

**BIO 12 Introduction to Human Biology**

**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory  
**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C, GAV-GE:B2, B3

This course will provide an introduction to human biology for non-science majors to meet general education laboratory science requirements. It will cover the biologic principles of basic body structure and function including all systems of the body, genetic diseases, and biotechnology. This course satisfies the same general education life science requirements as Biology 10 and Ecology 1.

**BIO 13 Marine Biology**

**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory  
**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C, GAV-GE:B2, B3

The course provides a comprehensive overview of marine ecosystems, emphasizing the diversity of life inhabiting them. The physical, chemical and ecological features of the marine environment are reviewed and the evolutionary adaptations that allowed marine organisms to survive are emphasized. Although the overall focus will include ecosystems found in both tropical, subtropical, temperate and arctic regions, many of the practical examples will be drawn from the rich ecosystems of the central California coast and labs will provide hands-on experience of the diversity of life forms found in this area. Practical exercises will include viewing of specimen in the laboratory, short documentaries followed by discussion and field trips to coastal locations within the Monterey Bay and vicinity to view and explore specific ecosystems such as kelp forests, the intertidal, and estuarine areas, as well as learn about local marine species such as birds and mammals.

**BIO 15 Survey of Human Anatomy and Physiology**

**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory  
**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C, GAV-GE:B2, B3

An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as Allied Health 15. **ADVISORY:** Biology 10 or Biology 12 with a grade of 'C' or better. Eligible for English 250, English 260 and Mathematics 205. Course will include the viewing of a cadaver.

**BIO 21 Field Ecology**

**Units:** 1.0 TO 4.0 **Hours:** 1.0 TO 4.0 Lecture  
**Transferable:** CSU

Introduces concepts in ecology, plant and animal identification, natural history, and habitat assessment in a field setting. The class will have a two hour preliminary meeting to prepare for two successive meetings to local habitats. Camping is not required. Outings will be rescheduled in the case of inclement weather. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and Math 205.

**BIOTECHNOLOGY****BIOT 103 Biotechnology Lab Skills and Instrumentation**

**Units:** 4.0 **Hours:** 2.0 Lecture and 6.0 Laboratory  
**Transferable:** CSU

Introduction to biotechnology laboratory skills. Techniques will include DNA isolation, DNA fingerprinting, cloning, restriction mapping, and Southern blotting. Includes the use and care of instruments such as centrifuges, mechanical and micropipettes, and electronic balances. Will also include keeping of a notebook, report writing, and calculations. **ADVISORY:** Eligible for English 250. **PREREQUISITE:** Completion of BIO 1 with a grade of C or better; may be taken concurrently.

**BIOT 104 Seminar in Biotechnology**

**Units:** 1.0 **Hours:** 1.0 Lecture  
**Transferable:** CSU

This course will survey careers in biotechnology and ethical issues in biotechnology.

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**Business Accounting: see Accounting**

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**BUSINESS****BUS 1 Fundamentals of Business**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU, UC; GAV-GE:D2, F

A survey in business providing a multidisciplinary examination of how culture, society, the economic system, the legal environment, international and political issues, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and abroad. Demonstrate how these influences impact the primary areas of business including: organizational structure and design, leadership, human resources management, organized labor practices; marketing; organized communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities markets; and therefore affect a business's ability to achieve its organizational goals. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 1. (C-ID: BUS 110) **ADVISORY:** Eligible for English 250 and English 260.

**BUS 11 Statistics for Business and Economics**

**Units:** 4.0 **Hours:** 4.0 Lecture  
**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A, GAV-GE:B4

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social science, psychology, life science, health science, and education. Additional and more extensive case studies from business and economics, emphasizing statistical results that provide guidance for business decisions or suggest solutions to contemporary business and economic problems; use of larger data sets analyzed with computer software programs. **PREREQUISITE:** Math 233, or Math 233A and Math 233B, or Math 235, or Math 240, or Math 242 with a grade of "C" or better.

**BUS 14 Personal Finance**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, insurance, investments, retirement, and estate planning will be examined. This course is also listed as ECON 14. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Math 400

**BUS 80 Business Law**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU, UC

Introduction to the law applicable to business institutions and their operations; social forces and their effect upon the development of law; sources of law, agencies for enforcement, and court procedure and administration agencies. Substantive law, that law which includes rights and duties, will include contracts, agency employment relationships, torts and crimes. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 80. (C-ID: BUS 125) **ADVISORY:** Eligible for English 250 and English 260.

