

**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 had 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.

**CHEMISTRY****CHEM 1A General Chemistry****Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B1, CSU-GE:B3, IGETC:5A, IGETC:5C, GAV-GE:B1, GAV-GE:B3

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. (C-ID: CHEM 110) (C-ID: CHEM 120S: Chem 1A + Chem 1B) ADVISORY: Eligible for English 250 and English 260. 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.

**CHEM 1B General Chemistry****Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B1, CSU-GE:B3, IGETC:5A, IGETC:5C, GAV-GE:B1, GAV-GE:B3

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. (C-ID: CHEM 120S: Chem 1A + Chem 1B) PREREQUISITE: Chemistry 1A with a grade of C or better.

**CHEM 12A Organic Chemistry****Units:** 5.0 **Hours:** 3.0 Lecture and 6.0 Laboratory**Transferable:** CSU-GE:B1, CSU-GE:B3, IGETC:5A, IGETC:5C, GAV-GE:B1, GAV-GE: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. (C-ID: CHEM 150, CHEM 160S) PREREQUISITE: Chemistry 1B

**CHEM 12B Organic Chemistry****Units:** 5.0 **Hours:** 3.0 Lecture and 6.0 Laboratory**Transferable:** CSU-GE:B1, CSU-GE:B3, IGETC:5A, IGETC:5C, GAV-GE:B1, GAV-GE: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. (C-ID: CHEM 160S) PREREQUISITE: Chemistry 12A

**CHEM 30A Elementary Chemistry****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B1, CSU-GE:B3, IGETC:5A, IGETC:5C, GAV-GE:B1, GAV-GE:B3

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 introduction to organic chemistry. PREREQUISITE: Mathematics 430; eligible for English 250 and English 260.

All courses listed here are part of Gavilan College's approved curriculum. All courses are not offered every semester. Check the Class Schedule for current offerings.

**CHEM 30B Elementary Organic and Biochemistry****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B1, CSU-GE:B3, IGETC:5A, IGETC:5C, GAV-GE:B1, GAV-GE:B3

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.

**CHILD DEVELOPMENT****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**Transferable:** CSU-GE:D, IGETC:4I, GAV-GE:D2, GAV-GE:E2

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**Transferable:** CSU-GE:D, IGETC:4I, GAV-GE:D2, GAV-GE:E2

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