

## BUSINESS

### **BUS V01A - FINANCIAL ACCOUNTING - 4 Units**

Prerequisite: BUS V03 or 1 year of high school bookkeeping with grade of C or better

Hours: 2 lecture, 4 lecture-laboratory weekly

Fundamental financial accounting principles, concepts, and procedures as the basis of an information system; data accumulation, preparation and analysis of financial statements and reports for decision making.

Fees will be required. Field trips may be required. Formerly Bus 1A. Transfer credit: CSU; UC. **CAN BUS 2 or CAN BUS SEQ A [with BUS V01B].**

### **BUS V01B - MANAGERIAL ACCOUNTING - 4 Units**

Prerequisite: BUS V01A with grade of C or better

Hours: 2 lecture, 4 lecture-laboratory weekly

Fundamental managerial accounting concepts, classifications, cost systems, and budgeting for the analysis and reporting of accounting information for planning, control, and decision making.

Fees will be required. Field trips may be required. Formerly Bus 1B. Transfer credit: CSU; UC. **CAN BUS 4 or CAN BUS SEQ A [with BUS V01A].**

### **BUS V02 - INCOME TAX FUNDAMENTALS - 3 Units**

Hours: 3 lecture weekly

This course is primarily designed as an introductory level income tax course for accounting majors and business students at the community college level. The course focuses on the federal and state income tax rules and procedures involved in the preparation of simple tax returns for individuals.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Bus 2.

### **BUS V03 - INTRODUCTION TO ACCOUNTING - 3 Units**

Recommended preparation: BUS V06 or fundamental basic math skills needed to solve business related math problems

Hours: 2 lecture, 3 laboratory weekly

This course introduces accounting using the debit-credit, double-entry system. The student will learn how to journalize, post to ledger accounts, use a worksheet, and prepare an income statement, statement of owner's equity, and a balance sheet. The student will be able to keep a complete set of books for a one-month period for a small business by the end of one semester.

Fees will be required. Field trips may be required. Formerly Bus 3. Transfer credit: CSU.

### **BUS V04 - COMPUTERIZED PAYROLL ACCOUNTING - 3 Units**

Hours: 2 lecture, 3 laboratory weekly

This course will provide entry-level training in calculating, recording, and maintaining appropriate payroll records in a computerized setting. Areas of study include an overview of computer systems, determining gross earnings, calculating deductions, and recording and maintaining necessary employee and employer payroll records.

Formerly Bus 4.

### **BUS V06 - BUSINESS MATHEMATICS - 3 Units**

Recommended preparation: MATH V09

Hours: 3 lecture weekly

This course will enable students to develop the fundamental business math skills needed to solve many math problems in business. Students will work with problems in: borrowing, interest, taxes, insurance, accounting, sales contracts, securities, graphs, markups, yields, weights and measures.

Formerly Bus 6.

### **BUS V07A - BUSINESS CALCULATIONS USING THE CALCULATING MACHINE - 2.5 Units**

Hours: 5 lecture-laboratory weekly

The student is trained to develop a marketable skill in operating a calculating machine by the "touch" method. The practice problems emphasize the arithmetic of percentage and interest applicable to familiar business situations.

Formerly Bus 7A. Transfer credit: CSU.

### **BUS V07B - BUSINESS CALCULATIONS ON MICROCOMPUTERS - 2.5 Units**

Prerequisite: BUS V07A

Hours: 5 lecture-laboratory weekly

The student learns to keyboard model programs on the IBM Personal Computer that have already been written in the business BASIC computing language. The programs deal with common business applications emphasizing percentage and interest. Also, the student will learn to run disk-based programs for computing payrolls, federal income tax, and analyzing "what if" situations.

Formerly Bus 7B. Transfer credit: CSU.

### **BUS V08 - COMPUTERIZED ACCOUNTING - 3 Units**

Prerequisite: BUS V01A or BUS V03

Hours: 2 lecture, 3 laboratory weekly

This course is an introduction to the use of computers in the field of accounting. The fundamental principles of accounting are applied to basic problem-solving simulations for both manual and computerized accounting systems. This course provides training for entry-level computerized bookkeeping employment, as an aid in managing one's own business, and as a foundation for advanced study.

