

GAVILAN COLLEGE



Catalog Fall 2013 – Summer 2015





GAVILAN COLLEGE CATALOG FALL 2013–SPRING 2015

Associate in Arts for Transfer

Art History
Communication Studies
Journalism
Kinesiology
Music
Studio Arts
Theatre Arts

Associate in Arts

Administration of Justice
Art
Business
Carpentry Apprenticeship
Child Development
Communication Studies
Digital Media
Drywall/Lathing Apprenticeship
Kinesiology
Liberal Arts
Music
Social Science
Spanish
Studio Arts
Theatre Arts
Water Resources Management

Associate in Science for Transfer

Administration of Justice
Mathematics

Associate in Science

Aviation Maintenance Technology
Biological Science
Business: Computer Applications
Business: Economics Option
Computer Graphics & Design
Computer Science & Information Systems
Cosmetology
Health Science
Mathematics
Nursing (RN)
Physical Science & Engineering



5055 Santa Teresa Blvd., Gilroy, CA 95020

Visit the Gavilan College website to view the current catalog www.gavilan.edu/catalog.

Please call Gavilan College Outreach at 408-846-4993 to schedule a visit or campus tour.





College of Choice

Thank you for choosing Gavilan College! Here you will find a college community that is dedicated to your success. Our graduates tell us that Gavilan College is a place where they found a close-knit community, personalized attention and a sense of belonging that they still cherish. From faculty to the student services staff, you will have the opportunity to interact with educators who love being a part of the Gavilan College family.



While you are here, get involved in the many activities and resources Gavilan College has to offer, such as the Student Success Center, clubs, college governance, athletics, the arts, or the Writing Center. There are many ways to meet people, get involved in new things, and expand your horizons.

You may encounter challenges in attaining your goals. Most students do! Whether these challenges are personal, financial, or academic, know that you are not alone and that there are support services at the college to help.

Whether your goal is university transfer, an associate degree, or a certificate, I wish you much success.

Welcome to Gavilan College!

Dr. Steven M. Kinsella, DBA, CPA

Superintendent-President

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The official catalog of Gavilan College is on the internet. This printed version is for your convenience. Changes made since this publication was printed can be found at www.gavilan.edu/catalog.

The Gavilan College Catalog and Schedule of Classes is available in alternate media formats. Contact the Disability Resource Center at 408-848-4865 or the Office of the Vice President of Student Services at 408-848-4738.

El Catálogo y el Horario de Clases de Gavilán College está disponible en formato de medios alternos. Por favor de contactar El Centro de Recursos para Discapacitados en 408-848-4865 o la Oficina del Vicepresidente de Servicios de Estudiante en 408-848-4738.

DIRECTORY

To contact personnel listed below by email, in most cases (but not all) type the first initial of the first name, followed by the last name@gavilan.edu (e.g., contact Debra Amaro at damaro@gavilan.edu)

MAIN CAMPUS - GILROY

5055 Santa Teresa Blvd., Gilroy, CA 95020. 408-848-4800
When calling from Hollister (toll free). 831-637-1158
Evening Office (SC112). 408-848-4276

HOLLISTER - BRIGGS BUILDING

365 Fourth St., Hollister, CA 95023. 831-636-3783

MORGAN HILL - COMMUNITY CENTER

17060 Monterey Rd., Morgan Hill, CA 95037 408-782-2873

Security

EMERGENCY/CAMPUS SECURITY:

From college phone:

- First: Dial '911' (On campus, dial '8' first)
 - Second: Dial '10' for campus emergency support
- From cell phone 408-710-7490

NON EMERGENCY:

Security Office (SF) 408-848-4703

Associate Dean, Community Development and Grants

Management, Rachel Perez 408-848-4847
Noncredit Instruction, Special Projects

Associate Dean, Disability Resource Center, Fran Lopez

. 408-848-4871
Adapted Physical Education, CareerPrep, Classes and Services, Counseling, High Tech Center, HOPE - Vocational Training for Adults with Intellectual Disabilities, Learning Skills Program, WorkAbility III

Associate Dean, EOPS/CalWORKs, Anne Ratto 408-848-4772

Contract and Community Education, 408-852-2804

Director, Admissions and Records, Candice Whitney

. 408-848-4754
Admissions, Enrollment Verification, Grades, International Students, Registration, Residency Determination and Transcripts, Tuition and Fee Payment

Director, Child Development Center, Susan Alonzo. . . 408-848-4814

Director, Facility Services, Jeff Gopp. 408-848-4705

Facilities, Grounds, Maintenance, Custodial

Director, Financial Aid, Veronica Martinez 408-848-4725

Financial Assistance, Funding for Future Education, Recruitment, Assist Students and Provide Connection to Resources

Director, Management Information Systems, Mimi Arvizu

. 408-848-4840
Information Systems, Phone and Web Registration, State Reporting, Technology Planning and Support, and Website

Director, Public Information, Jan Bernstein Chargin . 408-848-4724

Director, Institutional Research, Randy Brown 408-848-4852

Director, Security & Support Services, Ana Hipol . . . 408-848-4720

Facilities Use Scheduling, Mail, Parking, Reprographics, Security, Switchboard/Information Center, Warehouse and Receiving

Director, TRIO 408-846-4981

Director, CalWORKs, Susan Sweeney 408-848-4813

Director, MESA, Eduardo Cervantes. 408-846-4968

Site Director, Hollister, Judy Rodriguez 831-636-3783

365 Fourth St., Hollister, CA 95023

Site Director, Morgan Hill, Lorraine Welk 408-782-2873

17060 Monterey Rd., Morgan Hill, CA 95037

Administration

Superintendent/President. 408-848-4711

Dr. Steven M. Kinsella 408-848-4712

Gavilan College Educational Foundation, Institutional Research, Physical Education/Athletics, Public Information Office, Human Resources

Executive Vice President, Chief Instructional Officer. . 408-848-4761

Dr. Kathleen Rose 408-848-4760

Accreditation, Career Technical Education, Community Development & Grants Management, Community Education, Curriculum, Certificates, Degrees, Institutional Effectiveness, Class Schedule Development, Faculty Professional Development, Liberal Arts & Sciences

Vice President of Student Services 408-848-4738

John Pruitt 408-848-4732

Admissions & Records, Articulation, Assessment, Basic Skills, Career/Transfer Resource Center, Counseling/Guidance Courses, Disability Resource Center, Extended Opportunity Programs & Services, Enrollment Management, Financial Aid, Health Services, Hollister and Morgan Hill Sites, Matriculation, Outreach & Recruitment, Puente, Retention, Schedule/Catalog Production, Student Activities, Student Discipline, Student Government, TRIO

Senior Director, Administrative Services 408-848-4731

Terry Newman 408-848-4715

Risk Management, Facility Construction, Health and Safety, and Internal/External Contract Management, Facilities' Services, MIS and Security & Support Services

Chief Financial Officer, Susan Cheu 408-848-4739

Accounting, Accounts Payable, Budget Development, Cashier, Payroll, Purchasing/Contract Support

Chief Human Resources Officer, Eric Ramones . 408-848-4753

Benefits Administration, Compensation, Recruitment, Workers' Compensation and Employee Relations

Dean, Career Technical Education

Sherrean Carr 408-847-4757

Administration of Justice, Allied Health (Registered Nursing, Certified Nurse Assistant, Health Education, Home Health Aid, Clinical Medical Assisting), Apprenticeships, Aviation, Business (Accounting, Business - General, Business Office Technology, Computer Science and Information Systems, Economics), Child Development and Educational Studies, Child Development Center, Computer Graphics and Design, Computer Labs, Computer Place, Cooperative Work Experience (CWE), Cosmetology, Digital Media, Mass Communications and Television, Media Services, Regional Occupational Programs (ROP), Tech Prep, Tutoring Services, Water Resources Management

Dean, Liberal Arts & Sciences

Fran Lozano 408-848-4702

Basic Skills, Computer Labs, Fine Arts, English, English as a Second Language (ESL), GavTV, Library, Media Services, Math-Engineering-Science Achievement (MESA), Natural Sciences, Online Course Development/Distance Learning, Puente, Social Sciences, Student Success Center, Teaching and Learning Center, Television Services

Dean, Kinesiology and Athletics, Ron Hannon . 408-848-4895

Intercollegiate Athletics, Kinesiology (Academic), Kinesiology (Activities)

Board of Trustees

Tom Breen, Esq., San Benito County
B.S., J.D., Santa Clara University

Kent Child, San Benito County
A.A., College of San Mateo; B.A., M.A., San Jose State University

Jonathan Brusco, Morgan Hill
B.S., Jacksonville University, M.S., National University

Mark Dover, Gilroy
B.S., M.A., San Jose State University

Walt Glines, Gilroy

Laura Perry, Esq., Morgan Hill
A.A., Gavilan College, B.S., San Jose State University; J.D., Santa Clara University

Tony Ruiz, San Benito County
A.A., Gavilan College; B.S., M.A., Fresno State University

Student Trustee

Contact Board members through the Office of the President:
408-848-4711



Direct Phone Numbers

Admissions and Records Office (SC111)	408-848-4735
..... or	408-846-4954
Allied Health (HOB)	408-848-4883
Assessment Office (MP 100)	408-846-4992
ASB - Student Body Office (SC 158)	408-848-4777
Student Activities Director (SC 161)	408-852-2849
ASB Advisor	408-846-4972
Aviation Program (MP 129)	408-852-2861
Basic Skills Department (PB 11)	408-852-2866
Bookstore (SC)	408-848-4742
Business Skills Center (BU 110)	408-848-4786
CalWORKs (LI 101A)	408-848-4813
CARE - Cooperative Agencies Resources for Education (LI101A) 408-848-4790	
Career/Transfer Resource Center (PB 11)	408-848-4818
Child Development Center (CD)	408-848-4815
Clubs and Activities (SC 161)	408-846-4777
Community Education (CE 500)	408-852-2801
Computer Place (LI 168/LI 171)	408-848-4729
Contract Education (CE 500)	408-852-2801
Cooperative Work Experience (LI 101A)	408-848-4813
Cosmetology (appointment line) (COS)	408-842-5055
Counseling Secretary (SC 113)	408-848-4723
Dean, Career Technical Education (BU)	408-848-4719
Dean, Liberal Arts and Sciences (SS)	408-848-4701
Dean, Kinesiology and Athletics (GYM)	408-848-4876
Disability Resource Center (LI 117)	408-848-4865
TTY for the Deaf and Hard of Hearing	408-846-4924
Discrimination/Harassment Complaints (HR)	408-848-4715
Distance Education Coordinator (LI)	408-848-4885
ESL Computer Lab (BU 119)	408-848-4856
Extended Opportunities Programs and Services (EOPS)	408-848-4740

Evening Office	408-852-2814
Financial Aid (SC 124)	408-848-4727
Foundation/Fund Raising	408-848-4715
Gilroy Early College Academy (PB 17)	408-846-4909
Golf Course (south end of campus)	408-846-4920
Health Services (SC 118)	408-848-4791
Hollister Satellite Site	831-636-3783
Human Resources (HR)	408-848-4753
International Students (SC 110)	408-848-4754
Library (LI)	408-848-4810
Reference Desk	408-848-4806
Maintenance, Grounds, Facilities (SF)	408-846-4975
Math Lab (MA 101)	408-846-4959
Math Science Engineering Achievement (MESA)	408-848-4887
Mediation (SC 113)	408-848-4723
Morgan Hill Community Satellite Site	408-782-2873
Noncredit Program (PB 2)	408-852-2824
Outreach and Recruitment (tours) (PB 11)	408-846-4993
Public Information Office (PB 2)	408-848-4724
Puente Project (SC 105)	408-848-4807
The Gavilan Press (HU 106)	408-848-4837
Research (PS 104)	408-848-4852
ROP, Campus Specialist (BU 124)	408-848-4816
S. Bay Regional Public Safety Training Consortium	408-270-6458
Student Activities Office	408-852-2849
Student Success Center (PB 11)	408-848-4885
Theater Arts Box Office (TH 111)	408-846-4973
Transfer Institute (SC 113)	408-848-4723
TRIO Support Services (LI 109)	408-846-4981
Tutoring Center (LI 116)	408-848-4838
Veteran's Services (SC 124)	408-848-4734
Writing Center (LI 120)	408-848-4811

ABOUT GAVILAN COLLEGE

PRINCIPLES OF COMMUNITY

As members of the Gavilan College community, we value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. We strive to maintain these ideals in an environment of inclusiveness and mutual respect.

The Principles of Community provide the foundation which creates this environment. The expectation is that we maintain the highest ethical standards in order to establish an atmosphere of civility, honesty, cooperation, professionalism and fairness.

Gavilan College aspires to be:

Diverse We embrace and celebrate diversity in all its forms (the heritage, achievements, uniqueness, and contributions of all our members) and seek to uphold an inclusive, open and enlightened community.

Open We believe free exchange of ideas requires mutual respect, trust and consideration for our differences.

Purposeful We are a community that maintains a shared commitment to service to society and advancement of knowledge through innovative teaching and learning.

Just We are committed to respect for individual dignity and equitable access to resources, recognition and security.

These Principles of Community, reflected in Board Policy 2715, guide the institution's actions. They provide guidelines to follow and are to be considered a living document. Adherence to the Principles of Community is the professional responsibility of all staff. Behavior that is in conflict with the principles will be subject to administrative review. Ultimately, Gavilan College is dedicated to fulfilling its mission with compassion, caring and understanding, while respecting all individuals.



Mission

Gavilan College cultivates learning and personal growth in students of all backgrounds and abilities through innovative practices in both traditional and emerging learning environments; transfer pathways, career and technical education, developmental education, and support services prepare students for success in a dynamic and multicultural world.

Visionary Educational Values and Goals

Values

- ▶ An imaginative and nurturing community of learners, fostered through rigorous scholarship, creativity, and personal and professional development.
- ▶ A college environment and social climate characterized by inclusiveness and mutual respect for all of our students, staff and community.
- ▶ Excellence in and promotion of comprehensive programs, services and activities.
- ▶ Partnerships that support the educational, economic and social development of the college and the communities we serve.

Goals

- ▶ To be known for educational excellence.
- ▶ To increase accessibility.
- ▶ To lead in the application of appropriate educational technology.
- ▶ To demonstrate involved and responsive community leadership.
- ▶ To encourage innovative instruction.
- ▶ To promote a harmonious learning and working environment.

Philosophy

Gavilan College is committed to educational excellence. The college aspires to be an exemplary, student-centered community college through leadership, planning, and a commitment to ongoing improvement. Its services and programs are designed to instill the values of critical thinking, life-long learning, cultural understanding, and community service. Gavilan's quality of service to students is closely bound to the quality of the college staff.

Gavilan College strives to accomplish its mission with creativity and innovation and with a proactive, accessible and sensitive presence in the diverse communities it serves. The college is dedicated to fulfill its mission with compassion, caring and understanding and holds, in high regard, the respect and worth of all individuals.

Purpose

Gavilan College offers a wide range of services, including programs of community education, study in the liberal arts and sciences, and study in the pre-professional, business, vocational, and technical fields. To support student success, we offer services that strengthen and augment the learning environment. Courses and programs of study are offered days, evenings, weekends, and online. All offerings are designed to assist students in meeting their educational and life goals.

Background

Gavilan College's course of studies includes a lower division program that prepares students for transfer to a four-year college or university. Gavilan College also offers a variety of one-and two-year technical and occupational and pre-professional courses of study that lead to employment. Over 100 options for Associates Degrees and Certificates are offered.

The curriculum is designed to meet the needs of a diverse student body that includes recent high school graduates seeking to transfer to universities, students returning for skills or career credentials, and students needing English language and basic skills acquisition.

Currently, more than 6,000 day, evening and online students are enrolled at Gavilan College, and approximately 800 degrees and certificates are awarded annually. The communities served by Gavilan College have experienced rapid growth in recent years, which has brought both economic and structural change to the region. The District is divided into distinct sub-regions. The northern region (South San Jose and Morgan Hill) is more technical and industrial, and demographically higher income. The southern part of the district, in San Benito County, is largely agricultural. Unemployment is high and social services are constrained by ongoing budget problems. The center of the district, Gilroy, has seen rapid growth in residential construction and a booming retail economy providing large numbers of service jobs. The high price of real estate in the Silicon Valley is

also having an impact on the District. As families have looked southward for affordable housing while remaining employed in Santa Clara County, large numbers of district residents commute long distances for work.

A seven-member Board of Trustees governs the Gavilan Joint Community College District. Voters within the district elect each Trustee for a four-year term. Board meetings are held monthly and are open to the public. The administrative structure of the college operates under the direction and oversight of the college president, who oversees vice presidents that carry responsibility for administrative, instructional and student services. Deans and directors provide direct oversight for the tasks related to college operations.

Every aspect of the 150-acre Gavilan College campus has been planned to emphasize the student-centered philosophy adopted by the Board of Trustees and the college staff. The main campus is located south of Gilroy against the hills that form the western boundary of the Santa Clara Valley. Buildings have been designed to complement the natural environment, and constructed to serve the needs and interests of college students and are equipped with the most recently developed aids to enhance teaching and learning.

Many live oaks native to the area have been preserved, and a series of ponds and waterfalls has been developed to emphasize a pleasant, tranquil setting. An arboretum includes placards identifying many of the tree species on campus.

Off-Campus Sites

Gavilan College has off-campus satellite instructional sites at the Briggs building in Hollister and at the Morgan Hill Community Center. In addition selected credit classes are offered at local high schools, and non-credit classes are offered at senior centers and other community locations.

Accreditation

Gavilan College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (WASC), which is listed by the United States Commissioner of Education as a nationally recognized accrediting agency. The college program is approved for veterans' training. Students who attend Gavilan College can receive full credit in major colleges and universities throughout the United States for appropriate courses completed with a grade of "C" or better.

Contact: ACCJC, Western Association, 10 Commercial Blvd., Ste 204, Novato, CA 94949. 415-506-0234, accjc@accjc.org

POLICIES AND PROCEDURES

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AIDS/HIV

Children on Campus

Computer Use

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Sexual Assault

Smoke-Free Buildings

Transcripts

Vocational English Skills

Withholding Records for Non-Payment of Financial Obligations

Authority of Instructors

Academic Honesty

Standards of Student Conduct

Student Discipline Procedures

Students' Problem Resolution Process

Complaint Process Notice

A Student Rights, Responsibilities and Academic Standards Handbook provides a quick reference to many student policies and procedures. It is available at the office of the Vice President of Student Services, the Counseling Secretary's Office, the Morgan Hill and Hollister satellite locations and on the web at www.gavilan.edu/handbook/

Policies and procedures are subject to Board review and may change without notice. Students are invited to review current policies and procedures by visiting the Gavilan College website at www.gavilan.edu.

Revision of Administrative Regulations

Any regulation issued by the administration of the college has the same force as those printed in the catalog and shall supersede, after notice has been given, any ruling on the same subject which may appear in the printed catalog or other official bulletins of the college.

AIDS/HIV

The Gavilan Joint Community College District is committed to providing a safe as well as fair, sensitive and nondiscriminatory environment that is in compliance with Federal, State and local restrictions. The Gavilan Joint Community College District treats all employees and students equally without regard to their HIV-antibody status or the presence of AIDS disease. An individual with AIDS, or who tests positive for the HIV antibody, will not be denied employment or enrollment for instruction in the district as long as he/she is able to perform in accordance with the respective standards of each position. The District will not deny a person who has AIDS, or tests positive for the HIV antibody, any benefits to which he/she is eligible. Persons with AIDS, or who are perceived to have such conditions, are considered protected under state and federal law and shall be provided with accommodations necessary to meet their disability-related needs. A student with AIDS may be served through state-funded Disability Resource Center if the condition imposes functional limitations that impede access to the educational process. The medical records of a student are confidential and such information may not be related without the written consent of the individual, except as provided by law.

There is no medical necessity to advise co-workers or students of the presence of a person with AIDS or a positive HIV-antibody test. Persons with AIDS or a positive HIV-antibody test result shall not be denied equal access to student unions, cultural or athletic events, dining areas, gymnasium, swimming pools, recreation facilities, or other common areas. Persons with AIDS or a positive HIV-antibody test result shall be given referrals to appropriate medical care and counseling.

The Gavilan College Child Development Center shall follow guidelines developed by the Centers for Disease Control for education and care of children with AIDS or a positive HIV-antibody test result.

The Gavilan College Vice President of Student Services shall move quickly and effectively to deal with any incident of harassment or psychological or physical abuse inflicted on students or employees who may have or are suspected to have AIDS or a positive HIV-antibody test. The coordinator of Student Health Services will serve as a spokesperson to answer questions about its AIDS policies and will be prepared to address the social questions, civil rights issues, and public health considerations. (Personnel, Section 3.03)

Children on Campus *Reference: AP 6800*

Gavilan College welcomes children to our campus when they are enrolled in course offerings or are accompanied by a parent, legal guardian, or adult caregiver and under appropriate supervision. Our facilities are open to the public, a situation which might present risks to children. It is the College's goal to maintain a safe and welcoming environment for both children and adults, according to the following guidelines:

- A child not yet in high school must be under the supervision of an adult who assumes responsibility for him or her unless the child is officially enrolled/participating in a Gavilan course or program.
- Except in situations where young people are officially enrolled/participating, parents, guardians and adult caregivers are responsible for being with children at all times and must monitor all activities and behavior of their children while on campus.
- Any child found unattended will be reported to the Gavilan Security Office and/or the Sheriff's Department.
- Adult students and employees should plan for childcare as children are not intended to be a part of the classroom learning environment or workplace at Gavilan College.

Computer Use *Reference: BP 3720*

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The President of the College shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

Copyrighted Materials *Reference: AP 3720*

Gavilan College students are prohibited from using the College's computers and information network to illegally download or share music, video and all other copyrighted intellectual property. Gavilan College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material.

Illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and Board Policy as contained in the Standards of Student Conduct and may subject a student to academic and/or disciplinary sanctions from the college as well as criminal and civil penalties, including a lawsuit by the Recording Industry Association of America (RIAA).

Disability Resources

SERVICES FOR STUDENTS WITH DISABILITIES

The Disability Resource Center (DRC) provides services and classes that equalize educational opportunities for students with disabilities as they move toward their educational or vocational goals.

Students requiring academic or physical accommodations because of visual, physical, learning and/or other verified disabilities should contact the DRC at 408-848-4865.

Services include note taking, academic, career and vocational counseling, referral services, learning skills evaluation, vocational classes, specialized instruction, registration assistance, mobility assistance, vocational preparation and job placement, test taking facilitation, sign language interpreting, real-time captioning, job support, alternate media services, and assistive computer technology and training.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

If you have a verified disability and need academic materials in an alternate format or other services, contact the Disability Resource Center at 408-848-4865 or the Vice President of Student Services for assistance.

Discrimination

NON-DISCRIMINATION

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

PROHIBITION OF HARASSMENT AND HATE CRIMES

Reference: Education Code sections 212.5; 66252; 66281.5

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment and hate crimes, including those which are based on any of the following statuses; race, color, religion, ancestry, national origin, disability, sex (i.e., gender), sexual orientation, gender identity, gender expression and nationality, or the perception that a person has one or more of the foregoing characteristics.

TITLE VI, TITLE IX AND AMERICANS WITH DISABILITIES ACT/ SECTION 504/508

To file complaints in the following areas of civil rights complaints (Title VI), Gender equity, sex discrimination/harassment (Title IX), Persons with disabilities discrimination (ADA/Section 504/508) please contact the Equal Opportunity Officer, Eric Ramones, HR103 (408-848-4753).

Drug Free Schools and Campuses Act

District Policy AP 3550 prohibits “the use, distribution, sale or possession of alcohol, narcotics, dangerous or illegal drugs or other controlled substances, as defined in California statutes, on District property or at any function sponsored by the District or college.” Gavilan College complies with the Drug-Free Schools and Campuses Act of 1989 and the Drug-Free Workplace Act of 1988.

The college recognizes the legal drinking age of 21 years and enforces all state laws regulating the use of alcoholic beverages. All members of the campus community are subject to disciplinary action and/or criminal prosecution for the on-campus possession, use, sale or distribution (by either sale or gift) of any quantity of inappropriate prescription drugs, or controlled substances as defined by the State of California Health and Safety Code. Students found to be in violation of this policy may be subject to the Standards of Student Conduct and Discipline Procedures. Any District employee who violates these laws is subject to prosecution by civil authorities and disciplinary action by the District.

Family Educational Rights and Privacy

Gavilan College is in compliance with the Federal Education Rights and Privacy Act of 1974 as amended (sometimes called the Buckley Amendment) and California Title V regulations (SB 182). The following is in effect:

1. Official academic, discipline, and other necessary records are maintained on all students who have applied to attend Gavilan College.
2. Official records are maintained by and in the Admissions and Records Office.
3. Official records will be released only on written request or written permission of the student and upon payment of any and all fees and charges due the college, except as provided by law.
4. The following directory information may be released by Gavilan College without written consent of the student:
 - a. name of student
 - b. dates of enrollment/attendance at Gavilan College
 - c. date of graduation and degree or certificate awarded.

The release of any further information will require written permission of the student, except as provided by law. Students may notify the Admissions and Records Office in writing within the first week of each term that such information indicated in (a), (b), and (c) above is not to be designated as directory information with respect to that student.

5. Students have the right to review their own records. Challenges to these records are required in writing to the Vice President of Student Services. Challenges will be acted upon by the Vice President, and action will be filed with the student's records, but not released with said records. In the case of disagreement, the Students' Problem Resolution Process of the college will be followed.

Copies of the complete Federal and State Regulations and the Students' Problem Resolution Process are available through the Admissions and Records Office and may be reviewed by students by appointment with the Vice President of Student Services or Director of Admissions and Records. The Students' Problem Resolution Process is available in the appendix of this catalog, online and in the Student Rights, Responsibilities and Academic Standards booklet available through the office of the Vice President of Student Services.

Open Enrollment *Reference: Title V, sections 58106, 58108*

Unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets all prerequisites. Class enrollment is limited by size of facility and program content. Gavilan College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Parking

Both daily and semester parking permits are available. Daily parking permits may be purchased from machines located near campus entrances. Semester permits are purchased online. No parking fees are charged at the Morgan Hill or Hollister sites.

Student parking is permitted on campus in designated areas only. Traffic rules and regulations are available from the Gavilan College Security Department. Parking regulations are strictly enforced and tickets are issued for violations. The California Vehicle Code applies to all vehicles on campus and is enforced by local law enforcement and campus security.

Photography, Video and Audio Recordings

Audio, video, and photographic recording of classes or meetings may only be done with the consent of faculty or staff responsible for the classes or meetings.

Posting Policy *Reference: AP 5550*

Students are provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Office of the Vice President of Student Services, or designee. Materials displayed shall be removed after the passage of ten (10) days.

Sexual Assault

Sexual assault is a crime regardless of when or where it occurs, or what the relationship is between the attacker and the victim. Gavilan

College is committed to providing a safe environment for students and staff. Reports of sexual misconduct will be thoroughly investigated and the victim informed of the outcome. If you, or someone you know, has been the victim of sexual assault, notify Campus Security at 408-710-7490. Confidential counseling is available on campus through Counseling at 408-848-4723 or Student Health Services at 408-848-4791. Off campus confidential counseling is available at Community Solutions: 408-683-4118; 24-hour crisis line: 1-877-363-7238.

Smoke-Free Campus *Reference: BP 6500, AP 3570*

Smoking is permitted only in designated areas in parking lots (see maps posted on campus). Smoking is prohibited on the campus and inside all buildings. Smoking is also prohibited in all college-owned vehicles. Tobacco products shall not be sold on campus either through vending machines or campus establishments. Implementation of the campus smoke-free environment policy will be the responsibility of every student, faculty member, staff person and visitor on campus.

Transcripts

Transcripts of a student's permanent academic record are released only with written authorization of the student. Telephone and email requests are not accepted. The first two copies are free. Additional copies may be ordered for a fee. Transcripts are purchased online.

Vocational English Skills

Limited English language skills will not be a barrier to admission to and participation in vocational education programs.

Withholding Records for Non-Payment of Financial Obligations

Gavilan College may withhold grades, transcripts, diplomas, registration privileges, or any combination thereof, from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the college (e.g., returned checks, book loan payments, outstanding library books, etc.). Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

Authority of Instructors

Gavilan College instructors have full authority in their classrooms. Every student is expected to attend classes and to satisfy the instructor that the work of the course is being performed in a systematic manner.

Students whose classroom behavior is inappropriate may be removed from the class for the day of the removal and the next class meeting (See Student Discipline Procedures). Any student who re-

fuses to leave a classroom when requested to do so by the instructor or an administrator of the college is subject to disciplinary action.

Students who feel that an instructor's authority has been misused may seek due process by initiating the Student's Problem Resolution Process.

Academic Honesty

Reference: Education Code Section 66300, AP5500

Academic honesty depends upon the integrity of the students and faculty. The College itself is defrauded if faculty and/or students knowingly or unwittingly allow dishonest acts to be rewarded academically. It is the faculty's responsibility to make every reasonable effort to foster honest academic conduct. If the faculty member believes that there is evidence of academic dishonesty on the part of a student it is the faculty member's responsibility to take appropriate action in accordance with these procedures.

Students at Gavilan College have the right to know what constitutes academic honesty at the college and in each course in which they are enrolled.

- Faculty members will apprise their classes of the ethical standards required in their courses and the permissible procedures in class work and examinations.
- A statement referring to this policy as a reference for the class will be presented in the course outline and/or on the individual examinations.
- Students will be informed of the consequences of violating these standards, their rights of appeal, and the procedures to be followed in the appeal.

ACADEMIC HONESTY PROCEDURES *Reference: BP 5500*

The purpose of this procedure is to expand, clarify, and set forth clear levels of authority and disciplinary protocols in response to violations of the Standards of Student Conduct, specifically as it relates to academic honesty. These procedures guarantee the student or students involved the due process rights extended to them by state and federal constitutional protections. The procedures will be used in a fair and equitable manner, and not for purposes of retaliation.

Definition of Academic Dishonesty: The act of deliberately exhibiting a set of unacceptable behaviors that defy ethical and scholarship standards. Examples include but are not limited to:

- Purposely allowing a student to copy from another student during a test.
- Giving homework, term paper or other academic work to another student to plagiarize.
- Having one person's work submitted in another's name.
- Lying to an instructor or college official to improve a grade.
- Altering graded work after it has been returned, then submitting for re-grading (without knowledge of the instructor).

- Removing test(s) from the classroom or any other place without instructor's approval.
- Stealing tests or keys to tests.
- Forging signatures on drop/add slips or other college documents.

Definition of Cheating: The act of obtaining or attempting to obtain credit for academic work through any dishonest, deceptive, or fraudulent means. Examples include, but are not limited to:

- Copying, in part or in whole, from another's test or other evaluation instrument or obtaining answers from another person during a test without the instructor's approval.
- Submitting work previously presented in another course, if contrary to the written rules of the course.
- Using or consulting, during an examination, sources or materials not specifically authorized by the instructor.
- Intentionally altering, changing, misusing documents or records. Knowingly furnishing false information or generally interfering with grading procedures or instruction of a class.
- Any other act committed by student(s) in the course of academic work, which defrauds or misrepresents, including aiding or abetting, in any of the actions defined above.

Definition of Plagiarism: The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work without giving appropriate credit, and representing the product as one's own work. An example can include, but is not limited to:

- Representing another's artistic/scholarly works such as musical compositions, writings, computer programs, photographs, paintings, drawings, scriptures, or similar works as one's own.

REPORTING PROCEDURES

When a Gavilan College faculty member, responsible for a course, has reason to believe, and has evidence to substantiate, that the behavior of a student or students falls within one or both of the above sets of definitions, it is an instructor's responsibility to take the following steps:

1. Arrange an office conference with the student and at that time advise the student of the allegations and make him or her aware of the supporting evidence and the probable consequences. Any classroom confrontation should be as discreet as possible. If, as a result of this meeting, the instructor believes that the student's response is insufficient to offset the charge of academic dishonesty to the extent that the student may be excused, the instructor will inform the student of the sanctions to be recommended or assessed in accordance with this policy.
2. At the discretion of the instructor, a written report of the infraction and the sanction taken may be submitted to the Vice

President of Instruction with a copy to the appropriate area Dean.

3. When a student, who has been informed of an impending conference to discuss the alleged dishonesty, fails to attend, or when the apparent dishonesty is detected near the end of the semester and the instructor makes a good faith effort to contact the student but is unable to do so, the instructor may impose the recommended sanctions and file a written report to the area Dean and Chief Instruction Officer without a conference. In either case, the student's right to appeal is preserved.

SANCTIONS

There shall be two major classifications of sanctions that may be imposed for Academic Honesty violations: Academic and Administrative. The imposition of one variety of sanction (Academic or Administrative) will not preclude the addition of the other.

- Academic sanctions will be defined as those actions related to coursework and grades. Faculty are responsible for the type of academic sanction to be applied to students involved in incidents of cheating or plagiarism. Usually a form of "grade modification" will be employed.
- Administrative sanctions concern a student's status on campus and are acted on by the Vice President of Instruction.

Faculty Discretion: Cases involving the careless or inept handling of quoted material but falls short of the definitions of the acts of cheating and/or plagiarism as defined in this policy, may be dealt with at the discretion of the faculty member concerned.

Academic Sanctions: Before sanctions can be employed, the faculty member must have verified the instance(s) of academic dishonesty by personal observation and/or documentation. In all cases the violation should be reported to the area Dean. A student may be:

1. Reprimanded orally. A student may be referred for counseling but cannot be required to seek counseling.
2. Failed in the evaluation instrument (paper or exam).
3. Reduced course grade reflecting the failed instrument.
4. Referred for administrative sanctions. A faculty member may choose to refer a student to the Vice President of Instruction for disciplinary action in lieu of any academic sanction or in addition to the academic action the faculty member has taken.

Administrative Sanctions: As stipulated in the California Administrative Code, Sanction 41301, cheating or plagiarism in connection with an academic program at a campus may warrant expulsion, suspension, probation or a lesser sanction. Administrative action involving academic dishonesty at Gavilan is the responsibility of the Vice President of Instruction according to the Standards

of Student Conduct (Student Discipline Procedures, AP5520). The Vice President of Instruction will notify faculty members involved when action has been taken.

The Vice President of Instruction will respond to:

1. referrals from the faculty
2. flagrant violations of academic standards; and
3. repeat violations as brought to his/her attention by the faculty or through the student reports filed with the Vice President of Instruction.

PROTECTION OF RIGHTS

Nothing in this procedure is intended to deny students who come within its scope appropriate "due process". Students have the right to be informed of the charges, the nature of the evidence supporting the charges, and to have a meeting with the faculty member, Vice President of Instruction, or other decision-makers. Students have the right to appeal any decision resulting from such a meeting.

1. Academic sanctions may be appealed through the Vice President of Instruction in accordance with the Students' Problem Resolution Process.
2. Administrative sanctions resulting in disciplinary suspension or expulsion can be appealed through the Student Discipline Procedures. (Student Discipline Procedures, AP5520) (Education Code 66017).

Standards of Student Conduct

Reference: Education Code Section 66300 and BP 5500

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the President of the College.
3. The manufacture, possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact, verbal assaults such as teasing or name-calling, social isolation or manipulation, and cyber-bullying
11. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of college facilities.
16. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District sponsored or supervised functions.
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

(Reference: BP 5500 Standards of Conduct, Education Code Section 66300 and 66301, For additional information contact the Office of the Vice President of Student Services.

Student Discipline Procedures

Reference: Education Code Section 66300, 72122, 76030, AP5520

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct (BP5500). The procedure guarantees the student or students involved the due process rights extended to them by state and federal constitutional protections. The procedure will be used in a fair and equitable manner, and it is not extended to substitute for criminal or civil proceedings that may be initiated by other agencies.

In all disciplinary actions the student will be notified of the nature of the charges against him/her, that he/she is given a fair opportunity to refute them, and that the institution will not be arbitrary in its action.

DISCIPLINARY ACTIONS AND PROCEDURES

The type of sanction rendered for a violation of the Standards of Conduct shall be determined by the appropriate college officials or committee. Penalties are listed in the degree of severity, but not in chronological administration. They are:

1. Admonition: An oral statement to student offender who has violated college rules.
2. Warning: Notice to student, oral or in writing, that continuation or repetition of wrongful conduct may be cause for additional disciplinary action. Written warnings may be considered in the event of future violations.
3. Reprimand: Written statement of violation of a specified regulation including the possibility of more severe disciplinary action. Reprimands may be considered in the event of future violations.
4. Disciplinary Action: Exclusion from participation in privileges or extracurricular activities as set forth in the notice of disciplinary action.
5. Restitution: Reimbursement by the student for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
6. Removal from Class: [Education Code Section 76032] An instructor may remove a student from his/her class when the student has interfered with the instructional process. Duration will be for the day of the removal and the next class meeting.
 - a. Instructors must complete the Student Removal from Class form and submit the form to the area Dean.
 - b. The Dean shall arrange for a conference between the student and the instructor regarding the removal. If the

instructor or the student requests, the Dean shall attend the conference.

- c. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.
7. Summary Suspension: A summary suspension is for the purpose of investigation. It is the means of relieving the campus of tension due to serious misconduct, removing a threat for the well-being of students, or removing a student or students whose presence would prevent the continued normal conduct of the college community. Summary suspension is limited to that period of time necessary to ensure that the investigation is accomplished. This summary suspension shall not exceed ten (10) school days.
 8. Disciplinary Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for definite period of time. Conditions for readmission will be stated in the notice of suspension.
 - A short term suspension is exclusion from one or more classes for a period of up to ten (10) consecutive school days.
 - A long-term suspension is exclusion from one or more classes for the remainder of the school term, or from classes and activities of the college for one or more terms.
 9. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if permitted, shall be stated in the order of expulsion.

ADMINISTRATIVE CORRECTIVE MEASURES FOR MISCONDUCT

1. Immediate Interim Suspension [Education Code Section 66017]: The President of the College or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an immediate interim suspension has been ordered, the time limits contained in these procedures shall not apply. The right to a Disciplinary Appeal Hearing (when a long-term suspension or expulsion is recommended) will be afforded to the student within ten (10) school days of the disciplinary action.
2. Withdrawal of Consent to Remain on Campus. The Vice President of Student Services or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the Vice President of Student Services a written report must

be promptly made to the President of the College. The person from whom consent has been withdrawn may submit a written request for a Disciplinary Appeal Hearing within ten (10) school days of the withdrawal. The hearing will be conducted in accordance with the provisions of this procedure relating to Immediate Interim Suspensions. In no case shall consent to remain on campus be withdrawn for longer than twenty (20) school days from the date upon which consent was initially withdrawn. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. [Penal Code Section 626.4]

DISCIPLINARY APPEAL HEARING PROCEDURES

1. Request for Hearing. Within five (5) school days after receipt of the President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the President of the College or designee. Appeals are only heard for long-term suspensions and expulsions.
2. Schedule of Hearing. The formal hearing shall be held within five (5) school days after a formal request for hearing is received.
3. Composition of the Hearing Panel. The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student.
4. Selection of the Hearing Panel Members. The President of the College, the President of the Academic Senate, and the ASB President shall each, at the beginning of the academic year, establish a list of at least five (5) persons who will serve on student disciplinary hearing panels. The President of the College shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.
5. Hearing Panel Chair. The President of the College shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.
6. Conduct of the Hearing. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins. A college representative who shall be the Vice President of Student Services shall present the facts supporting the accusation.
 - a. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
 - b. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.
7. Representation. The student may represent him or herself, and may also have the right to be represented by a person of his or her choice. The student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five (5) school days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
8. Confidentiality. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) school days prior to the date of the hearing.
 - a. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
 - b. The hearing shall be recorded by the District either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask people present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
 - c. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.
9. Decision. Within ten (10) school days following the close of the hearing, the hearing panel shall prepare and send to the President of the College a written decision. The decision shall

include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

APPEAL PROCESS AFTER HEARING PANEL DECISION

Long-term suspension. Within ten (10) school days following receipt of the hearing panel's recommended decision, the President of the College shall render a final written decision. The President of the College may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President of the College modifies or rejects the hearing panel's decision, the President of the College shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the President of the College shall be final.

Expulsion. Within ten (10) school days following receipt of the hearing panel's recommended decision, the President of the College shall render a written recommended decision to the Board of Trustees. The President of the College may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President of the College modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The President of the College decision shall be forwarded to the Board of Trustees.

The Board of Trustees shall consider any recommendation from the President of the College for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

- The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)
- The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) school days prior to the meeting, of the date, time, and place of the Board's meeting.
- The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.
- Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the

public meeting in closed session.

- The Board may accept, modify or reject the findings, decisions and recommendations of the President of the College and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Students' Problem Resolution Process

Reference: AP5530

Conflict and miscommunication are, unfortunately, a fact of life. Choosing how we deal with difficult issues becomes a personal choice we all must make.

In the educational environment, there are also times when a student and a college employee (faculty/teacher/instructor, support staff, or administrator) may have a problem or issue which needs some clarification and resolution. Therefore, Gavilan College has a procedure to help students address problems and work on solutions that hopefully benefit all the people involved.

The following process for resolving issues is called THE STUDENTS' PROBLEM RESOLUTION PROCESS and applies to specific situations on campus.

There are also times when the students' attempt to resolve problems must follow laws determined by the Federal Office of Civil Rights. These situations include alleged discrimination or harassment around race/ethnicity, sexual harassment, disability, religion, gender, gender identity or expression, color, national origin and age. If you feel you have experienced discrimination based upon any of these actions, you must follow a separate procedure available from the Gavilan College affirmative action officer. Consult with the staff at the office of the Vice President of Administrative Services located in HR 101.

The areas covered by the STUDENTS' PROBLEM RESOLUTION PROCESS can include an issue with a grade (within Education Code 76224 limitations), poor communication or negative behavior between you and a staff member, etc. We encourage you to speak with a counselor for assistance in clarifying your issues and understanding the correct process to follow.

If your problem is with a faculty member, you need to be aware of the concept and rights surrounding "academic freedom."

ACADEMIC FREEDOM

It shall be the policy of the college to maintain and encourage full freedom for its faculty, to teach, research and pursue knowledge

subject to the applicable provisions of law.

In the exercise of this freedom the faculty member may, as provided in the U.S. and California Constitutions and other applicable laws, discuss his/her own subject or area of competence in the classroom, as well as any other relevant matters, including controversial matters, so long as she/he distinguishes between personal opinions and factual information.

Faculty shall be free from unlawful harassment or from unlawful interference or restrictions based on political views.

Faculty shall be free from any and all forms of electronic or other listening or recording devices, except with his/her express and non-continuing consent, except where allowed otherwise by law.

The Board shall not unlawfully inquire into, nor predicate any adverse action upon a faculty member's personal, political or organizational activities or preferences.

The Board shall not interfere with a faculty member's freedom of speech or use of materials in any teaching assignment, except as allowed by law.

The intent is to allow those activities protected by constitutional freedom of speech and other forms of academic freedom protected by the laws of the State of California and the laws of the United States. (From the Gavilan College Faculty Contract, Article VII, Academic Freedom.)

