Business Education Technologies

The study of Business Education Technologies is designed to prepare students for a variety of careers in high-tech business offices. Transfer level courses are available for students preparing for a bachelor's degree. The Associate in Science degree and Certificates of Achievement and Career Preparation are awarded.

Career Opportunities

Administrative Assistant, Data Entry, Desktop Publishing, Executive Secretary, General Clerk, Office Manager, Receptionist Stenographer, Teacher, Typist, Transcription Machine Operator

Faculty

Barbara Becker | Becky Palmer - Emeritus

Degrees and Certificates Awarded

Associate in Science, Business Education Technologies

Administrative Assistant Certificate

Computer Systems I Certificate

Computer Systems II Certificate

Data Typist Certificate

Legal Office Certificate

Medical Office Certificate

Office Services Certificate

Spreadsheet Processor Certificate

Word Processor Certificate

Program Learning Outcomes

A student receiving a degree or certificate in this field will be able to:
• Demonstrate the ability to use software, and peripheral components at their own direction in a business environment.
• Implement and relate skills to communicate and produce professional business documents in an office environment.
• Demonstrate the ability to competently use a wide variety of office equipment.
• Demonstrate general research standards to analyze Online documentation to produce and integrate material.
• Demonstrate proper techniques to complete tasks thoroughly and precisely.

Associate Degree

To earn an Associate in Science degree with a major in Business Education Technologies (04943), complete 18 units from

any of the certificate requirements or from any Business Education Technologies courses, and meet all Victor Valley College graduation requirements. BET 138 (Cooperative Education) may be used as Elective credit but may not be used to fulfill major requirements.

Transfer

Not usually a transfer major. Some Business Education Technologies courses fulfill subject credit requirements, but most transfer as electives. (Students pursuing a bachelor's degree in Business Administration should note that Business Education Technologies courses will typically not fulfill major requirements for transfer. See Business Administration for transfer requirements for that degree.)

The following CSU campuses offer a B.S. degree in Business Education for students who plan to teach business in grades 7-12:

• **California State University**

   Los Angeles | Northridge

For further transferable courses, it is recommended to meet with your counselor, and visit www.assist.org.

Business Education Technologies

ADMINISTRATIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT (10789)

This curriculum is designed to prepare students for employment in business/industry/government for higher-level executives. Duties include office supervision, word processing, maintaining office records and accounts.

Units Required: 31.0 - 32.0   *All of the following must be completed:*

Group I - All of the following must be completed (28 units):

BADM 106	Accounting Software Applications Part A	2.0
BET 112	Spreadsheet: Excel for Windows A/B/C	3.0
BET 100	Introduction to Computers	3.0
BET 104	Beginning Word Processing/Typing: Word for Windows A/B/C	3.0
BET 107	Internet A/B/C	3.0
BET 136	Career Applications for Word Processing	3.0
BET 141	Operating System: Windows A/B/C	3.0
BET 142	Office Technologies and Procedures	3.0
BET 74	Office Machine Calculations	3.0

Group II - Two courses must be completed from any of the following:

BET 77	Speed and Accuracy Development	2.0
BET 118	Database: Access A/B/C	3.0
BET 122	Intermediate Keyboarding/Typing A/B/C	3.0
BET 123T	Machine Transcription	3.0
BET 131	Presentation Software: Powerpoint A/B/C	3.0
BET 133	Microsoft Office	3.0
BET 137	Desktop Publishing: Microsoft Publisher A/B/C	3.0
ECON 101	Principles of Economics: Macro	3.0

COMPUTER SYSTEMS I CERTIFICATE OF CAREER PREPARATION

This curriculum is designed to prepare students for entry-level word processing or data entry positions.

