

Application Date
2011-05-11



California Community Colleges

SUBSTANTIAL CHANGES TO AN APPROVED CREDIT PROGRAM

Administrative Office Assistant		Margaret Mauldin
TITLE OF PROPOSED PROGRAM Business Office Technology		CONTACT PERSON Instruction Office Specialist
TITLE OF EXISTING PROGRAM (IF DIFFERENT) 051400		TITLE (760) 384-6257
EXISTING PROGRAM T.O.P. CODE CERRO COSO	1933	PHONE NUMBER mmauldin@cerrocoso.edu
EXISTING PROGRAM T.O.P. CODE CERRO COSO	EXISTING PROGRAM CONTROL NUMBER KERN	E-MAIL ADDRESS
COLLEGE 08/22/2011	DISTRICT	
PROJECTED START DATE FOR CHANGE		
GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):		
<input checked="" type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE) <input type="checkbox"/> TRANSFER <input type="checkbox"/> OTHER		

Type of change requested: Check only one.

Add new Certificate of Achievement
 Add Degree to Existing Certificate Program
 Add new Major or Area of Emphasis to Existing Degree

TYPE OF PROGRAM (SELECT ONLY ONE):

A.A. DEGREE
 A.S. DEGREE
 AA-T DEGREE (for transfer)*
 AS-T DEGREE (for transfer)*

CERTIFICATE OF ACHIEVEMENT:

18+ semester (or 27+ quarter) units
 12-18 semester (or 18-27 quarter) units

* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66749, also known as the Student Transfer Achievement Reform Act. See special instructions provided [here](#).

Planning Summary:

Projected Start Date

Projected Annual Completers


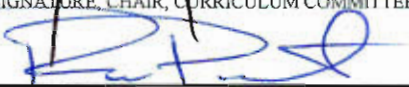

FIELDS	AS LISTED IN CURRENT INVENTORY	AS REVISED
Program Control Number	1933	1933
TOP Code	051400	051400
Local Title	Business Office Technology	Administrative Office Assistant
Units for Degree Major or Area of Emphasis	30 to 30	
Total Units for Degree		
Certificate Units	0 to 0	18 to 18

REQUIRED SIGNATURES

Title of Proposed Program Administrative Office Assistant College Cerro Coso Community College

LOCAL CURRICULUM APPROVAL:

Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

<u>5/12/11</u> DATE	<u></u> SIGNATURE, CHAIR, CURRICULUM COMMITTEE	<u>Dr. Corey Marvin, CIC Chair</u> TYPED OR PRINTED NAME
<u>5-18-11</u> DATE	<u></u> SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Richard Post, Interim V.P. Academic Aff.</u> TYPED OR PRINTED NAME
<u>12 May 2011</u> DATE	<u></u> SIGNATURE, ACADEMIC SENATE PRESIDENT	<u>Matthew Crow, Academic President</u> TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

<u>12 May 2011</u> DATE	<u></u> SIGNATURE, ADMINISTRATOR OF CTE	<u>Valerie Karnes, CTE Dean</u> TYPED OR PRINTED NAME
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Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on _____ (date).

_____ DATE	_____ SIGNATURE, CHAIR, REGIONAL CONSORTIUM	_____ TYPED OR PRINTED NAME
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COLLEGE PRESIDENT:

All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

_____ DATE	_____ SIGNATURE, PRESIDENT OF THE COLLEGE	<u>Jill Board, President</u> TYPED OR PRINTED NAME
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DISTRICT APPROVAL (check one):

On _____ (date), the governing board of the _____ District approved the proposed changes to this existing program attached to this request.

The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

_____ DATE	_____ SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	<u>Sandra V. Sorrano</u> TYPED OR PRINTED NAME
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Please retain the original signature page for your records and upload a scan of the signature page as an attachment.

PROGRAM OF STUDY

CC Office Assistant Cert Certificate of Achievement

OFFICE ASSISTANT CERTIFICATE: This course of study equips the student with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Completers master skills in communication, bookkeeping, office skills, and an essential selection of intermediate computer applications for business. Those completing the Office Assistant Certificate may choose to continue with the Business Office Technology Associate of Science Degree.

Career Opportunities in Business Office Technology

Employment preparation for such careers as Office Assistant, Receptionist, Data entry clerk, Mail room clerk, Sales clerk, Filing clerk, Inventory clerk, Counter clerk, Clerk I, Clerk II, Bookkeeper, Accounts Receivable Clerk, Accounts Payable clerk, Payroll clerk.

Complete all of the following courses:

BSAD C070	Business Mathematics	3
BSAD C072	Introduction to Accounting	3
BSAD C145	Business Communication	3
BSOT C132	Inter Computer Keyboarding	1
BSOT C154	Office Personnel Seminar	3
CSCI C151	Intermediate Word	1
CSCI C153	Intermediate Excel	1
CSCI C155	Intermediate Access	1
CSCI C171	Introduction to the Internet	1
CSCI C129	Microsoft Outlook	1
	or	
CSCI C135	Beginning Adobe Acrobat	1

Total Units

18

PTD 452

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Criteria A. Appropriateness to Mission

1. Statement of goals and objectives for existing program, including new changes.

Department Mission: The Department of Business and Information Technology mission is to provide computer information systems, business office technology, paralegal studies, as well as business administration and computer science transfer preparation; vocational business and computer technology education; employment retraining and computer literacy skills. We support lifelong learning and participation in a technological world. We respond to the business training and information technology needs of the community and empower students with the skills they need to be successful in the modern business environment.

Program Mission: The Business Office Technology Program mission is to provide an environment and curriculum designed to equip learners with the skills necessary to compete for employment in an entry-level administrative assistant position while encouraging a desire for life-long learning.

Business Office Technology Program Outcomes have been determined through observation and analysis of business and industry standards for office managers, administrative assistants, and clerks, with the goal of ensuring appropriate levels of competency in a range of strengths necessary to perform professionally and effectively in today's workplace. Each of the courses required to complete the degree is an integral part of a carefully chosen selection of elements representing competencies desired by employers and required for individuals to begin or maintain a career in today's dynamic business office. The program provides a solid environment for learners to engage with mastery performance of relevant business office skills, as well as problem solving, critical thinking, and demonstration of work ethic to the standard of what is appropriate to be successful in the field. Program rigor and scope is consistent with similar programs in the state, nationally, and internationally. Course outcomes are created and observed to guide teaching and learning activities with a goal to ensure that achievement is measured by appropriate mastery of the topics listed in the current course outlines of record. Course outlines of record are updated within appropriate title five timelines, including when changes in the workplace precipitate addition or removal of study topics, or an evolution of available teaching resources provides opportunity for a significant shift in delivery that is deemed to be beneficial to the learning process.

2. Catalog description for existing program, including new option.

PROGRAM NAME: BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

PROGRAM DESCRIPTION: (60 units total, 30 units in the major) This program prepares learners for employment in challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, and bookkeeping in order to meet the needs of the technologically dynamic business office. Attention to detail, a professional work ethic, and an ability to communicate effectively with others are fostered throughout.

BUSINESS OFFICE TECHNOLOGY CERTIFICATE (30 units): Any learner completing the courses required for the major qualifies for a certificate in Business Office Technology.

ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT: (18 Units) This certificate represents that the learner is equipped with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Learners master skills in communication, bookkeeping, and an essential selection of intermediate computer applications for business. The Office Assistant Certificate is earned after completion of the following courses. This certificate is also appropriate for individuals who are re-training in current uses of intermediate level computer applications for the business office.

OFFICE CLERK CERTIFICATE OF ACHIEVEMENT: (12 Units) This certificate represents that the learner is prepared to perform basic competencies as an entry level office clerk whether or not the individual has previous

office experience. This certificate of achievement is designed to provide a foundation of introductory but essential office skills for individuals who are considering a career in office administration or for those who require computer, communication, and business orientation skills to increase employability in a variety of fields.

3. New program requirements.

PROGRAM NAME: BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

PROGRAM DESCRIPTION: (60 units total, 30 units in the major) This program prepares learners for employment in challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, and bookkeeping in order to meet the needs of the technologically dynamic business office. Attention to detail, a professional work ethic, and an ability to communicate effectively with others are fostered throughout.

COURSES:

Complete all of the following courses:

Course Number	Course Name	Units
BSAD C070	Business Mathematics	3
BSAD C072	Introduction to Accounting	3
BSAD C100	Introduction to Business	3
BSAD C145	Business Communication	3
BSOT C154	Office Personnel Seminar	3
BSOT C133	Advanced Keyboarding	1
CSCI C070	Computer Literacy	1
CSCI C121	Beginning Word	1
CSCI C151	Intermediate Word	1
CSCI C161	Advanced Word	1
CSCI C123	Beginning Excel	1
CSCI C153	Intermediate Excel	1
CSCI C125	Beginning Access	1
CSCI C155	Intermediate Access	1
BSOT C127	MS PowerPoint	1
CSCI C171	Introduction to Internet	1
		26

Select at least 4 units from the following courses:

Course Number	Course Name	Units
CSCI C129	Microsoft Outlook	1
CSCI C135	Beginning Adobe Acrobat	1
CSCI C163	Advanced Excel	1
CSCI C165	Advanced Access	1
WEXP C101	Introduction to Work Experience	1
WEXP C102	Occupational Career Work Experience	1-3

PROGRAM LEARNING OUTCOMES AND ASSESSMENT: Upon successful completion of the program, the student will be able to

- A. Achieve business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations. This will be assessed by final exams in all courses in the program.
- B. Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports appropriate for the intended audience. This will be assessed by final exams in all courses in the program.
- C. Select, apply, and adapt computer software tools such as word processing, spreadsheet, data base, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results. This will be assessed by final exams in all courses in the program.
- D. Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable. This will be assessed by final comprehensive project.
- E. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files. This will be assessed by final exams in all courses in the program.
- F. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas. This will be assessed by assignments in all courses in the program.

