solano.edu
Visit online at solano.edu/financial_aid

■ **College is Accessible!** Contact our Disability Services Program (DSP) at 707-864-7136.

Business

Associate in Science in Business Administration for Transfer (ADT: A.S.-T)

Program Description
This curriculum is designed to provide an opportunity for Business majors to achieve an Associate in Science Degree in Business Administration while completing the requirements for transfer to a California State University (CSU) or other four-year college or university. A baccalaureate degree is recommended preparation for those considering careers in business. Completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work.

Associate in Science in Business Administration for Transfer
A Solano College student who has earned the associate in science degree in business administration for transfer will be granted priority admission to the CSU into a similar (BA) degree program as long as the student meets all prescribed admission requirements. Once admitted the student will only be required to complete 60 additional upper-division units to qualify for the similar BA degree. The A.S.-T degree does not guarantee admission to a specified major or campus, but does require the California State University to grant a student priority admission consideration to a CSU campus and to a major that is similar to the transfer degree.

To earn the Associate in Science in Business Administration for Transfer degree, students must:
  1. Complete 60 semester units that are eligible for transfer to the California State University, including both of the following:
    a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements
    b. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
2. Obtain a minimum grade point average of 2.0.

Program Outcomes
Students who complete the Associate in Science in Business Administration for Transfer degree will be able to:
  1. Recognize and describe the importance of marketing, law, economics, accounting, business administration, finance, risk analysis, and personnel management in business and formulate hypotheses based on these concepts.
  2. Analyze practical business problems and utilize research and critical thinking to evaluate and recommend alternative solutions.
  3. Use appropriate computer software to create and or modify relevant business documents.
  4. Apply accounting concepts and principles in making business decisions.

REQUIRED COURSES...**Units**
ACCT 001 Principles of Accounting – Financial............... 4
ACCT 002 Principles of Accounting – Managerial........... 4
BUS 005 Introduction to Business....................................... 3
BUS 018 Legal Environment of Business 3
ECON 001 Principles of Economics (Macroeconomics).. 3
ECON 002 Principles of Economics (Microeconomics)... 3
MATH 011 Elementary Statistics 4

CIS 001 Introduction to Computer Science 3
or
CIS 050 Microcomputer Applications 3
  Required Major Total Units 27

CSU General Education
  or IGETC Pattern Units.. 37–39
CSU Transferable Electives
  (as needed to reach 60 transferable units)* 3–5
  Total Degree Units 60

* 9 units may be double counted toward both the major area of emphasis and CSU General Education or IGETC Pattern. Consult with a counselor for more information on completing this degree.

Business

Business, General

Program Description
This program is designed for business students planning to transfer to the University of California and/or the California State University systems.

Certificate of Achievement and Associate in Science
A Certificate of Achievement can be obtained by completing the 23-25-unit major. The Associate in Science can be obtained upon completion of the 23-25-unit major, general education requirements and electives. All courses in the major must be completed with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes
Students who complete the Business, General Certificate of Achievement/Associate Degree will be able to:
1. Recognize and describe the importance of marketing, law, economics, accounting, business administration, finance, risk analysis, and personnel management in business and formulate hypotheses based on these concepts.

REQUIRED COURSES..**Units**
ACCT 001 Principles of Accounting - Financial 4
ACCT 002 Principles of Accounting - Managerial 4
BUS 005 Introduction to Business...................................... 3
BUS 018 Legal Environment of Business 3

CIS 001 Introduction to Computer Science 3
or
CIS 050 Microcomputer Applications 3

ECON 001 Principles of Economics (Macroeconomics).. 3
or
ECON 002 Principles of Economics (Microeconomics)... 3
3-5 units from List A 3-5
    Required Major Total Units 23-25

List A (Select 3-5 units).. **Units**
BUS 092 Business Communication...................................... 3
CIS 020 Assembly Programming 3
CIS 022 Introduction to Programming............................... 3
CIS 023 Data Structures and Algorithms 4
MATH 011 Elementary Statistics 4
MATH 020 Analytic Geometry and Calculus I 5
MATH 021 Analytic Geometry and Calculus II................ 5
MATH 030 Analytic Geometry and Calculus 3
MATH 031 Analytic Geometry and Calculus 3
OCED 090 Occupational Work Experience 1-8
OCED 091 General Work Experience 1-6

Suggested math courses for the major are MATH 011 OR MATH 030.

CSU General Education or IGETC Pattern units....37-39
Transferable Electives (as needed to reach 60 units)..5-9
    Total Degree Units CSU GE or IGETC 60

Solano General Education.. 21
Electives (as needed to reach 60 units)......................16-18
    Total Degree Units Solano GE.................................... 60

* 9 units may be double counted toward both the major area of emphasis and CSU General Education or IGETC Pattern. Consult with a counselor for more information on completing this degree.

Business

Business-Insurance: Property & Casualty

Program Description
This program provides essential background information needed by those wishing to work in an insurance office. Extensive employment opportunities are available in a variety of job areas from sales to accounting to database or project management.