The college also recognizes and understands the hesitation you may feel when considering addressing a problem with an instructor. You may fear that your grade in the class may suffer, you may later need to take another course from this instructor, or that "nothing will change, so why bother?"

Because of these perceptions, you may sometimes think it is not worth trying to clear up a misunderstanding or resolve a conflict. We hope that you do try to resolve any problems, as unresolved issues take energy away from other aspects of your life.

The basic premise of any problem-solving is that you must discuss the problem with the person who is directly involved. Although this is sometimes difficult, it is the best way to resolve a problem.

This PROBLEM RESOLUTION PROCESS also requires this first step.

Preparation for your problem-solving session includes asking yourself the following:

1. What was the specific behavior with which I have a problem?
2. How did this behavior make me feel?
3. What specific actions do I want to see as part of a possible resolution?

Too frequently our emotional reactions to an incident cloud the actual behavior to which we are reacting. These common reactions can also prevent us from clearly stating what we would like to have happen as a resolution.

You can work on identifying the problem alone or work through it with a counselor, staff member or friend. This preliminary thinking should help you present your concerns in a clear and concise manner.

STEPS: STUDENTS' PROBLEM RESOLUTION PROCESS:

The purpose of this procedure is to provide a prompt and equitable means to address complaints as applied to and regarding academic, administrative, and instructional matters relating to students, and including, but are not limited to, any complaints dealing with any certificated, classified, or management employee of Gavilan College.

The areas covered by this procedure can include, but is not limited to poor communication, or negative behavior between the student and a college representative. Students with issues regarding grades must be aware of the Education Code Section 76224 (a) which govern grievances relating to course grades. The code states: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the students' grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final".

This procedure is not appropriate for situations regarding alleged discrimination or harassment around race/ethnicity, sexual harassment, disability, religion, gender, color, national origin, and age (please refer to AP 5530).

This procedure guarantees to the student or students involved the due process rights guaranteed to them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

STEP 1 Within ten (10) school days of an incident, a student must meet with the person with whom they have a problem. The student may bring another person of their choice (i.e., staff, friend, student) to the meeting. This person is not to speak for the student, but can provide support and quiet encouragement.

If the student is still dissatisfied, the student must notify the staff person that they will be taking the problem to the next step.

STEP 2 Within ten (10) school days of Step 1, the student must meet with the department chairperson or supervisor of the person with whom they have the problem. The department chairperson or supervisor can ask the student, the students' supporter, and the staff member to meet together, or meet separately with the student and the staff person with whom there a problem. The department chairperson/supervisor can meet with the student again to discuss the problem, review what occurred at the previous meeting (Step 1) and discuss the students' proposed resolution. The student may bring to the meeting the same person from the first meeting to act as a supporter.

If the student is still dissatisfied, the student will move to Step 3 of the process.

STEP 3 The student must meet with the dean of the related area within ten (10) school days of Step 2. This meeting will include the student, the department chairperson/supervisor, and the dean of the related area. During this meeting the outcomes of prior discussions will be reviewed and proposed resolutions discussed.

If the student is still dissatisfied, the student will move to Step 4 of the process.

STEP 4 Within ten (10) school days of Step 3, the student must meet with the Vice President of the area. During this meeting the outcomes of prior discussions will be reviewed and proposed resolutions discussed.

If the student is still dissatisfied, within five (5) school days, the student must notify the Vice President with whom they met in step 4, that a hearing committee review is requested to resolve the issue. This request will be forwarded to the Superintendent/President of the College who, within five (5) school days from receiving the request, will convene a hearing committee at a time to be determined by the college President.

STEP 5 Within five (5) school days after receiving a request, the Superintendent/President of the College will convene a committee to hear the issue.

This committee will be composed of:

- a) A student appointed by the ASB
- b) One faculty member from an unrelated discipline appointed by the Faculty Senate
- c) One faculty member appointed by the Counseling Department chairperson
- d) One member of the classified staff from an unrelated area appointed by the Professional Support Staff President
- e) One area Dean or vice president from an unrelated area appointed by the college Superintendent/President
- f) The department chairperson or supervisor from the area involved.

The Hearing Committee will conduct the hearing in private. They will call the student or related personnel if they think it will help resolve the problem. The committee will make recommendations for a win-win resolution and forward these recommendations to all the involved parties and the Superintendent/President of the College.

If either the student or the college staff member is not satisfied with the recommendations of the Hearing Committee, the next step in the process, an appeal, will follow. The student must request an appeal within five (5) school days after the Hearing Committee's recommendations were received by the student and the related college staff member. If not, the resolution process is closed and there is no appeal.

STEP 6 An appeal may be made to the college Superintendent/President.

This step requires that the student or the other staff member involved write a letter outlining the action taken so far and the hoped-for resolution. The College Superintendent/President will review this letter and the recommendations from the Hearing Committee. She/he will schedule and hold a private meeting with the student to discuss and, hopefully, resolve the problem.

If the student or the staff member does not feel satisfied with the President's resolution, a final step may be taken.

STEP 7 A written appeal may be made to the college's Board of Trustees.

The Board must respond in writing within thirty-five (35) school days of receiving the written appeal. This is the last step in the college's Problem Resolution Process. Decisions at this level are final.

Complaint Process Notice

Most complaints, grievances or disciplinary matters can be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). You are encouraged to work through the campus complaint process FIRST.

Issues that are not resolved at the campus level may be presented:

- to the Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process> if your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- to the CCC Chancellor's Office if your complaint does not concern CCC's compliance with academic program quality and accrediting standards by completing the web form at <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>.
- to the Chancellor's Office website at <http://www.cccco.edu/ChancellorsOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx> if your complaint involves unlawful discrimination.

Nothing in this disclosure should be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaints.

Admission Eligibility

Any high school graduate or individual with a GED or high school proficiency certificate may be admitted to Gavilan College.

NON-HIGH SCHOOL GRADUATES

A person 18 years of age or older who has not received a high school diploma may be admitted to the college to take courses for the purpose of general education or to enroll in specialized vocational programs. The student may prepare for transfer to a four-year institution without the high school diploma. All non-high school graduates should request special counseling from the Counseling Department.

High School Students' Concurrent Enrollment Opportunities Program

Gavilan College may admit as a special part-time student any high school student who can benefit from advanced scholastic or vocational work. Authorization for such attendance is dependent upon recommendation of the student's high school principal and a written permit to attend.

Admitted high school students must maintain their full-time high school status when concurrently enrolled at Gavilan.

The college course load shall be determined on an individual basis by the students and their assigned counselors at Gavilan College and their high school in accordance with college policy.

Students will be expected to provide their own texts, instructional supplies and pay fees. All students shall conform to the college's academic rules, regulations and codes of conduct.

Concurrent enrollment is intended to offer enhanced college-level learning, not to replace learning in the K-12 setting. High School students wishing to enroll in college courses should plan far ahead as applying, completing assessment requirement, and completing paperwork and registration often takes several weeks to complete. Additional information regarding requirements and admission procedures is available in the class schedule.

The college sponsors two unique programs for high school aged students, the High Step Program and the Dr. TJ Owens Early College Academy.

Out-of-State Students

Out-of-state applicants may be admitted to the college on the same basis as California residents except that they will be required to pay tuition prescribed by the Governing Board to cover the costs of instruction. After a student has been present in California for one year and one day and has manifested clear intent to become a California resident, she/he may apply for reclassification as a California resident. State law requires consideration of financial independence for students seeking reclassification.

ADMISSION

Admission Eligibility

High School Students' Concurrent Enrollment Opportunities Program

Out-of-State Students

International Students

Admission Requirements

Transfer Credit

Residence Requirements

Fees

Resident Enrollment Fees for Non-Immigrant Students (AB540)

Refund Policy and Procedure

Welcome Center

Self-Service Banner and MyGav

International Students

International applicants must submit the following documents to the Admissions and Records Office (by May 15th for the fall semester and by September 15th for the spring) prior to being issued the I-20 to apply for a student visa (F-1):

1. A completed application form with photograph of applicant.
2. A \$100 nonrefundable, one-time filing fee.
3. Official transcripts of secondary and post-secondary school work, translated in English and evaluated by an approved agency.
4. Test of English as a Foreign Language (TOEFL) with a minimum score of 550 on the paper-based exam or a computer-based test score of 213 for placement in English 420 or 440 or 79 on the internet-based test.
5. The financial statement indicating that the student has the means to support his or her costs of attendance either from personal, family or governmental sources, plus a bank statement or other proof thereof.
6. A photocopy of the I-20 if issued by another school and F-1 visa.

Health insurance is mandatory and must be purchased from the Student Insurance International Student Plan, available through Gavilan College.

International students cannot be admitted to the certificate or degree programs in Registered Nursing or Cosmetology.

Admission Requirements

Students shall complete the following requirements prior to registration:

1. File an Application for Admission (online at www.gavilan.edu)
2. Submit official transcripts of all previous high school and college work. The transcripts should be sent directly to the Admissions and Records Office by the school issuing them. It is the responsibility of the student to arrange for official transcripts to be sent to the college.
3. Complete Academic Skills Assessment and orientation.
4. Meet with a counselor to discuss placement and educational goals.
5. All students who are younger than 18 and have not graduated from high school must submit appropriate contracts at the time of registration.

Questions about resident status or non-resident tuition fees should be directed to the Admissions and Records Office.
Call 408-848-4736.

Transfer Credit

Official transcripts from institutions fully accredited by appropriate accrediting associations will be evaluated for transferable lower division coursework. Appropriate units and subject content will be applied to major and general education requirements to meet prerequisites or graduation requirements. Courses taken at other California Community Colleges, California State Universities or any University of California will be transferred to Gavilan with the same general education designation as that of the issuing institution.

Students who wish to transfer coursework from foreign institutions must submit official transcripts to a college-approved foreign evaluation service for translation and evaluation.

Coursework from a foreign institution cannot be used for certification to a four-year institution. Students should contact the institution to which they wish to transfer to inquire about the acceptance of foreign coursework.

Residence Requirements

At the time of registration each student is required to furnish a statement of legal residence. Students are qualified to attend Gavilan College if they are:

1. Residents of California.
2. Out-of-state students who meet admission requirements and pay tuition and fees as set by the Gavilan College Board of Trustees.
3. International students who meet the special admission procedures and pay tuition and fees as set by the Gavilan College Board of Trustees.

LEGAL RESIDENCE

Students are legal residents of California if one of the following requirements is fulfilled:

1. The students are at least 19 and have been legal residents of California for more than one full year immediately preceding the first day of instruction for the term they propose to attend.
2. Unmarried students between 18 and 19 years of age shall have their residency classification determined by considering:
 - a. The residency status of their parents prior to age 18, and
 - b. Their own residency after they became 18. The total time (a) plus (b) must be more than one year as in number 1 above. Unmarried students who are under 18 years of age must prove they have been entirely self-supporting and present in California for more than two years.
3. Students on active military duty based in California (and not assigned for educational purposes to a state-supported institution of higher education) or are the spouse or a child of a California resident. Persons under this classification shall

be tentatively classified residents for the first year they are stationed in California. After that time they must have taken steps to become California residents (i.e., have a California driver's license, have voter registration in California, pay state income tax on earnings).

4. Students who are employed by a community college district in a full-time certificated position are classified tentatively as residents for the first year they reside in California. After that time they must have taken steps to become California residents.
5. Public California college or university employees, their spouses, or children, are classified tentatively as residents for the first year they reside in California. After that time they must have taken steps to become California residents.
6. They are apprentices.
7. They are adult aliens who have had permanent U.S. residence (as determined from the date on alien registration card) for more than one year and have been a resident of California for more than one year. Adult aliens who are between 18 and 19 years of age shall have the residency classification determined by considering:
 - a. The residence status of their parents while they were under 18, and
 - b. Their own residency after becoming 18. The total time (a) plus (b) must be more than one year.
8. They are minor aliens whose parent(s) have been admitted for permanent residence to the U.S. and the parent(s) have resided in California for more than one year. The parent's immigrant visa may be required to be seen.
9. They are students who are younger than 19 years old and have been under the direct care and custody of an adult other than their parents for a period of not less than two years, provided the adult is a legal resident of California.
10. They are students or parent(s) who earn their livelihood by performing agricultural labor for hire and have performed such labor for at least two months per year in each of the preceding two years.
11. They are minor students. They may not by their own act, by the appointment of a guardian, or by release of control by the parent, change residency while either parent is living.
12. They are students who are adult aliens. They shall be entitled to resident classification if they are refugees who have been granted parolee status or indefinite voluntary departure status in accordance with all applicable laws of the United States; provided that they have lived in the state one year. (EC68076)

NON-RESIDENT CLASSIFICATION

For purposes of the non-resident tuition fee, a community college district shall disregard the time during which a student living in the district resided outside the state, if:

1. The change of residence to a place outside the state was due to a job transfer and was made at the request of the student's or parent's employer in the case of a student who resided with, and was dependent on, the student's parent, and
2. Such absence from the state was for a period of not more than four years, and
3. At the time of application for admission to a college maintained by the district, the student would qualify as a resident if the period of the student's absence from the state was disregarded.

A non-resident tuition fee shall not be charged to a student who meets each of the conditions specified in subdivision 1 to 3, inclusive.

All other students shall be classified as non-residents and be required to pay the non-resident tuition at the time of registration. Classifications shall be based on evidence presented in residence questionnaires. Students must further certify these residency statements under oath to an employee of the college who is authorized to receive oaths by the governing Board.

Fees

Resident and non-resident enrollment fees are subject to change each year. Consult the Schedule of Classes for current information. Payment of all fees is required by the next "Payment Due Date" following registration for classes. Failure to pay by the due date will result in being dropped from all classes. .

Resident Enrollment Fees for Non-Immigrant Students (AB540)

AB540, required by California law, provides an exemption from payment of non-resident tuition for eligible non-immigrant students. To be eligible, a student must have attended a California high school for three full years and have graduated from a California high school or have received the equivalent of a California diploma (GED, CHESPE). The exemption does not grant residency status and the qualifying student may not be eligible for federal financial aid. Students are eligible for state and local aid including BOG, EOPS, CalGrants, and scholarships. The student must sign an affidavit affirming that he or she has filed or will file an application with INS to legalize his or her immigration status as soon as he or she is eligible to do so. Contact the Admissions and Records Office for more information.

Refund Policy and Procedure

Gavilan College shall not issue refunds for courses dropped past the second week of instruction in the regular terms, not beyond the first week of instruction during the summer session and, for short term courses, not beyond 10% of the course meetings.

	Fall/Spring Semester Refund	Summer Session Refund
During first week	100%	100%
During second week	100%	None
During third week	None	None

Refund Date for short-term courses: Short-term courses must be dropped before 10% of the course meeting times have passed. For one- or two-day courses, this date will occur before the start of the course.

Refunds of less than \$10 will remain on the student's account as a credit unless the Admissions and Records Office receives a Request for Refund form from the student. Refund checks are mailed.

REFUNDS OF STUDENT BODY CARDS

Students may select to "opt out" of purchasing an ASB Card when registering for classes in person or online using Self-Service Banner. Anyone requesting an ASB card fee refund must obtain the written approval of the ASB advisor within ten days of registering. Please see the Student Activities Director in SC 161 if you have any questions.

Self-Service Banner

Students can access class listings and register using the online registration system, Self-Service Banner. Prior to using Banner, students must get a "G" number, the Gavilan College I.D. number issued once the admission application has been processed, and which grants access to the system.

Welcome Center

The Welcome Center provides application and enrollment assistance on a drop-in basis. Located in the Student Center, the Welcome Center is staffed by trained student assistants. Students can also get help using Self-Service Banner and applying for G-Numbers.



STUDENT SERVICES AND INSTRUCTIONAL SUPPORT

Student Learning Outcomes

The Student Services Division offers numerous programs and services to help students with their success. By taking advantage of these services students will be able to:

- identify and use appropriate support programs and services
- create achievable educational goals
- identify and advocate for their personal and educational needs

IMPORTANT: In 2012 the governor of California signed the Student Success Initiative, AB 1456. By 2016, 22 recommendations from that initiative will be implemented, effecting enrollment priorities and other aspects of college participation. Students are cautioned to check the Schedule of Classes and the online version of the college catalog for the latest information.

Matriculation Services

Orientation
Assessment and Course Placement
Counseling and Educational Planning
Follow-up Support Services
Exemption from Services

Student Support Programs/Services

Basic Skills Program
CalWORKs
CARE
Career Services
Career/Vocational Planning
Child Development Center
Counseling Services
Disability Resource Center (DRC)
Extended Opportunity Programs & Services (EOPS)
Financial Aid
First Year Experience
Health Services
Learning Communities
Math, Engineering, Science Achievement (MESA)
Puate
Student Success Center
Student-to-Student Mediation
Transfer Services
Transfer Institute
TRIO

Instructional Support

High Tech Center and Learning Skills Lab (DRC)
ESL Computer Lab
Library and Information Technology
Math Lab
Teaching and Learning Center
Tutoring Services and Computer Place
Writing Center

Matriculation

Matriculation means to enroll as a student with the intent of graduating or completing a program of study. As part of the statewide effort to enhance student success and to increase transfer to four-year institutions, Gavilan College offers a variety of matriculation services which help students identify and successfully complete their educational goals.

Matriculation services include:

- ▶ A clear and accessible ADMISSIONS process
- ▶ An ORIENTATION to the college and the services we offer
- ▶ ASSESSMENT of your academic skill level through placement assessment and consideration of other related factors
- ▶ COUNSELING AND ADVISING so you can complete your program in the quickest possible time with all the correct requirements
- ▶ FOLLOW-UP on your progress so you can both feel and be successful

The above is our commitment to you. Your part of the partnership is to:

- ▶ Identify and declare an educational goal and major
- ▶ Meet with a counselor to make and update your educational plan so you can stay on track
- ▶ Seek out services on campus that will support you and help you stay in school
- ▶ Make progress towards your goal

Orientation

All students should seek to complete new student orientation prior to their first semester of enrollment. The College offers two ways to complete this important requirement. Traditional face-to-face orientation programs are planned throughout the year and offer the most comprehensive information and experience for new students to be acquainted with the campus and the process of preparing for and attending Gavilan. An Online orientation is also offered as an easy, convenient and productive way to become familiar with Gavilan College.

The orientation will introduce you to what is different about college - the expectations and challenges you will face. Whether you plan on transferring to a four-year university or are on a career path, there are important things you need to know before you begin. General education patterns, transfer issues, certificate and major requirements, homework expectations and the critical support services are only some of the aspects included. Those who complete orientation have an easier introduction to college and move towards their goal with more confidence and in a reasonable amount of time.

To find information about on-campus orientation or the online orientation please visit the college's homepage at www.gavilan.edu/orientation. Those who complete orientation will be allowed to participate in Priority Registration. Those who select to delay or not complete orientation in a timely manner will not be included for Priority Registration. Priority Registration provides the best access to the most popular courses and class times.

Academic Skills Assessment (Placement Assessment)

Placement assessment will help ensure that students are enrolled in courses that match their abilities in language and computational skills. Placement scores, together with other indicators of a student's abilities, are used by counselors to recommend appropriate course placements.

First-time college students are expected to complete the college skills assessment designed to measure their achievement in reading, language usage, and mathematics. This placement assessment is administered in English and is not intended for applicants to the English as a Second Language (ESL) program.

Students must have completed the eighth grade to be eligible for assessment services.

RE-ASSESSMENT SESSIONS:

Students who have taken the placement assessment may re-test one time between 15 and 90 days after the initial assessment. These results are valid for two years. Under special circumstances, additional retest requests may be considered. Students should meet with a counselor and submit a petition for consideration to the Admissions and Records Office.

ABILITY TO BENEFIT (ATB):

Federal regulations require financial aid students to have a high school diploma, general educational development certificate (GED), or California High School Proficiency (CHSPE) in order to qualify for Pell Grant, Supplemental Educational Opportunity Grant, Federal Work Study, Federal Student Loans, and Cal Grants. Students who do not have a high school diploma, GED or CHSPE AND who enroll in a program of study after July 1, 2012, will no longer be eligible for federal aid under the ATB, CELSA or 6 units of college coursework provisions. Students who enrolled in a Title IV school prior to 7/1/2012 and who do not have a high school diploma, GED, or CHSPE will retain eligibility for Title IV programs with any of the following:

- A passing score on Ability to Benefit Assessment (ATB) or CELSA Assessment.
- Completion of 6 units of degree applicable coursework.

To confirm your eligibility, please contact the Financial Aid Office at (408) 848-4727.

PROCTORING

Gavilan College Student Services and the Assessment Office are committed to offering outstanding customer service. We want to be a part of your educational success. The Assessment Office offers test proctoring services for students enrolled in correspondence or online courses at other institutions. There is an hourly fee charged for these services. Contact the Assessment Office for more information.

Counseling and Educational Planning

Prior to registration, counselors are available to meet with students and interpret assessment results, discuss course selection, and assist with the development of the educational plan. An educational plan is an important factor in promoting timely progress toward a student's completion of certificate, degree, or transfer programs. Students develop an educational plan with a counselor when they first enroll at Gavilan and then meet on a regular basis with their counselor to update their plan and to review progress. Once the plan is created it will be available online. Counselors are available to meet with students throughout the year to discuss academic and personal concerns and to refer students to other types of needed assistance.

Follow-up Support Services

Helping you stay in college is important to us. We realize that there are many reasons that students fall behind in their work, drop classes and perform below an acceptable academic standard. Counselors and other support staff will work with students who are experiencing difficulty. Other special programs (TRIO, EOPS, DRC, MESA, etc.) will help you to stay on track and to reach your educational goals.