Courses	Program Learning Outcomes					
	A.	B.	C.	D.	E.	F.
BSAD C070	X		X			
BSAD C072				X		
BSAD C100	X					
BSAD C145	X	X				X
BSOT C133			X			
BSOT C154	X	X			X	X
CSCI C070			X		X	
CSCI C121		X	X		X	
CSCI C151		X	X		X	
CSCI C161		X	X		X	
CSCI C123			X	X	X	
CSCI C153			X	X	X	
CSCI C125			X		X	
CSCI C155			X		X	
BSOT C127			X			
CSCI C171			X			
Electives	X	X	X	X	X	

OFFICE CLERK CERTIFICATE OF ACHIEVEMENT: (12 Units) represents that the learner is prepared to perform basic competencies as an entry level office clerk whether or not the individual has previous office experience. This certificate of achievement is designed to provide a foundation of introductory but essential office skills for individuals who are considering a career in office administration or for those who require computer, communication, and business orientation skills to increase employability in a variety of fields.

BSOT C131	Basic Computer Keyboarding	1
BSOT C154	Office Personnel Seminar	3
CSCI C070	Computer Literacy	1
CSCI C121	Beginning Word	1
CSCI C123	Beginning Excel	1
CSCI C125	Beginning Access	1
BSOT C127	PowerPoint	1
BSAD C070	Business Mathematics	3

12

PROGRAM LEARNING OUTCOMES AND ASSESSMENTS: Upon successful completion of the Office Clerk Certificate of Achievement (12 Units), the student will be able to

- A. Achieve business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations. This will be assessed by final exams in all courses in the program.
- B. Demonstrate introductory skills in the use of software tools such as Microsoft Word, Excel, and Access, to entry level office related tasks such as letter and report creation, basic spreadsheet creation/edit, and data entry.
- C. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
- D. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.
- E. Demonstrate accuracy and efficiency using a desktop calculator to perform business mathematics calculations appropriate for routine office tasks requiring calculation.

ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE: (18 Units) This certificate represents that the learner is equipped with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Learners master skills in communication, bookkeeping, and an essential selection of intermediate computer applications for business. The Office Assistant Certificate is earned after completion of the following courses. This certificate is also appropriate for individuals who are re-training in current uses of intermediate level computer applications for the business office.

BSAD C070	Business Mathematics	3
BSOT C132	Intermediate Keyboarding	1
BSAD C145	Business Communication	3
BSOT C154	Office Personnel Seminar	3
BSAD C072	Introduction to Accounting	3
CSCI C151	Intermediate Word	1
CSCI C153	Intermediate Excel	1
CSCI C155	Intermediate Access	1
CSCI C171	Introduction to Internet	1
CSCI C129	Beginning MS Outlook	1
Or CSCI C135	Beginning Adobe Acrobat	1

PROGRAM LEARNING OUTCOMES AND ASSESSMENTS: Upon successful completion of the Administrative Office Assistant Certificate (12 Units), the student will be able to

- A. Achieve business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations. This will be assessed by final exams in all courses in the program.
- B. Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports, appropriate for the intended audience.
- C. Demonstrate intermediate skills and problem solving ability in the use of industry standard applications and technology such as Microsoft Word, Excel, Access, and PowerPoint, to office related tasks.
- D. Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable, using a desktop calculator.
- E. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
- F. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

Optional: Discussion of background and rationale (if needed).

The program has been designed with steps defined by the 12, 18, and 30 unit progressions to allow learners to reach levels of achievement for the wide range of work preparedness required in the field in a logical manner. The range of positions available for business office workers/assistants/managers is very diverse and requires multi-leveled range of skills, competencies, and experience.

For this reason, the program has been designed for all learners who aspire to a career in business office work at any level. Many of the courses are offered in one unit blocks allowing learners time to achieve mastery before proceeding to the next level. The three unit courses provide the time necessary to master broad topic areas such as are required for meaningful understanding and practice of business communication in the workplace, business mathematics, and introduction to accounting. The Office Personnel Seminar course consists of modules covering essential topics that are not otherwise covered in the program, plus a focus on job search and employability skills.

From the very beginning clerk with no supervisory experience and a narrow range of duties, to the assistant with a mid-level intermediate responsibility, to the administrative office manager at the higher end of the scale, the program provides achievement levels for all. This design also facilitates achievable levels of progress for the learner who discovers along the way if this is the right field for their aptitude and abilities. The BSOT program stepped design also ensures a solid base of skills are achieved, for the learner who continues in this field or and also for those who switch to a Business, Paralegal Studies, or Computer Information Systems degree or vice versa. This design accommodates the currently employed office worker who wants to upgrade and achieve new skills, as well as many who are in a situation where re-training is required because of injuries in other fields such as nursing.

The first level (12 units) allows the learner to achieve a base of competencies for initial entry level positions in office work. The next level (18 units) allows the student to reach an intermediate level of preparedness for both entry to the field as well as re-training, and the final level (30 units) allows a rounded and comprehensive preparedness for administrative assistant/office manager positions. Each level builds on the prior level, with the degree level providing fulfillment of all required program outcomes to a professional level.

Certain basic BSOT program courses are now essential elements of the Industrial Arts program core, as employers in that field are requesting common computer skills along with Word and Excel (base components of BSOT) for their employees.

Criteria B. Need

5. **Enrollment and Completer Projections:** There are approximately 65 students who have declared Business Office Technology as a major through our online and on campus offerings. Of these, some will find this certificate

to be a foundation and starting point, particularly for those who are entering college for the first time or searching for employment for the first time or for re-training. . Additionally, The Owen's Valley Career Development Center in Bishop specifically targets and supports this particular certificate for tribal members who are pursuing post secondary education for the first time. This group consists of 12-20 people. Combined with other modes of delivery and sites, 15-25 completers are expected each year.

6. Place of proposed change in the curriculum – relation to existing program and options; relation to other programs at your college.

The BSOT program stepped design also ensures a solid base of skills are achieved, for the learner who continues in this field or and also for those who switch to a Business, Paralegal Studies, or Computer Information Systems degree or vice versa. This design accommodates the currently employed office worker who wants to upgrade and achieve new skills, as well as many who are in a situation where re-training is required because of injuries in other fields such as nursing. This certificate of achievement is a foundation for the Office Assistant Certificate and the Business Office Technology Certificate or Associate of Science Degree.

7. The program does not represent unnecessary duplication of training programs and other regional colleges offering a similar program are too far away to impact employer's needs in our service area.

8. Analysis of labor market need or job availability (for career technical education only).

According to the 2-Year Occupational Review for Business Office Technology, completed in Fall 2010, the number of jobs in our region in the fields of Executive secretaries and administrative assistants and Secretaries (except legal, medical and executive) totals 876 in 2010 and is projected to 952 in 2015 indicating a 9% increase. The projected number of new openings is 28.

Business Office Technology is expanding to meet the documented labor market demand for degree and certificate completers. The actual number of people completing the degree or a certificate in the past five years is 14, plus three individuals completed a lower unit certificate and a degree. In the Cerro Coso service area there are many known jobs that are not documented because employer's corporate offices are out of state. For example, office positions required by aerospace contractors, the naval air warfare center at China Lake, and even our own Cerro Coso Community College classified office positions are not captured in reporting systems because the corporate offices are located outside our service area. We are expecting to increase completers to fill these and other known service area needs as the program is gaining momentum in both certificate and Business Office Technology Associate of Science Degree completers.

Criteria C. Curriculum Standards

9. Transfer applicability to two 4-year institutions (if applicable).

Attachment: Course outlines for required courses (required for all applications).

Attachment: Articulation Agreements (if applicable).

If applicable to revised program:

10. **Criteria D-Adequate Resources:** Facilities, additional faculty, and new equipment or library resources

This certificate already exists at the local level and resources are adequate. In addition to the online offerings, courses in this certificate are currently offered on campus at IWV, at the computer lab at Kern River Valley campus and on site at the Owen's Valley Career Development Center in Bishop. There is no need to change or add facilities. Equipment in on campus labs is included with the IT replacement cycle for the respective classrooms. This program has one full time faculty member and approximately five to ten adjuncts who teach Business Office Technology classes throughout the region at IWV, Bishop, KRV, and online.

11. **Criteria E-Compliance:** Enrollment restrictions and licensing or accreditation standards

Cerro Coso Community College

COURSE OUTLINE OF RECORD

Form A (Course Description)				Date	9/22/2008	Page 1 of 1
Discipline	BSOT	Course No.	C131	Units	1.00	
Course Title	Basic Computer Keyboarding					
Non-Credit Category	Click here to choose Non-Credit Category.					