Formerly Bus 8. Transfer credit: CSU.

### **BUS V11 - BEGINNING KEYBOARDING - 1-3 Units**

Hours: 2-6 lecture-laboratory weekly

Student learns to master the keyboard, develops skill in setting up business letters, tables, reports, and printed forms. Student should achieve a speed of 30 words per minute with a minimum of errors. Units of credit will be earned depending upon the successful completion of the required skills of the course.

May be taken for a maximum of 3 times not to exceed 3 units. Formerly Bus 11. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

### **BUS V12 - INTERMEDIATE KEYBOARDING - 1-3 Units**

Prerequisite: BUS V11 with grade of C or typing of 30 wpm

Hours: 2-6 lecture-laboratory weekly

Student formats and keyboards professional and technical forms and correspondence typical of a general office, accounting, government, legal, and medical office. Drills on speed and accuracy building are required. The course is structured so that the student will earn one, two, or three units of credit depending upon successful completion of the required skills of the course.

May be taken for a maximum of 3 times not to exceed 3 units. Formerly BUS V12A. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

**BUS V14 - BUSINESS WRITING SKILLS: EDITING AND PROOFREADING - 1.5 Units**

Hours: 1.5 lecture weekly

This comprehensive course is designed to develop proofreading and editing skills so that error-free documents are guaranteed, wordiness is eliminated, and power is added to every document by using fewer words with more impact. Students will gain entry-level business writing skills with emphasis on accurate, clear, concise writing. Students will develop proofreading and editing skills which will enable them to write business letters and memos using correct grammar, punctuation, vocabulary, and spelling. The course will also cover resumes and cover letters. The computer may be used as a tool to standardize business documents and increase productivity.

**BUS V15 - ORAL COMMUNICATION IN THE WORKPLACE - 1.5 Units**

Hours: 1.5 lecture weekly

This comprehensive course is designed to develop skill in speaking and listening by making speeches and presentations, conducting meetings, practicing proper telephone techniques, and practicing job interviews. Students will also learn other workplace skills that are necessary for proper communication, including time management, office protocol, proper dress and etiquette.

**BUS V18A - WORD PROCESSING LANGUAGE SKILLS: PUNCTUATION - .5 Unit**

Hours: 1 lecture-laboratory weekly

Students evaluate and execute punctuation techniques commonly used in business. Students will write reports, memos, and letters using the punctuation rules covered in class. Computer software is available for additional practice. This is a supervised, self-paced course.

Formerly Bus 18A.

**BUS V18B - WORD PROCESSING LANGUAGE SKILLS: PROOFREADING - .5 Unit**

Hours: 1 lecture-laboratory weekly

Students will be taught techniques for finding and correcting commonly made, but often overlooked errors in business communications. Students will evaluate and edit correspondence; create effective and correct business correspondence. Computer software is available for additional practice. This is a supervised, self-paced course.

Formerly Bus 18B.

**BUS V18C - WORD PROCESSING LANGUAGE SKILLS: SPELLING AND VOCABULARY - 1 Unit**

Hours: 2 lecture-laboratory weekly

Students are taught techniques to produce accurate transcription, mailable letters, and error-free copy regardless of format. Spelling is correlated with correct punctuation, reading ability, vocabulary development, and proofreading skills. Computer software is available for additional practice. This is a supervised, self-paced course.

Formerly Bus 18C.

**BUS V25 - MEDICAL CODING - 1.5 Units**

Recommended preparation: BUS V27A and BUS V29

Hours: 1.5 lecture weekly

This course offers instruction in medical insurance coding utilized in submitting various medical insurance claims. The specific coding developed is ICD-9 CM, CPT, HCPCS and all applicable modifiers.

Formerly Bus 25.

