



## ARTICULATION PROPOSAL/AGREEMENT

### Yuba College

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### Mendocino College

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Reciprocal Course-to-Course for Lake County Programs  
Business Office Technology  
May 2003

Yuba College Course Information			Mendocino College Course Information		
		units			units
OA 54A	Beginning Medical Terminology	2	BOT 50	Medical Terminology	3
<b>AND</b>					
OA 54B	Advanced Medical Terminology	2			
OA 55	Medical Transcription	3	BOT 51	Medical Transcription I	2
<b>AND</b>					
OA 59	General Transcription	2	BOT 52	Medical Transcription II	2
BCA 25R	Desktop Publishing	2	BOT 55	Machine Transcription	2
	No course available at this time		BOT 65	Desktop Publishing with Microcomputers	3
OA 52	Business English	3	BOT 67	Desktop Publishing w/Microsoft Publisher	1
OA 15A	Beginning Keyboarding	3	BOT 70	Business English	3
OA 15B	Intermediate Keyboarding	3	BOT 100	Beginning Typing/Keyboarding	3
OA 15C	Advanced Speedbuilding	3	BOT 101	Intermediate Typing/Keyboarding	3
OA 22	Machine Calculations	1	BOT 102	Advanced Typing/Keyboarding	3
			BOT 110	Business Calculators	1
<b>AND</b>					
BCA 22AR	Introduction to Word	1	BOT 111	Business Calculator Simulations	1
BCA 22BR	Advanced Word	1	BOT 120	Word Processing I on a Microcomputer	1.5
	No course available at this time		BOT 121	Word Processing II on a Microcomputer	1.5
OA 16R-O	Shorthand	1-4	BOT 122	Word Processing Business Simulation	1
			BOT 130	Beginning Shorthand	2
<b>AND</b>					
			BOT 131	Intermediate Shorthand	2
<b>AND</b>					
OA 16R-O	Shorthand	1-4	BOT 132	Advanced Shorthand	2
			BOT 133	Beginning Speedwriting	3
<b>AND</b>					
OA 60	General Office Procedures	4	BOT 134	Advanced Speedwriting	3
OA 53	Filing	1	BOT 140	Office Procedures	3
OA 65	Medical Office Procedures	3	BOT 144	Records & Database Management	2
OA 63	Legal Office Procedures	3	BOT 150	Medical Office Procedures	3
			BOT 160	Legal Office Training-Non Court Docs	3
<b>AND</b>					
OA 21	Business Communication	3	BOT 161	Legal Office Training-Court Docs	3
			BOT 170	Written Communication for Business	3

Approved:

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Yuba College Department Chair  
  
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Yuba College Articulation Officer

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Mendocino College Department Chair  
  
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Mendocino College Articulation Officer

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