

## San Joaquin Delta College Catalog 98-99

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# Description of New Courses Spring 1999

## BUSINESS INFORMATION MANAGEMENT

### **BIM 72 Speedwriting Shorthand Units 2**

*Prerequisites: None.*

*Limitation on Enrollment: None.*

*Advisories: Successful completion of BIM 1A or the ability to keyboard by touch is recommended.*

This course is designed as an introduction to the study of Speedwriting Shorthand. Students are introduced to the principles and theory of Speedwriting Shorthand based on the alphabet applied to words commonly used in business by sounds, brief forms, phrasing, taking dictation, building speed, and transcribing dictation to documents using a computer or typewriter. Units earned in this course do not apply toward an associate degree.

### **BIM 95A Office Filing Units 1**

*Prerequisites: None.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to provide information and practice on how to manage records through their entire life cycle using rules compatible with the association of records managers and administrators. Students use a simulation to manually file records with alphabetic, numeric, subject, and geographic procedures. Records retention, transfer, and disposition processes are applied.

### **BIM 95B Electronic Filing Units 1**

*Prerequisites: None.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to provide information on the methods of defining databases and creating tables. Students learn to add, modify, sort, query, and print records using a commercial database software program.

### **BIM 95C Electronic Data Entry and Calculation Units 1**

*Prerequisites: None.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to introduce basic operation of computer calculator software programs using mathematical concepts common in business. Students learn the computer ten-key pad by touch and common calculator features emphasizing the use of computer calculator software programs to solve everyday business problems.

### **BIM 95D Proofreading Techniques Units 1**

*Prerequisites: None.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to enable students to proofread and edit a variety of business documents. Students learn to identify and correct errors in mechanics, keyboarding, and formatting errors generally found in written business communication.

### **BIM 95E Telephone Techniques Units 1**

*Prerequisites: None.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to enable students to communicate effectively on the telephone, handle incoming calls, make outgoing calls, handle special calls, and use telephone messaging systems professionally.

### **BIM 95F Office Fundamentals Units 1**

*Prerequisites: None.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is designed to prepare students to work in the electronic office of today. Emphasis is placed on the basic areas of office support to include reprographics, telecommunications, mail procedures, and calendaring.

### **BIM 95G Transcription Techniques Units 1**

*Prerequisites: None.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to introduce basic concepts and operation of transcription equipment and word processing software to produce mailable business correspondence used in business offices today. Students complete transcription practice to develop good listening techniques, proofreading, word usage, and communication skills needed in successful transcription of business documents.

## BUSINESS

### **BUS 71 Computerized Payroll Accounting Units 1**

*Prerequisites: BUS 70.*

*Limitation on Enrollment: None.*

*Advisories: Working knowledge of Windows.*

This course is designed as an introductory study of computerized payroll accounting procedures. The student learns to work through a computerized payroll accounting practice set using software similar to Peachtree Accounting for Windows.

### **BUS 72 QuickBooks Units 1.5**

*Prerequisites: BUS 10A or BUS 1A.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed as an introduction to computerized accounting using QuickBooks. The course provides an overview of the software for basic double entry accounting. The student learns to set up a company on QuickBooks, recording transactions (journalizing and posting), managing accounts receivables and payables, paying bills using QuickBooks checks, payroll procedures, statement preparation, and graphing data.

### **BUS 74 Introduction to Risk Management and Insurance Units 3**

*Prerequisites: None.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed as an introduction to the basic principles and terminology of insurance. The course includes: key definitions; organizational and regulatory views of the insurance industry; the meaning of homeowners', automobile, commercial property, and liability insurance policies; life and health insurance fundamentals; and the role of government in providing insurance such as Social Security. (CSU)

**BUS 78 Introduction to Teller Training Units 1.5***Prerequisites: None.**Limitation on Enrollment: None.**Advisories: None.*

This course is designed as an introduction to teller training. The course provides training in the principles of banking and handling money, customer relations and sales techniques, different types of accounts and financial services, processing currency transactions and customer payments, balancing and finding errors in the teller's cash drawer, bank security systems, basic accounting principles, and job readiness skills.