Units Required: 10.0   *All of the following must be completed:*

Group I - 3 units

BET 104	Beginning Word Processing/Typing: Word for Windows A/B/C	3.0

Group II - 7 units of the following must be completed:

BET 68	Proofreading	3.0
BET 100	Introduction to Computers	3.0
BET 107	Internet A/B/C	3.0
BET 112	Spreadsheet: Excel for Windows A/B/C	3.0
BET 123T	Machine Transcription	3.0
BET 131	Presentation Software: Powerpoint A/B/C	3.0
BET 136	Career Applications for Word Processing	3.0
BET 143	Business English	3.0

COMPUTER SYSTEMS II CERTIFICATE OF ACHIEVEMENT (10791)

This curriculum is designed to prepare students for the modern computer office. It includes instruction in the most popular business software

Units Required: 21.0

All of the following must be completed:

BET 104	Beginning Word Processing/Typing: Word for Windows A/B/C	3.0
BET 107	Internet Level A/B/C	3.0
BET 112	Spreadsheet: Excel for Windows A/B/C	3.0
BET 136	Career Applications for Word Processing	3.0
BET 141	Operating System: Windows A/B/C	3.0
BET 143	Business English	3.0

One of the following must be completed:

BET 100	Introduction to Computers	3.0
BET 118	Database: Access A/B/C	3.0
BET 131	Presentation Software: Powerpoint A/B/C	3.0
BET 137	Desktop Publishing: Microsoft Publisher A/B/C	3.0
CIS 280	Fundamentals of Database Management Systems	3.0

SPREADSHEET PROCESSOR CERTIFICATE OF CAREER PREPARATION

This curriculum is designed to prepare students for entry-level office/bookkeeping positions.

Units Required: 3.0

BET 112	Spreadsheet: Excel for Windows A/B/C	3.0

WORD PROCESSOR CERTIFICATE OF CAREER PREPARATION

This curriculum is designed to prepare students for entry-level secretarial positions.

Units Required: 3.0

BET 104	Beginning Word Processing/Typing: Word for Windows A/B/C	3.0

DATA TYPIST CERTIFICATE OF CAREER PREPARATION

This curriculum is designed to prepare students for entry-level positions as a data entry operator. Duties for this position include general clerical tasks, data entry, and word processing.

Units Required: 12.0 - 14.0

Group I - All of the following must be completed:

BET 104	Beginning Word Processing/Typing: Word for Windows A/B/C	3.0
BET 124	Records Management	3.0

Group II - 6 units of the following must be completed:

BET 68	Proofreading	3.0
BET 77	Speed and Accuracy Development	2.0
BET 107	Internet A/B/C	3.0
BET 118	DataBase: Access	3.0
BET 122	Intermediate Keyboarding/Typing	3.0
BET 123T	Machine Transcription	3.0
BET 137	Desktop Publishing: Microsoft Publisher A/B/C	3.0
BET 141	Operating System: Windows A/B/C	3.0
BET 143	Business English	3.0
BET 145	Communication for Business	3.0
CIS 280	Fundamentals of Database Management Systems	3.0

Business Education Technologies

MEDICAL OFFICE CERTIFICATE OF ACHIEVEMENT (07546)

This curriculum is designed to prepare students to effectively carry out front medical office functions. Administrative duties include scheduling and receiving patients, maintaining medical records, office accounts, insurance forms, and transcription. See Medical Assistant for a program which includes both front and back office preparation and a clinical component.

Units Required: 31.0

All of the following must be completed:

ALDH 80	Pharmacology	3.0
ALDH 81	Medical Insurance	3.0
ALDH 82	Medical Office Procedures	4.0
ALDH 139	Medical Terminology	3.0
BET 104	Beginning Word Processing/Typing: Word for Windows A/B/C	3.0
BET 123M	Machine Transcription-Medical	3.0
BET 124	Records Management	3.0
BET 136	Career Applications for Word Processing	3.0
BET 142	Office Technologies and Procedures	3.0

One of the following must be completed:

BET 143	Operating System: Windows A/B/C	3.0
BET 68	Proofreading	3.0
BET 100	Introduction to Computers	3.0
BET 112	Spreadsheet: Excel for Windows A/B/C	3.0
BET 118	Database: Access A/B/C	3.0
BET 131	Presentation Software: Powerpoint A/B/C	3.0
BET 141	Operating System: Windows A/B/C	3.0
BET 143	Operating System: Windows A/B/C	3.0

OFFICE SERVICES CERTIFICATE OF CAREER PREPARATION

This curriculum is designed to prepare students for entry-level positions in the clerical field and as a receptionist. Entry-level duties include general clerical tasks, filing, and word processing.