Certificate of Achievement and Associate in Science Degree
A Certificate of Achievement can be obtained by completing the 31-unit major. The Associate in Science Degree can be obtained upon completion of the 31-unit major, SCC General Education - Option A, and electives. All courses in the major must be completed with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes
Students who complete the Business-Insurance: Property & Casualty Certificate of Achievement/Associate Degree will be able to:
1. Understand the insurance process, the segments of insurance, and the consequences of insurance contracts in mitigating loss.
2. Understand the risk management techniques available to handle exposure to loss and the use of risk modification.
3. Understand the financial and human consequences of loss. Proper and casualty exposures.
4. Apply the insurance principles in potential and real business and personal loss exposures.
5. Understand the exposures to loss faced by an individual and/or corporation.

REQUIRED COURSES..**Units**
ACCT 001 Principles of Accounting - Financial 4
BUS 005 Introduction to Business... 3
BUS 018 Legal Environment of Business 3
BUS 070 Introduction to Insurance..................................... 1
BUS 071 Principles of Property and Liability Insurance . 3
BUS 072 Personal Insurance 3
BUS 073 Commercial Insurance.. 3
BUS 074 Insurance - Code & Ethics................................... 1
BUS 092 Business Communication...................................... 3
CIS 050 Microcomputer Applications 3
CIS 073 Microsoft Excel... 3
OCED 090 Occupational Work Experience 1
   Required Major Total Units 31

Solano General Education.. 21
Electives (as needed to reach 60 units)............................ 8
   Total Degree Units Solano GE..................................... 60

This is a Gainful Employment Program. For additional information, please visit
http://www.solano.edu/gainful_employment/ and select "Business Insurance: Property & Casualty."

Insurance Specialist Job-Direct Low Unit Certificate
All courses must be completed with a minimum grade of C.

REQUIRED COURSES...**Units**
BUS 070 Introduction to Insurance...................................... 1
BUS 071 Principles of Property and Liability Insurance . 3
BUS 072 Personal Insurance 3
BUS 073 Commercial Insurance... 3
BUS 074 Insurance—Code & Ethics 1
   Total Units 11

Business

Management

Program Description
This program is designed to emphasize training to improve thought processes and to provide familiarity with the analytical tools of management, sound decision-making, and how to get things done through and with people. Also, this option is designed for initial employment upon graduation and for job advancement opportunities.

Certificate of Achievement and Associate in Science Degree
A Certificate of Achievement can be obtained by completing the 21-unit major. The Associate in Science Degree can be obtained by completing the 21-unit major, SCC General Education -Option A, and electives. All courses for this major must be completed with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes
Students who complete the Management Certificate of Achievement/Associate Degree will be able to:
1. Demonstrate oral and written skills unique in the business community.
2. Apply leadership, ethical standards, and team building skills necessary for managerial positions in the 21st century.
3. Conduct a personal SWOT analysis for a future small business venture.
4. Design a comprehensive business plan for a future small business venture.
5. Demonstrate the ability to use technology in analyzing and solving business problems.
6. Use basic computation skills to analyze and solve business problems requiring the use of mathematics.

REQUIRED COURSES .... **Units**
(listed in recommended sequence)
BUS 005 Introduction to Business 3
MGMT 050 Principles of Management 3
MGMT 055 Management/Leadership Skills 3

MGMT 191 Human Relations 3
or
MGMT 193 Human Resource Management 3

BUS 092 Business Communication 3
CIS 050 Microcomputer Applications 3
BUS 181 Business Mathematics 3
    Required Major Total Units **21**

Solano General Education.. **21**
Electives (as needed to reach 60 units).......................... **18**
    Total Degree Units Solano GE.................................... **60**

This is a Gainful Employment Program. For additional information, please visit
http://www.solano.edu/gainful_employment/ and select "Management."

Business

Management
Retail Management

Program Description
Designed to serve the needs of the employees and employers within the retail industry. The program provides the knowledge and skills needed to prepare students for both entry level jobs and upward mobility opportunities in this dynamic and ever changing segment of our economy. Program emphasis is placed on professional and career development.

Certificate of Achievement and Associate in Science Degree
A Certificate of Achievement in Retail Management can be obtained by completing the 25-unit major. The Associate in Science Degree can be obtained by completing the 25-unit major, SCC General Education - Option A, and electives. All courses for this major must be completed with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes
Students who complete the Retail Management Certificate of Achievement/Associate Degree will be able to:
1. Demonstrate oral and written skills unique in the business community.
2. Apply leadership, ethical standards, and team building skills necessary for managerial positions in the 21st century.
3. Conduct a personal SWOT analysis for a future small business venture.
4. Design a comprehensive business plan for a future small business venture.
5. Demonstrate the ability to use technology in analyzing and solving business problems.
6. Use basic computation skills to analyze and solve business problems requiring the use of mathematics.

REQUIRED COURSES.. **Units**
(listed in recommended sequence)
BUS 092 Business Communication 3
CIS 050 Microcomputer Applications 3
ACCT 001 Principles of Accounting - Financial 4
MKT 171 Introduction to Marketing 3
MKT 174 Retail Merchandising.. 3
MGMT 191 Human Relations 3
MGMT 193 Human Resource Management 3

MGMT 050 Principles of Management 3
or
MGMT 055 Management/Leadership Skills 3
   Required Major Total Units **25**

Solano General Education.. **21**
Electives (as needed to reach 60 units).......................... **14**
   Total Degree Units Solano GE................................... **60**

NOTE: This program is approved by the Western Association of food chains for awarding of the industry WAFC Certificate.

