BOT 112  Business Computations with Machines
Units:  .5  Hours:  1.5 Laboratory
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. ADVISORY: Eligible for Mathematics 402.

BOT 180  Medical Terminology for the Office
Units:  3.0  Hours:  3.0 Lecture
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 has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

BOT 181  Medical Billing
Units:  3.0  Hours:  3.0 Lecture
This course is an introduction to computerized billing procedures for the medical front office. Students will learn the patient billing features of the software and complete a capstone simulation project. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250. Some computer experience.

BOT 182  Medical Office Procedures
Units:  3.0  Hours:  3.0 Lecture
This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. This course has the option of a letter grade or pass/no pass.

BOT 183  Medical Coding
Units:  3.0  Hours:  3.0 Lecture
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 both ICD-9 and ICD-10 coding. This course has the option of a letter grade or pass/no pass. ADVISORY: BOT 180.

BOT 190  Occupational Work Experience, Business Office Technology
Units:  1.0 TO 4.0  Hours:  3.3 TO 16.7 Laboratory
Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college, and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

BOT 191A  Workplace Skills
Units:  1.0  Hours:  1.0 Lecture
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:  1.0  Hours:  1.0 Lecture
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:  1.0  Hours:  1.0 Lecture
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.
CHEM 30B  Elementary Organic and Biochemistry  
Units: 4.0  Hours:  3.0 Lecture and  3.0 Laboratory  
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. PREREQUISITE: Chemistry 30A  
with a grade of C or better.

CD 1  Principles and Practices of Early Childhood Education  
Units: 3.0  Hours:  3.0 Lecture  
An overview of the developing child, current theories and research within the context of family,  
school, and community, and a historical perspective on the development of early childhood programs  
which are developmentally appropriate. The processes of socialization and identity development  
will be highlighted. This class is appropriate for students wanting to work with young children in a  
variety of programs, including infant-toddler, preschool, transitional kindergarten, and kindergarten.  
Observations in schools are to be arranged. (C-ID: ECE 120) ADVISORY: Eligible for English 250  
and English 260.

CD 2  Early Child Development  
Units: 3.0  Hours:  3.0 Lecture  
This course examines typical and atypical development within the psychosocial, cognitive, and  
physical domains from conception through the preschool years. Upon completion of this course,  
students will be able to evaluate theories and research of child development and effectively apply  
and communicate their understanding through observation and evaluation. This course is also listed  
as PSYC 2. This course has the option of a letter grade or pass/no pass. (C-ID: CDEV 100: CD 2  
+ CD 3) ADVISORY: Eligible for English 1A; transfer students consult with advisor.

CD 3  Child Growth and Development During the School Years  
Units: 3.0  Hours:  3.0 Lecture  
This course examines typical and atypical development within the psychosocial, cognitive, and  
physical domains from middle childhood through adolescence. Upon completion of this course,  
students will be able to evaluate theories and research of child development and effectively apply  
and communicate their understanding through observation and evaluation. This course has the  
option of a letter grade or pass/no pass. This course is also listed as PSYC 3. (C-ID: CDEV 100:  
CD 2 + CD 3) ADVISORY: Eligible for English 1A; transfer students consult with advisor.

CD 4  Observing and Assessing Children  
Units: 3.0  Hours:  3.0 Lecture  
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. (C-ID: ECE 200) ADVISORY: Eligible  
for English 1A; transfer students consult with advisor.

CD 5  Child, Family and Community  
Units: 3.0  Hours:  3.0 Lecture  
An examination of the developing child in a societal context focusing on the interrelationship of  
family, school and community and emphasizing historical and socio-cultural factors. Discussing  
patterns of development, childrearing, and the value of education in contemporary American  
society. Highlights the processes of socialization and identity development, showing the importance  
of respectful, reciprocal relationships that support and empower families and respond to all children's  
developmental needs. (C-ID: CDEV 110) ADVISORY: Eligible for English 250 and English 260.

CD 6  Games and Rhythms for Children  
Units: 3.0  Hours:  3.0 Lecture  
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 Kinesiology 6. This course has  
the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

CD 7  Cultural Context of Child and Family in a Diverse Society  
Units: 3.0  Hours:  3.0 Lecture  
Transferable:  CSU-GE:D, GAV-GE:D2, GAV-GE:F  
Examines cultural influences on child-rearing practices, family values, and human development.  
Perspectives from the social sciences will be used to critique and review theoretical and practical  
implications of oppression and privilege as they apply to families, schools, and communities, including  
historical and socio-cultural factors. The processes of socialization and identity development, and  
the importance of respectful, reciprocal relationships that support and empower families. Self-  
examination and reflection on issues related to social identity, stereotypes and bias, social and  
educational access, media and schooling. Also listed as PSYC 7. (C-ID: ECE 230) ADVISORY:  
Eligible for English 250 and English 260.

CD 8A  American Education in a Changing World  
Units: 3.0  Hours:  3.0 Lecture  
Transferable:  GAV-GE:F  
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.

CD 8B  Teaching Reading and Writing to Children  
Units: 3.0  Hours:  3.0 Lecture  
Transferable:  GAV-GE:F  
This course is designed to teach prospective teachers how a child learns to read and write  
successfully in school. Specific techniques will be taught. Students will be expected to work 24 hours  
with a child or children in order to practice their skills and techniques. This course has the option  
of a letter grade or pass/no pass. ADVISORY: Completion of English 250, English 260 or equivalent.

CD 8C  Introduction to Elementary Education  
Units: 3.0  Hours:  3.0 Lecture  
This course introduces students to the concepts and issues related to teaching diverse learners in  
today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as  
a profession and career, historical and philosophical foundations of the American education system,  
contemporary educational issues, California's content standards and frameworks, and teacher  
performance standards. In addition to class time, the course requires a minimum of 45 hours of  
structured fieldwork in public school elementary classrooms that represent California's diverse  
student population, and includes cooperation with at least one carefully selected and campus-  
approved certificated classroom teacher. (C-ID: EDUC 200) ADVISORY: English 1A