Business Technology

The Business Technology program includes courses, certificates, and degrees that offer preparation for first-time employment, re-entry, or career advancement in a variety of offices. Certificates include Office Assistant, Office Careers-Fast Track, General Office Administration (entry level), Administrative Assistant (professional or career level), and Office Technology (semi-technical level). Fast-track certificates can be earned in 9-18 weeks; others, in 2 semesters. Many of the courses required for a certificate apply toward an A.A. degree in General Office Administration or Administrative Assistant.

Program topics include keyboarding/word processing, integrated office applications, organization and supervision of office activities, business communications, and general office procedures. Emerging topics relate to working in a virtual office and using office technologies to coordinate and manage office activities. The curriculum is updated with the assistance of a business and industry advisory committee. Programs are designed to provide flexibility and meet individual needs. Courses are scheduled in 6-, 9-, and 18-week time frames. Delivery methods include lecture/discussion, self-paced, open entry/exit, and distance education.

Career Opportunities

The job outlook for well prepared office professionals is excellent. Skills obtained in any of the Business Technology programs are applicable to all careers from entry level to managerial to entrepreneurial.

Dynamic changes in business technologies continue to challenge workers to update skills and adjust to a changing work environment. Business Technology programs include preparation for up-and-coming career choices.

Administrative Assistant

Preparation for administrative-support careers in an automated office environment.

Requirements for Degree Major 37-39 units

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<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 101 or 301</td>
<td>3-4</td>
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<tr>
<td>BUS 100</td>
<td>3</td>
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<tr>
<td>BUS 300</td>
<td>3</td>
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<td>BUS 310</td>
<td>3</td>
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<tr>
<td>BUSTEC 101</td>
<td>1</td>
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<tr>
<td>BUSTEC 110</td>
<td>3</td>
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<tr>
<td>BUSTEC 126</td>
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<td>BUSTEC 127</td>
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<td>BUSTEC 300</td>
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<td>BUSTEC 301</td>
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<td>BUSTEC 305</td>
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<td>BUSTEC 310</td>
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<td>CISA 315</td>
<td>2</td>
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<tr>
<td>MGMT 300 or 304</td>
<td>3</td>
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Recommended Electives

BUS 105, 320, 330, 340, 498; CISA 320, 340; CIS 305, 320, 350, 351

Requirements for Certificate 29-31 units

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<tr>
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<th>Units</th>
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<tr>
<td>ACCT 101 or 301; BUS 100, 310; BUSTEC 101, 110, 126, 127, 301, 305, 310, 332; CISA 315 or 320; MGMT 300 or 304</td>
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General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

General Office Administration

Preparation for entry-level office employment.

Requirements for Degree Major 30-32 units

<table>
<thead>
<tr>
<th>Courses Required</th>
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<tr>
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<td>BUSTEC 101</td>
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<tr>
<td>BUSTEC 110</td>
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</tbody>
</table>
BUS 100  Business English  3 Units  
Formerly: BUS 50
Prerequisite: ENGRD 51 and ENGRD 15, or ESL 310 and ESL 310 with a grade of "C" or better; or placement through assessment.
Advisory: Keyboarding
Hours: 54 hours LEC
This course stresses the mechanics of English as specifically applied to the field of business. Contents include sentence structure, punctuation, grammar, spelling, business vocabulary, dictionary usage, and business document formatting. The application of these skills requires the use of a computer. This course is required of all business administration majors. It is recommended for all business majors during their first semester.

BUS 310  Business Communications  3 Units  
Formerly: BUS 8
Prerequisite: BUS 100 or ENGRD 102 or ENGRD 103 and ENGRD 116; or ESL 320 with a grade of "C" or better, or placement through assessment.
Advisory: Keyboarding skill or BUSTEC 300 (1 unit).
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the concepts, strategies, and principles of effective communication. Tools to communicate effectively in a fast-paced technological, global marketplace are emphasized. The course provides opportunities to create, evaluate, critique, and judge business documents and reports. A formal research paper using analytical skills and the ability to draw conclusions and make recommendations is required. AA/AS area 3D

BUSTEC 100  Keyboarding Skills  1-3 Units  
Formerly: BUS 55
Prerequisite: None
Advisory: ENGRD 15; Keyboarding.
Hours: 12-36 hours LEC; 18-54 hours LAB
This course is designed for beginners and reviewers with some keyboarding skill. Individualized skill improvement plans are based on a computerized assessment of keyboarding speed and accuracy. Enroll any time up to the 12th week of the semester. This course is credit/no credit. Earn one unit of credit for each module successfully completed. Certification testing is available.

BUSTEC 101  Computer Keyboarding: 10-Key  1 Unit  
Prerequisite: None
Advisory: BUSTEC 300 or a keyboarding speed of 30 WAM.
Hours: 12 hours LEC; 18 hours LAB
This course introduces the numeric keypad and develops the ability to key information into a computer with speed and accuracy. Simulated employment tests based on industry standards are included. Ten-key certification testing is available.