This is a Gainful Employment Program. For additional information, please visit *http://www.solano.edu/gainful_employment/* and select "Retail Management."

Business

Management
Small Business Management

Program Description

This program is designed for those planning to start their own business, buy an existing business, buy a franchise, or who already own their own business. This option emphasizes learning the concepts and practical skills necessary to be a successful, professional entrepreneur. Specifically designed for working adults, the courses emphasize a systematic approach to business which focuses on the integration of theoretical and practical skills.

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 28-unit major. The Associate in Science Degree can be obtained by completing the 28-unit major, SCC General Education - Option A, and electives. All courses for this major must be completed with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete the Small Business Management Certificate of Achievement/Associate Degree will be able to:
1. Demonstrate oral and written skills unique in the business community.
2. Apply leadership, ethical standards, and team building skills necessary for managerial positions in the 21st century.
3. Conduct a personal SWOT analysis for a future small business venture.
4. Design a comprehensive business plan for a future small business venture.
5. Demonstrate the ability to use technology in analyzing and solving business problems.
6. Use basic computation skills to analyze and solve business problems requiring the use of mathematics.

REQUIRED COURSES.. **Units**
(listed in recommended sequence)
MGMT 055 Management/Leadership Skills 3
MKT 174 Retail Merchandising 3
ACCT 050 Computer Accounting 3
BUS 005 Introduction to Business 3
BUS 018 Legal Environment of Business 3
BUS 181 Business Mathematics 3
BUS 182 Small Business Mathematics 1
BUS 092 Business Communication 3
6 units from List A 6
    Required Major Total Units **28**

List A: (select 6 units) .... **Units**
ACCT 001 Principles of Accounting - Financial 4
ACCT 002 Principles of Accounting - Managerial 4
BUS 060 Introduction to International Business 3
ECON 001 Principles of Economics (Macroeconomics).. 3
ECON 002 Principles of Economics (Microeconomics)... 3
MGMT 055 Management/Leadership Skills 3
MGMT 191 Human Relations 3
MKT 173 Principles of Selling 3
MKT 174 Retail Merchandising.. 3
OCED 090 Occupational Work Experience 2-3
OCED 091 General Work Experience.............................. 2-3
OT 054A Beginning Keyboarding A 1.5
OT 054B Beginning Keyboarding B 1.5
OT 055A Intermediate Keyboarding/
    Word Processing A 1.5
OT 055B Intermediate Keyboarding/
    Word Processing B 1.5

Solano General Education... **21**
Electives (as needed to reach 60 units)........................... **11**
    Total Degree Units Solano GE.................................... **60**

This is a Gainful Employment Program. For additional information, please visit
http://www.solano.edu/gainful_employment/ and select "Small Business Management."

Business

Marketing

Program Description
Marketing involves a variety of activities including selection of target customer, product development, promotion, pricing and distribution. It applies equally to services, ideas, non-profit organizations, and the individual.

Certificate of Achievement and Associate in Science Degree
A Certificate of Achievement can be obtained by completing the 30-unit major. The Associate in Science Degree can be obtained by completing the 30-unit major, SCC General Education - Option A, and electives. All courses for this major must be completed with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes
Students who complete the Marketing Certificate of Achievement/Associate Degree will be able to:
1. Apply marketing research principles to a company's product or service.
2. Apply advertising principles to promote a firm's image and product/service offering.
3. Develop a marketing plan for a business using the fundamental elements of the marketing mix.

REQUIRED COURSES .... **Units**
BUS 005 Introduction to Business 3
BUS 018 Legal Environment of Business 3
BUS 181 Business Mathematics 3

CIS 001 Introduction to Computer Science 3
or
CIS 050 Microcomputer Applications 3

ECON 002 Principles of Economics (Microeconomics) .. 3

MGMT 050 Principles of Management 3
or
MGMT 191 Human Relations 3

MKT 171 Introduction to Marketing 3
MKT 172 Market Management and Planning 3
MKT 173 Principles of Selling 3
MKT 174 Retail Merchandising 3
    Required Major Total Units 30

Solano General Education.. 21
Electives (as needed to reach 60 units)............................ 9
    Total Degree Units Solano GE..................................... 60

This is a Gainful Employment Program. For additional information, please visit
http://www.solano.edu/gainful_employment/ and select "Marketing."

Business

Office Technology
Administrative Assistant

Program Description
This program is designed to develop technical and communication skills required for management support. Computer literacy, keyboarding skills, document formatting, proofreading and grammatical skills, presentation skills, spreadsheet, and organizational skills are emphasized.

Certificate of Achievement and Associate in Science Degree
A Certificate of Achievement can be obtained by completing the 30.5-unit major. An Associate in Science Degree can be obtained upon completion the 30.5-unit major, SCC General Education - Option A, and electives. All courses for the major must be completed with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes
Students who complete the Administrative Assistant Certificate of Achievement/Associate Degree will be able to:
1. Demonstrate mastery of the alpha and numeric typewriting keyboard.
2. Demonstrate mastery in the keyboarding of correspondence, manuscripts, and compositions under timed conditions with established accuracy and formatting standards using proper techniques.
3. Develop a high degree of competency and a broad knowledge of skills as they relate to general office procedures.

