

## BUSINESS OFFICE TECHNOLOGY

### BOT 112 Business Computations with Machines

**Units:** .5 **Hours:** 1.5 Laboratory  
**Advisory:** Eligible for Mathematics 402.  
**Transferable:** CSU

Self-paced course in the operation of the electronic printing calculator. This course provides theory and practice in business applications with emphasis on mathematical problem solving. This course has the option of a letter grade or pass/no pass.

### BOT 160 Records Management

**Units:** 3 **Hours:** 3 Lecture  
**Advisory:** Eligible for English 250 and English 260.  
**Transferable:** CSU

Principles covering records management in business including alphabetic, numeric, geographic, and subject systems; an understanding of how records are created, classified, stored, retrieved, transferred, and disposed of; organizing and managing both manual and automated records systems are explained. This course has the option of a letter grade or pass/no pass.

### BOT 180 Medical Terminology for the Office

**Units:** 3 **Hours:** 3 Lecture  
**Advisory:** Eligible for English 250 and English 260.  
**Transferable:** CSU

This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. This course had the option of a letter grade or pass/no pass.

### BOT 181 Medical Billing - MediSoft

**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory  
**Advisory:** Eligible for English 250. Some computer experience.  
**Transferable:** CSU

This course in computerized billing procedures for a medical office uses MediSoft software. Students will learn the patient billing features of this software and complete a capstone simulation giving them hands-on realistic medical front office practice. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

### BOT 182 Medical Office Procedures

**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory  
**Prerequisite:** BOT 180 and CSIS 126 with credit or a grade of C or better or experience using Microsoft Word.  
**Advisory:** Eligible for English 250 and Mathematics 402.  
**Transferable:** CSU

This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

### BOT 183 Medical Coding

**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory  
**Advisory:** BOT 180.  
**Transferable:** CSU

This course will introduce the student to the theory and procedure of coding for medical diagnoses, an increasingly essential and specialized healthcare communication system. The course is not a certification course. CPT coding is covered, with an overview of ICD-9 coding. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

### BOT 190 Occupational Work Experience/Business Office Technology

**Units:** 1-4 **Hours:** 20 Laboratory  
**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school enrollment in one other class is required). Minimum 2.00 G.P.A.  
**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

### BOT 191A Workplace Skills

**Units:** 1 **Hours:** 1 Lecture  
**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

### BOT 191B Workplace Skills

**Units:** 1 **Hours:** 1 Lecture  
**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191B is Team Building. Need not be taken in sequence. This is a pass/no pass course.

### BOT 191C Workplace Skills

**Units:** 1 **Hours:** 1 Lecture  
**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem-Solving. Need not be taken in sequence. This is a pass/no pass course.

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**Ceramics: see Art**

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## CHEMISTRY

### CHEM 1A General Chemistry

**Units:** 5 **Hours:** 4 Lecture, 3 Laboratory  
**Prerequisite:** Chemistry 30A with a grade of 'C' or better, or high school chemistry with a grade of 'B' or better completed within the last five years, and Mathematics 233 with a grade of 'C' or better.  
**Advisory:** Eligible for English 250 and English 260.  
**Transferable:** CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: CHEM 2, CHEM SEQ. A

This is the first semester of a year-long general chemistry course designed for science, engineering and pre-professional majors. Topics include properties of matter, atomic structure, the Periodic Table, stoichiometry, elements and compounds, bonding, molecular structure, chemical reactions, states of matter, as well as the properties of gases and solutions.

### CHEM 1B General Chemistry

**Units:** 5 **Hours:** 4 Lecture, 3 Laboratory  
**Prerequisite:** Chemistry 1A with a grade of C or better.  
**Transferable:** CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: CHEM 4, CHEM SEQ. A

This is the second semester of a year-long general chemistry course designed as a continuation of Chemistry 1A. Topics include solutions, thermodynamics, chemical kinetics, the equilibria of acids and bases, solubility systems, complex ions, electrochemistry, the chemistry of metals and nonmetals, as well as nuclear chemistry.