

tance to nursing students, enrolled in the Santa Monica College Nursing Program, in order to facilitate the core concepts taught in the courses in the curriculum. The course will assist the student in assessing their comprehension of the content taught in the nursing courses(s) and facilitate the transfer of nursing concepts. A stimulating learning environment will be created for active communication and interaction among students and instructor. The learning environment will provide an opportunity for students to verbalize their thinking, understanding of underlying pathophysiology and its relevance to the therapeutic regime and therapeutic nursing interventions.

Office Information Systems

Please see "Office Technology."

Occupational Therapy

OT 1, Introduction to Occupational Therapy 2 units

Transfer: CSU

- *Prerequisite: None.*

This course introduces students to the professional field of occupational therapy (OT). It explores the philosophy and practice of occupational therapy (helping people with disabilities regain independence). It defines occupational therapy within a continuum of health care, delineates OT professional levels, describes practice settings, ethics, education and training requirements, and current practice trends.

Office Technology

The classes listed under "Office Technology" were formerly listed under "Office Information Systems."

OFTECH 1, Keyboarding I 3 units

Transfer: CSU

This course is designed to teach keyboard mastery by touch, improve speed and accuracy, and use Microsoft Word to create and revise business documents. Proofreading skill development is also included.

OFTECH 1A, Keyboarding 1A 1 unit

Transfer: CSU

This course is intended for students without previous keyboarding instruction. Emphasis is on keyboard mastery, correct keyboarding techniques, and proofreading skills.

OFTECH 1B, Keyboarding 1B 1 unit

Transfer: CSU

- *Prerequisite: Office Technology 1A.*

Students develop speed and accuracy. Emphasis is on using Microsoft Word to produce letters, memos, tables, and reports.

OFTECH 1C, Keyboarding 1C 1 unit

Transfer: CSU

- *Prerequisite: Office Technology 1B.*

Students develop speed and accuracy. Emphasis is on using Microsoft Word to produce business correspondence, reports, and employment documents.

OFTECH 5, English Skills for the Office 3 units

Transfer: CSU

- *Prerequisite: None.*

This course is designed to review principles of grammar, punctuation, capitalization, and number format; improve vocabulary and spelling; and develop proofreading and editing skills. Word Processing software is used to create and revise business documents.

OFTECH 5A, Grammar and Punctuation 1 unit

Transfer: CSU

- *Prerequisite: None.*

This course is designed to review principles of grammar and punctuation. The course is taught on an open-entry, self-paced basis and may be completed in five weeks.

OFTECH 5B, Spelling and Vocabulary 1 unit

Transfer: CSU

- *Prerequisite: None.*

This course is designed to review spelling and vocabulary. Topics include prefixes, suffixes, homonyms, specialized vocabularies, and spelling guides. The course is taught on an open-entry, self-paced basis and may be completed in five weeks.

OFTECH 5C, Proofreading 1 unit

Transfer: CSU

- *Prerequisite: None.*

This course is designed to develop proofreading skills. Emphasis is placed on improving skills in word division, formatting, grammar, punctuation, capitalization, and word confusions. This course is taught on an open-entry, self-paced basis and may be completed in five weeks.

OFTECH 9, Keyboarding Improvement (1,1,1) 1 unit

Transfer: CSU

- *Prerequisite: None.*

Emphasis is on speed and accuracy development, keyboarding technique, and proofreading skills. This course is repeatable up to three units.

OFTECH 10, Skill Building for the Keyboard 3 units

Transfer: CSU

Office Technology 1C or keyboarding skills of 35 words per minute.

Emphasis is on developing speed and accuracy and improving keyboarding techniques.

OFTECH 18, Skill Building on the Keyboard 3 units

- *Prerequisite: Office Information Systems 1C or keyboarding skills of 35 words per minute.*

Emphasis is on developing speed and accuracy and improving keyboarding techniques.

OFTECH 20, Medical Vocabulary

Prerequisite: None.

This course is designed to develop medical vocabulary skills. Topics include major body systems, oncology, diagnostic imaging, psychiatry, dentistry, pharmacology, alternative medicine, and prefixes and suffixes. HIPPA (Health Insurance Portability and Accountability Act) guidelines and Internet research tools are also discussed.

