

# 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

Becker, Barbara

## Transfer

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

- California State University, Los Angeles
- California State University, Northridge

Not usually a transfer major. Some Business Education Technologies courses fulfill subject credit requirements, but most transfer as electives. For the most up-to-date information on these programs and others, visit [assist.org](http://www.assist.org) (<http://www.assist.org>). Please stop by the Transfer Center in Building 23 or make an appointment with a counselor if you have questions.

## Business Education Technology, AS

**State Control Number:** 049343

**Program Code:** BET.AS

**Approved for Federal Financial Aid:** Yes

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

To earn this degree, complete the major coursework with "C" grades or better and all of the following graduation requirements: 60 minimum degree-applicable units (including a maximum 4 units of activity); 2.0 minimum overall GPA; 12 degree-applicable units through VVC; Information Competency; Global Citizenship; Kinesiology, and the VVC General Education pattern (<https://catalog.vvc.edu/degrees-certificates/vvcge/#vvcge>). Courses may count in one area only, either in the major or in a general education category. Courses counted in one AA/AS major may not be used in another AA/AS major.

Code	Title	Units
<b>Required Courses</b>		
BET 104	Beginning Word Processing/Typing for Windows ABC	3.0
BET 124	Records Management	3.0
BET 136	Career Applications for Word Processing	3.0
BET 142	Office Technologies & Procedures	3.0
Complete two courses from the following:		6.0

Code	Title	Units
BET 68	Proofreading	
BET 74	Office Machine Calculations	
BET 112	Spreadsheet: Excel for Windows A/B/C	
BET 122	Intermediate Keyboard/Typing	
BET 131	Presentation Software: Powerpoint A/B/C	
BET 143	Business English	
<b>Total Units</b>		<b>18</b>

## Administrative Assistant Certificate of Achievement

**State Control Number:** 10789

**Program Code:** ADMINAST.CERT

**Approved for Federal Financial Aid:** Yes

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.

Code	Title	Units
<b>Required Courses</b>		
BET 100	Introduction to Computers	3.0
BET 101	Beginning Keyboarding/Typing	1.0
BET 104	Beginning Word Processing/Typing for Windows ABC	3.0
BET 107	Internet 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 142	Office Technologies & Procedures	3.0
Complete two courses from the following:		6.0
BET 77	Speed and Accuracy Development	
BET 118	Microsoft Access	
BET 122	Intermediate Keyboard/Typing	
BET 131	Presentation Software: Powerpoint A/B/C	
BET 137	Desktop Publishing: Microsoft Publisher	
BET 143	Business English	
<b>Total Units</b>		<b>25</b>

## Computer Systems I Certificate of Career Preparation

**State Control Number:** N/A

**Program Code:** CS1.CERT

**Approved for Federal Financial Aid:** No

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

Code	Title	Units
<b>Required Courses</b>		
BET 104	Beginning Word Processing/Typing for Windows ABC	3.0
Complete 7 units from the following:		7.0
BET 68	Proofreading	
BET 100	Introduction to Computers	

Code	Title	Units
BET 107	Internet A/B/C	
BET 112	Spreadsheet: Excel for Windows A/B/C	
BET 123T	Machine Transcription	
BET 131	Presentation Software: Powerpoint A/B/C	
BET 136	Career Applications for Word Processing	
BET 143	Business English	
<b>Total Units</b>		<b>10</b>

## Computer Systems II Certificate of Achievement

**State Control Number:** 10791

**Program Code:** CSII.CERT

**Approved for Federal Financial Aid:** Yes

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

Code	Title	Units
<b>Required Courses</b>		
BET 104	Beginning Word Processing/Typing for Windows ABC	3.0
BET 107	Internet 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	OS: Windows A/B/C	3.0
BET 143	Business English	3.0
Complete one course from the following:		3.0
BET 100	Introduction to Computers	
BET 118	Microsoft Access	
BET 131	Presentation Software: Powerpoint A/B/C	
BET 137	Desktop Publishing: Microsoft Publisher	
CIS 280	Fundamentals of Database Management Systems	
<b>Total Units</b>		<b>21</b>

## Medical Office Certificate of Achievement

**State Control Number:** 07546

**Program Code:** MDOFF.CERT

**Approved for Federal Financial Aid:** Yes

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.

Code	Title	Units
<b>Required Courses</b>		
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 68	Proofreading	3.0
or BET 143	Business English	

Code	Title	Units
BET 104	Beginning Word Processing/Typing for Windows ABC	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 & Procedures	3.0
Complete one course from the following:		3.0
BET 100	Introduction to Computers	
BET 112	Spreadsheet: Excel for Windows A/B/C	
BET 118	Microsoft Access	
BET 131	Presentation Software: Powerpoint A/B/C	
BET 141	OS: Windows A/B/C	
<b>Total Units</b>		<b>34</b>

## Office Services Certificate of Achievement

**State Control Number:** 42603

**Program Code:** BET.OFSE.CA

**Approved for Federal Financial Aid:** Yes

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.

Code	Title	Units
<b>Required Courses</b>		
BET 101	Beginning Keyboarding/Typing	1.0
BET 104	Beginning Word Processing/Typing for Windows ABC	3.0
BET 112	Spreadsheet: Excel for Windows A/B/C	3.0
BET 124	Records Management	3.0
Complete 9 units from the following:		9.0
BET 68	Proofreading	
BET 74	Office Machine Calculations	
BET 107	Internet A/B/C	
BET 118	Microsoft Access	
BET 122	Intermediate Keyboard/Typing	
BET 123T	Machine Transcription	
BET 131	Presentation Software: Powerpoint A/B/C	
BET 136	Career Applications for Word Processing	
BET 137	Desktop Publishing: Microsoft Publisher	
BET 142	Office Technologies & Procedures	
BET 143	Business English	
<b>Total Units</b>		<b>19</b>

## Spreadsheet Processor Certificate of Career Preparation

**State Control Number:** N/A

**Program Code:** SPPROC.CERT

**Approved for Federal Financial Aid:** No

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

Code	Title	Units
<b>Required Courses</b>		
BET 112	Spreadsheet: Excel for Windows A/B/C	3.0
<b>Total Units</b>		<b>3</b>

## Word Processor Certificate of Career Preparation

**State Control Number:** N/A  
**Program Code:** WDPROC.CERT  
**Approved for Federal Financial Aid:** No

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

Code	Title	Units
<b>Required Courses</b>		
BET 104	Beginning Word Processing/Typing for Windows ABC	3.0
<b>Total Units</b>		<b>3</b>

## Business Education Technologies Courses

### 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 Systems - Practical experience, activities, or individual project(s) based on skills learned in previously completed Business Office Technology courses.

Transfer: Not transferable

## Program Learning Outcomes

Program Learning Outcomes (PLOs) are statements of the kind of learning a program hopes a student will achieve. The PLOs describe the knowledge, skills, problem-solving, communication and values that apply to all certificates and/or degrees within that program.

Upon completion of this program, students should be able to:

1. Demonstrate the ability to use software, and peripheral components at their own direction in a business environment.
2. Implement and relate skills to communicate and produce professional business documents in an office environment.
3. Demonstrate the ability to competently use a wide variety of office equipment.
4. Demonstrate general research standards to analyze online documentation to produce and integrate material.
5. Demonstrate proper techniques to complete tasks thoroughly and precisely.
6. Identify and apply appropriate features of Microsoft Office applications to prepare correctly formatted business documents.
7. Identify and apply appropriate features of Microsoft Excel applications to prepare correctly formatted business documents.
8. Identify and apply appropriate features of Microsoft Word applications to prepare correctly formatted business documents.