**BUS V26A - MEDICAL TRANSCRIPTION I - 3 Units**

Prerequisite: BUS V11 or typing 30 wpm

Recommended preparation: BUS V27A or concurrent enrollment

Hours: 2 lecture, 3 laboratory weekly

This course develops skills in proper mechanics in the preparation and typing of medical business letters, x-ray reports, history and physical exams, operative reports, memos, discharge summaries, chart notes and the composition of letters for the secretary's and/or physician's signature. Typing, spelling, grammar and punctuation emphasized.

Field trips may be required. Formerly Bus 26A.

**BUS V26B - MEDICAL TRANSCRIPTION II - 2 Units**

Prerequisite: BUS V26A and BUS V27A or equivalent

Hours: 1 lecture, 3 laboratory weekly

This course offers transcription of medical dictation from cassettes; medical case histories, correspondence, surgical, hospital and laboratory reports are typed with emphasis on accuracy and on acceptable production rate. Review of specialized medical vocabulary is offered.

Field trips may be required. Formerly Bus 26B.

**BUS V26C - MEDICAL TRANSCRIPTION III - 2 Units**

Prerequisite: BUS V26B or equivalent background in medical transcription; and BUS V27B or concurrent enrollment

Hours: 1 lecture, 3 laboratory weekly

This course offers transcription of specialized medical dictation from cassettes on history and physical reports, radiology reports, operative reports, pathology reports, discharge summaries, and autopsy reports with emphasis on accuracy and on acceptable production rate. It also offers a review of specialized medical vocabulary.

Field trips may be required. Formerly Bus 26C.

**BUS V27A - BEGINNING MEDICAL TERMINOLOGY - 3 Units**

Hours: 3 lecture weekly

This course is intended to assist those studying in the fields of medicine and health care to learn the language of medicine applicable to all health care occupations. This course is designed for students who wish to work in hospitals and physician office settings as medical secretaries, transcriptionists, insurance coders, and front office intakers. Medical terms are learned from their Latin and Greek origins based on basic medical word roots, combining forms, prefixes, suffixes, abbreviations and pronunciation. Course includes non-technical explanations and provides students with a working knowledge of terms used in anatomy, physiology, pathology, clinical procedures and laboratory tests.

Field trips may be required. Formerly Bus 27A. Transfer credit: CSU.

**BUS V27B - ADVANCED MEDICAL TERMINOLOGY - 3 Units**

Prerequisite: BUS V27A

Hours: 3 lecture weekly

This course will enable advanced students of health related fields to communicate and understand the language of medicine by expanding their knowledge of medical terminology. Anatomical systems are presented as well as documented medical case studies and reports that are found in a medical office.

Field trips may be required. Formerly Bus 27B.

**BUS V28A - MEDICAL OFFICE PROCEDURES: FRONT OFFICE - 3 Units**

Hours: 3 lecture weekly

This is a course offering instruction in front office procedures for a medical office or clinic. Front office procedures will include office management, scheduling appointments, communications, processing mail, telephone techniques, medical ethics and liability, reading prescriptions, collections and insurance basics.

Field trips will be required. Formerly Bus 28A.

**BUS V28B - MEDICAL OFFICE PROCEDURES:****BACK OFFICE - 3 Units**

Prerequisite: CPR certification

Hours: 3 lecture weekly

This is a course offering instruction in back office procedures for a medical office or clinic. Back office procedures will include bandaging and dressings, application and use of basic orthopedic devices, basic eye exams, suture and staple removal, performance of basic lab and screening tests and specimen collection, preparation of patients for examination, collection and recording of vital signs, medical and surgical asepsis and sterilization.

Field trips will be required. Formerly Bus 28B.

**BUS V29 - MEDICAL INSURANCE - 3 Units**

Recommended preparation: BUS V11 or typing 30 wpm

Hours: 3 lecture weekly

This course develops an understanding of the leading types of medical insurance programs with intensive instruction and drill in completing medical insurance forms for private insurance programs; namely, Blue Cross, Blue Shield, Workers' Compensation, Medicare, CHAMPUS, HMOs, PPOs, Medicaid, etc., and develops proficiency in professional service coding and diagnostic coding. It seeks to enhance medical vocabulary by providing training in spelling, pronunciation, and definitions of medical terminology as they apply to medical insurance forms.