REQUIRED COURSES: .... **Units**
(listed in recommended sequence)
CIS 066 Microsoft Word 3

CIS 001 Introduction to Computer Science 3
or
CIS 050 Microcomputer Applications 3

BUS 092 Business Communication 3
CIS 073 Microsoft Excel 3
OT 151 Office Systems & Procedures 3
OCED 090 Occupational Work Experience 1
CIS 090 Introduction to PowerPoint 1.5
CIS 091 Microsoft Outlook 1.5
OT 054A Beginning Keyboarding A 1.5
OT 054B Beginning Keyboarding B 1.5
OT 055A Intermediate Keyboarding/
    Word Processing A 1.5
OT 055B Intermediate Keyboarding/
    Word Processing B 1.5
OT 162 Ten-Key 1
BUS 097 Work Readiness 1.5
BUS 181 Business Mathematics 1
OT 056 Business Grammar and Proofreading 2
   Required Major Total Units: **30.5**

Solano General Education.. **21**
Electives (as needed to reach 60 units).......................... **8.5**
   Total Degree Units Solano GE..................................... **60**

This is a Gainful Employment Program. For additional information, please visit *http://www.solano.edu/gainful_employment/* and select "Office Technology Administrative Assistant."

Business

Office Technology
Medical Front Office Clerk

Program Description
The goal of this program is to prepare students to enter the health care industry at an entry-level position in two semesters.

Certificate of Achievement
The Certificate of Achievement can be obtained upon completion of the 26-unit major. All courses must be completed with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes
Students who complete the Medical Front Office Clerk Certificate of Achievement will be able to:
1. Demonstrate alpha and numeric keyboarding skills at 40 wpm with established accuracy.
2. Demonstrate computer literacy and word processing skills related to formatting business documents.
3. Use medical terminology for human diseases.
4. Demonstrate the differences in medical insurance and explain the duties of a medical office assistant, HIPPA.
5. Demonstrate ability to type medical documents and facility at using medical software such as Medisoft.
6. Employ the necessary soft skills to apply and find employment and keep it.

REQUIRED COURSES: .... **Units**
(listed in recommended sequence)

Semester 1: .... **Units**
NURS 111 Medical Terminology 3
OT 060 Administrative Medical Assistant......................... 3
CIS 066 Microsoft Word.. 3
OT 054A Beginning Keyboarding A 1.5
OT 054B Beginning Keyboarding B 1.5
CIS 091 Microsoft Outlook... 1.5

Semester 2: .... **Units**
BUS 097 Work Readiness 1.5
OT 056 Business Grammar and Proofreading 2
OT 059 Medical Keyboarding and
    Computer Applications... 3
OT 061 Health Insurance... 3
OT 101 Study of Human Diseases for
    Medical Assistants 3
    Total Units 26

This is a Gainful Employment Program. For additional information, please visit
http://www.solano.edu/gainful_employment/ and select "Medical Front Office Clerk."

Business

Office Technology/ Business Information Worker

BSOT 105 Computer Literacy 1.0 Unit
Course Advisory: Keyboarding speed of 30 wpm
Hours: 16-18 lecture
An introduction to computer terminology and fundamental hardware and software applications. Topics include industry standard Microsoft Office (word processing, spreadsheet, and presentation) application programs, file management, email, instant messaging, and internet browsing and searching.

BSOT 106 MS Outlook 1.0 Unit
Course Advisory: Keyboarding speed of 30 wpm and BSOT 105, CIS 001, or CIS 050 with a minimum grade of C
Hours: 16-18 lecture
Explores personal management software and use of Microsoft Outlook functions. Topics include management of e-mail, organization of contacts, creation and scheduling of events using the calendar, and creating and managing tasks for personal and business use. Customization of Outlook features is also covered.

BSOT 110 Keyboarding I 1.0 Unit
Course Advisory: BSOT 105 with a minimum grade of C
Hours: 16-18 lecture
Covers effective keyboarding skills with an emphasis on building correct touch-typing techniques for alphanumeric, symbol, and punctuation keys. Provides a foundation for developing keyboarding speed and accuracy. Successful completion of this class results in a minimum keyboarding speed of 15 net words per minute on a two-minute timed writing.

BSOT 111 MS Word I 1.0 Unit
Course Advisory: BSOT 105 and BSOT 110 with a minimum grade of C and CIS 001 or CIS 050 with a minimum grade of C
Hours: 16-18 lecture
Provides an introduction to word processing with Microsoft Word including basic document creation, formatting, and editing. Students create, edit, and format business letters, multiple-page reports, newsletters, and cover letters. This course begins preparation for the Microsoft Office User certification exam for Word.

BSOT 112 MS Excel I 1.0 Unit
Course Advisory: keyboarding speed of 30 wpm and BSOT 105, CIS 001, or CIS 050 with a minimum grade of C
Hours: 16-18 lecture
Provides a basic understanding of Microsoft Excel beginning with spreadsheet design, creation, revision, formatting, and printing a workbook. Basic formulas, functions, and syntax are introduced along with an introduction to using charts and graphs. Problem solving for Excel solutions is also emphasized. This course begins preparation for the Microsoft Office Certification exam for Excel.

BSOT 113 MS Access I 1.0 Unit
Course Advisory: BSOT 105 and BSOT 110 with a minimum grade of C and CIS 001 or CIS 050 with a minimum grade of C
Hours: 16-18 lecture
Provides a basic understanding of fundamental relational database design and management. Introduces building and editing basic tables, forms, queries, and reports. This course begins preparation for the Microsoft Office Specialist exam for MS Access.

