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.

Ceramics: see Art

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 kenetics, the equilibria of acids and bases, solubility systems, complex ions, electrochemistry, the chemistry of metals and nonmetals, as well as nuclear chemistry.

CHEM 12A Organic Chemistry
Units: 5 **Hours:** 3 Lecture, 6 Laboratory
Prerequisite: Chemistry 1B
Transferable: CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3
This is the first semester of a year-long organic chemistry course designed for chemistry majors, pre-professional medical, biology, and science majors. Topics include nomenclature, stereochemistry, mechanisms, reactions and spectroscopic studies of organic compounds. Lecture and laboratory methods will focus on synthesis, isolation, purification, elucidation, and identification of organic structures, as well as instrumental methods and data interpretation.

CHEM 12B Organic Chemistry
Units: 5 **Hours:** 3 Lecture, 6 Laboratory
Prerequisite: Chemistry 12A
Transferable: CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3
This is the second semester of a year-long organic chemistry course designed as a continuation of Chemistry 12A. Topics include nomenclature, stereochemistry, mechanism, reactions, and spectroscopic studies of the various organic functional groups. Lecture and laboratory methods will focus on synthesis, isolation, purification, elucidation and identification of organic structures as well as instrumental methods and data interpretation.

CHEM 30A Elementary Chemistry
Units: 4 **Hours:** 3 Lecture, 3 Laboratory
Advisory: Mathematics 205; eligible for English 250 and English 260.
Transferable: CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: CHEM 6, CHEM SEQ. B
This is a first semester college chemistry course designed for majors preparing to take Chemistry 1A, nursing and allied health students, as well as general education. The course will cover the principles of chemistry including properties of matter, energy, atomic theory, the Periodic Table, stoichiometry, elements and compounds, the properties of bonding, molecular structure, chemical reactions, states of matter, acidity, solutions and gases, as well as an introductory to organic chemistry.

CHEM 30B Elementary Organic and Biochemistry
Units: 4 **Hours:** 3 Lecture, 3 Laboratory
Prerequisite: Chemistry 30A with a grade of C or better.
Transferable: CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: CHEM 8, CHEM SEQ. B
This is the second semester of a year-long elementary chemistry course designed as a continuation of Chemistry 30A. It is designed for science majors, nursing and allied health students. The course will cover the principles of organic and biochemistry including hydrocarbons, alcohols, aldehydes and ketones, carboxylic acids, amines and amides, carbohydrates, lipids, proteins and their functions in physiological systems, as well as organic chemical reactions.

CHILD DEVELOPMENT

CD 1 Principles and Philosophies of Early Childhood Education
Units: 3 **Hours:** 3 Lecture
Advisory: Eligible for English 250 and English 260.
Transferable: CSU
An overview of current educational theories and research, as well as an historical perspective on the development of early childhood education. Observations in schools are to be arranged.

CD 2 Early Child Development
Units: 3 **Hours:** 3 Lecture
Advisory: Eligible for English 250 and English 260; transfer students consult with advisor.
Transferable: CSU; UC; CSU-GE: D9, E ; IGETC: 4I; GAV-GE: D2
A systematic study of the child from prenatal life through the preschool years. The course integrates the basic concepts of physical, cognitive and psychosocial development at each major stage of life during this period. This course is also listed as PSYC 2. This course has the option of a letter grade or pass/no pass.

CD 3 Child Growth and Development During the School Years
Units: 3 **Hours:** 3 Lecture
Advisory: Eligible for English 250 and English 260; Child Development 2; transfer students consult with advisor.
Transferable: CSU; UC; CSU-GE: D9, E ; IGETC: 4I; GAV-GE: D2
Continuation of the study of the principles of child development with emphasis on children from six years through adolescence. Includes developmental theories and topics relevant to these ages. This course is also listed as PSYC 3. This course has the option of a letter grade or pass/no pass.

CD 4 Observing and Assessing Children
Units: 3 **Hours:** 3 Lecture
Advisory: Eligible for English 250 and English 260 and completion of CD2.
Transferable: CSU
Provides training in a variety of naturalistic and formal observation techniques, and discusses the use of standardized testing in children. Students learn to use formal observation tools, make a case study portfolio and give a parent conference. Observing children in classroom settings is required. This course has the option of a letter grade or pass/no pass.

CD 5 Child/Family and Community
Units: 3 **Hours:** 3 Lecture
Advisory: Eligible for English 250 and English 260.
Transferable: CSU
Patterns of child-rearing in contemporary society. Interaction of family, school and community. Significance of personal and social values in family life and community action. Individual and social resources for family life including health, welfare and improving child development.

CD 6 Games and Rhythms for Children
Units: 3 **Hours:** 3 Lecture
Advisory: Eligible for English 250 and English 260.
Transferable: CSU
Nature, function and organization of physical activities for the preschool and elementary school age child. Emphasis is given to the understanding of psychomotor development and spatial awareness. Designed for those planning to work with children. Also listed as Physical Education 6. This course has the option of a letter grade or pass/no pass.

CD 7 Cultural Context of Childhood
Units: 3 **Hours:** 3 Lecture
Advisory: Eligible for English 250 and English 260.
Transferable: CSU; CSU-GE: D7; GAV-GE: D2, F
This course examines cultural influences on child-rearing practices, family values, and human development. Perspectives from the social sciences will be used to explore what is common to all Homo sapiens and what is specific to the culture of the U.S. Students will explore their own personal assumptions and attitudes towards diversity, and practice implementing non-stereotypical, developmentally appropriate, anti-bias activities, interactions and environments in order to respond to and intervene against prejudice among children. This course is also listed as PSYC 7 and ANTH 9.

CD 8A American Education in a Changing World
Units: 3 **Hours:** 3 Lecture
Transferable: CSU
This course provides an overview of education in the United States. It examines the issues, problems, and solutions to teaching in a pluralistic society by viewing schools as social institutions that reflect the values and dynamics of a society. It focuses on the history, politics, theories and approaches to teaching culturally and linguistically diverse children and analyzes career opportunities and new directions in education. For students who wish to expand their knowledge of education in America, and those who wish to explore careers in teaching. This course includes a Service Learning component that will encourage students to explore and apply concepts from the class. This course has the option of a letter grade or pass/no pass.