Yet, there will be times when some students will fall below the required academic or progress levels required—2.0 GPA and completion of at least 50% of units attempted. The standards for probation and dismissal (see page 43) will be reviewed with students and a plan to regain good standing will be developed. Multiple visits with a counselor will provide the strategies and support needed to accomplish this. Taking advantage of additional support services may also be included in the plan: financial aid, childcare, personal counseling, tutoring, writing and math labs, computer skills, etc.

Exemptions From Services

Sometimes a student does not want to take advantage of matriculation services. That is a right you have. In order to be exempt from assessment and orientation you must meet one of the following criteria:

- have an associate's degree or higher
- have accumulated less than 12 units in transfer courses
- be presently enrolled in less than six units

STUDENT SUPPORT PROGRAMS AND SERVICES

Basic Skills Program

The Basic Skills program targets students who, based on their assessment test scores, are placed into pre-collegiate, non-transferable levels of English and/or Math courses and provides them with support and services to ensure they have every opportunity to be successful with their academic goals. Studies show that many of these students have little knowledge or experience of how to navigate the academic system or ask for assistance and they often become discouraged and have a higher likelihood of dropping out of college before they have completed the basic level courses.

Students who require these pre-collegiate course(s) are identified and assisted with obtaining appropriate services and resources, on and off campus, that may enable them to become academically successful and on track to achieving their goals. Students are referred to categorical programs on campus such as DRC, EOPS, MESA, Puente and TRIO and those who do not qualify are offered one-on-one counseling services with a designated counselor.

Partnering with English, ESL and Math instructors, in-class workshops on topics such as study skills, time management, math “fear no more” and goal setting provide students with practical tools and strategies to be successful, and individualized counseling and an “early alert” system help to identify and resolve student issues early.

The Basic Skills program strives to empower students and fosters student success and academic goal achievement within a nurturing, non-judgmental, confidence building environment.

CalWORKs

CalWORKs helps students who receive public assistance to become self-sufficient through the provision of education, employment and supportive services. The occupational programs for CalWORKs students are linked to the demands of the local labor market and can assist students with a career track that will lead to a family-supporting income. The support services that CalWORKs provides include academic, personal and career counseling, textbooks, employment assistance and job placement and liaison with county departments of social services. CalWORKs 75/25, a subsidized employment program is available to assist students with job related skills.

CARE

The Cooperative Agencies Resources for Education assists single parents who attend or would like to attend Gavilan College. CARE is a joint effort between the Department of Social Services, EOPS and Gavilan College. To be eligible for CARE, a student must be at least 18 years of age, single parent head of household, receiving cash aid from the Department of Social Services and have at least one child under 14 years of age.

Services provided include transfer and vocational education and counseling, priority registration, academic tutoring, financial assistance with childcare, transportation, textbooks, supplies and other support services.

Students interested in participating in the CARE Program should contact the Gavilan College EOPS Office and meet with a staff member. Spanish-speaking staff are available.

Career Services

The Career/Transfer Resource Center offers numerous resources to help in making career decisions, plan for college, obtain specialized training or enter an academic or vocational program at Gavilan College. Career-related services are available to currently enrolled students, prospective students, faculty, staff, and community members.

The computerized career guidance program, EUREKA, aids in researching occupations, identifying which colleges offer specific majors, and investigating financial aid and scholarships. EUREKA (California Career Information System) contains information on hundreds of occupations, programs of study, financial aid, short-term training, colleges and universities, and scholarships.

Career/Vocational Planning

A number of assessment inventories are available through enrollment in GUID 1/PSYC 5 (Self-Assessment/Career Development) course.

Child Development Center/Preschool

The Child Development Center provides care for preschool for children ages two to five for families whose monthly income meets eligibility criteria.

Counseling Services

Gavilan College provides a staff of full-time professional counselors to assist students in meeting educational, career and life goals by offering guidance courses and workshops in career planning, study skills, general transfer requirements and other topics. Counselors also help students with Transfer Admissions Agreements (TAA's), and ensuring that students meet their transfer goals in a timely manner. Career counseling is available to enable students

to understand their values, interests, and skills and to research a variety of career options. The career planning process also assists students in learning to manage job/life transitions.

Counseling is available to students who are uncertain about their plans for the future, who are experiencing difficulty in making appropriate decisions, or who have any other personal or social problem which is interfering with their adjustment to college. Personal counseling is available on a short-term basis. Counseling is also available in the DRC, TRIO, MESA, Puente, Athletics, Basic Skills and EOPS/CalWORKs Departments and from the college health nurse when concerns are health-related. In addition, the counselors make appropriate referrals to various community agencies.

Students may seek assistance of any counselor by scheduling an appointment or by dropping in during the day (walk-in services). Students can schedule their own appointment by using the computer system outside the counseling secretary's office (SC 113) or online at www.gavilan.edu/counseling.

Many of the counselors are bilingual (Spanish/English).

ACADEMIC COUNSELING

The Counseling Department provides academic counseling services. The counseling faculty help students develop an educational plan early in their college years so that transfer to a four-year university, the completion of a career certificate or degree, or the identification of an educational goal, if a student is undecided, can be accomplished in a timely manner. With an educational plan, students are able to register and progress through their program with more independence. Periodic updates of the educational plan with a counselor will keep a student on track for graduation. Four-year universities and Gavilan College A.A./A.S. degrees have many different requirements. Knowing which general education pattern to follow and selecting the correct courses can be accomplished through academic counseling. Appointments and drop-in services are available.

Disability Resource Center (DRC)

The Disability Resource Center (DRC) provides a variety of services to equalize educational opportunities for students with temporary or permanent disabilities. Services include academic advising, career and vocational counseling, college campus orientation, specialized instruction, four-year college transfer assistance, job training and placement, learning skills evaluation, liaison with the State Department of Rehabilitation, mobility assistance, notetakers, referral services, registration assistance, sign language interpreters, real-time captioning, support classes, test taking facilitation, assistive computer technology and training and alternate media services. Bilingual (English/Spanish) staff members are available.

ACCESSIBILITY

Gavilan College is an accessible campus. The classroom buildings, the Library/Tutoring Center, the administrative buildings and the Student Center are all accessible to individuals with physical disabilities. Ramps provide access to upper and lower levels. Mobility assistance can be provided. Designated parking is provided for vehicles displaying a state issued disability placard/parking permit. Call 408-848-4767 or 408-848-4865 for tram service.

CLASSES AND PROGRAMS

Adapted Physical Education - A wide range of classes are specifically designed for students with physical disabilities in order to increase flexibility and strength, improve range of motion and joint movement, and help improve cardiovascular conditioning and related health matters. These classes are provided by qualified instructors through a number of water and gym activities.

High Tech Center - The High Tech Center provides assistive computer technology and training to students with verified disabilities. The state-of-the-art equipment, software and trained staff empower students to meet their educational goals.

CareerPrep - This program is offered on campus for the high school special-education graduate or equivalent who may require additional special education and vocational training for appropriate entry-level employment in the community. Practical employment skills as well as interpersonal skills are emphasized in a series of classes designed for individual progress.

Computer Access Evaluation - CSIS 570 provides the student with an in-depth computer access evaluation in order to determine an appropriate access environment for a student with a disability or multiple disabilities.

Learning Skills Evaluation - Guidance 557 provides an individual evaluation of a student's strengths and weaknesses in reading, mathematics, written language reasoning, oral language, perception, and memory. The results are used to determine eligibility for services of the Learning Skills Lab and other DRC accommodations.

Learning Skills Lab - The Learning Skills Lab provides support services and instruction to students with verified disabilities. It is a space for Individualized and small group instruction, specialized tutoring and support for students who are taking college courses.

Vocational Skill Development for Adults with Intellectual Disabilities - The program promotes self reliance in activities for maximum independence and employment. Classes are offered at the HOPE Rehabilitation facilities in Gilroy and in Hollister in conjunction with a work activity program.

WorkAbility III Program - This program provides job readiness, instruction, and job placement services for students eligible for the Department of Rehabilitation. WA III responds to the needs of local employers by matching a student's interests, skills and abilities to specific jobs.

Extended Opportunity Programs and Services (EOPS)

Extended Opportunity Programs and Services provides support to students experiencing economic, social and educational challenges. EOPS helps students to achieve their educational goals by increasing access, retention and transfer. To be eligible for EOPS, students must demonstrate a financial and educational need, and be enrolled in at least 12 units. AB 540 students are encouraged to apply.

Counselors provide academic advising and class scheduling, career and vocational counseling, personal problem-solving and crisis intervention. EOPS program services include orientation to college resources, book vouchers, a book lending library, priority registration, field trips to major four-year universities and student success workshops. Spanish-speaking staff are available.

Financial Aid

Gavilan College participates in several types of financial aid programs which are funded through federal, state and local agencies. The Financial Aid Office at Gavilan College administers the following financial aid programs, which include:

Grants: These awards are based on financial need and do not require repayment.

Tuition Waivers: Such awards provide eligible students with a waiver for tuition and certain fees. The Board of Governors Tuition Waiver is available to California residents, AB 540 students, and AB 1899 students who meet financial criteria, and demonstrate financial need.

Employment: This type of award is based on financial need and provides the student with an opportunity to earn money for school through employment. Awards through the Federal Work Study Program are limited so apply early.

Scholarships: Various community groups and organizations offer these awards based on academic achievement and/or financial need. Current scholarships are posted online at: www.gavilan.edu/finaid.

Loans: Such awards must be repaid after the student leaves school or drops below half-time enrollment. Information on interest rates may be found at our website: www.gavilan.edu/finaid.

APPLICATION PROCESS & DEADLINES

Free Application for Federal Student Aid (FAFSA): The FAFSA may be filed online at www.fafsa.gov. Include Gavilan College school code of 001202 to ensure we receive copy of your processed application. California residents who file FAFSA are also considered for Board of Governors Tuition Waiver, and if eligible, are awarded.

California Dream Application: Effective 1/1/13, AB 540 students are eligible to apply for the BOG Tuition Waiver for Spring 2013 term and for Cal Grants for 2013/14 school year. The California Dream Application is available for AB 540 students who do not meet citizenship requirements of FAFSA. The California Dream Application may also be filed online at <https://dream.csac.ca.gov/>. Include Gavilan College school code of 001202 to ensure we receive copy of your processed application.

For assistance with the application process, visit the Gavilan College Financial Aid Office in Student Center 125. You may also call 408-848-4727 or 408-852-2812. Additional assistance for online applicants is offered at the Welcome Center in Student Center 107A.

Students should apply beginning in January for the following Fall semester. Priority for aid will be given to students who apply early. A complete application and all corresponding documentation must be received by Financial Aid Office. If you apply late or complete submit documents after semester document deadlines, you will be considered for late disbursement. To view Financial Aid deadlines, check the Financial Aid website for "Dates and Deadlines" at www.gavilan.edu/finaid.

CONSUMER INFORMATION

The Financial Aid website includes comprehensive information regarding disbursement schedules, Satisfactory Academic Progress Policy and Ability to Benefit.

Satisfactory Academic Progress (SAP) Policy: Students who file FAFSA and Dream Application are required to demonstrate academic progress. The complete SAP Policy is available online at www.gavilan.edu/finaid.

Ability to Benefit: Federal regulations require financial aid students to have a high school diploma, general educational development certificate (GED), or California High School Proficiency (CHSPE) in order to qualify for Pell Grant, Supplemental Educational Opportunity Grant, Federal Work Study, Federal Student Loans, and Cal Grants.

Students who do not have a high school diploma, GED or CHSPE AND are enrolling in a program of study after July 1, 2012, will not be eligible for federal aid under the ATB, CELSA or 6 units of college coursework provisions.

Students who enrolled in a Title IV school prior to 7/1/2012 and who do not have a high school diploma, GED, or CHSPE will retain eligibility for Title IV programs with any of the following:

1. Receiving passing score on Ability to Benefit Assessment (ATB) or CELSA Assessment.
2. Earning 6 units of degree applicable coursework.

To confirm your eligibility, please contact the Financial Aid Office at (408) 848-4727.

VETERANS' AFFAIRS EDUCATION BENEFITS

Veterans enrolled at Gavilan College may be eligible for educational benefits under the Veterans Administration Educational Benefits Program. Depending on VA chapter, some benefits include a monthly housing allowance. Most, but not all, courses at Gavilan College are approved for payment of VA benefits. Interested veterans and/or eligible dependents are urged to contact the VA Certifying Official at 408-848-4734 or by visiting the Financial Aid Office in Student Center 125, in Administration building.

Pre-Priority Registration: This earliest form of course enrollment is offered each semester to any member or former member of U.S. armed forces who is within four years of leaving active duty. For more information, consult a counselor or the VA Certifying Official.

Gavilan College recognizes credit and grants credit to veterans and reservists for service and training completed in armed forces. Gavilan College reports as credit for prior training only those prior units which are applicable to current Gavilan educational goal.

Satisfactory Progress: Federal regulations require that students receiving VA educational benefits (veterans, reservists, dependents) maintain academic progress. Veterans who earn grade point averages below 2.0 for two consecutive semesters at Gavilan College are placed on unsatisfactory progress status and benefits are suspended. To reinstate benefits, students must complete one semester with a GPA of 2.0 or higher.

First Year Experience

Gavilan College offers a program for "first-time", new students who want to strengthen their reading, writing and study skills while at the same time becoming familiar with the campus and its resources. Teachers and counselors work together to help students develop connections between the courses and their college experience. The goal is to help students build a strong foundation and place them on the road for college success.

Health Services

Gavilan College provides a full-time College Health Nurse who provides health services, information and referrals in a quiet, confidential setting for adult students enrolled in credit classes.

Health Services is a comprehensive "one-stop" center for a variety of health services and is located in Student Center 118. Services are free and available Monday through Friday. Students receive

confidential personal health counseling with a Master's prepared Registered Nurse for numerous health concerns, e.g., birth control, sexually transmitted diseases, wellness, lifestyle changes, etc. Health Services provides first aid treatment, blood pressure screening, tuberculin skin testing for work/study students, HIV testing referrals, condoms and over-the-counter medications such as aspirin.

Health education pamphlets are available on over 100 topics. Classes and workshops on nutrition, hepatitis, stress management, AIDS and other health topics are provided in small group settings. Referrals for health conditions including alcohol and drug intervention are also available. The website with a Virtual Health Center is available at www.gavilan.edu/health.

Health Services provides first aid kits on campus for student use and responds to campus emergencies. Information regarding low cost health insurance for the college students is also available at www.studentinsuranceagency.com. Referrals for counseling on and off campus are available. See www.gavilan.edu/studentwell-being.

The health fee paid as part of registration fees helps support these services in addition to supporting secondary accident insurance for students.

EXEMPTIONS FOR HEALTH FEE

Pursuant to Education Code Section 76355 (c) the following categories of students are exempted from the health fee required pursuant to subdivision (a):

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
2. Students who are attending a community college under an approved apprenticeship training program.

DRUG PREVENTION AND INTERVENTION PROGRAMS

Gavilan College, in cooperation with alcohol and drug service agencies within Santa Clara County and San Benito County, provides students with a drug education and prevention information.

Puente Project - Bridge to Success

The mission of the Puente Project is to increase the number of educationally underserved students who plan to transfer to four-year colleges and universities, earn degrees and return to the community as leaders and mentors to future generations. Research indicates that Puente students transfer at a high rate and succeed academically. The program is open to all students.

English Instruction: Puente students take two consecutive writing classes, English 250 (Practical Writing) and English 1A (Composition). These classes provide a supportive and stimulating environment to build confidence in writing skills through an exploration of the Mexican-American/Latino experience.

Counseling: Puente students work closely with their Puente counselor until they graduate, exploring career options, developing an academic educational plan and identifying lifetime goals. Students visit University of California and California State University campuses and attend an annual Puente student transfer conference. All Puente students are also required to enroll in Guidance 6 (Life Skills for Higher Education) and Guidance 1 (Self-Assessment and Career Development).

Mentors: Each Puente student is matched with a mentor from the business or professional community. Mentors share their personal, academic and career experiences and provide a window into "real-life" work environments. The network of trained Puente mentors provides many resources for the Puente students, their families, their colleges and their communities.

Student-to-Student Mediation

Mediation services will provide students with an opportunity to problem-solve together in a safe environment. Trained student mediators will work with two or more students who are in conflict to reach mutually agreeable solutions. Mediation services are free and confidential.

Students wishing to become mediators can register for Introduction to Conflict Resolution (Psychology 6).

To obtain mediation services, contact the Counseling Department at 408-848-4723.

Student Success Center

The Gavilan College Student Success Center promotes the success of first year college students by offering a welcoming community environment where students can access academic and personal resources and support that encourage and inspire the successful completion of educational goals. Some of the resources offered are: a student lounge, small group study rooms, computer lab, counseling, and workshops.

Transfer Services

The Career/Transfer Resource Center is designed to provide support services to students who are interested in transferring to a four-year college.

Services include specific transfer information, information on university majors and graduation requirements, assistance with filling out applications, scheduled meetings with university representatives and applications for the CSU and UC systems (a limited number of private school applications are also available.) The center also provides a resource library of college catalogs and books, referrals to transfer counselors to assist with planning and CSU application fee waivers.

An annual Transfer Day is held each fall with over 40 colleges and universities participating.

ASSIST: ASSIST is a computerized student-transfer information system that can be accessed over the internet. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST provides the most accurate and up-to-date information available about student transfer in California. www.assist.org.

Transfer Institute

The Transfer Institute (TI) is a selective program designed for students who want to transfer to a public or private university in two years. Recent high school graduates who are academically prepared for college level work with placement in college level English and Math 233 are eligible.

The Transfer Institute will guide the student through the transfer process in the most efficient and effective means possible.

As a part of the Transfer Institute students will save time and money by completing the freshman and sophomore years at Gavilan College. Students will also meet and get to know other students who share their goals and ambitions.

Transfer Institute students receive:

- a dedicated counselor to guide and monitor you through the transfer process
- pre-transfer events and activities with four-year universities
- access to activities designed to ensure your success at Gavilan College
- assistance with the identification of and preparation for a college major
- a two-year agreement guaranteeing transfer goals.

Contact the Counseling Department for additional information.

TRIO Program

The TRIO Student Support Services Program is a federally funded program designed to assist 160 first generation, low-income, and/or disabled Gavilan College students as they prepare to obtain a two-year degree and/or transfer to a four-year university. TRIO is committed to increasing graduation and transfer rates by creating a "sense of place" for those students who sometimes feel isolated or disconnected during their college experience.

TRIO provides a variety of services including academic, career and personal counseling, supplemental grant aid, laptop and calculator lending, Summer Bridge Program, informational workshops, cultural & social activities, TRIO Lounge and much more.

INSTRUCTIONAL SUPPORT

ESL Computer Lab

The ESL Program has its own dedicated computer lab with a variety of software programs for all levels and classes. Students, at their convenience, practice and enhance language learned in class.

High Tech Center and Learning Skills Lab

For information on the Disability Resource Center's (DRC) High Tech Center and Learning Skills Lab, refer to page 26.

Learning Communities

Students learn better when they learn together. In learning community courses, you work and study with others so you'll be more successful in the course. Also, by linking two or more courses together, you'll begin to see greater connections between the disciplines. Research shows that when you take a learning community course, you become a stronger student and do better in your other college courses.

Library and Information Technology

The Gavilan College Library delivers an array of print and electronic resources to the college community. Augmenting the 60,000 title printed book collection are 24,000+ e-books, and over 2,500 magazine titles, many available online in electronic databases. The Library staff prides itself on being a leader in information literacy projects and web-based instruction and has received several State grants supporting that effort. The Library faculty also teaches various courses on internet use, and works in tandem with other faculty in planning and revising courses with an information literacy component. The Library homepage at www.gavilan.edu/library/ provides an online catalog of the book collection, links to various class websites and key online resources.

Math Lab

The Math Lab provides a place for students to practice math skills and receive individualized help with math problems at every level, from Basic Mathematics to Calculus. Students can work with math instructors, the math lab assistant or other students. Computers in the lab provide tutorial software as well as math software for Geometry, Statistics and Calculus projects.

Mathematics, Engineering and Science Achievement Program (MESA)

The MESA Undergraduate Program is a partnership between the University of California (UC) and California Community College Chancellor's Office. The program provides academic support services to qualified students who are majoring in math-based fields and who plan to transfer to four-year universities. Open to all eligible students, MESA emphasizes participation by educationally underserved students. MESA provides a Study Center, Academic Excellence Workshops, trips to universities, Academic Advising, workshops and much more. MESA is the winner of the Presidential Award for Excellence in Math and Science, National Science Foundation (NSF) recipient, and the Innovations in American Government Award, a project of the Kennedy School of Government at Harvard University and the Ford Foundation.

Tutoring Services and Computer Place

Tutoring services are designed to assist students to increase their success in college courses and in the development of their learning skills. This is accomplished by providing students with an opportunity to work with trained tutors who engage students in the examination of concepts and processes; discussion of ideas and theories; hands on practice; and summarization of findings. It is in this collaborative learning environment that students develop their confidence and independence as a learner. Tutoring services are free to all Gavilan Students. Tutoring services are available in The Tutoring Center in LI116 and the Computer Place in LI168., as well as at the Morgan Hill and Hollister sites.

Writing Center

The Gavilan College Writing Center fosters, celebrates and encourages writers and the varied and multiple purposes and audiences that writing serves.

Specially trained student assistants help writers start and strengthen all kinds of class assignments as well as poetry, short stories, song lyrics, business letters and resumes. Enjoy a cup of coffee or tea in the center's welcoming atmosphere and meet other writers from across the college. The center also offers space for writing discussions, meetings, workshops and study groups. Special events include activities with acclaimed writers from our Visiting Writers and Scholars in Residence programs. We also provide self-directed mini-lessons and writing prompts. Work at your own pace and learn how to get your ideas on paper. Write more powerfully, be creative, enjoy writing, and practice using correct grammar, spelling and punctuation.