Units Required: 12.0

Group I -All of the following must be completed:

BET 104	Beginning Word Processing/Typing: Word for Windows A/B/C	3.0
BET 124	Records Management	3.0

Group II - 6 units of the following must be completed:

BET 68	Proofreading A/B/C	3.0
BET 74	Office Machine Calculations	3.0
BET 107	Internet A/B/C	3.0
BET 112	Spreadsheet: Excel for Windows A/B/C	3.0
BET 118	Database: Access A/B/C	3.0
BET 122	Intermediate Keyboarding/Typing	3.0
BET 123T	Machine Transcription	3.0
BET 131	Presentation Software: Powerpoint A/B/C	3.0
BET 137	Desktop Publishing: Microsoft Publisher	3.0
BET 142	Office Technologies and Procedures	3.0
BET 143	Business English	3.0

LEGAL OFFICE CERTIFICATE OF ACHIEVEMENT (07545)

This curriculum is designed to prepare students to become a productive secretary in a modern legal office. Duties include maintaining records, word processing, transcription, and general legal office tasks.

Units Required: 27.0

Group I - All of the following must be completed:

BADM 117	Legal Environment of Business	3.0
BET 74	Office Machine Calculations	3.0
BET 104	Beginning Word Processing/Typing: Word for Windows A/B/C	3.0
BET 123L	Machine Transcription-Legal	3.0
BET 124	Records Management	3.0
BET 136	Career Applications for Word Processing	3.0
BET 142	Office Technologies and Procedures	3.0

Group II - one course of the following must be completed:

BET 68	Proofreading	3.0
BET 143	Business English	3.0

one course must be chosen from one of the following:

BET 100	Introduction to Computers	3.0
BET 112	Spreadsheet: Excel for Windows A/B/C	3.0
BET 118	Database: Access A/B/C	3.0
BET 131	Presentation Software: Powerpoint A/B/C	3.0
BET 141	Operating System: Windows A/B/C	3.0
BET 145	Communications for Business	3.0

Business Education Technologies Courses

BET 68 PROOFREADING

Units: 3.0   **144-162 hours laboratory**

(No prerequisite. Recommended preparation: BET 104, 104A, 104B or 104C)

Students develop proofreading skills necessary to meet high levels of accuracy and review basic business English skills: punctuation, word usage, sentence and paragraph structure. Practice/exercises are done on the microcomputer for Modules B and C.

BET 74 OFFICE MACHINE CALCULATIONS

Units: 3.0   **32-36 hours lecture and 48-54 hours laboratory.**

(No prerequisite)

Provides practice on ten-key calculating machine with applications of actual business problems and forms.

BET 77 SPEED AND ACCURACY DEVELOPMENT

Units: 2.0   **32-36 hours lecture or 64-72 hours individualized instruction**

(No prerequisite)

This course is designed to fit the needs of each student and develops keyboarding/typing speed for continuing to higher level courses or developing job skills by intensive training and practices.

Business Education Technologies Courses

BET 100 INTRODUCTION TO COMPUTERS

Units: 3.0 *CSU* | **32-36 hours lecture and 48-54 hours laboratory**

(No prerequisite)

This course is directed to those with little or no computer experience. It will introduce basic essential elements of computers such as: power up, hardware components, evolution of computers, types of personal computers, the input-process-out put cycle, desktop components, email, and the World Wide Web. Introduction to use of office software Including Word, Excel and Powerpoint.

