

BIOTECHNOLOGY

BIOT 103 Biotechnology Lab Skills and Instrumentation

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

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

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

BUSINESS

BUS 1 Fundamentals of Business

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: GAV-GE:D2, GAV-GE: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-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

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

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: 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

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:** 3.3 TO 16.7 Laboratory

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. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

BUSINESS OFFICE TECHNOLOGY

BOT 100 Business Correspondence

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: 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

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.