Revision Due Date	Click here to enter a date.	Final Approval due NOT LATER THAN	10/31/2008
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[Click link to view instructions for completing COR Form A.](#)

Methods of Instruction/Total Hours of Instruction

Lecture	(1.0 unit = 18 hours)	9	
Lab	(1.0 unit = 54 hours)	27	
Open Lab	(1.0 unit = 54 hours)		
Activity	(1.0 unit = 54 hours)		
Work Experience	(1.0 unit = 60 hours (volunteer); 75 hours (paid))		
Total Hours		36	

Catalog Course Description

Learners are introduced to a computer keyboard with an emphasis on skill-building correct touch typing techniques for alphanumeric, symbol, and punctuation keys. A foundation for keyboarding speed and accuracy is developed.

Conditions of Enrollment

Pre-Requisite	
Co-Requisite	CSCI C070
Advisory	Reading Level I, Writing Level I, CSCI C070

Repeatability	None	Grading Method	Standard Letter Grade	Credit by Exam	No
Materials Fee	No	Amount			
Justification					
SAM Code	D Possibly Occupational				

Program Identification

Business Office Technology

General Education Applicability	Cerro Coso	CSU Certification	IGETC
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Minimum Qualifications Discipline List

Master's Degree Required	
Master's Degree Not Required	Business Office Technology, Computer Information Systems

Office Use Only

Approval Type	Revision	BT Action	12/11/2008
Course TOPS Code	0514.00	Stand Alone Status	N/A
		Stand Alone Approval	

Transferability			
A/CSU	Cerro Coso GE	CSU GE Certification	IGETC

Form Submission								
X	COR Part A	9/22/2008	X	COR Part B	9/22/2008	X	Content Review	9/22/2008
X	DE Addendum	9/22/2008		GE Addendum	Click here to enter a date.		Course Deletion	Click here to enter a date.
X	Signature Page	8/30/2009						

Approval Dates							
First Review	9/26/2008	Second Review	9/26/2008	Final Approval	9/25/2009		

Cerro Coso Community College

COURSE OUTLINE OF RECORD

Form B (Course Content)				Date	9/18/2008	Page 1 of 1
Discipline	BSOT	Course No.	C131	Units	1.00	
Course Title	Basic Computer Keyboarding					
Non-Credit Category	Click here to choose Non-Credit Category.					

Student Learning Outcomes & Assessments

Upon successful completion of the course, the student will be able to:

SLO	Learning Outcome Description	Outcome Assessment Definition
A	key straight-copy alphanumeric material including symbols and punctuation using correct touch techniques at a minimum rate of 15 words per minute (wpm) with 4 or few errors on a 2-minute timing.	This will be assessed and scored by a pre- and post-test.
B	identify and perform correct ergonomics for body position at a workstation.	This will be assessed and scored by a pre- and post-test.

Detailed Topical Outline

Topic	Sub-topic	Content	SLO
A		Keystroking and Ergonomics	A, B
	1	Correct keystroking for alphabet keys	
	2	Correct keystroking for numeric keys	
	3	Correct keystroking for punctuation/symbol keys	
	4	Ergonomics and body position	

Lab Content Description (if applicable)

Learners practice correct keyboarding techniques using a computer based training program and text.

Out of Classroom Assignments

Where possible, students practice keyboarding at home to augment classroom practice.

Methods of Presentation

Course instructional methods may include but are not limited to: Lecture and demonstration on keyboarding techniques and formatting of documents.

Assignments & Methods of Evaluation

Assessment of student performance may include but is not limited to:

- A. Keyboarding Drills and Lesson work (A, B)
- B. Two-minute Timed Writings (A, B)

Required Texts

Reading assignments are required and may include but are not limited to:

VanHyss, S., Forde, C., & Woo, D. (2008). *Keyboarding and Formatting Essentials, Lessons 1-60* (Second Edition ed.). Mason, Ohio: Thomson-SouthWestern.

**CERRO COSO COMMUNITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

Approved: Updated 2/29/08

Course TOPS Code: 0514.00

Classification: I

Transferability: A/CSU

Stand-Alone Status:

Not Stand-Alone: Business Office Technology

Blanket Approval:

Stand-Alone:

Other Dates of Approval

Content Review: Updated 2/29/08

Online Delivery: Updated 2/29/08

CSU Cert:

IGETC:

UC Transfer:

Stand-Alone:

1. SUBJECT DISCIPLINE AND COURSE NUMBER: BSOT C154
2. COURSE TITLE: Office Personnel Seminar
3. UNITS: 3.0
4. INSTRUCTIONAL METHODS / TOTAL HOURS: 54
 - Lecture 54
 - Lab
 - Activity
 - Open Lab
 - Work Experience
5. REQUISITES:
 - Prerequisite
 - Co-requisite
 - Advisory CSCI C151, BSAD C145
6. CATALOG COURSE DESCRIPTION: Capstone course designed to integrate and refine office skills. Students gain skills in communication, information processing, time management, ethics, records management, administrative procedures, customer service, and job search. The workplace of today as well as team work, problem-solving, and decision-making skills will be emphasized.
7. STUDENT LEARNING OUTCOMES ASSESSMENTS: Upon successful completion of the course, the student will be able to
 - A. describe the roles and responsibilities of the administrative professional in the workplace including collaboration, teamwork, leadership skills, and management characteristics. This will be assessed by a project and scored with a rubric.
 - B. recognize and display proficiency with various workplace technologies. This will be assessed by exam.
 - C. demonstrate effective business communication. This will be assessed by a writing project and scored with a rubric.

- D. demonstrate elements of an effective records management system. This will be assessed by exam.
- E. differentiate between various forms of effective customer service. This will be assessed by exam.
- F. prepare job search related documents and practice effective job search strategies. This will be assessed by a project and scored with a rubric.

8. DETAILED TOPICAL OUTLINE:

- A. The Ever Changing Workplace (A, F)
 - 1. The Workplace - 2050
 - 2. The Labor Force
 - 3. Work Environment
 - 4. Organizational Types
- B. Ethics (A, C, E, F)
 - 1. Ethical Behavior
 - 2. Business Ethics
 - 3. Characteristics of Ethical Organizations
 - 4. The Ethical Administrative Professional
 - 5. Ethical Change
- C. Stress, Anger, and Time Management (A)
 - 1. Stress in Our Lives
 - 2. Stress in the Workplace
 - 3. Anger
 - 4. Time Management
- D. Information Processing (A, B, D)
 - 1. Information Processing and the Administrative Professional
 - 2. Desktop and Mobile Computing
 - 3. Computer Hardware
 - 4. Computer Software
 - 5. Electronic File Management
 - 6. Computer Ergonomics
 - 7. Networks, the Internet, and the World Wide Web
 - 8. Computer and Web Ethics
 - 9. The Future
- E. Telecommunications (A, B)
 - 1. The Telecommunication Revolution
 - 2. Workplace Collaboration Tools
 - 3. Telephone Communication
 - 4. The Ongoing Revolution
- F. Written Communication (A, C, F)
 - 1. Written Communication in the Workplace
 - 2. Choosing a Communication Method
 - 3. Planning and Organizing Written Materials
 - 4. Assuring Effective Correspondence
 - 5. Writing Letters
 - 6. Preparing Reports
 - 7. Writing Collaboratively
 - 8. Writing Internationally
 - 9. Observing Ethical and Legal Considerations
- G. Records Management (A, D)
 - 1. Paperless Office – Myth or Reality
 - 2. Records Management Defined
 - 3. Components of a Records Management System
 - 4. Indexing Rules
 - 5. Effective Decision Making
 - 6. The Future of Records Management

- H. Presentations (A, B, C)
 - 1. Enhance Written and Verbal Skills
 - 2. Prepare Mentally for the Verbal Presentation
 - 3. Prepare Your Presentation
 - 4. Rehearse
 - 5. Dress Appropriately
 - 6. Control Fear
 - 7. Presentation Day
 - 8. After the Presentation
 - 9. Team Presentations
- I. The Workplace Team (A, C, E)
 - 1. Building Teams
 - 2. Demographics of the Present and Future Workforce
 - 3. Global Nature of Organizations
 - 4. Generational Characteristics
 - 5. Teamwork
 - 6. Verbal Communication Process
 - 7. Individual and Team Values
 - 8. Verbal Communication Barriers
 - 9. Effective Verbal Communication
 - 10. Non-verbal Communication
 - 11. An Effective Workplace Team
- J. Customer Service (A, E)
 - 1. The Customer Service Organization
 - 2. Future Customers
 - 3. Customer Service Defined
 - 4. Develop Your Customer Service Skills
 - 5. Face-to-Face Customer Service Skills
 - 6. Telephone Customer Service Skills
 - 7. E-Mail Customer Service Skills
 - 8. Call Center Customer Service Skills
 - 9. Web Customer Service Skills
 - 10. Inappropriate Customer Behavior
- K. Workplace Mail and Copiers (B)
 - 1. Mail and Other Special Services
 - 2. USPS Services
 - 3. U.S. Postal Service Classifications
 - 4. Private Mail Services
 - 5. Outgoing and Incoming Mail
 - 6. Office Copiers
 - 7. Shredders
 - 8. Recycling
- L. Travel Arrangements (A)
 - 1. Corporate America – A Global Enterprise
 - 2. Domestic Travel
 - 3. International Travel
 - 4. Organizational Travel Procedures
- M. Meetings and Conferences (A, C)
 - 1. Meetings – A Way of Life in the Workplace
 - 2. Types of Meetings
 - 3. Effective Meetings
 - 4. Meeting Format
 - 5. International Meetings
 - 6. Meeting Responsibilities
 - 7. Conferences
 - 8. Conflict Resolution
- N. Job Search (C, F)