**BUS 94D The Law and the Small Business Units 1***Prerequisites: None.**Limitation on Enrollment: None.**Advisories: None.*

This course is designed to describe and interpret the basic laws governing business and commercial relationships relating to small business. Course topics include legal information regarding sole proprietorship, partnership, limited partnership, corporation, and joint venture. The course also addresses contracts, employment law, copyrights, patents, trademarks, and other legal considerations.

**BUS 94E Marketing and Advertising Strategies for Small Business Units 1***Prerequisites: None.**Limitation on Enrollment: None.**Advisories: None.*

This course is designed to identify ideas, methods, and techniques to market small businesses effectively and successfully. Course topics include image-building marketing strategies, public relations, direct marketing, direct mail, low-cost advertising, media placement, basic marketing plans, and advertising budgets.

**BUS 94F Customer Service Strategies Units 1***Prerequisites: None.**Limitation on Enrollment: None.**Advisories: None.*

This course is designed to teach business owners in any industry how to implement user-friendly and results-oriented customer service systems. Course topics include how to satisfy customers, the importance of customer service, how to measure customer satisfaction in the use of questionnaires and surveys, and set up customer service systems in your business. The course also focuses on customer service as a marketing tool.

**BUS 95B Sales and Marketing Units 1***Prerequisites: None.**Limitation on Enrollment: None.**Advisories: None.*

This course is designed to be an entry level course for those students seeking a career as a sales/marketing representative. Course topics include career opportunities in sales and marketing by acquiring product information, developing product selling strategies, understanding buyer behavior, developing a prospect base, preparing the sales demonstration, closing, and confirming the sale. The course also focuses on job search and preparing for the job interview.

**BUS 95C Retailing Units 1***Prerequisites: None.**Limitation on Enrollment: None.**Advisories: None.*

This course is designed to be an entry level course for those students seeking a career in retail sales. Course topics include career opportunities in retail sales, customer service techniques, merchandising and inventory control, using the cash register/calculator, telephone etiquette, and basic sales techniques. The course also focuses on job search, and preparing for the job interview.

## COMPUTER SCIENCE

**C S 95A Introduction to Windows Units 0.5***Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

This course is designed to introduce beginning level concepts in the use of Microsoft Windows. Students learn basic concepts on desktop accessories, software applications, start-up procedures, files and printers, the control panel, and Windows Explorer. The basic components of a computer system are also demonstrated.

## HEALTH SCIENCE

**H S 71 Home Health Aide Units 2***Prerequisites: None.**Limitation on Enrollment: Possess Nurse Assistant Certification or be enrolled in Nursing Assistant Program.**Advisories: None.*

This course is designed to prepare the student to be a certified home health aide. The content follows the approved curriculum specific to federal and California state training regulations. The focus of this course is on the entry-level skills needed for employment as a home health aide.

## PHYSICAL EDUCATION

**P E 6 Wrestling Units 0.6-1***Prerequisites: None.**Limitation on Enrollment: None.**Advisories: None.*

This course is designed to provide the student with offensive and defensive wrestling fundamentals and match tactics. Conditioning, strength, and cardiovascular conditioning are emphasized to enable participants to handle the strains of wrestling. Rules of the sport are covered. (CSU)

**P E 10A Beginning Fitness Walking Units 1***Prerequisites: None.**Limitation on Enrollment: None.**Advisories: None.*

This course is designed to provide students with physical and cardiovascular training. Emphasis is placed on stretching and attaining each individual's target heart rate. (CSU)

**P E 10B Intermediate Fitness Walking Units 1-2***Prerequisites: P E 10A.**Limitation on Enrollment: None.**Advisories: None.*

This course is designed to promote physical well-being through stress reduction, weight control, and walking. Attention is given to increasing cardiovascular efficiency, muscular strength, and endurance. (CSU)