Formerly Bus 29.

**BUS V30 - INTRODUCTION TO BUSINESS - 3 Units**

Hours: 3 lecture weekly

This course provides a fundamental survey and study of the role of U.S. business in the private enterprise system. Some topics are: the concept of supply and demand, competition, forms of business ownership, organization, laws and the overall relationship of business to government and the international marketplace.

Formerly Bus 30. Transfer credit: CSU; UC.

**BUS V31 - ORGANIZATION AND MANAGEMENT - 3 Units**

Hours: 3 lecture weekly

This course is designed to acquaint students with concepts of planning, organizing, motivating, communicating, directing, and controlling functions necessary for effective management to accomplish organizational objectives.

Formerly Bus 31. Same as SUP V94. Transfer credit: CSU; credit limitations - see counselor.

**BUS V32 - HUMAN RESOURCE MANAGEMENT - 3 Units**

Hours: 3 lecture weekly

This course is a study of personnel management functions, employer-employee relationships, recruiting, selection, training and development, discipline programs, wage and salary administration, job evaluation, and benefits administration.

Formerly Bus 32. Same as SUP V93. Transfer credit: CSU; credit limitations - see counselor.

**BUS V33 - BUSINESS LAW - 3 Units**

Recommended preparation: sophomore standing

Hours: 3 lecture weekly

This course covers the fundamental principles of law relative to business transactions, sources of law, dispute resolution and specific emphasis on the law of contracts and sale of goods. Other areas of commercial law include: jurisprudence, court systems, procedures, torts, and product liability.

Formerly Bus 33. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN BUS 8.**

**BUS V34 - EXERCISE IN MANAGEMENT****DECISION MAKING - 3 Units**

Hours: 3 lecture weekly

This is a group decision making course consisting of individual and group exercises in managerial problems using the business games approach and emphasizing in-basket incidents.

Formerly Bus 34. Transfer credit: CSU.

**BUS V35 - PROFESSIONAL SELLING - 3 Units**

Hours: 3 lecture weekly

This course covers effective selling in a variety of facets, including sales personality, development of a sales plan, securing prospects, counseling buyers, demonstrations, handling objections, self-management, and publication relations. Sales presentations are made by members of the course. Speakers and films are part of the course.

Field trips may be required. Formerly Bus 35. Transfer credit: CSU.

**BUS V36 - RETAIL MANAGEMENT - 3 Units**

Hours: 3 lecture weekly

This course covers retailing activities encompassing the financial, operational, merchandising, personnel, and publicity functions. Also includes analysis of markets, site selection, buying, planning, information control systems.

Field trips may be required. Formerly Bus 36. Transfer credit: CSU.

**BUS V37 - MARKETING MANAGEMENT - 3 Units**

Hours: 3 lecture weekly

This course covers marketing management from the viewpoint of the manager who researches and plans the project, organizes his/her staff, and controls the sales, advertising, and channels of distribution.

Field trips may be required. Formerly Bus 37. Transfer credit: CSU.

**BUS V38 - SMALL BUSINESS MANAGEMENT - 3 Units**

Hours: 3 lecture weekly

This course covers the problems of establishing and operating a small business. The opportunities for small business and the requirements for success are discussed.

Field trips may be required. Formerly Bus 38. Same as CD V38. Transfer credit: CSU; credit limitations - see counselor.

**BUS V39 - ADVERTISING - 3 Units**

Hours: 3 lecture weekly

This course is designed for students to examine the role of advertising in the marketing program in business and industry. Topics include consumer analysis, ad media, budgeting, market research, layout, copywriting, typography, advertising agencies and opportunities in advertising.

Field trips will be required. Formerly Bus 39. Same as JOUR V22. Transfer credit: CSU; credit limitations - see counselor.

