

# Business Occupations

## Medical Records Careers (continued)

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

This course prepares students to transform written descriptions of diseases, injuries and conditions into numerical codes for the purpose of reimbursement and statistical medical record keeping. Training includes coding compliance and abstracting principles.

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

Length of Course: 20 weeks.

1555	Sat	8:00 a.m.- 12:15 p.m.	20 wks	White	205	\$50
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### Medical Records Clerk/TRANSCRIPTION.....21-02-81

Learn to transcribe medical documents from dictated recordings.

Course includes the use of reference books, formats of medical reports, medical specialties, foreign accents, and much more.

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

Length of Course: 20 weeks. Students may re-enroll second semester to complete advanced transcription dictation. (See pg.14 for testing schedule)

0738	M-Th	8:15 a.m.-12:30 p.m.	20 wks	Dorsey(FORUM)	205	\$65
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1556	MW	6:15 p.m. - 9:30 p.m.	20 wks	Creevy	205	\$50
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## Real Estate

### Real Estate Agent/Principles, DRE #894-87.....21-11-74

Prepares students for the California Real Estate salesperson's license examination. Instruction in the major aspects of real estate law, the California Department of Real Estate, contracts, deeds, titles, encumbrances, leases, financing, land descriptions, business opportunities, real estate computation, and ethics.

Prerequisites: Concurrently enrolled high school students must be 18 years of age upon completion of the course.

Length of Course: 20 weeks.

1557	T	12:15 p.m. - 3:30 p.m	20 wks	Montenegro	209	\$65
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1558	T	6:15 p.m. - 9:30 p.m.	20 wks	Cruz	209	\$65
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1559	Sat	8:00 a.m. -12:15 p.m.	20 wks	Woolfolk	209	\$65
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### Real Estate Agent/ Escrow Principles, DRE #1313-91.....21-11-77

This course presents an understanding of the basic escrow process for those individuals purchasing real property. It provides a background for individuals who want to advance their professional standing in the real estate and escrow industry. Basic escrow theory is explained; basic escrow-specific vocabulary is introduced; and actual sample escrows enable individuals to progress through increasingly complex situations.

Prerequisites: Concurrently enrolled high school students must be 18 years of age upon completion of the course.

Length of Course: 20 weeks.

1560	Th	12:15 p.m. - 3:30 p.m	20 wks	Montenegro	301	\$65
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1561	Th	6:15 p.m. - 9:30 p.m.	20 wks	Montenegro	209	\$65
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### Real Estate Agent/ Appraisal, DRE #1001 - 88.....21-11-75

An introductory course covering the purpose of appraisals, the appraisal process, and the different approaches, methods and techniques used to estimate the value of various types of properties. This course satisfies the statutory requirement for the broker's and agent's licenses.

Prerequisites: Concurrently enrolled high school students must be eighteen years of age upon completion of the course. **\*Note: T/Th and Sat. classes include additional 30 hours to meet the requirements of the Appraiser Qualifications Board (AQB), satisfying the requirements for the appraiser trainee license.**

Length of Course: 20 weeks.

1562	W	6:15 p.m. -9:30 p.m.	20 wks	Selman	209	\$65
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1563	*TTh	6:30 p.m. -9:15 p.m.	20 wks	Ratkovich	211	\$65
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1564	*Sat	8:00 a.m. -1:15 p.m.	20 wks	Ratkovich	212	\$65
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### Real Estate Agent/

<b>Real Estate Practice, DRE #1194-90.....</b>	21-11-72
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Provides an understanding of the basic business, financial, and sales practices of real estate. Includes instruction on agency laws, competitive market analysis, advertising, finance, property management, and escrow ethics. This course satisfies the statutory requirements for the broker's and salesperson's licenses.

Prerequisites: Completion of Real Estate Agent/Principles or possession of a salesperson's license.

Length of Course: 20 weeks.

1565	W	3:00 p.m. -6:15 p.m.	20 wks	Montenegro	209	\$65
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1566	Th	6:15 p.m.- 9:30 p.m.	20 wks	Woolfolk	301	\$65
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### Real Estate Agent/Finance, DRE #996-88.....21-11-76

Various types of real estate financing will be discussed including VA, FHA, Conventional and seller financing. The loan application process and underwriting standards for both buyer and property will be covered as well as the use of a business calculator for case studies. This course satisfies the statutory requirements for the broker's and salesperson's licenses.

Prerequisites: Concurrently enrolled high school students must be 18 years of age upon completion of the course.

Length of Course: 20 weeks.

1567	T	6:15 p.m.- 9:30 p.m.	20 wks	Montenegro	301	\$65
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### Store Manager/Owner and Entrepreneurship .....21-14-70

This course offers a practical, hands-on guide for entrepreneurs to start and manage your own business. If you are looking for financial independence, tired of working for someone else, or just have an idea about a business to start, this class is for you. Topics will include personal assessment, idea formulation, writing a business plan, developing a marketing strategy, and managing a financial plan. Specific information will include the legal aspects from start up, to operation to financing your business. Certificate awarded upon successful completion of course criteria.

Length of Course: 10 weeks. **(Class begins Sept. 7 and Nov.8, 2004).**

1568/69	TTh	6:15 p.m.- 9:30 p.m.	10 wks	Fletchall	315	\$35
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**Teller/Bank....see page 3**



## Typist

### Typist/Keyboarding ≠ .....21-13-72

This course teaches computer terminology and basic typing skills on a PC computer. Computer tutorial and other components of this class help students master basic keyboarding skills and includes production of letters, tables, and short reports. The course focuses on development of speed and accuracy required in other computer classes.

**(This class offers internship opportunities. See General Clerk/Basic skills)**

Length of Course: 20 weeks.

1570	M-F	8:15 a.m.-10:15 a.m.	20 wks	Carter	208	\$60
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1571	M-F	8:15 a.m.-10:15 a.m.	20 wks	Menashe	104	\$60
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1572	M-F	10:30 a.m.-12:30 p.m.	20 wks	Hudson	208	\$60
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1573	M-F	10:30 a.m.-12:30 p.m.	20 wks	Menashe	104	\$60
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0730	M-F	1:15 p.m.- 3:15 p.m.	20 wks	Menashe(FORUM)	303	\$60
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1575	MW	3:30 p.m.- 5:30 p.m.	20 wks	Roe	208	\$50
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1576	TTh	3:30 p.m.- 5:30 p.m.	20 wks	Roe	208	\$50
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1577	MW	6:15 p.m.- 9:30 p.m.	20 wks	Carter	104	\$50
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1578	TTh	6:15 p.m.- 9:30 p.m.	20 wks	Roe	208	\$50
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1579	Sat	8:00 a.m.-12:15 p.m.	20 wks	Carter	104	\$50
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1580	Sat	8:00 a.m.-12:15 p.m.	20 wks	Kowerduck	208	\$50
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