1. Skills and Interests
 2. Sources of Job Information
 3. Various Organizations
 4. Letter of Application
 5. Resume
 6. Employment Applications
 7. Job Interview Skills
 8. Advance on the Job
 9. Leave a Job
 - O. Teleworker/Virtual Assistant (A, B)
 1. Teleworking, Teleworker, and Virtual Assistant Defined
 2. Job Growth
 3. Advantages/Disadvantages of Telework
 4. Traits/Skills
 5. Telework Challenges
 6. Home Workspace
 7. Health, Life Insurance, and Retirement Benefits
 8. Survival Strategies
 9. Career Growth of the Teleworker/Virtual Assistant
 - P. Leadership Skills (A)
 1. Leading and Managing
 2. Effective Leadership Defined and Practiced
 3. Leadership Today
 4. Leadership Traits
 5. Leadership and Management Contrasted
 6. Management Responsibilities
 7. The Right to Lead
9. LAB CONTENT DESCRIPTION (if applicable):
10. METHODS OF PRESENTATION: Course instructional methods may include but are not limited to
- A. Discussion on all course topics.
 - B. Written lectures
 - C. Computer aided instruction such as presentations, videos, and exercises.
 - D. Critical thinking case problems
 - E. Presentation software
11. ASSIGNMENTS AND METHODS OF EVALUATION: Assessment of student performance may include but is not limited to
- A. Professional Development Journal
 - B. Practical exercises that simulate the workplace environment
 - C. Discussion Items
 - D. Individual and Group Integrated Workplace Projects
 - E. Written Communication
 - F. Internet Research
12. OUT OF CLASS ASSIGNMENTS:
- A. Text and other Readings
 - B. Homework exercises including writing and research on topics
 - C. Internet Research
13. REQUIRED TEXTS: Reading assignments are required and may include but are not limited to

Fulton-Calkins, P. (2007). *The Administrative Professional: Technology and Procedures*. Mason, OH: Thomson South Western.

14. REPEATABILITY: None
15. GRADING METHOD: Standard Letter Grade
16. CREDIT BY EXAM: None
17. MATERIALS FEE: None
If yes, justification:
18. SAM CODE: B
19. PROGRAM IDENTIFICATION: Business Office Technology
20. GENERAL EDUCATION APPLICABILITY:
Cerro Coso
CSU Cert
IGETC
21. COURSE DISCIPLINE LIST: Business Office Technology

SIGNATURE PAGE

SUBJECT DISCIPLINE AND COURSE NUMBER: BSOT C154

<hr/> Karen O'Connor COURSE PROPOSER	<hr/> 2/28/08 DATE
<hr/> Dr. Dennis VanderWerff CIC CHAIR	<hr/> 4/22/08 DATE
<hr/> Dr. James Fay VICE PRESIDENT OF ACADEMIC AFFAIRS	<hr/> 5/8/08 DATE

Cerro Coso Community College

COURSE OUTLINE OF RECORD

Form A (Course Description)			Date	9/25/2009	Page 1 of 1
Discipline	CSCI	Course No.	C070	Units	1.00
Course Title	Computer Literacy				
Non-Credit Category	Click here to choose Non-Credit Category.				

Revision Due Date	Final Approval due NOT LATER THAN	
Click link to view instructions for completing COR Form A.		
Methods of Instruction/Total Hours of Instruction		
Lecture	(1.0 unit = 18 hours)	9
Lab	(1.0 unit = 54 hours)	27
Open Lab	(1.0 unit = 54 hours)	
Activity	(1.0 unit = 54 hours)	
Work Experience	(1.0 unit = 60 hours (volunteer); 75 hours (paid))	
Total Hours		36

Catalog Course Description

This hands-on course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging and Internet browsing and searching. This course includes a brief introduction to industry standard word processing, spreadsheet, and presentation application programs. Computer terminology and identification of fundamental hardware and software applications is introduced.

Conditions of Enrollment

Pre-Requisite					
Co-Requisite					
Advisory	Level 2 Reading				
Repeatability	None	Grading Method	Standard Letter Grade	Credit by Exam	No
Materials Fee	No	Amount			
Justification					
SAM Code	D Possibly Occupational				

Program Identification

Business Office Technology, Human Services, Vocational Nursing

General Education Applicability	Cerro Coso	CSU Certification	IGETC
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Minimum Qualifications Discipline List

Master's Degree Required	Computer Science
Master's Degree Not Required	Business Office Technology, Computer Information Systems

Office Use Only

Approval Type	Revision	BT Action	12/17/2009		
Course TOPS Code	C514.00	Stand Alone Status	N/A	Stand Alone Approval	N/A

GE/Transferability		
Cerro Coso GE	CSU GE Certification	IGETC

Form Submission								
X	COR Part A	9/25/2009	X	COR Part B	10/22/2008	X	Content Review	10/22/2008
X	DE Addendum	10/22/2008		GE Addendum	Click here to enter a date.		Course Deletion	Click here to enter a date.
X	Signature Page	2/26/2010						

Approval Dates							
First Review	9/25/2009	Second Review	9/25/2009	Final Review	2/26/2010		

Cerro Coso Community College					
COURSE OUTLINE OF RECORD					
Form B (Course Content)			Date	8/30/2008	Page 1 of 2
Discipline	CSCI	Course No.	C070	Units	1.0
Course Title	Computer Literacy				
Non-Credit Category	Click here to choose Non-Credit Category.				

Student Learning Outcomes & Assessments

Upon successful completion of the course, the student will be able to:

SLO	Learning Outcome Description	Outcome Assessment Definition
A	demonstrate fundamental knowledge of computer hardware and software functions to perform basic computing tasks including but not limited to startup, login, shutdown, and basic input and output procedures.	This will be assessed by a performance, scored with a rubric.
B	recognize and use programs to create and edit introductory word processing, spreadsheet, and presentation software files, including MS Office and other available software programs.	This will be assessed by a project, scored with a rubric.
C	access and manage login accounts and documents effectively, including downloading, creating, naming, copying, deleting, retrieving, and decompressing files and folders with an awareness of file size, location of saved files and folders, and available space on storage media with a clear distinction between various email, and course login accounts.	This will be assessed by a project, scored with a rubric.
D	open and use an e-mail account including sending and receiving email with attachments, saving files, and managing the inbox.	This will be assessed by a project, scored with a rubric.
E	search and navigate the Internet and other types of media environments with an awareness of relevance, authenticity, authority, and currency.	This will be assessed by a performance, scored with a rubric.
		Click here to view a list of editable outcome assessment definitions.

[Click link to open Bloom's Taxonomy of Learning Outcomes](#)

Detailed Topical Outline

Topic	Sub-topic	Content	SLO
A		Computing Fundamentals	A, B, C, D
	1	Computer Hardware	
	2	Input, Output, Storage	
	3	Peripheral Devices	
	4	Software and Application Programs	
	5	Windows and Operating Systems	
B		Application Programs	A, B, C, D
	1	Word Processing Documents	
	2	Creating, Editing, and Saving Documents	
	3	Spreadsheet worksheets	
	4	Formulas, labels, values, cells	
	5	Borders and backgrounds	
	6	Columns and rows sizing	
	7	Presentations	
	8	Slides, charts, graphics	
	9	Transitions, animations	
10	Finalizing a presentation		

Cerro Coso Community College						
COURSE OUTLINE OF RECORD						
Form B (Course Content)				Date	8/30/2008	Page 2 of 2
Discipline	CSCI	Course No.	C070	Units	1.0	
Course Title	Computer Literacy					
Non-Credit Category	Click here to choose Non-Credit Category.					

C		File Management	B, C, D
	1	Files and folders	
	2	Download and upload	
	3	Create, Save, Name, Delete, Rename	
	4	Zip and File Size	
	5	Storage and Backup	
	6	Network folders	
D		Online Communication	D, E
	1	Network basics	
	2	The Internet	
	3	E-Commerce	
	4	Browser software and functions	
	5	E-mail accounts	
	6	Send and receive e-mail	
	7	Inbox and Sent folders	
	8	E-mail attachments	
	9	Instant Messaging	

Lab Content Description (if applicable)

Students will work on assignments and projects relevant to the topics during the lab portion of the class.

Methods of Presentation

Course instructional methods may include but are not limited to:

- Demonstration
- Lecture
- Individual instruction

Assignments & Methods of Evaluation

Assessment of student performance may include but is not limited to:

- Hands-on assignments (A, B, C, D, E)
Example: Following a demonstration, the learner will set up a free e-mail account and send the instructor an e-mail.
- Skills tests on textbook companion CD (A, B, C, D, E)
- Comprehensive practice tests. (A, B, C, D, E)
Example: Show an understanding of **computer terminology** through correct identification of mix and match, multiple choice, and fill-in the blank tests.
Example: Create, edit, and save a word processing document using appropriate file management procedures.
Example: Browse the Internet using the URL address window, set a "Favorites" listing in Windows send the link to instructor by email.