**BUS V41 - INTRODUCTION TO TOTAL QUALITY MANAGEMENT - 3 Units**

Hours: 3 lecture weekly

This course provides an overview of and introduction to Total Quality Management (TQM) as a body of knowledge and as a process of continuous improvement within organizations. Goals and benefits of TQM will be discussed as well as continuous improvement options as they relate to the public and private sector.

Field trips will be required. Formerly Bus 41. Transfer credit: CSU.

**BUS V43 - INTRODUCTION TO INTERNATIONAL BUSINESS - 3 Units**

Hours: 3 lecture weekly

This is an introductory course designed to examine international business and institutions in the international environment. The course will emphasize emerging international developments as they relate to the economic and business arena.

Field trips will be required. Formerly Bus 43. Transfer credit: CSU.

**BUS V44 - BUSINESS ENGLISH - 3 Units**

Hours: 3 lecture weekly

This course offers practical application of college-level business communication skills, which include writing, speaking, and listening, with comprehensive coverage of language structure, punctuation, spelling usage, proofreading and editing.

Formerly Bus 44. Same as SUP V81. Transfer credit: CSU; credit limitations - see counselor.

**BUS V45 - BUSINESS COMMUNICATIONS - 3 Units**

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

This course offers application of the principles of written communication skills with emphasis on clear, concise writing. It presents techniques for gathering, organizing, analyzing and preparing information for decision making. It develops analytical thinking skills by providing practical training in writing assignments, including business letters, memos, and reports. It also explores the impact of cultural differences on business communication in the modern business organization. Students develop further skills in listening and speaking through oral communication. Regular writing assignments will be required.

Formerly Bus 45. Transfer credit: CSU.

**BUS V53 - LEGAL ENVIRONMENT OF BUSINESS- 3 Units**

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

This course provides an overview of law and the legal system for business. Topics include agency, contracts, torts and crimes as they apply to business and the legal process and system, with primary emphasis on governmental regulation of business in the areas of employment, consumer transactions, competition and the environment. In covering each topic, focus is on ethical issues and management concerns as they relate to domestic and international legal situations.

Formerly Bus 53. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN BUS 12.**

**BUS V70 - SUPERMARKET RETAILING - 3 Units**

Hours: 3 lecture weekly

This course covers retailing activities specific to the supermarket industry. The course includes the topics of: marketing, distribution, advertising and promotion, buying, store layout and design, inventory management, and pricing strategy. Students will be expected to work on group projects and presentations.

Field trips may be required. Formerly Bus 70.

**BUS V80A - INTRODUCTION TO COMPUTER TRAINING I: BILINGUAL (SPANISH-ENGLISH) - 10 Units**

Hours: 5 lecture, 15 laboratory weekly

This course provides students with an introduction to computers and office software in a bilingual class setting (Spanish-English). Training will include introduction to computers, keyboarding, Windows basics, word processing, and spreadsheets, databases, presentation programs and the Internet.

Fees will be required. Field trips may be required. May be taken for a maximum of 4 times.

**BUS V80B - INTRODUCTION TO COMPUTER TRAINING II: BILINGUAL (SPANISH-ENGLISH) - 1-10 Units**

Hours: .5-5 lecture, 1.5-15 laboratory weekly

This low-beginning course provides computer training for non- and limited-English proficient students in a bilingual (Spanish-English) setting. Training will include Windows, keyboarding, word processing, spreadsheets and the Internet.

Field trips may be required. May be taken for a maximum of 4 times.

**BUS V88 - BUSINESS WORKSHOPS - .5-20 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly BUS V89.

**BUS V90 - DIRECTED STUDIES IN BUSINESS - 1-6 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Bus 90. Transfer credit: CSU.

**BUS V94 - PROFESSIONAL RECEPTION SKILLS - 4 Units**

Hours: 4 lecture weekly

Students will learn to identify attributes of an effective receptionist and develop listening and communication skills, filing, telephone and basic computer skills. Time management and conflict resolution will also be covered. Students will also create a resume and practice interviewing techniques.