The center collaborates with faculty across the curriculum to increase students' academic success, providing links to assignments and effective research and writing strategies. We offer specially tailored assistant led in-class workshops upon request.

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STUDENT ACTIVITIES

Associated Student Body (ASB)

Campus Clubs

College Colors And Mascot

Intercollegiate Athletics

Publications

Rho Alpha Mu - Honor Society

Theatre Productions

Student Activities Office

Contact: 408-852-2849

The Student Activities Office provides support for student development activities and ensures a quality student life experience for all Gavilan College students. The Director of Student Activities helps maintain and schedule the student dining and lounge areas of the Student Center, supports the ASB in planning events, budget matters, and daily operations, and serves as the college's liaison to student clubs and organizations and their advisors. The Student Activities Office maintains a calendar of campus events and provides leadership development and service learning opportunities for interested students.



Associated Student Body (ASB)

The collective voice of students is an important and powerful component in the college's participatory governance process. The ASB is the official student organization on campus and provides the majority of student input and recommendations on critical campus issues to faculty, staff, administration and the Board of Trustees.

The Student Senate is a representative body of students who meet weekly to plan, implement and evaluate college activities and services that meet the needs of Gavilan College students. Any student who meets the requirements of the ASB's by-laws may become a voting member of the Student Senate. The elected and appointed officers provide a liaison between the students and academic departments and student services. The variety of leadership positions allows for different levels of involvement so that students can balance their academic and extracurricular loads effectively.

The political and practical leadership skills that students develop through the ASB are supplemented through a leadership course offered through the Political Science and Psychology Departments (POLS 27; PSYC 27). The curriculum includes practical skills that are applicable to college-related opportunities and other professional and personal environments. The curriculum is an interdisciplinary approach to contemporary leadership. This is an elective course that is transferrable to the CSU system and meets a GE requirement for the Gavilan College A.A./A.S. degree. Although the UC system does not accept the units for the class, it gives added consideration to those students who have been involved in student government and other college activities. Employers also look favorably upon a student's involvement in college leadership.

There are many reasons to become involved in the ASB: the skills learned in the academic environment are transferrable to outside involvements; it provides a good way to meet other students with similar interests and it provides a vehicle for activities which often have no other forum.

ASSOCIATED STUDENT BODY - CARDS

The benefits of buying a student body card are many. The revenue supports social and cultural activities on campus in addition to providing the purchaser with discounts at athletic and cultural events and free bluebooks and scantrons (testing supplies) in the bookstore. Your ASB card can be loaded with purchase credit for printing in the Gavilan College computer labs. Many businesses in Gilroy, Morgan Hill and Hollister offer discounts to card holders.

Campus Clubs

A variety of clubs and organizations have been established to provide opportunities for students to participate in scholastic, social, political, cultural and recreational pursuits. Club activities are coordinated and supported through the Student Activities Office. Students are encouraged to start clubs if they have a particular interest not represented currently on campus.

College Colors and Mascot

The official colors of Gavilan College are dark blue, red, and white. The official mascot is the Ram.

Intercollegiate Athletics

As a member of the California Community College Athletics Association, Gavilan College is proud of its rich tradition in intercollegiate athletics. Competing in the Coast Conference, Gavilan College offers seven (7) intercollegiate athletic programs: basketball, volleyball, and softball for women and for men: baseball, football, basketball and soccer.

Students wishing to participate in any of the intercollegiate athletic programs must be enrolled in and attending a minimum of 12 units during the season of competition with nine units applying towards a degree program. To be eligible for a second season of competition, students must have passed a minimum of 24 units, have 18 apply towards a degree program, and maintained a cumulative 2.0 grade point average. In addition, all participants must have an official Student Education Plan on file within the office of the Dean of Kinesiology and Athletics prior to the start of the first season. Coordinate with the athletic counselor to complete your Student Education Plan.

In addition to meeting the requirements for student-athlete eligibility, all participants must adhere to all rules outlined by Gavilan College, the Coast Conference and the California Community College Athletics Association. Failure to do so may result in forfeiture of eligibility.

Athletic scholarships are not given in California community colleges; however, Gavilan College provides qualified students with financial aid opportunities.

Publications

The Gavilan Press, an independent student newspaper, has provided students with a real world journalism experience and a public forum for their ideas and opinions since 1967. The newspaper, now entirely online, covers the events, issues and people that shape, reflect and define the college and the world.

Rho Alpha Mu - Honor Society

Rho Alpha Mu is the Gavilan College chapter of Alpha Gamma Sigma, the California Community College Honor Scholarship Society. Its purpose is to recognize student scholarship, contribute to the social and cultural life of the campus and to provide and promote active involvement with the larger community through voluntary community service activities.

Membership is open to all those with at least a 3.0 grade point average. There are a number of financial award possibilities for members in good standing.

Theatre Productions

The Gavilan College Theatre offers a range of plays, including childrens' plays, musicals and Shakespearean productions. In addition to performing on stage, students learn backstage and technical production skills. For more information visit www.gavilan.edu/theatre.

TADA Productions - The Gavilan ASB Theatre Club sponsors several social and cultural events during the school year including: *Fiesta Mexicana*, a Folklorico Concert; *Historias de mi Madre* a Community Solutions event for Domestic Violence Awareness month; *One Night Stand(s)*, fall & spring stand-up workshops and Comedy Night(s); and other student generated performances.

ACADEMIC INFORMATION

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Definition of a Semester
Course Availability
Attendance Standards
Catalog Rights
Course Prerequisite
Course Advisory
Course Repetition
Withdrawal Policy
Units
Semester to Quarter Conversion Formula
Computing Grade Point Average (GPA)
Grading Options
Academic Record Symbols
Non-Traditional Credit
Academic Standards
Cooperative Work Experience
Distance Learning
Evening Program
Study Abroad Programs
South Bay Regional Public Safety Training Consortium



Student Classification

Students at Gavilan College are classified by the following definitions:

FRESHMAN - Student who has completed 29-1/2 semester units or less of college credit

SOPHOMORE - Student who has completed 30 or more semester units of college credit.

FULL-TIME - Student enrolled in 12 or more semester units. (4 units for summer session)

PART-TIME - Student enrolled in less than 12 semester units.

Definition of a Semester

An academic year at Gavilan is comprised of two sixteen-week semesters, fall and spring. Classes are also offered during summer and winter intersessions.

Course Availability

Every course, course section or class, the average daily attendance of which is to be reported for State aid, wherever offered and maintained by the district, shall be fully open to enrollment by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title V of the California Administrative Code, unless specifically exempted by statute.

Gavilan College provides special registration assistance to students with disabilities in compliance with Title V of the California Administrative Code, Section 504 of the Federal Rehabilitation Act and the Americans with Disabilities Act.

Attendance Standards

Students at Gavilan College are expected to attend all classes for which they are enrolled.

Students missing one more class hour than the unit value for a particular course without making prior arrangements may, at the instructor's option, be dropped without possibility of credit.

Students who do not attend the first class session may be dropped from class in order to admit other students desiring to enroll. If it is necessary for a student to miss more than three consecutive class periods, a Leave of Absence Petition Form should be obtained from the Admissions and Records Office.

The petition must be approved by all the student's instructors and returned to the Admissions and Records Office. Ordinarily, a petition for leave of absence will not be granted for more than two weeks. Prolonged absence, even when excused, may result in grade penalties, since the student is still responsible for course requirements.

Catalog Rights

Students who maintain continuous attendance status may, for purposes of meeting graduation requirements, elect to meet the requirements in effect at:

1. The time of entrance to Gavilan College, or
2. The most recent catalog

Developing new course curricula is an ongoing process. After the catalog has been printed, new and revised courses and majors may be available. These changes will be available on the web version of the catalog, as it is a "living document." Consult with a counselor if your area of study has changed.

Continuous attendance is defined as enrollment in at least one credit course per academic year. An academic year begins during the summer term (Summer-Fall-Spring)

Attendance at another accredited institution of higher learning is not considered an interruption, providing the absence from Gavilan College does not exceed four (4) years.

A student who is absent for at least three (3) consecutive terms, including the summer term, is considered to be a returning student for purposes of "catalog rights" and must follow the graduation requirements in effect at the time he or she returns.

Course Prerequisite

A prerequisite is a measure of readiness for a course or program that a student is required to meet as a condition of enrolling in a course or program. Successful completion (a grade of "C" or better) of the prerequisite is required.

HOW COURSE PREREQUISITES ARE ESTABLISHED

Course prerequisites are developed by faculty members and accepted by the Gavilan College Curriculum Committee with the intent of promoting student success. Courses are individually reviewed to assure that prerequisites are a valid measure of readiness for student success. Criteria used to establish prerequisites include, but are not limited to the following:

1. Most prerequisites are in degree programs within sequential content areas. A course may be established as a prerequisite for another course provided that skills, concepts and/or information taught in the first course are presupposed in the second course;
2. The course for which the prerequisite is required is one in which the student might endanger his or her own health and safety or the health and safety of others if the prerequisite is not met; or
3. A course may be established as a prerequisite for another course because appropriate faculty and the Curriculum Committee have established it as equivalent to the prerequisite established by at least three campuses of the University of

California and/or the California State University.

- Other prerequisite criteria may be developed and utilized by Gavilan College. These are available through the Office of the Vice President of Instruction.

CHALLENGE OF PREREQUISITE

Students who have reason to believe that they have already fulfilled a prerequisite, or that a prerequisite has been improperly established or implemented, may challenge the prerequisite. The student is responsible to provide compelling evidence to substantiate the challenge claim. Challenge forms are available at the Admissions and Records Office and must be completed and returned to the Vice President of Instruction prior to the first day of classes.

The college must respond to a completed challenge submitted by a student within a period of five (5) school days or the challenge is valid. Although the student may register in the class for which the prerequisite is being challenged, if the challenge is denied, the student will be dropped from the class. Academic credit will not be awarded for successfully challenged prerequisites. For further information regarding the prerequisite challenge, contact a counselor.

Course Advisory

An advisory is a measure of readiness for a course or program that is recommended a student meet in order to enroll in a course or program. Successful completion with a "C" or better is strongly recommended.

HOW COURSE ADVISORIES ARE ESTABLISHED

Course advisories are developed by faculty members and accepted by the Gavilan College Curriculum Committee. Courses are individually reviewed to assure that the advisories assist a student to efficiently and successfully complete the course. The departments and the Curriculum Committee have concluded, after review of content, that the advisory or its equivalent is strongly recommended.

Course Repetition

BP 4225, Title 5, Sections 55040-55045, 58161

Students may repeat courses in which substandard grades (less than "C") were earned in accordance with Title 5, sections 55040-55045. The limitations on course repetition and the processes for repeating courses are enumerated in administrative procedures.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.



Under certain circumstances, students may repeat courses in which a "C" or better grade was earned. The special circumstances are defined in administrative procedures.

- Students may repeat courses in which substandard grades (D, F, NC or NP) were awarded.
- Students may repeat twice any course for which a substandard grade (D, F, NC or NP) has been received with the following limitations:

First Repeat: For the first repeat, student may self-select to repeat a course with a substandard grade without counselor approval.

Second Repeat Request: Upon the second request to repeat a course, the student must meet with a counselor to review the reasons for the previous failures to complete the course with a satisfactory grade (A, B, C, CR or P). The counselor may require that the student receive special services (such as tutoring or assistance in one of the specialized skill labs) as a requirement of repeating the course again. Alternatively, the counselor may recommend enrollment in an earlier course in the course sequence as a condition of repeating the course again. When appropriate, the counselor may recommend that the student attempt an alternate course to satisfy the same educational objective (such as a different course that will satisfy the same general education requirement).

If, in the opinion of the counselor, continued attempts to improve the substandard grade seem warranted, the student will be allowed to repeat the course.

The counselor will sign a "Final Attempt - Course Repetition" form. The student must then file the signed form with the Admissions and Records Office

- Third Repeat Request:** Students may petition to repeat a course a third time for which a substandard grade (D, F, NC, NP) has been received if extenuating circumstances exist. Ex-

tenuating circumstances include verified cases of accidents, illness or other events beyond the student's control. The decision to grant these exemptions will be made by the college's Appeals Committee. Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and the student's academic record so annotated. (BP4225)

- Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and the student's academic record so annotated.

If the student believes that s/he has extenuating circumstances that were beyond his or her control on the third attempt of the course and wishes to appeal the repeat limit, s/he must submit a Petition to Appeal Repeat Limit with appropriate documentation and return to the Admissions & Records office. Contact the Admissions & Records office for Appeal Committee meeting dates.

- Students may repeat courses for which a passing grade (A, B, C, CR or P) has been received under the following special circumstances:
 1. Repetition is necessary in order to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade and grade points received each time shall be included for purposes of calculating the student's grade point average.
 2. The course is a repeatable course, as described in Administrative Procedure, AP 4227.
 3. The previous grade is the result of extenuating circumstances such as verified cases of accidents, illness or other events beyond the control of the student. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. The grade and grade points received shall be included for purposes of calculating the student's grade point average.
 4. A significant lapse of time has occurred since the course was taken. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student's grade point average.
 5. The college has established a **recency prerequisite**. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student's grade point average.
- When a course has been repeated under any of the above circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

- The specific courses or categories of courses, if any which are exempt from course repetition shall be made available to students upon request.
- Students may repeat a course taken at another accredited college or university for which substandard academic performance is recorded.
- Gavilan will accept for course repetition the passing grade and units of a course subsequently repeated at another accredited college or university. A Petition for Academic Renewal, signed by a Gavilan College counselor, and an official transcript from the other college is required.
- Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

Withdrawal Policy

Students may withdraw from a course by logging into Self-Service Banner or in person at the Admission & Records Office or the Hollister or Morgan Hill sites. The following grading practices apply when withdrawing from a course:

- A student who withdraws from a course prior to the end of the seventh day of instruction for a Fall or Spring course, the second day of instruction during a summer course, or the first day of instruction for an intersession or short-term class will receive no grade of record (also known as "No Record Shown" or "NRS").
- A student who withdraws from a course prior to completion of 75% of the class meetings for the course will receive a grade of "W"; thereafter, the grade will be based upon the entire semester's work.
- A student may attempt and withdraw from the same course two times and receive a grade of "W." After the second "W" the grade will be based upon the entire semester's work.
- A withdrawal may be excluded from the two-time maximum limit in the case of extenuating circumstances such as natural disasters or other circumstances beyond the control of the student, including verified cases of accident or illness. The student must file a petition in writing to the office of Admissions & Records when seeking an extenuating circumstances waiver. Decision to approve a waiver will be made by the Academic and Enrollment Appeals Committee.

Units

DEFINITION OF A UNIT

Units of credit are based upon the Carnegie Unit, which requires a minimum of 3 hours of course-related work per unit of credit each week throughout a 16-week semester.

During a 16-week semester, a typical 3 unit lecture class will meet an average of 3.3 hours per week for classroom instruction and require an additional 6.7 hours per week of outside work (reading, library research, problem-solving, projects, term papers, etc.) for a total of approximately 10 hours of course-related work per week (or 160 total hours for the course). This time requirement increases to 27 hours per week during a 6-week summer session. Units of credit earned in laboratory/activity classes are also based upon the 3 hours per week per unit ratio.

A typical full-time load is approximately 15 units per semester, requiring a minimum of 720 hours of course-related work when class lectures, labs and outside homework are combined. This will vary somewhat, based upon assignments, individual goals and academic ability, but each student is encouraged to budget adequate time for required study.

DEGREE VERSUS NON-DEGREE UNITS

Gavilan College has designated certain courses "non-degree appropriate." This means that units earned in selected courses will not count toward an associate's degree.

Full-term Semester Unit Loads:

1-5 units	Less than half-time student
6-8 units	Half-time student
9-11 units	Three-quarter time student
12+ units	Full-time student (12 units is the minimum number of units to be eligible for full veteran's benefits, Dean's List and intercollegiate athletic competition)
15 units	Full-time student (President's Honor Roll eligibility).
18 units	Must have minimum GPA of 2.5 and counselor's approval.
19 units	Counselor's approval required. Appeals by students will be directed to the Vice President of Student Services or designee.

Summer and Intersession Unit Loads:

4-5.99 units	Full-time student
6 units	Must have a 2.5 GPA and counselor's approval
more than 6 units	Counselor's approval required. Appeals by students will be directed to the Vice President of Student Services or designee.

Semester to Quarter Conversion Formula

Some colleges and universities operate on a "quarter" calendar of three twelve-week terms; fall, winter and spring. The following formula shall be used when converting quarter hours to semester hours or semester hours to quarter hours in order to compute graduation requirements, grade points for the required standards of scholarships, non-resident student regulations, and the college calendar.

Semester credit hours (or semester units of credit) are converted to quarter credit hours (or quarter units of credit) by multiplying the number of semester credit hours by one and a half. Example: 15 Semester credits \times 1-1/2 = 22.5 quarter credits.

Quarter credit hours are converted to semester credit hours by multiplying the number of quarter hours by two-thirds. Example: 22.5 quarter credits \times 2/3 = 15 semester credits

Grading Options

Courses offered under the pass/no pass (P/NP) grade option are determined by the Gavilan College Board of Trustees as cited in this catalog.

Students receiving the pass (P) grade must have achieved the course objectives equivalent to at least a "C" grade or master the course objectives where mastery is determined by the department in order to receive the units of credit assigned to the course. The grade point average of a student receiving a pass (P) or no pass (NP) grade will not be influenced. A pass/no pass course is not included in consideration for honors such as Dean's List or President's Honor Roll.

For some courses, students have the option of selecting a final grade of pass/no pass or a traditional letter grade of "A", "B", "C", etc. Review the course description in this Catalog to determine which courses are designated as having this option.

Before selecting a grading option, students should consider the following:

- Once the option has been selected, the student's decision is final and irreversible.
- Students may select the P/NP option in Self-Service Banner prior to the NRS (No Record Shown) date for the course, as published in the Schedule of Classes for that semester.
- If the student opts for a P/NP final grade, the units are not included in the semester GPA but are considered for the purposes of probation and dismissal.
- A P/NP grade is not used in consideration of honors.
- A total of 20 units of P/NP graded units (not including those courses required by the major which are designated P/NP only) may be applied to an associate's degree or certificate.
- Students should carefully consider the transferability of P/NP units to other institutions. Some universities may not accept any P/NP courses and others limit the amount of P/NP units that will be accepted. Please consult a counselor before selecting the Pass/No Pass option.

Academic Record Symbols

Symbol	Definition	Grade Points
A	Excellent	4
A-	Excellent	3.7
B+	Good	3.3
B	Good	3
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least satisfactory; units awarded not counted in Grade Point Average)	0
NP	No Pass (less than satisfactory or failing; units not counted in Grade Point Average)	0
I	Incomplete (incomplete academic work for unforeseeable, emergency and justifiable reasons). The requirements necessary to complete the course must be fulfilled the next term of attendance (excluding summer) within the next year. If the "I" grade is not removed in this fashion, it will be converted to an "F"	0
IP	In Progress (In Progress shall be used to denote that the class extends beyond the normal end of the academic term).	0
W	Withdrawal	0
MW	Military Withdrawal (called to active duty)	0

Computing Grade Point Average (GPA)

To determine current or cumulative grade point average, divide the total number of grade points earned by the total number of units attempted.

Grade point values:

A = 4 points
 A- = 3.7 points
 B+ = 3.3 points
 B = 3 points
 B- = 2.7 points
 C+ = 2.3 points
 C = 2 points
 D = 1 point
 F = 0 point

Example:

CLASS	UNITS		GRADE/VALUE		GRADE POINTS
ACCT	4	X	(A) 4	=	16 points
ENGL	3	X	(B) 3	=	9 points
	7		units attempted		25 points

Placing values into formula above:

$$25 \text{ points} \div 7 \text{ units attempted} = 3.57 \text{ GPA}$$

Pass/No Pass units are not computed in the grade point average.

Non-Traditional Credit

Students may be granted nontraditional academic credit (e.g., military service, credit by examination, USAFI, CLEP, AP, etc.) upon proper application and, with the exception of Advanced Placement, the successful completion of 12 credit units at Gavilan College with a cumulative grade point average of no less than 2.0.

University of California does not grant credit for College Level Examination Program (CLEP) exams. CLEP credit WILL NOT be used to certify the Intersegmental General Education Transfer Curriculum. Some California State Universities will grant credit for certain areas and some will not grant credit at all. Transfer students are advised to contact the university they will be attending for specific information regarding CLEP credit.



PROPOSED CALIFORNIA COMMUNITY COLLEGE GENERAL EDUCATION CLEP LIST

CLEP Examination	CCC GE Areas	Passing Score	Minimum Units
American Government	Social/Behavioral Sciences	50	3
American Literature	Humanities	50	3
Analyzing and Interpreting Literature	Humanities	50	3
Biology	Natural Sciences	50	3
Calculus	Language and Rationality	50	3
Chemistry	Natural Sciences	50	3
College Algebra	Language and Rationality		50
College Algebra – Trigonometry	Language and Rationality	50	3
English Literature	Humanities	50	3
French Level II	Humanities	59	3
German Level II	Humanities	60	3
History, United States I	Social/Behavioral Sciences	50	3
History, United States II	Social/Behavioral Sciences	50	3
Human Growth and Development	Social/Behavioral Sciences	50	3
Humanities	Humanities	50	3
Introductory Psychology	Social/Behavioral Sciences	50	3
Introductory Sociology	Social/Behavioral Sciences	50	3
Natural Sciences	Natural Sciences	50	
Pre-Calculus	Language and Rationality	50	3
Principles of Macroeconomics	Social/Behavioral Sciences	50	3
Principles of Microeconomics	Social/Behavioral Sciences	50	3
Spanish Level II	Humanities	63	3
Trigonometry	Language and Rationality	50	3
Western Civilization I	Humanities or S/B. Sciences	50	3
Western Civilization II	Social/Behavioral Sciences	50	3

CREDIT BY EXAMINATION (I.E., “TEST OUT”)

Students who have a cumulative GPA of 2.0 or higher in at least 12 units of college work completed at Gavilan College may petition for credit by examination during any term in which they are enrolled.