**P E 10C Advanced Fitness Walking Units 1**

*Prerequisites: P E 10B.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to promote lifelong physical and cardiovascular benefits to students. Emphasis is focused on increasing cardiovascular efficiency, muscular strength, and endurance. (CSU)

**P E 26D Indoor Soccer Units 1-1.5**

*Prerequisites: None.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to provide fundamental skills and techniques of soccer to the beginner. Dribbling, passing, heading, defensive skills, goal tending, and strategy are stressed. (CSU)

**P E 34A Beginning Badminton Units 0.5-1.5**

*Prerequisites: None.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to introduce the rules, etiquette, fundamentals, and strategy of badminton. Physical conditioning, agility, and the carry-over value of the activity are stressed. (CSU)

**P E 34B Intermediate Badminton Units 0.5-1.5**

*Prerequisites: P E 34A.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to review and apply the rules, etiquette, fundamentals, and strategy of badminton in both singles and doubles match play. (CSU)

**P E 34C Advanced Badminton Units 0.5-1.5**

*Prerequisites: P E 34B.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to focus on refinement of advanced level badminton skills, strategies, and match play in both singles and doubles play. (CSU)

## TAGALOG

**TAG 36A Introductory Tagalog Conversation Units 2**

*Prerequisites: Tagalog 51 or Tagalog 52.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to strengthen fundamental communication patterns based on typical daily situations. (CSU)

**TAG 36B Beginning Tagalog Conversation Units 2**

*Prerequisites: Tagalog 53 or Tagalog 54.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to achieve conversational ability based on typical daily situations. (CSU)

**TAG 38A Special Assignment: Listening Units 2**

*Prerequisites: Concurrent enrollment in or completion of Tagalog 1 or Tagalog 51.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is skill-building with an emphasis on listening. This course is designed to meet the special needs of students. It is offered for individual or group study. (CSU)

**TAG 38B Special Assignment: Pronunciation Units 2**

*Prerequisites: Concurrent enrollment in or completion of Tagalog 1 or Tagalog 51.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is skill-building with an emphasis on pronunciation. This course is designed to meet the special needs of students. It is offered for individual or group study. (CSU)

**TAG 38C Special Assignment: Reading Units 2**

*Prerequisites: Concurrent enrollment in or completion of Tagalog 1 or Tagalog 51.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is skill-building with an emphasis on reading. This course is designed to meet the special needs of students. It is offered for individual or group study. (CSU)

**TAG 38D Special Assignment: Writing Units 2**

*Prerequisites: Concurrent enrollment in or completion of Tagalog 1 or Tagalog 51.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is skill-building with an emphasis on writing. This course is designed to meet the special needs of students. It is offered for individual or group study. (CSU)

**TAG 51 Elementary Tagalog Units 2.5**

*Prerequisites: None.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is a study and practice in speaking, reading, and writing the language. Emphasis is placed on culture and civilization. The combined five units of Elementary Tagalog 51 and Elementary Tagalog 52 are equivalent to Tagalog 1. (CSU)

**TAG 52 Elementary Tagalog Units 2.5**

*Prerequisites: Tagalog 51.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is a study and practice in speaking, reading, and writing the language. Emphasis is placed on culture and civilization. The combined five units of Elementary Tagalog 51 and Elementary Tagalog 52 are equivalent to Tagalog 1. (CSU)

**TAG 53 Elementary Tagalog Units 2.5**

*Prerequisites: Tagalog 52.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to continue practice in speaking, reading, and writing the language. Emphasis is placed on speech patterns, culture and civilization. The combined five units of Elementary Tagalog 53 and Elementary Tagalog 54 are equivalent to Tagalog 2. (CSU)

**TAG 54 Elementary Tagalog Units 2.5**

*Prerequisites: Tagalog 53.*

*Limitation on Enrollment: None.*

*Advisories: None.*

This course is designed to continue practice in speaking, reading, and writing the language. Emphasis is placed on speech patterns, culture and civilization. The combined five units of Elementary Tagalog 53 and Elementary Tagalog 54 are equivalent to Tagalog 2. (CSU)