Extra-Curricular Assignments & Activities

Required Texts

Reading assignments are required and may include but are not limited to:

Parsons, J. J., & Oja, D. (2008). *New Perspectives on Computer Concepts Brief* (11th ed.). Boston: Course Technology.

Cerro Coso Community College

COURSE OUTLINE OF RECORD

Form A (Course Description)			Date	9/25/09	Page 1 of 1
Discipline	CSCI	Course No.	C121	Units	1.00
Course Title	Beginning Word				
Non-Credit Category	Click here to choose Non-Credit Category.				

Revision Due Date	Click here to enter a date.	Final Approval due NOT LATER THAN	
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[Click link to view instructions for completing COR Form A.](#)

Methods of Instruction/Total Hours of Instruction

Lecture	(1.0 unit = 18 hours)	9	
Lab	(1.0 unit = 54 hours)	27	
Open Lab	(1.0 unit = 54 hours)		
Activity	(1.0 unit = 54 hours)		
Work Experience	(1.0 unit = 60 hours (volunteer); 75 hours (paid))		
Total Hours		36	

Catalog Course Description

This hands-on computer course is designed to provide basic understanding of word processing concepts using Microsoft Word. Learners create, edit, and format documents including business letters, multiple-page reports, newsletters, and cover letters. This course begins preparation for the Microsoft Application Specialist certification exam for Microsoft Word.

Conditions of Enrollment

Pre-Requisite	
Co-Requisite	
Advisory	Reading Level I, Writing Level I, CSCI C070

Repeatability	None	Grading Method	Standard Letter Grade	Credit by Exam	No
Materials Fee	No	Amount	N/A		
Justification					
SAM Code	D				

Program Identification

Business Office Technology

Transfer Applicability	Cerro Coso	CSU Certification	IGETC
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Minimum Qualifications Discipline List

Master's Degree Required	
Master's Degree Not Required	Business Office Technology

Office Use Only

Approval Type	Revision	BT Action	12/17/09	
Course TOPS Code	0514.00	Stand Alone Status	N/A	Stand Alone Approval N/A

Transferability	
A/CSU	CSU GE Certification IGETC

Form Submission					
COR Part A	9/25/09	COR Part B	2/1/2009	Content Review	2/1/2009
DE Addendum	2/1/2009	GE Addendum	Click here to enter a date.	Course Deletion	Click here to enter a date.
Signature Page	2/26/10				

Approval Dates					
First Review	9/25/09	Second Review	9/25/09	Final Approval	2/26/10

Cerro Coso Community College						
COURSE OUTLINE OF RECORD						
Form B (Course Content)				Date	9/14/2008	Page 1 of 3
Discipline	CSCI	Course No.	C121	Units	1.0	
Course Title	Beginning Word					
Non-Credit Category	Click here to choose Non-Credit Category.					

Student Learning Outcomes & Assessments

Upon successful completion of the course, the student will be able to:

SLO	Learning Outcome Description	Outcome Assessment Definition
A	Apply basic word processing formatting features to create, edit, merge, and print documents including business and cover letters, multiple page reports, newsletters.	This will be assessed by a project, scored with a rubric.
B	Manage files and folders for efficient saving and retrieval of word processing documents.	This will be assessed by a demonstration, scored with a rubric.
C	Apply basic features of working with images, graphics, Smart Art, and Word Art in documents including inserting, cropping, drawing, and resizing,	This will be assessed by a project, scored with a rubric.
D	Determine and apply appropriate problem solving techniques using Help and reference material off and online for successful creation of basic documents using Microsoft Office.	This will be assessed by a project, scored with a rubric.
		Click here to view a list of editable outcome assessment definitions.
		Click here to view a list of editable outcome assessment definitions.

Detailed Topical Outline

Topic	Sub-topic	Content	SLO
A		Working with Text	A, C
	1	Use the Undo, Redo, and Repeat commands	
	2	Apply font formats (bold, italic, and underline)	
	3	Use the Spelling and Grammar command	
	4	Use the Thesaurus	
	5	Insert page breaks	
	6	Highlight text in document	
	7	Insert and move text	
	8	Cut, copy, paste, and paste special using the Office Clipboard	
	9	Copy formats using the Format Painter	
	10	Select and change font and font size	
	11	Find and replace text	
	12	Apply character effects (superscript, subscript, strikethrough, small caps, and outline)	
	13	Insert date and time	
	14	Insert symbols	
15	Create and apply frequently used text with AutoCorrect		
B		Working with Paragraphs	A, C
	1	Align text in paragraphs (center, left, right, and justified)	
	2	Add bullets and numbering	
	3	Set character, line, and paragraph spacing options	
	4	Apply borders and shading to paragraphs	
5	Use indentation options (left, right, first line, and hanging indent)		

COURSE OUTLINE OF RECORD

Form B (Course Content)

Date

9/14/2008

Page 2 of 3

Discipline

CSCI

Course No.

C121

Units

1.0

Course Title

Beginning Word

Non-Credit Category

Click here to choose Non-Credit Category.

	6	Use Tabs command (center, decimal, left, and right)	
	7	Create an outline-style numbered list	
	8	Set tabs with leaders	
C		Editing and Formatting Documents	A, B, C
	1	Print a document	
	2	Use print preview	
	3	Use Web Page Preview	
	4	Navigate through a document	
	5	Insert page numbers	
	6	Set page orientation	
	7	Set margins	
	8	Use GoTo to locate specific elements in a document	
	9	Create and modify page numbers	
	10	Create and modify headers and footers	
	11	Align text vertically	
	12	Create and use newspaper columns	
	13	Revise column structure	
	14	Prepare and print envelopes and labels	
	15	Apply styles	
	16	Create sections with formatting that differs from other sections	
	17	Use Click and Type	
	18	Use Format Painter to copy paragraph formatting	
D		Managing Files	A, B, C
	1	Use save	
	2	Locate and open an existing document	
	3	Use Save As (different name, location, or format)	
	4	Create a folder	
	5	Create a new document using a wizard	
	6	Save as Web Page	
	7	Use templates to create a new document	
	8	Create Hyperlinks	
	9	Use the Microsoft Office Assistant	
10	Send a Word document via e-mail		
E		Using Tables	A, C
	1	Create and format tables	
	2	Add borders and shading to tables	
	3	Table headers and row sorting	
	4	Revise tables (insert and delete rows and columns and change cell formats)	
	5	Modify table structure (merge cells, change height, and width)	
	6	Rotate text in a table	
F		Working with Pictures and Charts	A, B, C
	1	Use the drawing toolbar	
	2	Insert graphics into a document (clip art, and images)	
	3	Resizing and cropping images	
	4	Smart Art	
G		Multiple Page Reports	A-D

Cerro Coso Community College

COURSE OUTLINE OF RECORD

Form B (Course Content)		Date	9/14/2008	Page 3 of 3
Discipline	CSCI	Course No.	C121	Units 1.0
Course Title	Beginning Word			
Non-Credit Category	Click here to choose Non-Credit Category.			

	1	Working with Headings	
	2	Quick Styles	
	3	Footnotes and Endnotes	
	4	Sections	
	5	Cover and Title Pages	
H		Desktop Publishing and Mail Merge	A-D
	1	Using Word Art	
	2	Creating columns in a newsletter	
	3	Balancing columns	
	4	Text wrapping around graphics	
	5	Drop Caps	
	6	Symbols and Special Characters	
	7	Page Borders	
I		Mail Merge	A-D
	1	Understanding the mail merge process	
	2	Selecting a data source	
	3	Inserting merge fields	
	4	Previewing the merged document	
	5	Merging the main document and data source	
	6	Creating a blog post	

Lab Content Description (if applicable): In lab hours, students create projects demonstrating the ability to master topics presented in the course.

Methods of Presentation

Course instructional methods may include but are not limited to:

- Lecture and demonstration of application techniques and functions
- One-on-one instruction and guidance for troubleshooting and problem solving

Out of Classroom Assignments

- Text readings
- Preparation of project work

Assignments & Methods of Evaluation

Assessment of student performance may include but is not limited to:

- Creation of documents: Students create documents that demonstrate skills throughout the course. (A- D)
- Projects: At the end of each tutorial, a hands-on project is completed at the mastery level relevant to content for the chapter. (A- D)
- Theory tests: Open book mid-term and final exams contribute to theoretical understanding of the material and the use of available resources (index, help, and tutorials) to find information. (A- D)
- Problem solving and critical thinking reports: Students report on special instances of engaging in the process of problem solving, exploring beyond basic features, and troubleshooting, when performing application software tasks. (A- D)

Required Texts

Reading assignments are required and may include but are not limited to:

- Zimmerman, S., & Zimmerman, B. (2008). *New Perspectives on Microsoft Office Word 2007 Comprehensive*. Boston: Course Technology Cengage Learning.

Cerro Coso Community College

COURSE OUTLINE OF RECORD

Form A (Course Description)				Date	9/14/2008;Perkins 9/25/09		Page 1 of 2
Discipline	CSCI	Course No.	C123	Units	1.00		
Course Title	Beginning Excel						
Non-Credit Category	Click here to choose Non-Credit Category.						

