

BUSINESS, COMMUNICATIONS (BCOM)

BCOM 15 3 units

Business Communications

54 hours lecture

Grading: letter grade or pass/no pass.

Formerly CAOTO 15. This course covers the principles of collecting, organizing, analyzing, and presenting business information. Written and oral communication involving problem solving in business are emphasized.

Transferable to CSU Only

BCOM 20 (C-ID BUS 115) 3 units

Business Writing

54 hours lecture

Prerequisite: ENGL 1, ENGL 1H, ENGL 1S, or ESL 1S.

Grading: letter grade or pass/no pass.

This course teaches business communication fundamentals, the writing process, communication methods, and best practices for creating effective and professional business messages.

Transferable to CSU Only

BCOM 25 3 units

Digital and Social Media

54 hours lecture

Grading: letter grade or pass/no pass.

In this course, students will explore the design and impact of digital and social media technologies for both personal and professional application in a wide variety of organizational situations. Additionally, students will learn to understand digital and social media etiquette and ethics. Both the potential and the limitations of this technology will be explored and students will have access to hands-on experience with several forms of social media technology. Those who complete this course will be prepared to use digital and social media productively and will have a framework for understanding and evaluating new technology tools and platforms as they are developed. This course is not open for credit to students who have completed GBUS 25.

Transferable to CSU Only

BCOM 222 3 units

Career Development for Tech Professions

54 hours lecture

Grading: letter grade or pass/no pass.

Formerly CAOTO 222. This course is aimed at helping students gain the necessary vocational skills to secure suitable work opportunities for tech professionals. The training includes self-evaluation, research into tech occupations and firms, informational interviews, generating marketable job materials (such as resumes and cover letters), personal branding, and implementing follow-up actions.

BCOM 260 1 units

Channels of Business Communication

18 hours lecture

Grading: letter grade or pass/no pass.

Formerly CAOTO 260. This course is intended for students who want both training and experience in developing professional communication skills by using modern methods of human interaction.

BCOM 262 1 units

Interpersonal Skills for the Workplace

18 hours lecture

Grading: letter grade or pass/no pass.

Formerly CAOTO 262. This course examines the fundamentals of human relations in various corporate settings and provides essential skills in using these ideas to increase workplace success.

BCOM 263 3 units

Customer Service

54 hours lecture

Grading: letter grade or pass/no pass.

Formerly CAOTO 263. This course covers customer service including its importance to a successful business, customers' needs and wants, support, as well as interactions and relationships. Students learn to develop multitasking skills, reduce stress, and maintain a positive attitude. Students will explore several aspects of conflict and learn important skills that can help manage conflicts effectively as a customer service employee.

BCOM 264 3 units

Business Telecommuting Fundamentals

54 hours lecture

Grading: letter grade or pass/no pass.

This course focuses on careers involving virtual work for office environments. The course prepares students for business office work requiring remote workers, remote administrative assistance, and global support in contemporary business environments. Participants will learn how to utilize digital resources in telecommuting work, implement cloud-based productivity tools, and assess a remote working environment that fosters productivity, concentration, and professionalism.

BCOM 615 0 units

Business Communications

54 hours lecture

Grading: non graded.

This course covers the principles of collecting, organizing, analyzing, and presenting business information. Written and oral communication involving problem solving in business are emphasized.

BCOM 621 0 units

Career Development for Tech Professions

54 hours lecture

Grading: non graded.

This course is aimed at helping students gain the necessary vocational skills to secure suitable work opportunities for tech professionals. The training includes self-evaluation, research into tech occupations and firms, informational interviews, generating marketable job materials (such as resumes and cover letters), personal branding, and implementing follow-up actions.

BCOM 622 0 units

The Job Search Process

18 hours lecture

Grading: non graded.

This course is designed to provide Computer and Office Studies (COS)/ Business Communication (BCOM) students with insight regarding steps to begin planning for their future careers. Students will conduct self-assessments, create a career plan, and discover who they are as future employees.

BCOM 623 0 units

Job Search Tools

18 hours lecture

Grading: non graded.

The course will focus on creating, drafting, revising, and presenting workplace-related documents. Students will create a job portfolio related to business communications that includes a resume and cover letter.

BCOM 624 0 units

The Interview Process

18 hours lecture

Grading: non graded.

This course will focus on the development of business communication skills required in a job interview. Students will develop competency in the preparation for, participation in, and reflection on the job interview process.

BCOM 625 0 units

Digital and Social Media

54 hours lecture

Grading: non graded.

In this course, students will explore the design and impact of digital and social media technologies for both personal and professional application in a wide variety of organizational situations. Additionally, students will learn to understand digital and social media etiquette and ethics. Both the potential and the limitations of this technology will be explored and students will have access to hands-on experience with several forms of social media technology. Those who complete this course will be prepared to use digital and social media productively and will have a framework for understanding and evaluating new technology tools and platforms as they are developed.

BCOM 660 0 units

Channels of Business Communication

18 hours lecture

Grading: non graded.

This class is intended for students who want both training and experience in developing professional communication skills by using modern methods of human interaction.

BCOM 662 0 units

Interpersonal Skills for the Workplace

18 hours lecture

Grading: non graded.

This course examines the fundamentals of human relations in various corporate settings and provides essential skills in using these ideas to increase workplace success.

BCOM 663 0 units

Customer Service

54 hours lecture

Grading: non graded.

This course covers customer service including its importance to a successful business, customers' needs and wants, support, as well as interactions and relationships. Students learn to develop multitasking skills, reduce stress, and maintain a positive attitude. Students explore several aspects of conflict and learn important skills that can help manage conflicts effectively as a customer service employee.

BCOM 664 0 units

Business Telecommuting Fundamentals

54 hours lecture

Grading: non graded.

This course focuses on careers involving virtual work for office environments. The course prepares students for business office work requiring remote workers, remote administrative assistance, and global support in contemporary business environments. Participants will learn how to utilize digital resources in telecommuting work, implement cloud-based productivity tools, and assess a remote working environment that fosters productivity, concentration, and professionalism.