- Students who may qualify for credit by examination are:
 - Students who have never taken the class for credit.
 - Students of exceptional ability who have studied on their own.
 - Students with experiential background who can meet the objectives of the course.
- Students will pay enrollment fees for the challenged class. An additional fee may be incurred if a specialized location and/or materials are required to conduct the examination. The exact fee will be based upon the actual costs of providing the exam.
- Applications for Credit by Examination are available from the Admissions and Records Office and require the signature of the appropriate instructor, department chairperson, and appropriate dean.
- A copy of the graded challenge examination will be submitted to the appropriate dean's office. The type of examination is to be determined by the instructor and the department chairperson in concert with the appropriate dean.
- The final grade will be submitted to the Admissions and Records Office for posting on the student's transcript.
- Students desiring to take the Challenge Examination who, due to extenuating circumstances, do not meet the above qualifications may submit a written appeal for waiver to the appropriate dean.

PROCEDURES FOR CREDIT BY EXAMINATION - NURSING PROGRAM

Students will receive the following orientation regarding Credit by Examination:

- All nursing program students will sign a statement that they have been made aware of the college policies on Credit by Examination.
- Students challenging a nursing course must be eligible for the course and must have met all program entry prerequisites, including admission procedures for the nursing program.
- The college reserves the right to deny challenge to any specific course.



INTERNATIONAL BACCALAUREATE (IB)

A score of 5, 6, or 7 on Higher Level exams is required to grant credit for IGETC certification. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.

Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

International Baccalaureate (IB)	IGETC Area
IB Biology HL	5B (without lab)
IB Chemistry HL	5A (without lab)
IB Economics HL	Economics HL 4B
IB Geography HL	4E
IB History (any region) HL	3B or 4F*
IB Language A1 (any language, except English) HL	3B and 6A
IB Language A2 (any language, except English) HL	3B and 6A
IB Language A1 (any language) HL	3B
IB Language A2 (any language) HL	3B
IB Language B (any language) HL	6A
IB Mathematics HL	2A
IB Physics HL	5A (without lab)
IB Psychology HL	4I
IB Theatre HL	3A

* IB exam may be used in either area regardless of where the certifying CCC's discipline is located.

ADVANCED PLACEMENT (AP)

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general education (GE) and/or major requirements. Students must have the College Board send AP exam results to the Admissions Office (hand carried copies will not be accepted) for use on the A.A. or GE patterns.

Gavilan College grants up to six semester units of transfer credit for each College Entrance Examination Board (CEEB) Advanced Placement (AP) Test on which a student receives a score of 3 or higher. The AP results must be submitted to the Office of Admissions and Records with a request for evaluation. Students receiving a score of 3, 4 or 5 on the Math and English AP exams will be exempt from the placement assessment test. AP units will not apply toward financial aid, nor can they be used to satisfy the residency unit requirement.

Advanced Placement credit will be awarded as follows:

AA: Students should be aware that AP test credit is evaluated by corresponding it to an equivalent Gavilan College course, e.g. History 1. A student who receives AP credit and then takes the equivalent Gavilan College course will have the unit credit for such duplication deducted prior to being awarded the A.A. degree. Credit by Advanced Placement exam is noted and listed first on a student's transcript, with units assigned and no grade.

Course credit and units granted at Gavilan College may differ from course credit and units granted by a transfer institution.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breath area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breath requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

Advanced Placement exams in Biology, Chemistry or Physics B allow California Community College campuses to apply 4 semester or quarter units. For Environmental Science, Physics C: Mechanics and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification. Therefore, students who complete these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for area 5.

ADVANCED PLACEMENT (AP) EXAM	AA (MAJOR AND/OR GE) FOR Gavilan College	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Art History	ART 1A	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B 3 semester units	8 quarter/ 5.3 semester units
Biology	BIO 10	Area B2 and B3 4 semester units	6 semester units	Area 5B (with lab) 4 semester units	8 quarter/ 5.3 semester units
Calculus AB	Score of 3 – MATH 8B Score of 4 or 5 – MATH 1A 4 Semester units	Area B4 3 semester units	3 semester units*	Area 2A 3 semester units	4 quarter/ 2.7 semester units**
Calculus BC	Score of 3 – MATH 1A Score of 4 or 5 – MATH 1B 4 Semester units	Area B4 3 semester units	6 semester units*	Area 2A 3 semester units	8 quarter/ 5.3 semester units**
AP CALCULUS EXAM LIMITATIONS:			*Only one exam may be used toward transfer		**Maximum credit 8 quarter/5.3 semester units for both
Chemistry	CHEM 30A 4 semester units	Areas B1 and B3 4 semester units	6 semester units	Area 5A (with lab) 4 semester units	8 quarter/ 5.3 semester units
Chinese Language & Culture	No course equivalency GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/ 5.3 semester units
Computer Science A	CSIS 45 3 Semester units	N/A	3 semester units**	N/A	2 quarter/ 1.3 semester units***
Computer Science AB	CSIS 45 & 46 6 semester units	N/A	6 semester units**	N/A	4 quarter/ 2.7 semester units***
AP CS EXAM LIMITATIONS:			**Maximum one exam toward transfer		***Maximum 4 quarter/ 2.7 semester units for both
Economics - Macroeconomics	ECON 1 3 semester units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/ 2.7 semester units
Economics - Microeconomics	ECON 2 3 semester units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/ 2.7 semester units
English Language & Composition	ENGL 1A 3 semester units	Area A2 3 semester units	6 semester units	Area 1A 3 semester units	8 quarter/ 5.3 semester units*
English Literature & Composition	ENGL 1A & ENGL 1B 6 semester units	Area A2 and C2 6 semester units	6 semester units	Area 1A or 3B 3 semester units	8 quarter units/ 5.3 semester units*
AP ENGLISH EXAM LIMITATIONS:					*8 quarter/5.3 semester units maximum for both
Environmental Science	ECOL 1 4 semester units	Area B2 and B3 (if taken prior to Fall 2009) Or Area B1 and B3 (regardless of when taken). 4 semester units	4 semester units	Area 5A (with lab) 3 semester units	4 quarter/ 2.7 semester units
French Language	No course equivalency 5 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/ 5.3 semester units
French Literature	No course equivalency GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/ 5.3 semester units
German Language	No course equivalency GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/ 5.3 semester units
Government & Politics - Comparative	POLS 3 3 semester units	Area D8 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units
Government and Politics - U.S.	POLS 1 3 semester units	Area D8 and US 2* 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units

* AP exams may be used in either area regardless of where the certifying CCC's discipline is located. Example: US History at a CCC is approved for Area 3B. The US History AP may be used in either Area 3B or 4F.

** Scores of "3" may not be accepted for all courses by some 4 year colleges and universities.

EXAM	AA (MAJOR AND/OR GE) FOR Gavilan College	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
History - European	HIST 7A 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
History - U.S.	HIST 1 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F and US-1 3 semester units	8 quarter/5.3 semester units
History - World	HIST 4A 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
Human Geography	GEOG 2 3 semester units	Area D5 3 semester units	3 semester units	Area 4E 3 semester units	4 quarter/2.7 semester units
Italian Language & Culture	No course equivalency 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	No course equivalency GE Humanities	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Latin - Vergil	No course equivalency GE Humanities	Area C2 3 semester units	3 semester units	Area 3B and 6A 3 semester units	4 quarter/ 2.7 semester units
Latin - Literature	No course equivalency GE Humanities	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	4 quarter/ 2.7 semester units
Music Theory	MUS 3A 3 semester units	Area C1 (if taken prior to Fall 2009) 3 semester units	6 semester units	N/A	8 quarter/5.3 semester units
Physics B	PHYS 2A 4 semester units	B1 and B3 4 semester units*	6 semester units*	Area 5A (with lab) 4 semester units	8 quarter/5.3 semester units**
Physics C - Mechanics	PHYS 4A 4 semester units	Area B1 and B3 4 semester units*	4 semester units*	Area 5A (with lab) 3 semester units	4 quarter/2.7 semester units**
Physics C - Magnetism	PHYS 4B 4 semester units	Area B1 and B3 4 semester units*	4 semester units*	Area 5A (with lab) 3 semester units	4 quarter/2.7 semester units**
AP PHYSICS EXAM LIMITATIONS:		*Maximum 4 semester units toward GE and 6 semester units toward transfer		**Maximum 8 quarter/ 5.3 semester units for both	
Psychology	PSYC 10 3 semester units	Area D9 3 semester units	3 semester units	Area 4I 3 semester units	4 quarter/2.7 semester units
Spanish Language	SPAN 2A 5 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Spanish Literature	No course equivalent GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Statistics	MATH 5 3 semester units	Area B4 3 semester units	3 semester units	Area 2A 3 semester units	4 quarter/ 2.7 semester units
Studio Art - 2D	Art 2A 3 semester units	n/a	3 semester units	n/a	4 quarter/ 2.7 semester units
Studio Art - 3D	Art 13 3 semester units	n/a	3 semester units	n/a	4 quarter/ 2.7 semester units
Studio Art - Drawing	Art 3A 3 semester units	n/a	3 semester units	n/a	4 quarter/ 2.7 semester units

* AP exams may be used in either area regardless of where the certifying CCC's discipline is located. Example: US History at a CCC is approved for Area 3B. The US History AP may be used in either Area 3B or 4F.

** Scores of "3" may not be accepted for all courses by some 4 year colleges and universities.

Academic Standards

DEAN'S LIST

Special recognition is accorded students who maintain a 3.0 (B) grade point average during any semester in which they accumulate at least 12 graded (A, B, C, D, F) units at Gavilan College. Dean's List achievement shall be noted on the student's transcript.

PRESIDENT'S HONOR ROLL

Special recognition is accorded to students who earn a 3.5 or higher grade point average during any semester in which they accumulate at least 15 graded units (A, B, C, D, F) at Gavilan College. President's Honor Roll achievement shall be noted on the student's transcript, and additional special recognition shall be given.

STANDARDS FOR PROBATION

Academic Probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned an accumulated grade point average below 2.0.

Progress Probation: A student who has enrolled in a total of at least 12 semester units as shown by the official academic records shall be placed on progress probation when "W," "I," "NC" and "NP" recorded entries reach or exceed fifty percent (50%) of all units in which a student has enrolled.

Removal from Probation: A student who is on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

A student on progress probation because of an excess of units for which entries of "W," "I," "NC" and "NP" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

STANDARDS FOR DISMISSAL

A student who is on academic probation shall be subject to dismissal from the college if the student earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC" and "NP" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).

A student who has been dismissed may petition for reinstatement with a written petition. The petition will be reviewed by a counselor. A decision can include continued enrollment, continued enrollment with a reduced unit load for a predetermined period or dismissal from the college for a predetermined period of time. Petitions are

available from the counselors and the Admissions and Records Office.

A student deficient in grade points who transfers to Gavilan College from another college will be admitted on probationary status and allowed to remain as long as a 2.0 or higher grade point average is maintained.

ACADEMIC RENEWAL

In accordance with state guidelines, academic renewal may be accomplished in one of two ways:

1. Repeat a course graded "D", "F", "NC" or "NP". The grade and units of the first attempt will remain on the student's permanent record but will be annotated to show that they are no longer computed in the grade point average.
2. Petition for renewal of a maximum of three terms of sub-standard course work which is not reflective of the student's demonstrated ability. To be eligible for renewal, the following criteria must be met:
 - a. A period of two years has elapsed between the time of the petition and the date of the course work to be renewed.
 - b. Subsequent to the semester being renewed, the student must complete either:
 - 30 or more units with a grade point average of 2.0 or
 - 24 units with a grade point average of 2.5 or
 - 18 units with a grade point average of 3.0

No grade or course will be removed from the student's permanent record. However, the record will be annotated to show that the coursework for that term is not computed in the grade point average. Subject completion, but not unit value, will be allowed for any course completed satisfactorily in the term(s) to be renewed for the purpose of satisfying requirements for a certificate or degree. (All work, including the semester(s) for which academic renewal has been granted, will be computed in determining honors (3.50) at graduation.)

Cooperative Work Experience

The Cooperative Work Experience Program provides an opportunity for the application and integration of specific knowledge and skills to current work place practices.

Cooperative internships emphasize the development of individualized performance objectives. Insights obtained in an actual occupational internship and the experience obtained from business and industry result in skills that are essential to fast track career futures.

A student may earn from 1 to 16 units which may be accepted in certain vocational programs as electives and as elective transfer credit by four-year colleges and universities. Students should consult with counselors for specific transferability guidelines. Students must have a volunteer or paid job and a "C" grade point average to enroll.

Distance Learning Program

Distance learning refers to instruction delivered through technology to students at a distance from their instructors. All distance learning courses are academically equivalent to traditional classroom instruction. They are not easier, as some students think. In fact, they may be more difficult, if we consider the amount of technical ability needed, plus the self-discipline needed to keep current.

Methods of instruction include:

- Online classes, using a computer with an individual email account and access to the internet. Class meetings and the majority of coursework are done primarily online. However, one or more optional on-campus meetings may be held. Online courses require students to have an email account. Please go to www.gavilan.edu/disted for instructions on how to obtain an email account prior to registering for an online course.
- Hybrid courses are a mix of online meetings plus face-to-face meetings.

Supplemental resources and assignments, varies per instructor, not offered in every course.

In-person orientations to online learning are held at the beginning of every semester. An online version of the Orientation to online learning is also available as a non-credit course, listed as LIB 732. For general help with online classes, go to <http://www.gavilan.edu/disted>.

For a list of courses currently offered through the Distance Learning Program, visit the website at <http://www.gavilan.edu/disted>. If you would like more information, contact the Distance Education Coordinator via email at disted@gavilan.edu.

Study Abroad Programs

Gavilan College will be offering students the opportunity for world-wide learning experiences through various travel and study programs. These programs may be offered during summer sessions or the regular fall or spring semesters.

Gavilan has previously offered programs that have included travel and study in Mexico, England, Spain and other countries.

For a current list of course opportunities, see the class schedule or the college website at www.gavilan.edu or contact the Office of the Vice President of Instruction at 408-848-4761.

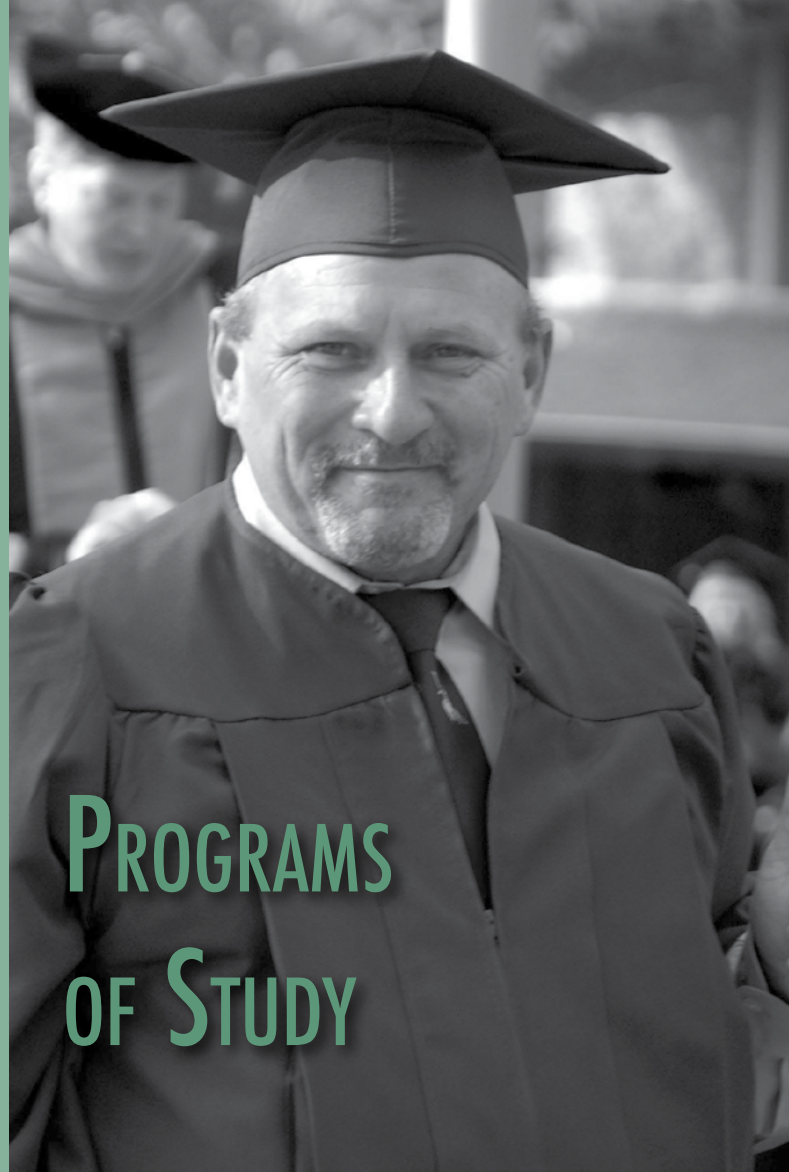
South Bay Regional Public Safety Training Consortium

As a member of the South Bay Regional Public Safety Training Consortium, Gavilan College offers courses for students who are interested in Correctional Officer, Law Enforcement, Reserve Police Officer, Dispatcher, Fire Technology, Probation Officer, or Juvenile Hall Counselor careers. The Consortium is funded by all colleges regionally to provide vocational specific training which may require special facilities, special training conditions or is presented outside of the regular schedule of college classes.

The application and registration process is completed at the South Bay Regional Public Safety Training Consortium Center located in south San Jose. Although open to the public, the majority of these courses are intended to serve those who are already employed. If you have questions about these courses, or if you would like information about a career in any of these programs, please call 408-270-6458 or visit the webpage at www.theacademy.ca.gov.



General Education
General Education Learning Outcomes
Additional Associate's Degrees
Double Counting Rule
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Transfer to the University of California System
Transfer Patterns
Intersegmental General Education Transfer Curriculum (IGETC)
IGETC Pattern
Transfer to the California State University System (CSU)
CSU (Breadth) Pattern
Transfer Admissions Agreement
Transfer Agreements with Private Colleges/Universities
General Education/Course Credit Matrix



General Education

Gavilan's general education (GE) requirements introduce students to a variety of disciplines through which they comprehend and interact with the modern world. The GE requirements are central both to the college's mission and to its associate degrees.

Completion of the GE requirements will develop students' abilities to think and communicate clearly, both orally and in writing; to use mathematics and employ the scientific method; to understand the modes of inquiry in major disciplines; to be aware of other cultures and other eras; to apply critical thinking to ethical and social issues; and to develop the capacity for self understanding and improvement. The student will also develop a depth of knowledge in a specific field of interest. In completing the requirements, students will come to understand basic principles, concepts and methodologies that may be unique to a specific discipline or universal in the quest for knowledge.

General Education Learning Outcomes

AREA A

ENGLISH LANGUAGE, COMMUNICATION AND CRITICAL THINKING

After completing courses in Area A, students will be able to do the following:

- ▶ Receive, analyze, and effectively respond to verbal communication.
- ▶ Formulate, organize and logically present verbal information.
- ▶ Write clear and effective prose using forms, methods, modes and conventions of English grammar that best achieve the writing's purpose.
- ▶ Advocate effectively for a position using persuasive strategies, argumentative support and logical reasoning.
- ▶ Employ the methods of research to find information, analyze its content, and appropriately incorporate it into written work.
- ▶ Read college course texts and summarize the information presented.
- ▶ Analyze the ideas presented in college course materials and be able to discuss them or present them in writing.
- ▶ Communicate conclusions based on sound inferences drawn from unambiguous statements of knowledge and belief.
- ▶ Explain and apply elementary inductive and deductive processes, describe formal and informal fallacies of language and thought, and compare effectively matters of fact and issues of judgment and opinion.

AREA B

SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

After completing courses in Area B, students will be able to do the following:

- ▶ Explain concepts and theories related to physical and biological phenomena.
- ▶ Identify structures of selected living organisms and relate structure to biological function.
- ▶ Recognize and utilize appropriate mathematical techniques to solve both abstract and practical problems.
- ▶ Utilize safe and effective laboratory techniques to investigate scientific problems.
- ▶ Discuss the use and limitations of the scientific process in the solution of problems.
- ▶ Make critical judgments about the validity of scientific evidence and the applicability of scientific theories.
- ▶ Utilize appropriate technology for scientific and mathematical investigations and recognize the advantages and disadvantages of that technology.
- ▶ Work collaboratively with others on labs, projects, and presentations.
- ▶ Describe the influence of scientific knowledge on the development of world's civilizations as recorded in the past as well as in present times.

AREA C ARTS AND HUMANITIES

After completing courses in Area C, students will be able to do the following:

- ▶ Demonstrate knowledge of the language and content of one or more artistic forms: visual arts, music, theater, film/television, writing, digital arts.

- ▶ Analyze an artistic work on both its emotional and intellectual levels.
- ▶ Demonstrate awareness of the thinking, practices and unique perspectives offered by a culture or cultures other than one's own.
- ▶ Recognize the universality of the human experience in its various manifestations across cultures.
- ▶ Express objective and subjective responses to experiences and describe the integrity of emotional and intellectual response.
- ▶ Analyze and explain the interrelationship between self, the creative arts, and the humanities, and be exposed to both non-Western and Western cultures.
- ▶ Contextually describe the contributions and perspectives of women and of ethnic and other minorities.