Revision Due Date	Click here to enter a date.	Final Approval due NOT LATER THAN	10/31/2008
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[Click link to view instructions for completing COR Form A.](#)

Methods of Instruction/Total Hours of Instruction

Lecture	(1.0 unit = 18 hours)	9	
Lab	(1.0 unit = 54 hours)	27	
Open Lab	(1.0 unit = 54 hours)		
Activity	(1.0 unit = 54 hours)		
Work Experience	(1.0 unit = 60 hours (volunteer); 75 hours (paid))		
Total Hours		36	

Catalog Course Description

This hands-on computer course is designed to provide a basic understanding of spreadsheets. Spreadsheet design, creation, revision, formatting and printing are covered. Students create basic sales or expense reports, family budgets and basic business related spreadsheet documents using Microsoft Excel features and functions. This course begins preparation for the Microsoft Application Specialist certification exam for Excel.

Conditions of Enrollment

Pre-Requisite					
Co-Requisite					
Advisory	Reading Level I, Writing Level I, CSCI C070				
Repeatability	None	Grading Method	Standard Letter Grade	Credit by Exam	No
Materials Fee	No	Amount	N/A		
Justification					
SAM Code	D				

Program Identification

Business Office Technology

General Education Applicability	Cerro Coso	CSU Certification	IGETC
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Minimum Qualifications Discipline List

Master's Degree Required	
Master's Degree Not Required	Business Office Technology, Computer Information Systems

Office Use Only

Approval Type	Revision	BT Action	12/11/2008		
Course TOPS Code	0514.00	Stand Alone Status	N/A	Stand Alone Approval	N/A

Transferability					
A/CSU	Cerro Coso GE	CSU GE Certification	IGETC		

Form Submission					
COR Part A	10/10/2008	COR Part B	10/10/2008	Content Review	10/10/2008
DE Addendum	10/10/2008	GE Addendum	Click here to enter a date.	Course Deletion	Click here to enter a date.
Signature Page	8/25/2009				

Approval Dates					
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Cerro Coso Community College

COURSE OUTLINE OF RECORD

Form A (Course Description)	<u>Date</u>	9/14/2008;Perkins 9/25/09	Page 2 of 2
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<u>Discipline</u>	CSCI	<u>Course No.</u>	C123	<u>Units</u>	1.00	
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<u>Course Title</u>	Beginning Excel
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<u>Non-Credit Category</u>	Click here to choose Non-Credit Category.
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First Review	10/10/2008	Second Review	10/10/2008	Final Approval	9/25/2009
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Cerro Coso Community College

COURSE OUTLINE OF RECORD

Form B (Course Content)		Date	9/14/2008	Page 1 of 3
Discipline	CSCI	Course No.	C123	Units 1.00
Course Title	Beginning Excel			
Non-Credit Category	Click here to choose Non-Credit Category.			

Student Learning Outcomes & Assessments

Upon successful completion of the course, the student will be able to:

SLO	Learning Outcome Description	Outcome Assessment Definition
A	Plan, create, edit, and print Excel spreadsheet files using basic spreadsheet features for cells, worksheets, and workbooks.	This will be assessed by a project, scored with a rubric.
B	Work with formulas and functions in an Excel spreadsheet.	This will be assessed by a demonstration, scored with a rubric.
C	Work with a variety of charts and graphs to represent data in an Excel spreadsheet.	This will be assessed by a project, scored with a rubric.
D	Determine and apply appropriate problem solving techniques using Help and reference material off and online for successful creation of basic documents using Microsoft Excel.	This will be assessed by a demonstration, scored with a rubric.
		Click here to view a list of editable outcome assessment definitions.
		Click here to view a list of editable outcome assessment definitions.

Detailed Topical Outline

Topic	Sub-topic	Content	SLO
A		Getting Started with Excel	A, B, C, D
	1	Introducing Excel	
	2	Planning a workbook	
	3	Enter text, dates, and numbers	
	4	Editing cell content	
	5	Working with columns and rows	
	6	Insert and delete selected cells	
	7	Cut, copy, paste, paste special, and move selected cells	
	8	Working with cells and cell ranges	
	9	Working with formulas	
	10	Introducing Functions	
11	Entering Functions with Auto Sum		
B		Working With Worksheets	A, B, C, D
	1	Inserting and deleting a worksheet	
	2	Renaming a worksheet	
	3	Moving and Copying a Worksheet	
	4	Editing (Undo, Redo, Find & Replace, Spell Checker)	
	5	Previewing and printing	
	6	Changing worksheet views.	
7	Viewing and printing worksheet formulas		
C		Formatting a Workbook	A, C
	1	Formatting workbooks	

Cerro Coso Community College

COURSE OUTLINE OF RECORD

Form B (Course Content)				Date	9/14/2008	Page 2 of 3
Discipline	CSCI	Course No.	C123	Units	1.00	
Course Title	Beginning Excel					
Non-Credit Category	Click here to choose Non-Credit Category.					

	2	Formatting text	
	3	Working with color	
	4	Formatting data	
	5	Formatting worksheet cells	
	6	Working with the format cells dialog box	
	7	Copying and pasting formats	
	8	Applying styles	
	9	Working with themes	
D		Formatting Worksheets	A, C
	1	Applying font styles (typeface, size, color, and styles)	
	2	Applying number formats (currency, percent, dates, and commas)	
	3	Modifying row and column size	
	4	Modifying alignment of cell content	
	5	Adjusting decimal places	
	6	Using the Format Painter	
	7	Applying Autoformat	
	8	Applying cell borders and shading	
	9	Merging cells	
	10	Rotating text and changing indents	
	11	Defining, applying, and removing a style	
	12	Introducing conditional formats	
	13	Hiding worksheet data	
	14	Formatting the worksheet for printing	
E		Working with Formulas and Functions	A, B, D
	1	Understanding cell references when copying formulas	
	2	Using Relative, Absolute, and Mixed references	
	3	Working with functions	
	4	Understanding syntax	
	5	Inserting and typing a function	
	6	Entering formulas in a cell and use the formula bar	
	7	Using Autofill	
	8	Using the Paste Function to insert a function	
	9	Using basic functions (AVERAGE, SUM, COUNT, MIN, and MAX)	
	10	Using date functions (NOW and DATE)	
	11	Using financial functions (FV and PMT)	
	12	Using logical functions (IF)	
	13	Using the PMT function to determine a monthly loan payment	
F		Working With Charts and Objects	A, B, C, D
	1	Create, preview and print charts	
	2	Use the Chart Wizard to create a chart	
	3	Designing and modifying charts (chart elements, title, layout, legend)	
	4	Formatting a pie chart	
	5	Editing chart data	
	6	Working with column charts	
	7	Formatting column chart elements	
	8	Formatting the chart axes	
	9	Formatting the chart columns	
	10	Creating a line chart (labels, units, legend)	

Cerro Coso Community College

COURSE OUTLINE OF RECORD

Form B (Course Content)			Date	9/14/2008		Page 3 of 3
Discipline	CSCI	Course No.	C123	Units	1.00	
Course Title	Beginning Excel					
Non-Credit Category	Click here to choose Non-Credit Category.					

11	Adding a data series to an existing chart	
12	Creating a combination chart	
13	Working with shapes (inserting, resizing, copying, aligning, grouping)	

Lab Content Description (if applicable)

In lab hours, students create projects demonstrating the ability to master topics presented in the course.

Methods of Presentation

Course instructional methods may include but are not limited to:

- A. Lecture and demonstration of application techniques and functions
- B. One-on-one instruction and guidance for troubleshooting and problem solving

Out of Classroom Assignments

- A. Text readings
- B. Preparation of project work

Assignments & Methods of Evaluation

Assessment of student performance may include but is not limited to:

- A. Creation of documents: Students create documents that demonstrate skills throughout the course. (A, B, C,D)
- B. Projects: At the end of each tutorial, a hands-on project is completed at the mastery level relevant to content for the chapter. (A, B, C, D)
- C. Theory tests: Open book mid-term and final exams contribute to theoretical understanding of the material and the use of available resources (index, help, tutorials) to find information. (A, B, C, D)
- D. Problem solving and critical thinking reports: Students report on special instances of engaging in the process of problem solving, exploring beyond basic features, and troubleshooting, when performing application software tasks. (A, B, C, D)

Required Texts

Reading assignments are required and may include but are not limited to:

Parsons, J. J., & Oja, D. (2008). *New Perspectives on Microsoft Office Excel 2007 Comprehensive*. Boston: Course Technology Cengage Learning.

Cerro Coso Community College

COURSE OUTLINE OF RECORD

Form A (Course Description)				Date	9/25/2009	Page 1 of 1
Discipline	CSCI	Course No.	C125	Units	1.00	
Course Title	Beginning Access					
Non-Credit Category	Click here to choose Non-Credit Category.					

Revision Due Date	Click here to enter a date.	Final Approval due NOT LATER THAN	Click here to enter a date.
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[Click link to view instructions for completing COR Form A.](#)

Methods of Instruction/Total Hours of Instruction

Lecture	(1.0 unit = 18 hours)	9	
Lab	(1.0 unit = 54 hours)	27	
Open Lab	(1.0 unit = 54 hours)		
Activity	(1.0 unit = 54 hours)		
Work Experience	(1.0 unit = 60 hours (volunteer); 75 hours (paid))		
Total Hours		36	

Catalog Course Description

This hands-on computer course is designed to provide a beginning understanding of database programs. Fundamental relational database design and management as well as building and editing basic tables, forms, queries, and reports are introduced. This course begins preparation for the Microsoft Office Application Specialist in Access certification exam.

