

BUSINESS EDUCATION TECHNOLOGIES (BET)

BET 68 Proofreading (3.0 Units)

Develop proofreading skills necessary to meet high levels of accuracy. Reviews basic business English skills. Punctuation, word usage, sentence and paragraph structure practice-exercises are done on the microcomputer. Progress at your pace.
Recommended Preparation: BET 104
Lecture Hours: 48.0; Lab Hours: 162.0
Transfer: Not transferable

BET 74 Office Machine Calculations (3.0 Units)

Develop workplace competence using the ten-key numeric touch method in business applications
Lecture Hours: 36.0; Lab Hours: 54.0
Transfer: Not transferable

BET 77 Speed and Accuracy Development (3.0 Units)

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 practice.
Lecture Hours: 36.0; Lab Hours: 54.0
Transfer: Not transferable

BET 100 Introduction to Computers (3.0 Units)

Introduction to Microsoft Office software. 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-output cycle, desktop components, email, and the World Wide Web. CSU
Lecture Hours: 36.0; Lab Hours: 54.0
Transfer: Transfers to CSU only

BET 101 Beginning Keyboarding/Typing (1.0 Units)

This course is individualized to fit the needs of each student and develop basic alpha/numeric keyboarding skills on the computer. Emphasis is on achieving a straight-copy speed of 20 gross words a minute with a predetermined error limit. CSU
Lecture Hours: 9.0; Lab Hours: 27.0
Transfer: Transfers to CSU only

BET 104 Beginning Word Processing/Typing for Windows ABC (3.0 Units)

This course introduces students to Word for Windows. Students will develop a working knowledge of this current software package to prepare documents. Grade Option. CSU
Lecture Hours: 54.0
Transfer: Transfers to CSU only

BET 107 Internet A/B/C (3.0 Units)

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. Grade Option. CSU
Lecture Hours: 54.0
Transfer: Transfers to CSU only

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

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. CSU
Lecture Hours: 54.0
Transfer: Transfers to CSU only

BET 118 Microsoft Access (3.0 Units)

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. CSU
Lecture Hours: 54.0
Transfer: Transfers to CSU only

BET 122 Intermediate Keyboard/Typing (3.0 Units)

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 of 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. CSU
Lecture Hours: 54.0
Transfer: Transfers to CSU only

BET 123L Machine Transcription-Legal (3.0 Units)

Develop machine transcription skills used in a typical law firm. Learn to prepare legal documents and correspondence.
Recommended Preparation: BET 104
Lecture Hours: 54.0
Transfer: Transfers to CSU only

BET 123M Machine Transcription-Medical (3.0 Units)

Develop machine transcription skills for a medical transcriber. Learn use and meaning of medical terminology used in Allied Health field. CSU
Recommended Preparation: BET 104
Lecture Hours: 54.0
Transfer: Transfers to CSU only

BET 123T Machine Transcription (3.0 Units)

Introduces students to word processing transcription of business letters and memos.
Recommended Preparation: BET 104
Lecture Hours: 54.0
Transfer: Transfers to CSU only

BET 124 Records Management (3.0 Units)

Principles and procedures of establishing and maintaining records systems in the use of alphabetic, geographic, numeric, and subject filing systems. CSU
Lecture Hours: 54.0
Transfer: Transfers to CSU only

BET 131 Presentation Software: Powerpoint A/B/C (3.0 Units)

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 embedded concepts and business skills of PowerPoint. The concepts and skills include working with embedded and linked objects, hyperlinks, and delivering and publishing presentations. CSU
Lecture Hours: 54.0
Transfer: Transfers to CSU only

BET 133 Microsoft Office (3.0 Units)

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. CSU

Lecture Hours: 54.0

Transfer: Transfers to CSU only

BET 136 Career Applications for Word Processing (3.0 Units)

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 document including letters, memos, forms, tables and reports. Grade Option.

Recommended Preparation: BET 104 and the Ability to use word processing functions to create, format and edit advanced business documents.

Lecture Hours: 54.0

Transfer: Transfers to CSU only

BET 137 Desktop Publishing: Microsoft Publisher (3.0 Units)

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

Lecture Hours: 54.0

Transfer: Transfers to CSU only

BET 138 Work Exp Education Business Education Technology (1-8 Units)

Work Experience Education is a key element of Victor Valley College's comprehensive approach to career development. Work Experience Education is a 16-, 12-, or 8-week course that enables students to receive college credit for paid or unpaid work opportunities. This course helps students gain valuable on-the-job work experience while providing practical education, best practices in professional development, and academic guidance through the course of their work opportunity. The combination of practical experience and curricular development empowers students to be more competitive, efficient and valuable employees upon completion of this program and/or their academic program trajectory. The course is ideal for students who are cross-training at their current worksite for upward mobility or seeking career changes, as well as those looking for entry-level occupational training through work-based learning experiences such as through an internship.

Work Experience Education transforms community businesses, industries, and public agencies into expanded educational training laboratories. Credit is awarded on the basis of learning objectives completed and the number of hours the student trains. Students must create/complete new learning objectives each semester they enroll. Students may utilize their present work sites. More details are available in the Work Experience Education Office, (760) 245-4271, ext. 2281. The office, located in the Academic Commons, is open Monday-Thursday, 8:00 a.m.-1:00 p.m., 2:00-6:00 p.m., and by appointment. Please refer to the Work Experience Education section in this catalog for more information. CSU

Transfer: Transfers to CSU only

BET 141 OS: Windows A/B/C (3.0 Units)

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

Lecture Hours: 54.0

Transfer: Transfers to CSU only

BET 142 Office Technologies & Procedures (3.0 Units)

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. CSU

Lecture Hours: 54.0

Transfer: Transfers to CSU only

BET 143 Business English (3.0 Units)

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 emphasizes the function of business English in various types of business communication. Grade Option.

Lecture Hours: 54.0

Transfer: Transfers to CSU only

BET 145 Communications for Business (3.0 Units)

A course designed for Business Office Technologies to create proficiency in the mechanics of writing, reading, and critically analyzing various types of business correspondence. This course includes a review of grammar, reading, proofreading, and editing; an analysis of writing styles in business correspondence and report format. Principles of communication psychology as it applies to human relations will be reviewed in solving business communications problems. CSU

Lecture Hours: 54.0

Transfer: Transfers to CSU only

BET 149 Independent Study (1.0 Units)

Independent Study/Office Ssystems - Practical experience, activities, or individual project(s) based on skills learned in previously completed Business Office Technology courses.

Transfer: Not transferable