AREA D SOCIAL SCIENCES

After completing courses in Area D, students will be able to do the following:

- ▶ Identify and analyze key concepts and theories about human and/or societal development.
- ▶ Critique generalizations and popular opinion about human behavior and society, distinguishing opinion and values from scientific observation and study.
- ▶ Demonstrate an understanding of the use of research and scientific methodologies in the study of human behavior and societal change.
- ▶ Analyze different cultures and their influence on human development or society, including how issues relate to race, class and gender.
- ▶ Describe and analyze cultural and social organizations, including similarities and differences between various societies.

AREA E LIFELONG LEARNING AND SELF-DEVELOPMENT

After completing courses in Area E, students will be able to do the following:

- ▶ Demonstrate an awareness of the importance of personal development.
- ▶ Examine the integration of one's self as a psychological, social, and physiological being.
- ▶ Analyze human behavior, perception, and physiology and their interrelationships including sexuality, nutrition, health, stress, the social and physical environment, and the implications of death and dying.

AREA F CULTURAL DIVERSITY

After completing courses in Area F, students will be able to do the following:

- ▶ Connect knowledge of self and society to larger cultural contexts.
- ▶ Articulate the differences and similarities between and within cultures.

Additional Associate Degrees

An Associate of Arts or an Associate of Science degree will be awarded to those currently possessing an associate degree provided:

1. the second degree major includes a minimum of 18 new units,
2. courses used to satisfy major requirements for the previous degree(s) are not used to satisfy any of the new 18 major units, and
3. the student completes the last 12 units or has completed a total of 48 units at Gavilan College.

For continuing students, the general education and major requirements for the additional degree are those listed in the college catalog for the academic year in which the student first takes courses for the first degree or any subsequent catalog thereafter.

Continuous attendance is defined as enrollment in at least one regularly transcribed course per year, including summer.

For returning students, the requirements are those listed in the college catalog for the year in which the student returns or any subsequent catalog thereafter.

Double Counting Rule

Reference: Title V, Section 55063 C

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. Whether it may be counted again for a different degree requirement is a matter for each college to determine. Students may use the same course to meet a general education requirement for the associate degree and to partially satisfy a general education requirement at the California State University, if such course is accepted by that system to satisfy a general education requirement.

Gavilan College Graduation Requirements

An associate degree (A.A. or A.S.) at Gavilan College can be achieved by completing a combination of general education courses and a specific major selected from the Gavilan Catalog. A minimum of 60 degree-applicable units (courses numbered 1-299) are required to earn a degree at Gavilan College.

To be eligible for graduation a student must:

1. Complete a minimum of 60 overall units, to include major course requirements, general education, and electives when necessary to add up to 60 total units. A student may select any of the options below to satisfy the general education requirements:

Option A: Gavilan College A.A./A.S. General Education Pattern.

Option B: The California State University (CSU-GE Breadth) Pattern.

Option C: The Intersegmental General Education Transfer Curriculum (IGETC) Pattern.

All three patterns above lead to an associate degree. Two are transfer level patterns (CSU-GE Breadth and IGETC), and one designed for those students who may not be interested in transferring to a university. It is possible to complete an A.A./A.S. degree while also preparing for transfer. Consult a counselor for details.

To earn a Certificate a student must complete only major course requirements.

2. Complete all major/certificate requirement courses with a grade of "C" or better in each course.
3. Maintain a cumulative grade point average of 2.0 ("C") or higher for all work attempted. A grade of "C" or better is also required in each course in Area A and Area B-4 (mathematics), of the general education pattern.*
4. Complete the last 12 units or have completed 48 units at Gavilan College.
5. Complete a graduation petition for each associate degree, Certificate of Achievement, Certificate of Proficiency and award of achievement they wish to receive. These petitions must be filed with the Admissions and Records office by mid-April for spring or summer graduation and mid-October for fall graduation.

BACCALAUREATE DEGREE GRADUATES

Gavilan College will accept the general education used to complete a Baccalaureate degree to satisfy the General Education requirements for an Associate degree at Gavilan College, under the following parameters:

1. The student has been granted a baccalaureate degree from a regionally accredited university in the United States.
2. The student presents official transcripts that verify completion of the baccalaureate degree.
3. The cumulative grade point average of the university work must be 2.00 or better.
4. Major courses required for the desired Gavilan College degree must be completed at Gavilan College with a grade of "C" or better in each course.
5. All Gavilan residency and graduation requirements, including math and English requirements in effect at the time of graduation, must be satisfied.

Associate Degrees for Transfer

In response to the Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) Gavilan College is in the process of developing new Associate of Arts (A.A.-T.) and Associate of Science (AS-T) degrees. Upon completion of these degrees, the students will be guaranteed admission at a California State University (CSU) campus, but not to a particular campus or major. These newly established degrees are designed for students who plan to complete a bachelor's degree in a similar major at a CSU campus.

Students transferring to a CSU campus that does accept the A.A.-T. or A.S.-T. will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Students must:

- ▶ Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education –Breadth Requirements.
 - B. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- ▶ Obtain a minimum grade point average of 2.0."

Earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major. Students should note that no more than 60 units are required for this degree and that no additional requirements will be imposed by Gavilan College. In addition, no remedial or non-collegiate level course work will be counted in the total units for this degree. NOTE: the Double Counting rule (p. 47) also applies to A.A.-T. and A.S.-T. degrees.

General Education Reciprocity Agreement

The Gavilan Community College District has entered into a mutual agreement with seven other community Colleges to accept the general education of these colleges.

The participating colleges are:

Chabot College (Hayward), De Anza College (Cupertino), Evergreen Valley College (San Jose), Foothill College (Los Altos Hills), Gavilan College (Gilroy), Las Positas (Livermore), Mission College (San Jose), Ohlone College (Fremont), San Jose City College (San Jose), West Valley College (Saratoga)

Students who obtain a Certification of Completion of Associate Degree General Education or complete an associate degree at any of the participating colleges will have both their general education course work and graduation proficiencies accepted as completed at any one of the participating campuses. No additional general education course work will be required if the certification is officially presented. Students will still be required to complete all major courses and prerequisites needed for a degree.

To obtain a Certification of Gavilan College General Education:

- 1) Request a General Education Certification from the Gavilan College Admissions and Records Office.
- 2) If transcripts are to be used from other colleges, official copies must be on file with the Records Office.
- 3) A copy of the certification will be given to the student.
- 4) Gavilan College will honor the certification presented from the participating colleges only if it is transmitted in the same manner as an official transcript. Student copies will not be honored.

Please note that only the colleges listed above participate in this agreement and these agreements are subject to change. Check with a counselor.

GAVILAN COLLEGE

ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS (2013-2014)

1. File a Petition to Graduate with the Admissions and Records Office by April 1 for Spring or Summer graduation, and by October 1 to graduate at the end of the Fall Semester. One petition must be filed for each Associate degree, Certificate of Achievement or Certificate of Proficiency the student expects to receive.
2. Maintain a cumulative grade point average of 2.0 ("C") or higher for all work attempted and a grade of "C" or higher in each major or certificate courses.
3. Complete a minimum of 18 units of coursework in a major. Refer to the Double Counting Rule on page 47.
4. Complete a minimum of 60 semester units. Within the (60) unit requirement, the (9) units in Area A, and B-4 must be completed with a grade of "C" or better in each course. Complete the last 12 units, or a total of 48 units, at Gavilan College.

AREA A ENGLISH LANGUAGE, COMMUNICATION AND CRITICAL THINKING	PHYS 4A Physics for Sci & Engineers (4) PHYS 4B Physics for Scientists and Engineers (Electricity and Magnetism) (4) PHYS 4C Phys for Scientists & Engineers (Heat / Optics Modern Physics) (4)	AREA C ARTS & HUMANITIES
Select one course from each category. All courses must be completed with a grade of "C" or better.	PSCI 1 Principles of Physical Science (3) PSCI 2 Introduction to Meteorology (3) PSCI 3 Ocean Studies (3)	Select one course from each category.
6-9 Semester Units		5 Semester Units
A - 1 ORAL COMMUNICATION	B - 2 LIFE SCIENCE	C - 1 Arts (Art, Dance Music, Theater)
CMUN 1A Introduction to Public Speaking (3) CMUN 5 Fundamentals of Comm Studies (3) CMUN 8 Interpersonal Communication (3) CMUN 10 Small Group Communication (3)	ANTH 1 Intro to Physical Anthropology (3)	CMUN 2; HUM 10 or any Art, Journalism, Music or Theatre course (other than Area C-2)
A - 2 WRITTEN COMMUNICATION	AH 8 General Microbiology (5) AH 9 Human Physiology (5) AH 15 Survey of Human Anatomy & Physiology (5)	C - 2 Humanities (Literature, Philosophy, Foreign Language)
ENGL 1A Composition (3)	BIO 1 Cell and Molecular Biology (4) BIO 4 General Zoology (4) BIO 5 General Botany (4) BIO 7 Human Anatomy (4) BIO 8 General Microbiology (5) BIO 9 Human Physiology (5) BIO 10 Principles of Biology (4) BIO 12 Intro to Human Biology (4) BIO 13 Marine Biology (4) BIO 15 Survey of Human Anatomy & Physiology (5)	ART 11 Creativity, Imagination, & Innovation (3) ENGL 1B Composition and Literature (3) ENGL 1C Critical Reasoning and Writing (3) ENGL 2B American Ethnic Literature (3) ENGL 2C Intro to Film and Fiction (3) ENGL 2E Introduction to Women Writers (3) ENGL 2F Children's Literature (3) ENGL 2J Mythology (3) ENGL 4A British Lit - 449 through 1798 (3) ENGL 4B British Lit - 1798 to present (3) ENGL 5A Survey of American Lit - 1620-1865 (3) ENGL 5B Survey of American Literature - 1865 to Present (3)
A - 3 READING	ECOL 1 Conservation of Nat Resources(4) ES 1 Environmental Science (4)	ENGL 9A Intro to Creative Writing (3) ENGL 9B Advanced Creative Writing (3) ENGL 9C Creative Writing: Poetry (3) HIST 1 U.S. Hist through Reconstruction(3) HIST 2 United States History - Reconstruction to the Present (3) HIST 3 History of California (3) HIST 4A Global History Before 1500 (3) HIST 4B Global History After 1500 (3) HIST 5 Women's Lives in Early U.S Hist (3) HIST 6 Women's Lives in Recent U.S. Hist(3) HIST 7A, B History of Western Civilization (3)(3) HIST 12 Mexican American Cultural History(3) HUM 3 Introduction to Cinematic Arts, Film and Television (3) HUM 4 Intro to the American Cinema (3) HUM 10 Approaches to Contemporary Film(3) HUM 12 Mexican American Cultural History(3) JOUR 10 Mass Media and Society (3)
ENGL 260 with a grade of "C" or better, or demonstrate reading proficiency at the college level. (Competency may be verified by an approved test.)		
AREA B SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING	B - 3 LABORATORY ACTIVITY	
Select one course from each category. The Physical or Life Science course must include a laboratory (indicated in BOLD).	LAB courses are bold in Areas B-1and B-2 above	
9 Semester Units	B - 4 Mathematics	
B - 1 PHYSICAL SCIENCE	Minimum of Math 233, MATH 240, or Math 242, or equivalent.* (Competency may be verified by an approved test.)	
ASTR 1 Intro to General Astronomy (3) CHEM 1A General Chemistry (5) CHEM 1B General Chemistry (5) CHEM 12A Organic Chemistry (5) CHEM 12B Organic Chemistry (5) CHEM 30A Elementary Chemistry (4) CHEM 30B Elem Organic & Biochemistry (4) GEOG 1 Physical Geography (3) GEOL 1 Introduction to Geology (4) PHYS 1 Introduction to Physics (4) PHYS 2A General Physics I (4) PHYS 2B General Physics II (4)		


<p>C - 2 Humanities (continued)</p> <p>PHIL 1 Introduction to Philosophy (3) PHIL 2 Introduction to Logic (3) PHIL 3A Ethics (3) PHIL 3B Contemporary Moral Issues (3) PHIL 4 Critical Thinking and Writing (3) PHIL 6 Comparative Religions (3) PHIL 9 Philosophy of Religion (3) SOC 10 Mass Media and Society (3) Any Foreign Language Course (3-5)</p>	<p>HUM 12 Mexican American Cultural History(3) JOUR 10 Mass Media and Society (3) POLS 1 Intro to American Government (3) POLS 3 Intro to Comparative Politics (3) POLS 4 Intro to International Relations (3) POLS 5 Intro to Modern Intntl Terrorism (3) POLS 6 Intro to Conflict Resolution (3) POLS 9 Global Social Change (3) PSYC 2 Early Childhood Development (3) PSYC 3 Child Growth and Development During the School Years (3) PSYC 6 Intro to Conflict Resolution (3) PSYC 7 Cultural Context of Child and Family in a Diverse Society (3) PSYC 10 Intro to Psychology (3) PSYC 11 Biological Psychology (3) SOC 1A Introduction to Sociology (3) SOC 1B Introduction to Sociology: Social Problems (3) SOC 3 Sociology of Race, Ethnicity, and Cultural Identity (3) SOC 4 Sociology of Women and Men (3) SOC 9 Global Social Change (3) SOC 10 Mass Media and Society (3)</p>	<p>AREA E (continued)</p> <p>LIB 6 Web Page Authoring I (2) PHIL 3B Contemporary Moral Issues (3) PHIL 9 Philosophy of Religions (3) POLS 27 Contemporary Leadership (3) PSYC 2 Early Childhood Development (3) PSYC 3 Child Growth and Development During the School Years (3) PSYC 5 Self-Assessment and Career Dev(3) PSYC 27 Contemporary Leadership (3) SOC 21 Marriage and the Family (3)</p>
<p>AREA D SOCIAL SCIENCES</p>		
<p>Two requirements: select one course from D-1, and select 2 courses from D-2.</p>		
<p>9 Semester Units</p>		
<p>D - 1</p> <p>HIST 1 U.S. Hist through Reconstruction(3) HIST 2 U.S. Hist Reconst to the Present (3) HIST 5 Womens Lives in Early U.S. Hist (3) POLS 1 Intro to American Government (3)</p>		
<p>D - 2</p> <p>AJ 5 Intro to Modern Intntl Terrorism (3) AJ 10 Intro to Administration of Justice (3) ANTH 2 Introduction to Archeology (3) ANTH 3 Intro to Cultural Anthropology (3) ANTH 5 Magic, Witchcraft and Religion (3) ANTH 6 Culture & Politics of Africa (3) BUS 1 Fundamentals of Business (3) CD 2 Early Childhood Development (3) CD 3 Child Growth and Development During the School Years (3) CD 7 Cultural Context of Child and Family in a Diverse Society (3) CMUN 4 Intercultural Communication (3) CMUN 6 Intro to Conflict Resolution (3) ECON 1 Principles of Macroeconomics (3) ECON 2 Principles of Microeconomics (3) GEOG 2 Cultural Geography (3) HIST 1 U.S. Hist through Reconstruction(3) HIST 2 U S Hist - Reconst to the Present(3) HIST 3 History of California (3) HIST 4A Global History Before 1500 (3) HIST 4B Global History After 1500 (3) HIST 5 Women's Lives in Early U.S. History (3) HIST 6 Women's Lives in Recent U.S. History (3) HIST 12 Mexican Amer. Cultural History (3)</p>		
<p>AREA E LIFE-LONG LEARNING AND SELF-DEVELOPMENT</p>		
<p>3 Semester Units</p>		
<p>1. Select one unit of Kinesiology (previously Physical Education) activity class or intercollegiate sport.</p>		
<p>2. Select Two units from:</p>		
<p>AH 3 The Person in the Life Cycle (3) AH 11 Nutrition (3) AH 30 Standard First Aid and Cardiopulmonary Resuscitation (3) BIO 11 Nutrition (3) CD 2 Early Childhood Development (3) CD 3 Child Growth and Development During the School Years (3) CSIS 1 Computer Literacy - MS Office (2) CSIS 2 Computers in Business (4) CSIS 6 Web Page Authoring I (2) CSIS 8 Introduction to the Internet (1) CSIS 45 C++ Programming I (4) CSIS 51 Visual Basic Net Programming (4) DM 6 Web Page Authoring I (2) GUID 1 Self-Assessment and Career Dev(3) GUID 6 Life Skills for Higher Education (2) GUID 200 Planning College Success (.5-2) HE 1 Health Education (3) HE 2 Human Sexuality (3)</p>		
<p>AREA F CULTURAL DIVERSITY</p>		
<p>6 Semester Units</p>		
<p>NOTE: Courses in this area will "double count" to meet other GE requirements.</p>		
<p>AH 3, AH 11 ANTH 3, ANTH 5, ANTH 6, ART 1A, ART 6, ART 7A, ART 10A, ART 11, ART 14A, ART 21 BIO 11 BOT 100 BUS 1, BUS 100 CD 7, CD 11A/B, CD 8A CMUN 4, CMUN 8 ENGL 2B, ENGL 2E, ENGL 5A/5B FRNH 1A/B GEOG 2 HE 2 HIST 1, HIST 3, HIST 4A/4B, HIST 5, HIST 6, HIST 12, HIST 21 HUM 6, HUM 12 JPN 1A/B KIN 15 MCTV 16 MUS 6 PHIL 6, PHI 15 POLS 3, POLS 4, POLS 9 PSYC 7, PSYC 10 SOC 3, SOC 9 SPAN 1A/B, SPAN 2A/B, SPAN 12A/B THEA 1, THEA 3, THEA 16, THEA 21</p>		

Articulation Agreements

Gavilan College has completed lower division course-to-course, major-to-major, and general education agreements with all California State University (CSU), University of California (UC) and a number of private university campuses. These agreements ensure that participating universities will accept certain courses taken at Gavilan College to satisfy general education, major, or elective university requirements.

The articulation officer, counselors and the Career/Transfer Resource Center staff have lists of participating institutions. Articulation agreements are also available online. See information on www.assist.org.

www.assist.org



assist

Your official source for California articulation
and student transfer information.

ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST provides the most accurate and up-to-date information available about student transfer in California.

Transfer to the University of California System

The UC system includes the following campuses:

Berkeley	Davis
Irvine	Los Angeles
Merced	Riverside
San Diego	San Francisco
Santa Barbara	Santa Cruz

Students transferring to a campus of the UC system should review the course articulation agreement between Gavilan College and UC. This agreement lists every course offered by Gavilan College and stipulates which of the courses will be accepted by UC for credit toward the baccalaureate degree. Consult a counselor for complete information or go online with ASSIST (see ad above). Students transferring to UC should also study the catalog of the campus to which they wish to transfer.

UC ADMISSION POLICY

The university considers you a transfer applicant if you enrolled in a regular session at another college or university. Do not disregard your previous college record and apply as a first-time student.

If you plan to attend a California community college before applying to the university, you should take courses that satisfy university and college requirements and fulfill prerequisites in your selected major. University and community college counselors can help you with your planning.

UC TRANSFER REQUIREMENTS

CALIFORNIA RESIDENTS: There are several ways in which you can meet UC's minimum admission requirements as a transfer student. These requirements are described below. In all cases, you must have at least a "C" (2.0) average in all transferrable coursework.

1. If you were eligible for admission to UC when you graduated from high school, satisfying the Subject, Scholarship and Examination Requirements - you are eligible to transfer if you have a "C" (2.0) average in your transferrable college coursework.
2. If you met the Scholarship Requirement but did not satisfy the Subject Requirement, you must take transferrable college courses in the missing subjects, earning a "C" or better in each required course, and an overall "C" (2.0) average in all transferrable coursework to be eligible to transfer.
3. If you met the Scholarship Requirement but not the Examination Requirement, you must complete a minimum of 12 semester (18 quarter) units of transferrable work and earn an overall "C" (2.0) average in all transferrable college coursework completed.
4. If you were not eligible for admission to UC when you graduated from high school because you did not meet the Scholarship Requirement, you must:
 - A. Complete 60 semester units or 90 quarter units of transferrable college credit with a grade point average of at least 2.4, and;
 - B. Complete the following course pattern requirement, earning a grade of "C" or better in each course:
 - two transferrable college courses (3 semester or 4-5 quarter units each) in English composition, and;
 - one transferrable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning, and;
 - four transferrable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.



Students who satisfy IGETC prior to transferring to UC will satisfy Option 4B of the transfer admission requirements.

NON RESIDENTS: The minimum admission requirements for non-resident transfer applicants are the same as those for residents, except that non-residents must have a grade point average of 2.8 or higher in all transferable college coursework.

Transfer Patterns

Students planning to transfer to a four-year institution such as the University of California, California State University or a private university or college can generally complete the freshman and sophomore level work at Gavilan College and enter the four-year institution with junior standing.

The requirements of universities vary. It is therefore advisable that students consult their counselor for more detailed information. Students should choose their courses at Gavilan in accordance with the lower division requirements of the university of their choice in order to be prepared for their major at the university. (The Counseling Office is located in SC113, (408) 848-4723.)

College catalogs which describe specific admissions and graduation requirements for the four-year colleges and universities are located at the Gavilan Career/Transfer Resource Center, SC 101.

Intersegmental General Education Transfer Curriculum (IGETC)

The IGETC can be used by community college transfer students to fulfill lower division general education requirements for either the CSU or UC system without the need, after transfer, to take additional lower division general education courses, as long as your IGETC completion is certified at the community college.

Obtain the Certification form from Admissions and Records.

Students are strongly encouraged to complete all IGETC requirements prior to transfer.

Partial IGETC Certification: If you are approaching readiness for transfer and are unable to complete one or two IGETC courses, you may be eligible to complete IGETC after transferring.

Warning: Students need Area 1 and 2 completed to meet minimum transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in Area 1 and/or 2 may also indicate a student does not meet minimum transfer requirements. Community colleges should make every effort to notify students of this potential problem.