BUSTEC 110  Administrative Procedures  3 Units  
Formerly: BUS 90
Prerequisite: BUSTEC 300.
Corequisite: BUS 310.
Advisory: BUSTEC 310.
Hours: 36 hours LEC; 54 hours LAB
This course provides preparation for the office professional in the changing workplace. Course content covers office technology, office communications, records management, and preparation of meeting, travel, and financial documents. Career planning and career development are addressed.

BUSTEC 122  Workplace Skills for the Office  3 Units  
Formerly: BUS 83
Prerequisite: None
Advisory: ENGRD 102 or ENGRD 103 and ENGRD 116 or ESL 320 and ESL 320; or placement through assessment.
Hours: 54 hours LEC
This course introduces basic procedures that are required of office workers to perform effectively in office-related occupations. Specific topics include planning a career, working with the office team, communicating effectively, preparing and processing information, seeking employment opportunities, and developing a portfolio. This course emphasizes activities and techniques that develop competencies needed in the changing workplace.
BUSTEC 125 Office Assistant Training 7 Units
Formerly: BUS 56
Prerequisite: None
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320 and ESLW 320.
Hours: 96 hours LEC; 90 hours LAB
This course combines the skills needed for office assistant positions into one program. The content includes computer keyboarding, word processing, and spreadsheet programs; alphabetic filing; 10-key skill development to 10,000+ keystrokes/hour; office procedures and communications, including telephone, mail, e-mail, and Internet; human relations; and employment resources. This course may be offered as a short-term, fast-track program. Certificates are granted upon successful completion of all course segments.

BUSTEC 126 Outlook: Basic 1 Unit
Prerequisite: None
Advisory: BUSTEC 300 or keyboarding skills.
Hours: 18 hours LEC
This course introduces desktop communication management for users of Microsoft Outlook. Topics include email, creating and managing contacts in the address book, and accessing files and folders.

BUSTEC 127 Outlook: Tools 1 Unit
Prerequisite: None
Advisory: BUSTEC 300 or keyboarding skills.
Hours: 18 hours LEC
This Outlook course presents the communication tools beyond basic e-mail. Topics include calendar and scheduling, recording tasks and notes, shared folders, and customizing Outlook. In addition, the course covers the integration of Outlook with other applications within the Microsoft Office suite.

BUSTEC 300 Beginning Keyboarding/Applications 1-3 Units
Formerly: BUS 1
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESLW 320.
Course Transferable to CSU
Hours: 12-36 hours LEC; 18-54 hours LAB
This course provides computer training for employment or personal use. Module 1 covers keyboarding and skill development techniques. Modules 2 and 3 introduce basic formats for business correspondence - memorandums, letters, e-mail, tables, and reports. Enroll at any time during the semester. Earn one unit of credit for each module successfully completed. This course may be taken three times for a maximum of three units.

BUSTEC 301 Intermediate Keyboarding/Application 1-3 Units
Formerly: BUS 2
Prerequisite: BUSTEC 300.
Course Transferable to CSU
Hours: 12-36 hours LEC; 18-54 hours LAB
This course develops computer keyboarding, word processing, and document production skills. Formatting applications include business correspondence and reports, tables and charts, form templates, flyers, newsletters, and in-basket projects. Students may enroll up to the twelfth week. Credit is based on the number of modules successfully completed.

BUSTEC 305 Introduction to Office Technology 1 Unit
Formerly: BUS 9
Prerequisite: None
Advisory: BUSTEC 300.
Course Transferable to CSU
Hours: 18 hours LEC
This course focuses on the integration of office technology and business skills in the work environment. Topics include hardware and software; e-mail, voice, and fax communications; electronic calendars and scheduling; Internet resources; and the virtual office. This is an introductory course recommended for all business students.

BUSTEC 310 Introduction to Word/Information Processing 1-3 Units
Formerly: BUS 11
Prerequisite: BUSTEC 300.
Course Transferable to CSU
Hours: 12-36 hours LEC; 18-54 hours LAB
This course reviews basic word/information processing and introduces intermediate and advanced formatting for correspondence, tables, reports, newsletters, presentations, Internet documents, and other business information. Related topics include scanning, E-mail, calendars, scheduling, and integrated office applications. Units are based on modules successfully completed. The course may be repeated for credit on a different software package or version for a maximum of six units.

BUSTEC 311 Advanced Word/Information Processing 3 Units
Formerly: BUS 12
Prerequisite: BUSTEC 305 and 310 (3 units) with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
Provides training on advanced word/information processing functions. Stresses improvement of skill in organizing and producing correspondence, manuscripts, reports, and tabulations. Strengthens formatting, language arts, composition, and decision-making skills using the microcomputer.

BUSTEC 313 Presentations for the Business Professionals 2 Units
Prerequisite: None
Advisory: BUS 310; CISA 340.
Course Transferable to CSU
Hours: 36 hours LEC
This course develops business presentation skills indispensable in today's job market. Topics include data evaluation, content planning and organizing, visual aid development, and methods of presentation. Strategies for interviews, meetings, training, and group presentations typically found in a business environment are explored.