OFTECH 21, Medical Terms and Transcription 1 **3 units**

- Prerequisite: None.

This is a beginning course in operating transcribing machines to produce medical documents. Students learn to transcribe, proofread, and edit a variety of medical documents, including chart notes, history and physical reports, consultations, office procedure notes, and X-ray reports. Emphasis is on vocabulary development related to major body systems, formatting, and language skills.

OFTECH 22, Medical Terms and Transcription 2 **3 units**

- Prerequisite: Office Technology 21

This is an advanced course in medical terms and transcription. Organized by medical specialty, reports and records transcribed include history and physical examination, operative, pathology, radiology, discharge summary, consultation, and progress notes. Emphasis is on refining transcription skills and developing a more extensive medical vocabulary. The use of medical references is also discussed.

OFTECH 23, MediSoft **3 units**

- Prerequisite: None.

This course teaches students to use MediSoft, a popular medical billing accounting software program. Students learn to enter patient and case information, schedule appointments, process transactions, and produce reports and patient statements.

OFTECH 24, Medical Coding/Billing **3 units**

- Prerequisite: None.

This course introduces students to basic coding for diagnoses of diseases, medical procedures, and services. It also covers claims processing and billing/reimbursement procedures required by health care payers.

Overseas Programs

Santa Monica College is a member of the College Consortium for International Studies (CCIS) and offers more than 30 overseas study programs around the world. Destinations include Argentina, Austria, Bulgaria, Canada, China, Costa Rica, Czech Republic, Ecuador, England, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jamaica, Japan, Korea, Mexico, Morocco, New Zealand, Peru, Portugal, Russia, Scotland, Spain, and Switzerland.

The Overseas Program Office is in the International Education Center. You can reach us at (310) 434-4342 or visit www.smc.edu/international. Remember, studying abroad is not a foreign idea!

Persian

Additional hours to be arranged in the Modern Language Lab for Persian 1 and 2.

PERSIN 1, Elementary Persian I **5 units**

Transfer: UC, CSU

IGETC Foreign Language (required for UC only)

- Prerequisite: None.

This course introduces basic vocabulary and the fundamentals of modern Persian grammar, structure, and pronunciation as well as reading, writing, and speaking. Using natural and audio-lingual approaches, the course prepares students to hold simple conversations in Persian and write short descriptive compositions. Aspects of Persian culture and history, and geography are covered as well. Students are required to review multimedia materials (audio and video) in the Language Lab.

PERSIN 2, Elementary Persian II **5 units**

Transfer: UC, CSU

IGETC Foreign Language (required for UC only)

- Prerequisite: Persian 1*.

This course is a continuation of Persian I. It elaborates on the fundamentals of modern Persian grammar, structure, and pronunciation and develops reading, writing, and speaking skills. Aspects of Persian culture and history are covered as well. The latter includes simple passages from different genres in Persian literature. This is applicable to students' level and reinforces the process of language acquisition.

*The prerequisite for this course is comparable to two years of high school Persian

Philosophy

PHILOS 1, Knowledge and Reality **3 units**

Transfer: UC, CSU

IGETC AREA 3B (Humanities)

- Prerequisite: None.
- Skills Advisory: Eligibility for English 1.

This course introduces students to the analysis of various metaphysical and epistemological questions and problems in philosophy, typically including, the nature and limits of knowledge, the existence of God, the Mind-Body Problem, the Freedom vs. Determination debate, and the Absolutism vs. Relativism debate. Related topics in ethics may also be included.

PHILOS 2, Ethics **3 units**

Transfer: UC, CSU

IGETC AREA 3B (Humanities)

- Prerequisite: None.
- Skills Advisory: Eligibility for English 1.

This course provides an introduction to the nature of ethical theory (moral philosophy), an analysis of significant ethical theories, and an exploration of the problems encountered in the continuing quest for a satisfactory ethical theory for contemporary society. Some of the main topics in normative ethics and meta-ethics are covered.