**BUS 100 Business Correspondence**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU; GAV-GE:F

Using word processing software, students will plan, compose, and revise a variety of business documents including letters, emails, reports, and memos. Messages will be analyzed to develop correspondence that is appropriate to the target audience and that is effective and professional. Using presentation graphics software, students will prepare professional level oral reports for a variety of business situations. Also listed as BOT 100. **ADVISORY:** Eligible for ENGL 250 and ENGL 260.

**BUS 102 Business Mathematics**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

Basic concepts of business mathematics with emphasis on problem solving. Covers arithmetic fundamentals, business applications, percentages, merchandising, accounting, and measuring business performance and success. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for Mathematics 402 and English 260.

**BUS 190 Occupational Work Experience / General Business**

**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory  
**Transferable:** CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

**BUSINESS OFFICE TECHNOLOGY****BOT 100 Business Correspondence**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU; GAV-GE:F

Using word processing software, students will plan, compose, and revise a variety of business documents including letters, emails, reports, and memos. Messages will be analyzed to develop correspondence that is appropriate to the target audience and that is effective and professional. Using presentation graphics software, students will prepare professional level oral reports for a variety of business situations. Also listed as BUS 100. **ADVISORY:** Eligible for ENGL 250 and ENGL 260.

**BOT 102 Business Mathematics**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

Basic concepts of business mathematics with emphasis on problem solving. Covers arithmetic fundamentals, business applications, percentages, merchandising, accounting, and measuring business performance and success. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for Mathematics 402 and English 260.

**BOT 112 Business Computations with Machines**

**Units:** .5 **Hours:** 1.5 Laboratory  
**Transferable:** CSU

Self-paced course in the operation of the electronic printing calculator. This course provides theory and practice in business applications with emphasis on mathematical problem solving. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for Mathematics 402.

**BOT 180 Medical Terminology for the Office**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. This course had the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

**BOT 181 Medical Billing**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

This course is an introduction to computerized billing procedures for the medical front office. Students will learn the patient billing features of the software and complete a capstone simulation project. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250. Some computer experience.

**BOT 182 Medical Office Procedures**

**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory  
**Transferable:** CSU

This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** BOT 180 and CSIS 126 with credit or a grade of C or better or experience using Microsoft Word. **ADVISORY:** Eligible for English 250 and Mathematics 402.

**BOT 183 Medical Coding**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

This course will introduce the student to the theory and procedure of coding for medical diagnoses, an increasingly essential and specialized healthcare communication system. The course is not a certification course. CPT coding is covered, with an overview of both ICD-9 and ICD-10 coding. This course has the option of a letter grade or pass/no pass. **ADVISORY:** BOT 180.

**BOT 190 Occupational Work Experience / Business Office Technology**

**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory  
**Transferable:** CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college, and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

**BOT 191A Workplace Skills**

**Units:** 1.0 **Hours:** 1.0 Lecture  
**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

**BOT 191B Workplace Skills**

**Units:** 1.0 **Hours:** 1.0 Lecture  
**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191B is Team Building. Need not be taken in sequence. This is a pass/no pass course.

**BOT 191C Workplace Skills**

**Units:** 1.0 **Hours:** 1.0 Lecture  
**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem-Solving. Need not be taken in sequence. This is a pass/no pass course.

**CARPENTER APPRENTICE****CARP 200 Introduction to Apprenticeship**

**Units:** 1.5 **Hours:** 22.0 Lecture and 14.0 Laboratory

Introduction to Apprenticeship is designed to make the apprentice familiar with the tools and skills to be successful in construction. This includes hazard awareness, safe use of selected power tools, review of mathematics used in construction and understanding the Union and apprentice's role and responsibilities.

**CARP 201 Worker Safety and Tool Skills**

**Units:** 1.5 **Hours:** 18.0 Lecture and 18.0 Laboratory

This course will examine possible hazards of the construction site and the methods used to protect the worker from those hazards. Students will become familiar with California workplace safety regulations designed to protect the worker from the hazards of employment, and students will gain the experience necessary to safely use a selected group of power tools.