Conditions of Enrollment

Pre-Requisite						
Co-Requisite						
Advisory	Reading Level I, Writing Level II, CSCI C070					
Repeatability	None	Grading Method	Standard Letter Grade	Credit by Exam	No	
Materials Fee	No	Amount	N/A			
Justification						
SAM Code	C Clearly Occupational					

Program Identification

Business Office Technology

General Education Applicability	Cerro Coso	CSU Certification	IGETC
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Minimum Qualifications Discipline List

Master's Degree Required	
Master's Degree Not Required	Computer Science, Computer Information Systems, Business Office Technology, Business Administration

Office Use Only

Approval Type	Revision	BT Action	12/17/2009	
Course TOPS Code	0514.00	Stand Alone Status	N/A	Stand Alone Approval N/A

Transferability					
A/CSU	Cerro Coso GE	CSU GE Certification		IGETC	

Form Submission					
COR Part A	9/25/2009	COR Part B	10/17/2008	Content Review	10/17/2008
DE Addendum	10/17/2008	GE Addendum	Click here to enter a date.	Course Deletion	Click here to enter a date.
Signature Page	2/26/2010				

Approval Dates					
First Review	9/25/2009	Second Review	9/25/2009	Final Approval	2/26/2010

Cerro Coso Community College

COURSE OUTLINE OF RECORD

Form B (Course Content)		Date	10/11/2008	Page 1 of 2
Discipline	CSCI	Course No.	C125	Units
Course Title	Beginning Access			
Non-Credit Category	Click here to choose Non-Credit Category.			

Student Learning Outcomes & Assessments

Upon successful completion of the course, the student will be able to:

SLO	Learning Outcome Description	Outcome Assessment Definition
A	Apply a basic understanding of relational database concepts and structure to create a new database and define relationships between tables.	This will be assessed by a project, scored with a rubric.
B	Manage a database including backup, compacting, and converting.	This will be assessed by a project, scored with a rubric.
C	Plan, design, build, modify, and print basic database tables, forms, queries, and reports.	This will be assessed by a project, scored with a rubric.
D	Apply guidelines for designing databases and tables and for field properties including primary key.	This will be assessed by a project, scored with a rubric.
E	Determine and apply appropriate problem solving techniques using Help and reference material off and online for successful creation of enhanced database objects using Microsoft Access.	This will be assessed by a demonstration, scored with a rubric.
		Click here to view a list of editable outcome assessment definitions.

Detailed Topical Outline

Topic	Sub-topic	Content	SLO
A		Database Concepts and Terminology	(A, C, D)
	1	Fields, records, tables	
	2	Relational database, primary key, foreign key	
		Database objects (tables, forms, queries, reports)	
B		Database Management	(B, E)
	1	Backup	
	2	Restore	
	3	Compact	
	4	Convert	
C		Design Guidelines	(A, C, D, E)
	1	Fields and properties	
	2	Table creation	
	3	Input and import data	
	4	Relationships	
	5	Referential integrity	
D		Table Creation and Modification	(C, D, E)
	1	Create tables by using the Table Wizard	
	2	Set primary keys	
	3	Modify field properties	
	4	Use multiple data types	
	5	Modify tables using Design View	
	6	Use the Lookup Wizard	
	7	Use the Input Mask Wizard	
E		Query Creation and Modification	(C, E)
	1	Design view	
	2	Create, run, save queries	
	3	Update data with a query	
	4	Sort and filter data in a query	
	5	Exact match query	
	6	Comparison operators	

COURSE OUTLINE OF RECORD

Form B (Course Content)		Date	10/11/2008	Page 2 of 2
Discipline	CSCI	Course No.	C125	Units
				1.0
Course Title	Beginning Access			
Non-Credit Category	Click here to choose Non-Credit Category.			

	7	And/Or logical operators	
	8	Calculated fields in a query	
F		Form Creation and modification	(C, E)
	1	Form Wizard	
	2	AutoFormat	
	3	Find data using a form	
	4	Preview and print form records	
	5	Maintain table data	
	6	Form with subform	
G		Report Creation and Modification	(C, E)
	1	Report Wizard	
	2	Report edit	
	3	Add a graphic	
	4	Preview and print	

Lab Content Description (if applicable)

In lab hours, students create projects demonstrating the ability to master topics presented in the course.

Students will create databases and database objects: tables, queries, forms, and reports, as well as apply all skills in the topical outline to projects, review, and case studies. (A, B, C, D, E)

Methods of Presentation

Course instructional methods may include but are not limited to:

- A. Lecture
- B. Demonstration
- C. Tutorials

Assignments & Methods of Evaluation

Assessment of student performance may include but is not limited to:

- A. Hands-on database assignments scored by rubrics (A, B, C, D, E)
 - a. Example: Learners apply skills learned to work with data for a new business in the health and fitness industry.
 - b. Example: Learners use skills learned to create queries that display information about a zoo and its patrons.
 - c. Example: Learners use skills learned to create forms and reports to work with and display data about video photography events.
- B. Problem solving and critical thinking reports: Students report on special instances of engaging in the process of problem solving, exploring beyond basic features, and troubleshooting, when performing application software tasks. (A, B, C, D, E)
- C. Mid-term and final assessment theory exams (A, B, C, D, E)

Out of Class Assignments

- A. Textbook Readings of Tutorial chapters
- B. Lab work not completed in class including tutorial, review, and case study projects.

Required Texts

Reading assignments are required and may include but are not limited to:

Adamski, J. et al. (2008). *New Perspectives on Microsoft Access 2007 Comprehensive*. 2nd ed. Boston: Course Technology .

KERN COMMUNITY COLLEGE DISTRICT – CERRO COSO COLLEGE

BSOT C127 COURSE OUTLINE OF RECORD

1. **DISCIPLINE AND COURSE NUMBER:**

BSOT C127

2. **COURSE TITLE:**

MS PowerPoint

3. **C-ID:**

4. **CATALOG COURSE DESCRIPTION:**

This is a hands-on microcomputer course designed to provide basic understanding of Microsoft PowerPoint. Topics to be covered include planning, creating, editing, viewing, and printing. This course prepares the student to take the core level Microsoft PowerPoint Office Users Specialist certification exam.

5. **GRADING METHOD**

Default:

S = Standard Letter Grade

Optional:

A = Audit; P = Pass/No Pass

6. **TOTAL UNITS:**

1

7. **INSTRUCTIONAL METHODS / UNITS & HOURS:**

Lecture

9

Lab

27

Activity

Open Entry/Open Exit

Volunteer Work Experience

Paid Work Experience

Non Standard

Non-Standard Hours Justification:

8. **REPEATABILITY**

Type:

Non-Repeatable Credit

8. **Limit:**
Three times

9. **MATERIALS FEE:**
No

10. **CREDIT BY EXAM:**
No

11. **CORE MISSION APPLICABILITY:**
Associate Degree Applicable (ADA);Certificate of Achievement (COA);UC/CSU Transfer;Career Technical Education (CTE)

12. **STAND-ALONE:**
No

13. **PROGRAM APPLICABILITY**

Required:

Business Office Technology AS (AS Degree Program)
Business Office Technology Cert (Certificate of Achievement)

Elective:

14. **GENERAL EDUCATION APPLICABILITY**

Local:

IGETC:

CSU:

UC Transfer Course:

University of California, Los Angeles = USC Viterbi School of Engineering: ITP 050x Microsoft PowerPoint (1.0 unit)

CSU Transfer Course:

California State Polytechnic University, Pomona = CIS 101 Introduction to Personal Computing, (Includes Word, PowerPoint)
California State University, Chico = BSIS 101 Windows, Word Processing, and Presentation Software
California State University, East Bay = IS 52L Computer Concepts Lab

15. **STUDENT LEARNING OUTCOMES—Upon completion of the course, the student will be able to**

1. Use the basic features of Microsoft PowerPoint including slide show creation, editing, and a variety of formatting tools.
2. Use other basic features including table creation, graphic insertion, printing and file management.
3. Determine and apply appropriate problem solving techniques using Help and reference material off and online for successful creation of powerpoints using Microsoft Office.

16. **REQUISITES**

16.