BSOT 114 MS PowerPoint I 1.0 Unit
Course Advisory: BSOT 105 and BSOT 110 with a minimum grade of C and CIS 001 or CIS 050 with a minimum grade of C
Hours: 16-18 lecture
Introduces the process of planning, creating, editing, viewing, and printing PowerPoint presentations. Topics include adding text, graphics, and multimedia elements and creating master pages and templates. Integration with other Microsoft programs is also covered.

BSOT 120 Keyboarding II 1.0 Unit
Course Advisory: BSOT 105 and BSOT 110 with a minimum grade of C
Hours: 16-18 lecture
Covers intermediate keyboarding with correct touch-typing techniques, including alphanumeric, and symbol keyboarding and 10-Key numeric keypad. Skill-building includes introductory formatting of documents using Microsoft Word. Successful completion of this class results in a minimum keyboarding speed of 30 net words per minute on a three-minute timed writing.

BSOT 121 MS Word II 1.0 Unit
Course Advisory: Keyboarding speed of 30 wpm and BSOT 111 with a minimum grade of C
Hours: 16-18 lecture
Covers an intermediate level of word processing with Microsoft Word, including complex document creation, mail merge, columns, formatting, plus integration with other applications, and collaborating on documents using Microsoft Word. Themes, templates, and styles are also covered. This course continues preparation for the Microsoft Office User Exam for Microsoft Word.

C-ID Designation may change periodically visit c-id.net/courses/search for current designation or consult with your counselor

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Business

BSOT 122   MS Excel II   1.0 Unit
Course Advisory: Keyboarding speed of 30 wpm and BSOT 112 with a
   minimum grade of C
Hours: 16-18 lecture
Provides an intermediate understanding of Microsoft
Excel. Analyzing data, working with multiple worksheets
and functions, pivot tables, resolving conflicts, tracking
changes, data validation, chart formatting, templates, and
macros are covered. Problem solving for Excel solutions
is also emphasized. This course continues preparation for
the Microsoft Office Certification exam for Excel.

BSOT 123   MS Access II   1.0 Unit
Course Advisory: Keyboarding speed of 30 wpm and BSOT 113 with a
   minimum grade of C
Hours: 16-18 lecture
Provides an intermediate understanding of database
design and management. Advanced Queries, table design,
custom forms and reports as well as integration of Access
with the web and other programs are covered. This course
continues preparation for the Microsoft Office Specialist
exam for MS Access.

BSOT 124   MS PowerPoint II   1.0 Unit
Prerequisite: BSOT 114 with a minimum grade of C
Course Advisory: Keyboarding speed of 30 wpm
Hours: 16-18 lecture
Covers the use of PowerPoint as a tool for designing,
producing, and controlling visual elements to build and
deliver effective presentations. Topics include creating
templates, customizing, protecting, and publishing
presentations as well as inserting audio, video, and
animations and integrating with other programs.

BSOT 125   Adobe Acrobat   1.0 Unit
Prerequisite: CIS 001 or CIS 050 with a minimum grade of C
Course Advisory: Keyboarding speed of 30 wpm; BSOT 105 and BSOT
   110 with a minimum grade of C
Hours: 16-18 lecture
An introduction to the basic components of Adobe Acrobat
software. Topics include creating portable document files
(PDF), working with PDF files, annotation and editing of
files plus interactive forms. Distribution and management
of PDFs is also covered.

BSOT 130   Keyboarding III   1.0 Unit
Prerequisite: Keyboarding speed of 30 wpm with 4 errors or less on a 3
   minute timed writing
Course Advisory: BSOT 120 with a minimum grade of C
Hours: 16-18 lecture
Provides advanced keyboarding techniques that build
on intermediate touch-typing techniques including
alphanumeric, and symbol keyboarding as well as 10-
Key numeric keypad. Skill-building includes document
production with advanced formatting using MS Word, and
individualized remedial drills. Successful completion of this
class results in a minimum net keyboarding speed of 45
words per minute on a five-minute timed writing.

BSOT 131   MS Word III   1.0 Unit
Prerequisite: Keyboarding speed of 30 wpm
Course Advisory: BSOT 121 with a minimum grade of C
Hours: 16-18 lecture
An advanced level of word processing with Microsoft
Word, including creation of templates, macros, advanced
table formatting, and use of long documents and
subdocuments. Customizing and automating work and
online forms are also covered. This course completes
preparation for the Microsoft Office User exam for Word.

BSOT 132   MS Excel II   1.0 Unit
Prerequisite: BSOT 122 with a minimum grade of C
Course Advisory: Keyboarding speed of 30 wpm
Hours: 16-18 lecture
Provides an advanced understanding of Microsoft Excel.
Financial and what-if analysis, data tables, scenario
management, importing and exporting data, enhancing
with Visual Basic, sub-routines, modifying default settings,
and problem-solving tools are covered. Problem solving for
Excel solutions is also emphasized. This course completes
preparation for the Microsoft Office Certification exam for
Excel.