BET 101 BEGINNING KEYBOARDING/TYPING

Units: 1.0 *CSU* | **8-9 hours lecture and 24-27 hours laboratory or 32-36 hours individualized instruction**

(No prerequisite)

This course is individualized to fit the needs of each student and develop basic alpha/numeric keyboarding skills and basic mouse operation on the computer. Emphasis is on achieving a straight-copy speed of 20 gross words a minute with a predetermined error limit.

BET 104 BEGINNING WORD PROCESSING/TYPING: WORD FOR WINDOWS A/B/C

Units: 3.0 *CSU* | **48-54 hours lecture or 96-108 hours individualized instruction**

(No prerequisite. Grade Option)

This course Introduces students to Word for Windows. Students will develop a working knowledge of this current software package to prepare documents.

BET 107 INTERNET A/B/C

Units: 3.0 *CSU* | **48-54 hours lecture or 96-108 hours individualized instruction**

(No prerequisite. Grade Option.)

This course is designed to teach students concepts and business skills of the Internet including creating an e-mail account; creating, editing, and printing effective web pages; and understanding Internet technologies and security.

BET 112 SPREADSHEET: EXCEL FOR WINDOWS A/B/C

Units: 3.0 *CSU* | **48-54 hours lecture or 144-162 hours laboratory or 96-108 hours individualized instruction**

(No prerequisite. Grade Option.)

This course offers spreadsheet operations for creating, editing, formatting and enhancing charts in worksheets. Students learn to manage workbooks and prepare them for the web. Students plan, create, and then filter lists using Excel's database.

BET 118 DATABASE: ACCESS A/B/C

Units: 3.0 *CSU* | **48-54 hours lecture, or 96-108 hours individualized instruction**

(No prerequisite. Grade Option.)

Familiarity with computers is recommended. Introduces database concepts through advanced skill levels including advanced queries, briefcase replication, macros and use of Visual Basic for applications code.

BET 122 INTERMEDIATE KEYBOARD/TYPING

Units: 3.0 *CSU* | **48-54 hours lecture**

(No prerequisite)

This course is designed to build speed and skills learned in Beginning Typing/Keyboarding, using the current version of Microsoft Word and Keyboarding Pro with an emphasis on attaining straight copy rate of 45-60 gross wpm with a predetermined error limit.
Additionally, students will develop skills needed to effectively format a variety of business documents.

BET 123L MACHINE TRANSCRIPTION – LEGAL

Units: 3.0 *CSU* | **48-54 hours lecture. May also be offered as 96-108 hours individualized instruction**

(No prerequisite. Recommended preparation: BET 104)

Students develop machine transcription skills used in a typical law firm and learn to prepare legal documents and correspondence.

Business Education Technologies Courses

BET 123M MACHINE TRANSCRIPTION – MEDICAL

Units: 3.0   *CSU* | **48-54 hours lecture. May also be offered as 96-108 hours individualized instruction**

(No prerequisite. Recommended preparation: BET 104)

Students develop machine transcription skills for a medical transcriber and learn the use and meaning of medical terminology used in the Allied Health field.

BET 123T MACHINE TRANSCRIPTION

Units: 3.0   *CSU* | **48-54 hours lecture**

(No prerequisite)

Principles and procedures of establishing and maintaining current record systems with detailed instruction and practice in the use of alphabetic, geographic, numeric, and subject filing systems as defined by the current Association of Records Managers and Administrator standards.

BET 124 RECORDS MANAGEMENT

Units: 3.0   *CSU* | **48-54 hours lecture**

(No prerequisite)

This course is designed to teach students concepts and business skills of PowerPoint including creating, editing, and printing effective presentations. Students learn advanced PowerPoint features such as creating graphs and tables, and customizing, and inserting artwork, WordArt, and slide show effects. Students learn concepts and business skills of PowerPoint. The concepts and skills include working with embedded and linked objects, hyperlinks, and delivering and publishing presentations.