BUSTEC 332 Integrated Business Projects 3 Units
Prerequisite: BUSTEC 110 with a grade of "C" or better.
Advisory: BUSTEC 310; CISA 310; CISA 320.
Course Transferable to CSU
Hours: 54 hours LEC
This course integrates office administration skills using the Microsoft Office suite. Course content integrates word processing, spreadsheet, database, presentation and communication software to create, format, revise, share, and maintain business documents and data. Hands-on business projects are based on current office systems and incorporate problem-solving skills and real world business simulations.

BUSTEC 350 Virtual Office Careers and Technologies 3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course explores careers in the virtual office and identifies techniques and technologies needed by virtual office workers. Specific topics include types of virtual offices, technologies and skills needed in a virtual office, ways to establish and manage a virtual office, effective communication, and job opportunities. This course also examines issues for career preparation in a virtual office.
American River College’s chemistry program provides a series of courses designed to meet transfer requirements for physical and biological science majors as well as students majoring in other fields of study.

CHEM 130 Chemistry for Funeral Services 4 Units
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116 with a grade of “C” or better; OR ESLR 320 and ESLW 337 with a grade of “C” or better; OR placement through assessment process.
Hours: 72 hours LEC
This course is a survey of the basic principles of chemistry as they relate to Funeral Services. Especially stressed are the chemical principles involved in sanitation, disinfection, public health and embalming practices. The development and use of personal, professional and community sanitation practices are covered as well as use and precautions related to potentially harmful chemicals that are currently used in the field of funeral services.

CHEM 305 Introduction to Chemistry 5 Units
Formerly: CHEM 2A
Prerequisite: MATH 100, 110 or 120 with a grade of “C” or better.
Advisory: ENGW 102 or 103, and ENGRD 116 with a grade of “C” or better; OR ESLR 320 and ESLW 320; placement through assessment.
Course Transferable to UC/CSU
Hours: 72 hours LEC; 54 hours LAB
This course covers principles of chemistry and scientific method, including a brief introduction of organic chemistry. It is primarily designed for general education and majors in allied health, home economics, physical education, physical therapy(*), psychology(*), natural resources(*). (*)May require Chemistry 400. (CAN CHEM 6) (CHEM SEQ B Sum of CHEM 305 and 306) AA/AS area 3A; CSU area B1; IGETC area 5A

CHEM 306 Introduction to Chemistry 5 Units
Formerly: CHEM 2B
Prerequisite: CHEM 305 with a grade of “C” or better.
Advisory: ENGRD 116 and ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESLW 320.
Course Transferable to UC/CSU
Hours: 72 hours LEC; 54 hours LAB
This course is a continuation of CHEM 305. It covers the organic functional groups and reactions involved in the mechanisms of the chemistry of life processes (biochemistry), particularly applied to the health sciences. (CAN CHEM 8); (CHEM SEQ B Sum of CHEM 305 and 306).

CHEM 309 Survey of General, Organic, and Biological Chemistry 5 Units
Prerequisite: MATH 100 with a grade of “C” or better.
Advisory: ENGRD 116, ENGW 102, ESLR 320, ESLW 320, and MATH 120; or placement through the assessment process.
Course Transferable to CSU
Hours: 72 hours LEC; 54 hours LAB
This course is a one-semester survey of general, organic, and biological chemistry for nursing majors and other health-related fields. Topics include general chemistry, organic chemistry, and biological chemistry as they apply to chemistry of the human body. This course satisfies the requirements of those health-care programs which require one semester of chemistry.

CHEM 310 Chemical Calculations 4 Units
Formerly: CHEM 3
Prerequisite: MATH 100 with a grade of “C” or better.
Corequisite: MATH 120.
Advisory: ENGRD 116 and ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESLW 320.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to chemical calculations, terminology, chemical concepts and laboratory techniques. It is designed for those who will take CHEM 400 and need intensive preparation in problem solving. AA/AS area 3A

CHEM 320 Environmental Chemistry 4 Units
Formerly: CHEM 7
Prerequisite: MATH 32 with a grade of “C” or better.
Corequisite: ENGRD 116 or ESLR 320; or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers some basic principles of chemistry and their applications to our environment. It includes topics related to the chemistry of water, air, consumer products, and living systems. The laboratory is designed to familiarize students with the methods of science while investigating the presence and interactions of chemicals in the environment. AA/AS area 3A; CSU area B1; IGETC area 5A.

CHEM 325 Pollution, Poisons, and Planet Earth 4 Units
Prerequisite: None
Advisory: MATH 32; ENGRD 116 or ESLR 320.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course describes the fundamental concepts of general, organic, and biological chemistry as they relate to human-made and natural pollution and poisons in the environment. The laboratory part of the course is designed to highlight