**BUS V95 - BUSINESS INTERNSHIP I - 1-4 Units**

Corequisite: enrolled in a minimum of 7 units to include internship  
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This business internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Formerly Bus 95. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

**BUS V96 - BUSINESS INTERNSHIP II - 1-4 Units**

Corequisite: enrolled in a minimum of 7 units to include internship  
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This business internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

**BUS V97 - MULTI-SKILLED MEDICAL ASSISTANT - 14 Units**

Hours: 12 lecture, 6 Laboratory weekly

This course will prepare students for entry-level positions as either a front office or back office medical assistant. The course will cover general skills, including medical ethics, medical terminology, basic anatomy and physiology, basic pharmacology, computer skills, and review of basic English skills. It will also include front office skills such as scheduling, communication skills, billing and collections, medical insurance, medical records, and filing. Skills are performed both manually and on computer. It will provide back office skills training in asepsis, drug administration, phlebotomy, exam preparation and assisting, vital signs, basic lab testing, and emergency first aid. Students are required to develop a personal portfolio of their skills for use in the job search. The course also includes resume writing and preparation for interviews. A multi-skilled medical assistant certificate of completion will be awarded to all students who complete the program with a final grade of C or higher and a score of 70% or higher on competency tests in all areas.

Field trips may be required.

**BUS V98 - BEGINNING BOOKKEEPING - 20 Units**

Hours: 20 lecture weekly

This introductory course provides students with intensive training in the field of bookkeeping, as well as an introduction to the world of business and a review of basic math skills. Students also learn interviewing techniques, resume preparation, and job search skills, and are required to develop a personal portfolio which provides examples of their manual and computerized bookkeeping skills. Students learn basic accounting principles, including payroll, and complete a variety of problems, exercises, and simulations utilizing both manual and computerized systems. This course provides training for entry-level employment, as well as a foundation for more advanced study.

Field trips may be required. Formerly Bus 98.

**BUS V99A - COMPUTER OFFICE ASSISTANT I - 15 Units**

Recommended preparation: demonstrated basic reading and writing skills

Hours: 7.5 lecture, 22.5 laboratory weekly

This introductory course provides students with the skills that will enable them to work in the modern office with focus on the computer as its major tool. Proficiency is attained in the use of up-to-date keyboarding and word processing software. Written and oral communications, as well as proofreading and editing, are integrated in the learning curriculum. In addition to records management systems, students will learn how to manage and enter data using spreadsheet and database software programs. Business math applications and 10-key calculations will also be covered.

Field trips may be required. Formerly BUS V99.

**BUS V99B - COMPUTER OFFICE ASSISTANT II - 7.5 Units**

Recommended preparation: BUS V99A

Hours: 3.5 lecture, 12 laboratory weekly

This intermediate course provides students with the skills that will enable them to begin or re-enter the office support industry with focus on the computer as its major tool. Keyboarding efficiency is strengthened through timed word processing projects and tasks. Students will become familiar with and use an accounting software program applicable to the management of personnel, payroll, inventory, and other phases of the automated business office.

Field trips may be required.

**BUS V99C - COMPUTER OFFICE ASSISTANT III - 7.5 Units**

Recommended preparation: BUS V99B

Hours: 3.5 lecture, 12 laboratory weekly

This course provides students with the skills that will enable them to advance in the office support industry with focus on the computer as its major tool. Emphasis is placed on desktop publishing, Web page design, presentation software, and accounting software applications. The student will gain expertise using office software that will prepare them for positions in document creation, Web page design, and other office specialties.

Field trips may be required.

**BUS V99D - COMPUTER OFFICE ASSISTANT IV - 3.5 Units**

Recommended preparation: BUS V99C

Hours: 1.5 lecture, 6 laboratory weekly

This course provides students with an introduction to the computerized office. The course also serves as a refresher to those who desire to update their office skills in a brief course. Emphasis is placed on computer basics, Windows basics and keyboarding basics. In addition, students will be introduced to different types of office software. Laboratory hours will provide students with an opportunity to develop technique and confidence in using a personal computer.