Advisory:
CSCI C101

17. **DETAILED TOPICAL OUTLINE:**

Lecture:

- A. Creating a Presentation
 1. Delete slides
 2. Create a specified type of slide
 3. Create a presentation from a template or a wizard
 4. Navigate among different views (slide, outline, sorter, and tri-pane)
 5. Create a new presentation from existing slides
 6. Copy a slide from one presentation into another
 7. Insert headers and footers
 8. Create a blank presentation
 9. Create a presentation using the AutoContent Wizard
 10. Send a presentation via e-mail
- B. Modifying a Presentation
 1. Change the order of slides using Slide Sorter view
 2. Find and replace text
 3. Change the layout for one or more slides
 4. Modify the Slide Master
 5. Modify slide sequence in the outline pane
 6. Apply a design template
- C. Working with Text
 1. Check spelling
 2. Change and replace text fonts (individual slide and entire presentation)
 3. Enter text in tri-pane view
 4. Import text from Microsoft Word
 5. Change the text alignment
 6. Create a text box for entering text
 7. Use the Wrap text in TextBox feature
 8. Use the Office Clipboard
 9. Use the Format Painter
 10. Promote and Demote text in slide and outline panes
- D. Working with Visual Elements
 1. Add a picture from the Clip Art Gallery
 2. Add and group shapes using WordArt or the Drawing Toolbar
 3. Apply formatting
 4. Add text to a graphic object using a text box
 5. Scale and size an object including clip art
 6. Create tables within PowerPoint
 7. Rotate and fill an object
- E. Customizing a Presentation
 1. Add AutoNumber bullets
 2. Add speaker notes
 3. Add graphical bullets
 4. Add slide transitions
 5. Animate text and objects
- F. Creating Output
 1. Preview presentation in black and white
 2. Print slides in a variety of formats
 3. Print audience handouts
 4. Print speaker notes in a specified format
- G. Delivering a Presentation
 1. Start a slide show on any slide
 2. Use on screen navigation tools
 3. Print a slide as an overhead transparency
 4. Use the pen during a presentation

17. H. Managing Files
1. Save changes to a presentation
 2. Save as a new presentation
 3. Publish a presentation to the Web
 4. Use the Microsoft Office Assistant
 5. Insert hyperlink
18. **METHODS OF INSTRUCTION--Course instructional methods may include but are not limited to**
1. Laboratory;
 2. Lecture;
 3. Other (Specify);
19. **OUT OF CLASS ASSIGNMENTS: Out of class assignments may include but are not limited to**
Assigned readings from the text. Reports on problem solving. Students are required to create a number of presentations, building on learned skills.
20. **METHODS OF EVALUATION: Assessment of student performance may include but is not limited to**
16 Presentation Projects
Mid-term and final theory tests
21. **TEXTS, READINGS, AND MATERIALS: Instructional materials may include but are not limited to**
- Textbooks**
Zimmerman and Zimmerman. (2011) *New Perspectives on Microsoft PowerPoint 2010 Comprehensive*, 1, Course Technology Cengage Learning
- Manuals**
- Periodicals**
- Software**
- Other**
22. **METHOD OF DELIVERY:**
iTV – Interactive video = Face to face course with significant required activities in a distance modality ;Online with some required face-to-face meetings (“Hybrid”);Online (purely online no face-to-face contact) ;Face to face;Online course with on ground testing;
23. **MINIMUM QUALIFICATIONS:**
Computer Information Systems;Office Technologies;
24. **APPROVALS:**
- Origination Date**
08/18/2010
- State Approval Date**
- Content Review**
2011-03-11 00:00:00.0
- APP Status Date**

24.

CIC Approval Date**Board of Trustees****Last Outline Revision**

2011-03-11 00:00:00.0

CC Approval

2011-03-11 00:00:00.0

CIPD Approval**Board of Trustees**

2011-04-14 00:00:00.0

State Approval

2011-05-02 00:00:00.0

Requisite Validation**UC Approval****CSU Approval**

50 = Summer 2011

IGETC Approval**CSU GE Approval****Course ID (CB00)**

CCC000373458

TOP Code (CB03)

0514.00 - Office Technology/Office ;

Course Credit Status (CB04)

D - Credit - Degree Applicable;

Course Transfer Status (CB05)

2

Course Units of Credit Maximum High (CB06):

1

Course Units of Credit Minimum Low (CB07):

1

Course Basic Skills (BS) Status (CB08):

N = Course is not a basic skills course.

SAM Code (CB09):

Occupational;

Cooperative Education Course Status (CB10):

Not part of Coop Work Exp;

Course Classification Code (CB11):

Career-Technical Education;

Course Special Status (CB13):

N - Not Special;

CAN Code (CB14):

CAN-Code Sea (CB15):

Course Prior to College Level (CB21):

Not Applicable;

Course Non-Credit Category (CB22):

Not Applicable, Credit Course;

Funding Agency Category (CB23):

Course Program Status (CB24):

1 - Program Applicable;

**CERRO COSO COMMUNITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

Approved: Revision 11/18/05; Perkins Correction 2/26/10;

Course TOPS Code: 0514.00

Classification: I

Transferability: A

Other Dates of Approval

Content Review: Revision 6/13/08

Online Delivery:

CSU Cert:

IGETC:

UC Transfer:

1. SUBJECT DISCIPLINE AND COURSE NUMBER: BSAD C070
2. COURSE TITLE: Business Mathematics
3. UNITS: 3.0
4. INSTRUCTIONAL METHODS / TOTAL HOURS: 54

Lecture	54
Lab	
Activity	
Open Lab	
Work Experience	
5. REQUISITES:

Prerequisite	
Co-requisite	
Advisory	Level 3 MATH
6. CATALOG COURSE DESCRIPTION: This course provides practice with a wide range of mathematical procedures used in various business applications. Students perform calculations both manually and using a calculator to solve problems in accounting, retail, finance and taxation. Learners will require access to a printing calculator with features including: round off/up key, decimal selector for 0 through 6 plus float, memory keys and 10-12 digit keyboard.
7. STUDENT LEARNING OUTCOMES: Upon successful completion of the course, the student will be able to:
 - A. Perform basic ten-key touch operations using an electronic calculator
 - B. Calculate discounts, markups, percents and prorate
 - C. Perform banking, depreciation, and payroll calculations
 - D. Calculate and explain mortgage types, installment payments and amortization
 - E. Calculate cost of inventory using different methods
 - F. Define corporate investment, shares of stock, shareholders, dividends, and stock exchange
 - G. Explain and calculate simple, compound, true interest,
 - H. Identify and Convert between International System of Measurement Units (SI) and units of the U.S. Customary System (USCS)

8. DETAILED TOPICAL OUTLINE:

- A. Using a Calculator for basic Mathematics review (A)
 - a. Keypad and calculator introduction
 - b. Addition, subtraction, multiplication and division of whole numbers
 - c. Using fractions
 - d. Using decimals
- B. Banking Applications (A, C)
 - a. The check register
 - b. Bank statements
 - c. Bank reconciliation
- C. Retail Applications (A, B)
 - a. Percents
 - b. Trade discounts
 - c. Markups
- D. Payroll Applications (A, C)
 - a. Calculating gross pay
 - b. Payroll deductions and taxes
 - c. Employer responsibilities
- E. Simple Interest (A, G)
 - a. Calculations and maturity value
 - b. Payments before the due date
 - c. Promissory notes
 - d. Discounting notes
- F. Compound Interest (A, D)
 - a. Calculating manually and with a table
 - b. The effective rate (APY)
- G. Installment Buying (A, D, G)
 - a. Finance charges
 - b. Calculating APR
 - c. Revolving charge accounts
- H. Mortgages (A, D)
 - a. Types of mortgages
 - b. Amortization
 - c. Calculating monthly payment
- I. Depreciation (A, C)
 - a. Straight-line method
 - b. Units of production method
 - c. Sum-of-the-years-digits method
 - d. Declining balance method
- J. Costing Inventory (A, E)
 - a. Specific identification
 - b. Weighted average
 - c. LIFO
 - d. FIFO
- K. Stocks and Bonds (A, F)
 - a. Investment in stocks
 - b. Investment in bonds
 - c. Yields on investments
 - d. Selling price of stocks
- L. Measurement (A, H)
 - a. International System of Units (SI)
 - b. Decimal System
 - c. U. S. Customary System (USCS)
 - d. Conversion Tables

9. LAB CONTENT DESCRIPTION (if applicable):
10. METHODS OF PRESENTATION: Course instructional methods may include but are not limited to
 - A. Demonstration
 - B. Lecture
 - C. Hands-on application of methods
11. ASSIGNMENTS AND METHODS OF EVALUATION: Assessment of student performance may include but is not limited to
 - A. Chapter Tests (A- H)
 - B. Mid-term and Final Assessments (A- H)
 - C. Workbook and Practice Assignments (A- H)
12. OUT OF CLASS ASSIGNMENTS:
 - A. Reading
 - B. Workbook Assignments
13. REQUIRED TEXTS: Reading assignments are required and may include but are not limited to

Polinsky, M. (2003). *Solving Business Problems Using an Electronic Calculator*. 6th ed.
Milwaukee: Glencoe McGraw-Hill.
14. REPEATIBILITY: None.
15. GRADING METHOD: Standard Letter Grade
16. CREDIT BY EXAM: Yes
17. MATERIALS FEE: None.

If yes, justification:
18. SAM CODE: C
19. PROGRAM IDENTIFICATION: Business Office Technology
20. GENERAL EDUCATION APPLICABILITY:
Cerro Coso
CSU Cert
IGETC
22. COURSE DISCIPLINE LIST: Business Office Technology, Business, Mathematics

SIGNATURE PAGE

SUBJECT DISCIPLINE AND COURSE NUMBER: BSAD C070

<hr/> Karen O'Connor COURSE PROPOSER	<hr/> 11/18/05 DATE
<hr/> Suzie Ama CIC CHAIR	<hr/> 11/18/05 DATE
<hr/> Dr. Mitjl Capet VICE PRESIDENT OF ACADEMIC AFFAIR	<hr/> 11/18/05 DATE