BSOT 133   MS Access II   1.0 Unit
Prerequisite: BSOT 123 with a minimum grade of C
Course Advisory: Keyboarding speed of 30 wpm
Hours: 16-18 lecture
Covers advanced database design and management.
Action Queries, table relationships, and automating tasks
with macros are covered. Visual Basic for Applications
is introduced to enhance database construction and
functionality. Managing replication and synchronization is
included.

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Business

BUS 005   Introduction to Business   3.0 Units
Transferable to UC/CSU
Hours: 48-54 lecture
A study and analysis of the principles of business by providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions and human behavior interact. The course introduces students to contemporary business principles, practices, and terminology. Students will gain an understanding and appreciation of the private enterprise system and how the functional areas of business work, interrelate and affect a business organization's policy and practices within the U.S. and global society. Students also gain the knowledge to demonstrate how these policies and practices impact the primary areas of business such as: leadership, human resource management, organized labor practices, marketing, organizational communication, technology, entrepreneurship, legal, accounting, financial practices, the stock and securities market and how they affect a business' ability to achieve its organizational goals. The course explores business career opportunities, provides the prerequisite knowledge needed for success in other business courses, and prepares students for transfer to upper-division business degree programs.
(C-ID BUS 110)

BUS 018   Legal Environment of Business   3.0 Units
Transferable to UC/CSU
Hours: 48-54 lecture
An introduction to the study of law, with specific emphasis on the legal environment of business. Includes the legal process, legal institutions, ethics, jurisdiction, U.S. Constitution, contracts, agency, the Uniform Commercial Code (UCC), torts, employment law, property, bankruptcy law, forms of business organization, corporations, consumer protection, government regulation and Alternative Dispute Resolution (ADR), along with ethical concerns and current public policy issues. Written examinations required. *(C-ID BUS 120)*

BUS 060   3.0 Units
Introduction to International Business
Transferable to CSU
Hours: 48-54 lecture
An overview designed to provide a global perspective in a continuously emerging international marketplace, including topics such as foreign investing, impact of financial markets, international marketing, cultural understanding, and operation of multinational and small companies.

BUS 070   Introduction to Insurance   1.0 Unit
Transferable to CSU
Hours: 16-18 lecture
Provides students with the background needed prior to taking the other insurance courses. Included are topics such as property/casualty insurance, distribution of insurance products and services to the consumer, how insurance company departments function, civil laws or tort and contract, basic commercial and personal Insurance Services Office (ISO) contracts, and the risk management process.

BUS 071   3.0 Units
Principles of Property and Liability Insurance
Transferable to CSU
Hours: 48-54 lecture
Prepares students for employment in the insurance industry, which consists of many different types of employment opportunities, from selling insurance to working in a variety of positions in an insurance company.

BUS 072   Personal Insurance   3.0 Units
Transferable to CSU
Hours: 48-54 lecture
A basic introduction to personal insurance. Includes information about automobile insurance; homeowners' insurance; other residential insurance, such as fire and earthquake insurance; marine insurance; and other personal property.

BUS 073   Commercial Insurance   3.0 Units
Transferable to CSU
Hours: 48-54 lecture
Prepares students for employment in the insurance industry. Emphasis for this course is on commercial insurance. The insurance industry offers many different types of employment opportunities, from selling insurance to working in an insurance office.

BUS 074   Insurance - Code & Ethics   1.0 Unit
Transferable to CSU
Hours: 16-18 lecture
Enables students to understand and apply proper ethical business behavior and obligations, especially as they relate to those working in the field of insurance.

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Business

BUS 092   Business Communication   3.0 Units
Transferable to CSU
Hours: 48-54 lecture
A study of communication theory in the planning and
preparation of various types of letters, memos, emails,
reports, resumes, and oral presentations along with
analysis of group dynamics, symbolic communication,
interview techniques and listening skills. This
course applies the principles of ethical and effective
communication to written and oral reports for a variety
of business situations. The course emphasizes planning,
organizing, composing, and revising business documents
using word processing software for written documents
and presentation-graphics software to create and deliver
professional-level oral reports. This course is designed for
students who already have college-level writing skills.

BUS 097   Work Readiness   1.5 Units
Hours: 24-27 lecture
Covers the process of assessing the job market and
completing a resume and application. Topics include
how to be successful on the job and gain satisfaction
and rewards from work. The course emphasizes soft
skills needed in the workplace, including social and
communication skills and personal characteristics and
desirable habits of an employee. Additional emphasis on
conforming to the expectations of the employer.

BUS 099   Business Honors   1.0 to 3.0 Units
Prerequisite: Completion of 24.0 units of college credit with a minimum
*   GPA of 3.3; a minimum of 5.0 units in the discipline with a minimum*
*   grade of B; an ability to work independently; permission of the School*
*   Dean based on instructor availability*
Transferable to CSU
Hours: 48-162 lab by arrangement
A comprehensive study and analysis of a topic of student
scholarship which is centered on important topics or issues
within the business field. Students may take this course up
to the maximum number of units over multiple semesters.

BUS 148A   3.0 Units
Small Business Project-Based Path for Entrepreneurs
Hours: 48-54 lecture
Emphasizes activities and techniques through project
management that develops competencies needed
to become a successful leader. Students receive
instruction and project-based activities in the areas
of entrepreneurship, project management, personal
and workplace skill, oral and written techniques, and
networking.