BET 131 PRESENTATION SOFTWARE: POWERPOINT ABC

Units: 3.0   *CSU* | **48-54 hours lecture or 144-162 hours laboratory or 96-108 hours individualized instruction**

(No prerequisite. Grade Option)

This course is designed to teach students concepts and business skills of PowerPoint including creating, editing, and printing effective presentations. Students learn advanced PowerPoint features such as creating graphs and tables, and customizing, and inserting artwork, WordArt, and slide show effects. Students learn concepts and business skills of PowerPoint. The concepts and skills include working with embedded and linked objects, hyperlinks, and delivering and publishing presentations.

BET 133 MICROSOFT OFFICE

Units: 3.0   *CSU* | **48-54 hours lecture**

(No prerequisite. Grade Option)

This class is designed to introduce students to the basic functions of Microsoft Office Word, Excel, PowerPoint, and Access, as well as a brief overview of operating systems and the Internet.

BET 136 CAREER APPLICATIONS FOR WORD PROCESSING

Units: 3.0   *CSU* | **48-54 hours lecture**

(No prerequisite. Recommended preparation: Successful completion of BET 104 or BET 103. Ability to use word processing functions to create, format and edit advanced business documents. Grade Option)

This course is designed for the student who is familiar with word processing functions and formatting principles. Topics will include terminology and methodology used in a variety of business careers by applying formatting and keyboarding skills to complex professional documents including letters, memos, forms, tables and reports.

BET 137 DESKTOP PUBLISHING: MICROSOFT PUBLISHER

Units: 3.0   *CSU* | **48-54 hours lecture**

(No prerequisite)

This class is designed to teach students practical, professional quality publications using the current version of Microsoft Publisher.

Business Education Technologies Courses

BET 138 COOPERATIVE EDUCATION

See Cooperative Education listing (1-8 units). *CSU*

BET 141 OPERATING SYSTEM: WINDOWS A/B/C

Units: 3.0   *CSU* | **96-108 hours individualized instruction**

(No prerequisite. Grade Option)

Introduction to Windows operating system and features through extensive hands-on exercises.

BET 142 OFFICE TECHNOLOGIES AND PROCEDURES

Units: 3.0   *CSU* | **48-54 hours lecture**

(No prerequisite. Grade Option)

Students will learn practical application of current automated office procedures, duties, and human relations. Specific topics include telephone, electronic mail, Internet activities, data entry, reference resources, job seeking, mail and shipping services and procedures, office relations, office etiquette and dress, time management, travel arrangements, meetings, minutes, and office equipment. Development of critical thinking skills and decision-making skills throughout the course.

BET 143 BUSINESS ENGLISH

Units: 3.0   *CSU* | **48-54 hours lecture**

(No prerequisite. Grade Option)

This is a technical course to develop a proficiency in written business communication. A comprehensive review of proofreading, grammar, punctuation, sentence structure, and letter and memo formats emphasizing the function of business English in various types of business communications.

BET 145 COMMUNICATIONS FOR BUSINESS

Units: 3.0   *CSU* | **48-54 hours lecture**

(No prerequisite. Recommended preparation: BET 104 It is recommended that students have basic computer/Internet skills, including the ability to download documents; use basic word processing to create, open, and save documents in either RTF or Word format; send and receive emails; and navigate the Internet and various websites. Grade Option)

This course is designed for Business Education Technologies to create proficiency in the mechanics of writing, reading, and critically analyzing various types of business correspondence. Principles of communication psychology as they apply to human relations are employed to solve business communications problems, and writing styles in business correspondence and report format are analyzed. Grammar, proofreading, and editing are reviewed.

BET 148 SPECIAL TOPICS

See Special Topics listing (Variable units)., *CSU*

BET 149 INDEPENDENT STUDY

See Independent Study listing (1-3 units). *CSU*

Business Education Technologies