

BUSINESS OCCUPATIONS



Computer Programming Classes

Computer Programmer/Introduction (Visual Basic.Net).....21-13-51

VB.NET is an object-oriented programming language that is markedly different from earlier versions of Visual Basic. This course will cover the basic definitions of VB.NET, selection structures, procedures, functions, file management, debugging techniques, and object-oriented programming and databases.

Prerequisites: Completion of Computer Operator/Software Applications. Previous programming knowledge or see instructor for approval.

Length of Course: 20 weeks.

1544 Sat. 8:00 a.m.- 12:15 p.m. 20 wks Ali 201 \$65

Computer Programmer/Introduction (Database Programming).....21-13-51

The first three weeks will cover the basic concepts of Visual Basic as well as Access. Students then develop database applications with Visual Basic. Following that students will learn about relational databases and the Structured Query Language (SQL). Also covered will be client/server and database-specific programming.

Prerequisites: Completion of Computer Operator/Software Applications. Previous programming knowledge or see instructor for approval.

Length of Course: 20 weeks.

1545 M 6:15 p.m. - 9:30 p.m. 20 wks Ali 307 \$65

Computer Programmer/Introduction(Java).....21-13-51

Java is an easy to learn programming language which is used for financial, scientific and general purpose programs. Students will write their first Java program on the first day of class! They will learn to write applets as well as applications. Java has evolved into a language of choice for Web-based applications. It is a language which allows you to write on a PC and then execute the program on a Sun computer or on a Macintosh.

Prerequisites: Completion of Computer Operator/Software Applications. Previous programming knowledge or see instructor for approval.

Length of Course: 20 weeks.

1546 T 6:15 p.m. - 9:30 p.m. 20 wks Ali 201 \$65

Computer Programmer/Introduction--JavaScript for Web Development.....21-13-51

Students will learn how to create and publish highly interactive, dynamic web pages and documents on the Internet with advanced HTML formatting techniques using JavaScript, CSS (Cascading Style Sheets), and DHTML. The student will gain practical experience in planning, organizing, and layout of web pages which utilize the Internet to deliver more interactive, dynamic pages that can be shown using HTML alone.

Target Audience: Anyone involved in establishing, developing, or maintaining a Web site, or anyone who wishes to improve their Internet programming skills.

Prerequisites: Some HTML knowledge (can take course 29-50-80 concurrently-- see page 12); some understanding of programming helpful, but not mandatory.

Length of Course: 20 weeks.

1547 Sat. 8:00 a.m.-12:15 p.m. 20 wks Huberman 215 \$70



Cashier Checker Grocery

Cashier - Checker (Grocery)21-12-73

This course prepares students for employment in retail food markets. Includes units on use of scanner registers and speed scanning; tax, food stamps, and WIC regulations; coupons; produce identification, produce codes; merchandising; checkstand procedures; customer relations; and security. 10 weeks on campus, 10 weeks of paid internship training for students meeting classroom competencies.

Prerequisites: Basic math skills. Computer experience desirable. Required drug testing before internship training, and ability to secure a bond upon employment.

Length of Course: One semester

1548 M-F 8:30 a.m.-3:30 p.m. 20 wks Rendon 309 \$50



Legal Secretary

Legal Secretary/Terminology.....21-10-58

This course provides students with the valuable skills required to use legal terms by being able to define, spell and pronounce legal words,

phrases and abbreviations. It also includes the use of legal dictionaries and reference manuals.

Prerequisites: Type 40 wpm.

Length of Course: 20 weeks.

1549 MW 6:15 p.m. -9:30 p.m. 20 wks Glasgow 203 \$45

Legal Secretary/Office Procedures.....21-10-57
Will be offered Spring 2005

This course prepares individuals for employment in legal office occupations. It includes legal terminology review, preparation of legal documents and correspondence, record keeping, Personal Computer (PC) and transcription usage, office safety and legal office ethics and responsibilities.

Prerequisites: Type 40 wpm. and completion of Legal Terminology.

Length of the Course: 20 weeks.



Medical Records Careers Computerized Practice Management and Billing

Orientation: Aug. 3, 2004, 11:30 a.m. and 5:00 p.m. Room 205

Medical Records Clerk/TERMINOLOGY.....21-10-59

Learn medical word parts relating to body systems including anatomy and physiology, spelling and pronunciation, analysis of terms, and word building.

Prerequisites: Meet employment-level competency in written and oral communications. Reading entrance exam required. (See Page 14 for testing schedule)

Length of Course: 20 weeks.

1550 M-F 10:30 a.m.-12:30 p.m. 20 wks Creevy 206 \$65

1551 MW 6:15 p.m. - 9:30 p.m. 20 wks Higgins 206 \$50

1552 TTh 6:15 p.m. 9:30 p.m. 20 wks Higgins 206 \$50

Medical Records Clerk/INSURANCE AND BILLING21-10-61

Medical Records Clerk/RECORDS MANAGEMENT.....21-10-60

BECOME AN INSURANCE BILLING SPECIALIST! Learn computerized office management and claim processing using MediSoft computerized software. Learn procedure and payment entry, insurance terminology, CPT, ICD-9, HCPCS coding, Medicare, Medi-Cal, HMOs, and PPOs, Workers' Compensation, and commercial carriers. Included are filing methods and chart preparation for physician offices and hospitals, records management, business ethics/legal issues/fraud prevention, telecommunications, appointment scheduling, resume and interviewing techniques, career planning and more. **INTERNSHIPS AVAILABLE.**

Prerequisites: Medical Terminology, Computer Literacy, and type 40 wpm. Recommend ability to meet employment-level competency in written and oral communications. Reading entrance exam required.

Length of Course: 20 weeks.

(See Page 14 for testing schedule)

0738 M-Th 8:15 a.m. -12:30 p.m. 20 wks Dorsey (FORUM) 205 \$65

Medical Records Clerk/RECORDS MANAGEMENT.....21-10-60

This course prepares individuals for employment in a health care environment. Learn record management including chart preparation for physician offices and hospitals, filing methods (alpha/numeric), forms and reports, medical ethics, and HIPAA regulations, telecommunications, appointment scheduling, etc. Computers will be utilized. Also included will be an overview of insurance billing and coding practices, financial record keeping, resume writing and interviewing techniques. **INTERNSHIPS AVAILABLE.**

Prerequisites: Meet employment-level competency in written and oral communications. Reading entrance exam required. (See Page 14 for testing schedule)

Length of Course: 20 weeks.

1553 TTh 6:15 p.m. - 9:30 p.m. 20 wks Casteel 205 \$50

Medical Records Clerk/DIAGNOSTIC CODING(ICD-9).....21-10-51

Medical Records Clerk/AMBULATORY CODING(CPT).....21-10-52

BECOME AN OUTPATIENT MEDICAL CODER! Learn to master CPT, ICD-9, HCPCS coding systems. Students will learn to abstract from medical records for the purpose of assigning appropriate numerical codes for medical, surgical, and diagnostic services for the purpose of reimbursement and statistical medical record keeping. Included will be transforming written descriptions of diseases, injuries, and conditions into numerical codes. Training includes coding compliance and abstracting principles.

Prerequisites: Medical Terminology. Reading entrance exam required. (See Page 14 for testing schedule)

0751 MW 6:15 p.m.- 9:30 p.m 20 wks White (FORUM) 301 \$50