BUS 181   Business Mathematics   1.0 to 3.0 Units
Hours: 16-54 lecture
An application of essential mathematical skills necessary
for success in business. Includes a review of fractions,
decimals, percents, ratios, the percentage formula, and
general business applications; covers advanced business
applications such as interest, discount, markup, payroll,
pricing policies, cash and trade discounts, and financial
statements. This is a self-paced, programmed learning
class. Students may take this course up to the maximum
number of units over multiple semesters. This is an Open
Entry/Open Exit, Variable unit course; Online course is not
Open Entry/Open Exit.

BUS 182   Small Business Mathematics   1.0 Unit
Hours: 16-18 lecture
An application of essential mathematical skills necessary
for persons operating a successful business. It includes
asset and inventory management; ratio analysis,
depreciation, taxation applied to sales, excise, and real
property; investments and insurance, and basic statistics.
This is a self-paced, programmed learning class. This is an
Open Entry/Open Exit course; Online course is not Open
Entry/Open Exit.

BUS 208   0.5 Unit
Employee Relations and Personnel Policies
Hours: 8-9 lecture
Good employees are made through effective training,
development, and relations. This course explores
techniques used in training and developing good
employees. The elements that comprise a sound employee
relations program are presented. This is a Pass/No Pass
only course.

BUS 400   Project Management   3.0 Units
Prerequisite: Admission into the Biomanufacturing Baccalaureate
*   degree program*
Transferable to CSU
Hours: 48-54 lecture
Learn the core characteristics of project management
including project selection, initiation, planning, execution,
monitoring and control, and closing. Students learn
how the management of the project's scope, time, cost,
quality, human resources, communication, procurement,
stakeholders, and risk lead to the ability to deliver
the project on-time and on-budget, while meeting
performance specifications. This course is designed to
fulfill the classroom component of a Project Management
Professional credential.

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Business

Management

MGMT 050   Principles of Management   3.0 Units
Transferable to CSU
Hours: 48-54 lecture
An introduction and comprehensive survey of the theory and practices relevant to the management principles of: planning, organizing, staffing, directing and controlling. The course explores the nature and role of management/ supervision in a contemporary environment focusing on the strategic planning, decision-making and problem-solving processes that affect organizational effectiveness and efficiency. Includes quantitative and qualitative methodology used in systems and contingency approach to management.

MGMT 055   Management/Leadership Skills   3.0 Units
Transferable to CSU
Hours: 48-54 lecture
A comprehensive development, analysis, and application of fundamental skills needed for the successful practice of supervision/leadership. This course addresses the quality principles of leadership applied to work processes, decision making and problem solving, communication, stress and time management, and delegating/facilitating in a team environment. The focus of the course is on job-relevant skills. Class exercises are employed to teach the various skills.

MGMT 191   Human Relations   3.0 Units
Hours: 48-54 lecture
A comprehensive study and analysis of the concepts and skills associated with human behavior and relationships. The course stresses effective supervision and leadership practices as applied to human interaction

MGMT 193   Human Resource Management   3.0 Units
Hours: 48-54 lecture
Human resource administration of public and private organizations including personnel and administrative practices. The student will examine the evolution of unions including the various labor relations acts, collective bargaining processes, grievance procedures, and arbitration. Supervisor's and the steward's roles are emphasized for effectively maintaining negotiated contracts. The course focuses on actual personnel problems, principles and methods involved in recruitment, selecting and placement of employees with regard to affirmative action programs, training, experience and aptitude

Marketing

MKT 171   Introduction to Marketing   3.0 Units
Hours: 48-54 lecture
A comprehensive study and analysis of initiating the marketing process (for both profit and non-profit organizations) with special emphasis on understanding the consumer and detailed studies of demographics and target marketing. Includes the role of marketing research, the process of defining a marketing problem and then systematically collecting and analyzing information to recommend actions to improve an organization's marketing activities.

MKT 172   3.0 Units
Marketing Management and Planning
Hours: 48-54 lecture.
Marketing methodology related to all channels of distribution including pricing strategies, new product/ services, and the development and evaluation of breakthrough opportunities. Practical applications in dealing with government regulations and the career field of sales, promotion/advertising.

MKT 173   Principles of Selling   3.0 Units
Hours: 48-54 lecture
The application of traditional selling skills including the approach, demonstrating the product, answering the customer's objections, and closing the sale to the customer's satisfaction.

MKT 174   Retail Merchandising   3.0 Units
Hours: 48-54 lecture
A comprehensive study of the principles and practices of merchandising management of product/services, with emphasis on store location analysis, layout, customer services, buying, sales promotion, consumer credit, and understanding consumer needs and wants. Course includes practical applications related to start-up of a new business and legal constraints of organizing, selling, advertising, consumer relations and personnel practices.

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Business

Office Technology

OT 054A   Beginning Keyboarding A   1.5 Units
Transferable to CSU
Hours: 24-27 lecture
An individualized beginning keyboarding course taught on the computer. Touch typing is developed for the alphabet, punctuation, symbols, and top row number keys. Speed will be built to a minimum of 20 words per minute. Students may test out of the course if they can meet a minimum of 20 wpm with proper technique.

OT 054B   Beginning Keyboarding B   1.5 Units
Prerequisite: OT 054A with a minimum grade of C or permission of faculty
Transferable to CSU
Hours: 24-27 lecture
An individualized beginning keyboarding course taught on the computer. Touch typing is developed for the alphabet, punctuation, symbols, and top row number keys. Speed will be built to a minimum of 30 words per minute. Materials studied include production of documents such as correspondence, memos, reports and tables in standard formats.

OT 055A   1.5 Units
Intermediate Keyboarding/Word Processing A
Prerequisite: OT 054B with a minimum grade of C or permission of faculty
Course Advisory: CIS 066 with a minimum grade of C
Transferable to CSU
Hours: 24-27 lecture
A keyboarding course using a computer with units of study including skill building, correspondence, reports, compositions, tables, special projects, and business forms. Speed will be built to a minimum of 35 words per minute.

OT 055B   1.5 Units
Intermediate Keyboarding/Word Processing B
Prerequisite: OT 055A with a minimum grade of C or permmission of faculty
Transferable to CSU
Hours: 24-27 lecture
An individualized keyboarding course using a computer with units of study including skill building, correspondence, reports, compositions, tables, special projects, and business forms. Speed will be built to a minimum of 40 words per minute.

OT 056   2.0 Units
Business Grammar and Proofreading
Transferable to CSU
Hours: 32-36 lecture
Prepares students for professional work in an office with a heavy emphasis on business grammar and proofreading.

OT 060   Administrative Medical Assistant   3.0 Units
Transferable to CSU
Hours: 48-54 lecture
Introduction to the responsibilities of an Administrative Medical Office Assistant including: HIPPA (legal and ethical considerations), interpersonal-skills, scheduling appointments in person and by telephone, records and file management, written communications, and financial duties.

OT 061   Health Insurance   3.0 Units
Transferable to CSU
Hours: 48-54 lecture
Introduction to health insurance claims processing and reimbursement issues. Discusses the major health care insurance programs and the impact of federal regulations. The course introduces the use of diagnosis and procedures coding. Teaches the student how to accurately complete a claim.

OT 100   1.0 Unit
Skill Building on the Computer Keyboard
Course Advisory: Ability to touch type at 20 wpm
Hours: 16-18 lecture
Individualized skill building keyboarding course taught on the microcomputer. Speed and accuracy skills are enhanced on the alphabet, punctuation, and numbers. The unit of study includes identifying the specific needs of the individual and then assigning diagnostic drills, skill-development practice and pre-and post-testing. The skill building goal will be to increase typing speed or straight copy 3- to 5-minute timed writings between 5 to 10 words per minute above the starting rate with an accuracy level of not more than one error per minute.

OT 101   3.0 Units
Study of Human Diseases for Medical Assistants
Hours: 48-54 lecture
Study of the pathological process, imparting basic knowledge to paramedical personnel. The student will study the basic concepts, terminology, etiology and characteristics of pathological processes. Diseases are classified according to both causative agents and the body system to which they relate.

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OT 151   Office Systems & Procedures   3.0 Units
Corequisite: One unit of OCED 090
Prerequisite: Typing rate of 45 words per minute and microcomputer word processing skills
Hours: 48-54 lecture

An advanced level course designed to complete the training of Office Technology program students in office systems and procedures. Course should be taken during the student's final semester of the program or as a refresher for experienced business students. One unit of work experience will be required in the specialty area of the student's major.

OT 158   Medical Office Computer Applications 3.0 Units
Corequisite: NURS 111 with a minimum grade of C
Hours: 48-54 lecture

Navigates through the operations of a web-based Electronic Health Record/Total Practice Management program.

OT 162   Ten-Key   1.0 Unit
Hours: 16-18 lecture

Individualized course offering the fundamentals of operating the ten-key microcomputer number keypad. The touch system of operation and continuous speed and accuracy development are emphasized throughout the course.

OT 163   Introduction to Diagnostic Coding   3.0 Units
Prerequisite: A minimum grade of C in OT 101 and NURS 111
Course Advisory: A minimum grade of C in BIO 016 and BIO 016L
Hours: 48-54 lecture

Introduction to the basic principles of coding disease and procedures using the INTERNATIONAL CLASSIFICATION OF DISEASE, Clinical Modification (ICD-CM) and the ICD-CM coding handbook for the entry-level coders. Current ICD-CM books only will be utilized in this course. The accuracy of coding using the ICD-CM manual is the focus of this course. The impact of coding on reimbursement will be discussed.

OT 164   Intermediate ICD PCS Coding   3.0 Units
Prerequisite: A minimum grade of C in OT 101 and NURS 111.
Hours: 48-54 lecture

Explores the guidelines, conventions, and process for selecting procedural codes for inpatient claims. The course will focus on Prodcedural Coding System (PCS) coding in compliance with The Centers for Medicare and Medicaid Services (CMS) and the National Center for Health Statistics (NCHS) guidelines for coding and reporting using the International Classification of Diseases, Procedure Coding System (ICD-PCS). ICD-PCS is a procedure classification published by the United States for classifying procedures performed in hospital inpatient health care settings.

OT 166   Current Procedural Coding   3.0 Units
Prerequisite: NURS 111; OT 101
Course Advisory: A minimum grade of C in OT 063 and 064
Hours: 48-54 lecture

Covers the principles and mechanics of coding professional services rendered using the CURRENT PROCEDURAL TERMINOLOGY (CPT-IV) coding system.

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