If your petition for partial certification of IGETC is approved, you may be able to complete IGETC in one of the following ways:

- 1) Take an approved IGETC course, in the area(s) to be completed, at any California Community College, at a time that does not require concurrent enrollment, such as during the summer.
- 2) Take a course approved by the UC or CSU campus of attendance in the area(s) to be completed at a U.S. regionally accredited institution at a time that does not require concurrent enrollment, such as during summer school.
- 3) Take an approved IGETC course, in the area(s) to be completed, at any California Community College while concurrently enrolled at a UC or CSU campus. The student will be subject to the UC or CSU campus rules regarding concurrent enrollment, so this option may not be available.
- 4) Take a course approved by the UC or CSU campus of attendance at a United States regionally accredited institution in the area(s) to be completed while concurrently enrolled at a UC or CSU campus. The student will be subject to the UC or CSU campus rules regarding concurrent enrollment, so this option may not be available.
- 5) Take a comparable course at a UC or CSU campus in the area(s) to be completed. This option is at the discretion of each UC or CSU campus, so it may not be a choice available to the student.

You will be expected to complete IGETC before the beginning of the second full year of enrollment at your UC or CSU campus. Check with your campus advisor after you transfer for more information, including which options are available and which UC or CSU courses may be comparable to the IGETC courses remaining to be completed.

All UC and CSU campuses will accept IGETC with the exception of Fifth and Revelle Colleges at UC, San Diego. Since all majors are available at each of the five colleges at UC, San Diego, students will not be restricted in their choice of major if they use the IGETC.

UC/CSU Intersegmental General Education Transfer Curriculum IGETC - 2013-2014

Completion of all the requirements in the IGETC will permit a student to transfer from a community college to the California State University or the University of California without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education requirements. All areas must be satisfied, and all courses must be completed with a grade of "C" or better before the IGETC can be certified. See requirements for partial IGETC certification in catalog. A student is strongly advised to complete a total of 60 transferable units before transferring. These will include the IGETC requirements, "major" prerequisites, and elective courses if needed.

(Students should request an IGETC certification from the Office of Admissions and Records before transferring.)

AREA 1 ENGLISH COMMUNICATION	AREA 3 ARTS AND HUMANITIES	
<p>CSU - 3 courses required, one each from Group A, B, and C</p> <p>UC - 2 courses required, one each from Group A and B</p> <p style="background-color: #c6e0b4; padding: 2px;">1-A English Composition</p> <p>ENGL 1A Composition (3)</p> <p style="background-color: #c6e0b4; padding: 2px;">1-B Critical Thinking / English Composition</p> <p>ENGL 1C Critical Reasoning and Writing (3)</p> <p>PHIL 4 Critical Thinking and Writing (3)</p> <p style="background-color: #c6e0b4; padding: 2px;">1-C Oral Communication (CSU requirement only)</p> <p>CMUN1A Introduction to Public Speaking (3)</p> <p>CMUN 5 Fund of Communication Studies (3)</p> <p>CMUN 8 Interpersonal Communication (3)</p> <p>CMUN 10 Small Group Communication (3)</p>	<p>At least 3 courses, with at least one course from the Arts and one course from the Humanities.</p> <p style="background-color: #c6e0b4; padding: 2px;">9 semester, 12-15 quarter units</p> <p style="background-color: #c6e0b4; padding: 2px;">3-A Arts</p> <p>ART 1A Art History (3)</p> <p>ART 1B Art History (3)</p> <p>ART 6 Art Appreciation (3)</p> <p>ART 21 Ancient Americas, a History through Art (3)</p> <p>HIST 21 Ancient Americas, a History through Art (3)</p> <p>HUM 6 Contemporary World Cinema (3)</p> <p>MUS 1A Music History and Literature (3)</p> <p>MUS 1B Music History and Literature (3)</p> <p>MUS 6 Intro to World Music (3)</p> <p>THEA 1 Theater History (3)</p> <p>THEA 3 El Teatro Campesino (3)</p> <p>THEA 7 Theater Appreciation (3)</p> <p style="background-color: #c6e0b4; padding: 2px;">3-B Humanities</p> <p>ENGL 1B Composition and Literature (3)</p> <p>ENGL 2B American Ethnic Literature (3)</p> <p>ENGL 2C Introduction to Film and Fiction (3)</p> <p>ENGL 2E Introduction to Women Writers (3)</p> <p>ENGL 2F Children's Literature (3)</p> <p>ENGL 2J Mythology (3)</p> <p>ENGL 4A British Lit. - 449 through 1798 (3)</p> <p>ENGL 4B British Lit. - 1798 to present (3)</p> <p>ENGL 5A Survey of American Literature - 1620 - 1865 (3)</p> <p>ENGL 5B Survey of American Literature - 1865 to present (3)</p> <p>* HIST 1 U.S. Hist through Reconstruction(3)</p> <p>* HIST 2 U.S. Hist Reconstruct. to Present(3)</p> <p>* HIST 3 History of California (3)</p> <p>* HIST 4A Global History Before 1500 (3)</p> <p>* HIST 4B Global History After 1500 (3)</p> <p>* HIST 5 Women's Lives in Early U.S. Hist(3)</p> <p>* HIST 6 Women's Lives in Recent U.S. Hist (3)</p> <p>HIST 7A History of Western Civilization (3)</p> <p>HIST 7B History of Western Civilization (3)</p>	<p>* HIST 12 Mexican Amer. Cultural History (3)</p> <p>HUM 3 Introduction to Cinematic Arts, Film, and Television (3)</p> <p>HUM 4 Intro to the American Cinema (3)</p> <p>HUM 10 Approaches to Contemp. Film (3)</p> <p>* HUM 12 Mexican Amer. Cultural History (3)</p> <p>PHIL 1 Introduction to Philosophy (3)</p> <p>PHIL 3A Ethics (3)</p> <p>PHIL 3B Contemporary Moral Issues (3)</p> <p>PHIL 6 Comparative Religions (3)</p> <p>PHIL 9 Philosophy of Religion (3)</p> <p>* SPAN 2A Intermediate Spanish (5)</p> <p>* SPAN 2B Intermediate Spanish (5)</p>
AREA 2 MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING		AREA 4 SOCIAL AND BEHAVIORAL SCIENCES
<p style="background-color: #c6e0b4; padding: 2px;">1 course, 3 semester, 4-5 quarter units</p> <p style="background-color: #c6e0b4; padding: 2px;">2-A Math</p> <p>CSIS 26 Discrete Structures (4)</p> <p>+BUS 11 Statistics for Business & Economics (4)</p> <p>+ECON 11 Statistics for Business & Economics (4)</p> <p>+MATH 1A Single Variable Calculus & Analytic Geometry (4)</p> <p>MATH 1B Single Variable Calculus & Analytic Geometry (4)</p> <p>MATH 1C Multivariable Calculus (4)</p> <p>MATH 2 Linear Algebra (3)</p> <p>MATH 2C Differential Equations (3)</p> <p>MATH 5 Introductions to Statistics (3)</p> <p>+MATH 6 Calc for Bus / Social Sci (3)</p> <p>MATH 7 Finite Mathematics (3)</p> <p>+MATH 8A First Half of Precalculus (4)</p> <p>+MATH 8B Second Half of Precalculus (4)</p> <p>MATH 14 Math for the Liberal Arts (3)</p>		<p>Three courses from at least two disciplines or an interdisciplinary sequence.</p> <p style="background-color: #c6e0b4; padding: 2px;">4-A Anthropology and Archeology</p> <p>ANTH 2 Introduction to Archeology (3)</p> <p>ANTH 3 Intro to Cultural Anthropology (3)</p> <p>ANTH 5 Magic, Witchcraft and Religion (3)</p> <p style="background-color: #c6e0b4; padding: 2px;">4-B Economics</p> <p>+ECON 1 Principles of Macroeconomics (3)</p> <p>+ECON 2 Principles of Microeconomics (3))</p> <p style="background-color: #c6e0b4; padding: 2px;">4-E Geography</p> <p>GEOG 2 Cultural Geography (3)</p> <p style="background-color: #c6e0b4; padding: 2px;">4-F History</p> <p>* HIST 1 U.S.Hist through Reconstruction (3)</p> <p>* HIST 2 United States History: Reconstruction to the Present (3)</p> <p>* HIST 3 History of California (3)</p> <p>* HIST 4A Global History Before 1500 (3)</p> <p>* HIST 4B Global History After 1500 (3)</p> <p>* HIST 5 Women's Lives in Early U.S. Hist.(3)</p> <p>* HIST 6 Women's Lives in Recent U.S. History (3)</p> <p>* HIST 12 Mexican Amer. Cultural History (3)</p> <p>* HUM 12 Mexican Amer. Cultural History (3)</p>

<p>4-G Interdisciplinary, Social & Behavioral Science</p> <p>ANTH 6 Culture and Politics of Africa (3) CMUN 4 Intercultural Communication (3)</p> <p>4-H Political Science, Government & Legal Institutions</p> <p>AJ 5 Intro to Modern Intntl Terrorism (3) POLS 1 Intro to American Government (3) POLS 3 Intro to Comparative Politics (3) POLS 4 Intro to International Relations (3) POLS 5 Intro to Modern Int'l Terrorism (3) POLS 9 Global Social Change** (3)</p> <p>4-I Psychology</p> <p>CD 2 Early Childhood Development (3) CD 3 Child Growth and Development During the School Years (3) PSYC 10 Introduction to Psychology (3) PSYC 11 Biological Psychology (3) PSYC 2 Early Childhood Development (3) PSYC 3 Child Growth and Development During the School Years (3)</p> <p>4-J Sociology & Criminology</p> <p>JOUR 10 Mass Media and Society (3) SOC 1A Introduction to Sociology (3) SOC 1B Intro to Soc.: Social Problems (3) SOC 3 Sociology of Race, Ethnicity and Cultural Identity (3) SOC 4 Sociology of Women and Men (3) SOC 9 Global Social Change (3)** SOC 10 Mass Media and Society (3)</p>	<p>+PHYS 1 Introduction to Physics (4) +PHYS 2A General Physics I (4) +PHYS 2B General Physics II (4) +PHYS 4A Physics for Scientists and Engineers -Mechanics (4) +PHYS 4B Physics for Scientists and Engineers -Electricity and Magnetism (4) +PHYS 4C Physics for Scientists and Engineers -Heat/Optics/Moderns Physics (4) +PSCI 1 Principles of Physical Science (3) PSCI 2 Introduction to Meteorology (3) PSCI 3 Ocean Studies (3)</p> <p>5-B Biological Science</p> <p>AH 8 General Microbiology (5) + AH 9 Human Physiology (5) + AH 15 Survey of Human Anatomy and Physiology (5)</p> <p>ANTH 1 Intro to Physical Anthropology (3) BIO 1 Cell and Molecular Biology (4) BIO 4 General Zoology (4) BIO 5 General Botany (4) + BIO 7 Human Anatomy (4) BIO 8 General Microbiology (5) + BIO 9 Human Physiology (5) + BIO 10 Principles of Biology (4) +BIO 12 Intro to Human Biology (4) +BIO 13 Marine Biology (4) +BIO 15 Survey of Human Anatomy and Physiology (5)</p> <p>ECOL 1 Conservation of Natural Resources (4)</p> <p>5-C Laboratory Activity - see areas 5-A and 5-B above</p>	<p>CSU Graduation Requirement in U.S. History, Constitution and American Ideals.</p> <p>Not Part of IGETC (May be completed prior to transfer.) For the baccalaureate degree, CSU requires one of the following combinations: HIST 1 & 2 or POLS 1 with either HIST 1 or 2 CSU campuses have the discretion whether to allow courses used to satisfy the CSU US History, Constitution and American Ideals (AI) graduation requirement to count in both Area 3B or 4F and to meet the graduation requirement.</p>
<p>AREA 5 PHYSICAL AND BIOLOGICAL SCIENCES</p>	<p>AREA 6</p>	<p>SUPPLEMENTARY NOTES</p>
<p>At least 2 courses, one Physical Science course and one Biological Science course; At least one must include a laboratory.</p> <p>Courses in BOLD include a laboratory component.</p> <p>7-9 semester, 9-12 quarter units</p> <p>5-A Physical Science</p> <p>ASTR 1 Intro to General Astronomy (3) CHEM 1A General Chemistry (5) CHEM 1B General Chemistry (5) CHEM 12A Organic Chemistry (5) CHEM 12B Organic Chemistry (5) +CHEM 30AElementary Chemistry (4) CHEM 30B Elem Organic & Biochemistry (4) GEOG 1 Physical Geography (3) GEOL 1 Introduction to Geology (4)</p>	<p>Proficiency equivalent to two years of high school study in the same language.</p> <p>6-A Language Other Than English</p> <p>CHN 1B Elementary Mandarin (5) FRNH 1B Elementary French (5) JPN 1B Elementary Japanese (5) SPAN 1B Elementary Spanish (5) * SPAN 2A Intermediate Spanish (5) * SPAN 2B Intermediate Spanish (5) * SPAN 12A Spanish for Spanish Speakers (5) * SPAN 12B Spanish for Spanish Speakers (5)</p>	<p>1. A single course, even though listed in more than one place, can only be used to satisfy one subject area of the IGETC.</p> <p>2. IGETC is not advisable for high-unit majors, e.g. sciences, engineering.</p> <p>3. Eleanor Roosevelt and Revelle Colleges at UC San Diego do not accept the IGETC.</p> <p>4. IGETC may not be appropriate for students who have completed courses at a CSU or UC campus.</p> <p>5. "Double counting" of courses toward the major is not limited by the IGETC, but may be limited by other directives. The UC will also allow IGETC courses to count toward major requirements. CSU campus limitations on double-counting of general education</p> <p>+ Transfer credit may be limited by either UC or CSU or both. Please consult with a counselor.</p> <p>* Courses listed in multiple areas shall not be certified in more than one area except for courses in Languages Other Than English, which can be certified in both areas 3B and 6A.</p> <p>**Approved Fall 2013</p>

Transfer to the California State University System (CSU)

The California State University system includes the following campuses: Bakersfield, Channel Island, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, San Bernardino, San Luis Obispo, San Marcos, Stanislaus, Humboldt, San Diego State, San Jose State, Sonoma State.

Gavilan College courses numbered 1-99 are transferable to all of the CSU campuses. Courses numbered 100-199 are occupational and may transfer to CSU institutions (see below). Consult a counselor for complete information.

Academic units transferred from Gavilan College to CSU institutions may be applied to one of the following three areas by the receiving campuses:

1. Credit toward the major
2. General education credit
3. Elective credit

A study of the receiving institution's catalog or exploring ASSIST will aid students in determining where transferable courses completed at Gavilan College will be applied at the CSU campus. Students should consult with a counselor regarding transfer requirements.

CSU TRANSFER REQUIREMENTS

Students transferring to the California State University system will qualify for admission as upper division transfers if they have completed 60 transferable semester units with a GPA of 2.0 ("C") or better (non-residents 2.4 or better.) Within the 60 unit requirement, the 9 units in Area A, Area B-4 (Mathematics), and 18 additional semester units of general education course work must be completed with a grade of 2.0 or better in each course.

Students who complete the CSU General Education Breadth pattern will be considered to have satisfied the lower division general education requirements for the California State University B.A./B.S. degree. A minimum of 9 semester units of general education coursework must be completed at the upper division level after transfer. Some CSU campuses require more than 9 units.

Students should request a General Education Certification from the Office of Admissions and Records before transferring. See a counselor for further information.

CSU General Education (Breadth) Requirements:

AREA A: ENGLISH LANGUAGE, COMMUNICATIONS AND CRITICAL THINKING:

Courses will cover the principles and applications of language towards logical thought, clear precise expression, and critical evaluation of communication. English composition courses will include both expository and argumentative writing. In this area, courses emphasize oral and written communication skills, and sharpen analytical thinking.

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING:

These courses examine the physical universe, its life forms, and its natural phenomena. Courses will help students develop appreciation and understanding of the scientific method, mathematics, and statistics, and encourage understanding of the relationship between science, technology, and other human activities.

AREA C: ARTS AND HUMANITIES:

These courses study the cultural activities and artistic expression of human beings. Courses will increase student awareness of ways in which people through the ages and in different cultures have responded to both their own internal landscapes and to the world around them in artistic and cultural creation. Humanities courses will also develop in student's aesthetic understanding, logical thinking skills, and an ability to make sound value judgments.

AREA D: SOCIAL SCIENCES:

These courses focus on people as members of societies. Courses will acquaint students with methods of inquiry used in the social and behavioral sciences. The courses will stimulate critical thinking about people's actions and interests on the local, national, and global levels, and will promote appreciation of social and cultural pluralism.

AREA E: LIFELONG LEARNING AND SELF DEVELOPMENT:

Courses in this area will equip students for lifelong understanding and development as physiological, social, and psychological beings. These courses have universal and durable utility in aiding students to make choices which will contribute to personal and social well-being, and to the achievement of self-actualization through the integration of physical, emotional, social, technological, and intellectual development.

CSU General Education (Breadth) Requirements 2013-2014

certified by Gavilan College

Students transferring to the California State University system will qualify for admission as upper division transfers if they have completed (60) transferable units with a GPA of 2.0 ("C") or better (non-residents 2.4 or better). Within the (60) unit requirement, the (9) units in Area A, Area B-4 (Mathematics), and (18) additional semester units of general education coursework must be completed with a grade of 2.0 or better in each course. Students who complete the following pattern will have satisfied the lower division General Education requirements for the California State University BA / BS degree. A minimum of (9) semester units of General Ed coursework must be completed at the upper division level after transfer; some CSU campuses require more than (9) units. (See a counselor for further information.)

(Students should request a general education certification from the office of Admissions and Records before transferring.)

AREA A ENGLISH LANGUAGE, COMMUNICATION AND CRITICAL	PHYS 4C Physics for Scientists & Engineers- Heat / Optics/ Modern Physics (4)	AREA C ARTS AND HUMANITIES
<p>Select one course from each category. All courses must be completed with a grade of "C" or better. 9 semester units or 12-15 quarter units</p> <p>A - 1 Oral Communication</p> <p>CMUN 1A Introduction to Public Speaking (3) CMUN 5 Fundamentals of Comm Studies (3) CMUN 8 Interpersonal Communication (3) CMUN 10 Small Group Communication (3)</p> <p>A - 2 Written Communication</p> <p>ENGL 1A Composition (3)</p> <p>A - 3 Critical Thinking</p> <p>ENGL 1C Critical Reasoning and Writing (3) PHIL 2 Introduction to Logic (3) PHIL 4 Critical Thinking and Writing (3)</p>	<p>PSCI 1 Principles of Physical Science (3) PSCI 2 Introduction to Meteorology (3) PSCI 3 Ocean Studies (3)</p> <p>B - 2 Life Science</p> <p>AH 8 General Microbiology (5) AH 9 Human Physiology (5) AH 15 Survey of Human Anatomy and Physiology (5)</p> <p>ANTH 1 Intro to Physical Anthropology (3) BIO 1 Cell and Molecular Biology (4) BIO 4 General Zoology (4) BIO 5 General Botany (4) BIO 7 Human Anatomy (4) BIO 8 General Microbiology (5) BIO 9 Human Physiology (5) BIO 10 Principles of Biology (4) BIO 10* Intro to Human Biology (4) BIO 12* Marine Biology (4) BIO 15 Survey of Human Anatomy and Physiology (5)</p> <p>ECOL 1 Conservation of Nat Resources(4)</p> <p>B - 3 Laboratory Activity See Areas B - 1 & B - 2 above</p> <p>B - 4 Mathematics/Quantitative Reasoning Grade "C" or better is required</p> <p>BUS 11 Statistics for Bus and Economics(4) CSIS 26 Discrete Structures (4) ECON 11 Statistics for Bus and Economics(4) MATH 1A Single-Variable Calculus and Analytic Geometry (4) MATH 1B Single-Variable Calculus and Analytic Geometry (4) MATH 1C Multivariable Calculus (4) MATH 2 Linear Algebra (3) MATH 2C Differential Equations (3) MATH 5 Introduction to Statistics (3) MATH 6 Calculus for Bus/Social Science (3) MATH 7 Finite Mathematics (3) MATH 8A First Half of Precalculus (4) MATH 8B Second Half of Precalculus (4) MATH 12 Math for Elementary Teachers (3) MATH 14 Math for the Liberal Arts (3)</p>	<p>Complete 3 courses minimum with at least 1 from Area C-1 and 1 from Area C-2 plus 1 from either C1 or C-2</p> <p>9 semester units or 12-15 quarter units</p> <p>C - 1 Arts (Art, Dance, Music, Theater) Minimum: 2 units from one of these courses.</p> <p>ART 1A, B Art History (3) ART 2A Two Dimensional Design (3) ART 3A Drawing and Composition (3) ART 6 Art Appreciation (3) ART 8A Beginning Photography from Analog to Digital (3) ART 10A Cultural History of Ceramics (3) ART 13 Three Dimensional Design (3) ART 14A Introduction to Murals (3) ART 21 Ancient Americas; A History through Art (3) ART 25A Art Methods (3) CD 25A Art Methods (3) CMUN 2 Oral Interpretation (3) HIST 21 Ancient Americas; A Hist through Art (3) HUM 6 Contemporary World Cinema (3) HUM 10 Approaches to Contemporary Film(3) MUS 1A, B Music, History, and Literature (3) MUS 3A Harmony-Theory-Musicianship I (4) MUS 4A Beginning Piano (3) MUS 6 Intro to World Music (3) THEA 1 Theater History (3) THEA 3 El Teatro Campesino (3) THEA 4 Oral Interpretation (3) THEA 7 Theater Appreciation (3) THEA 12A Acting I (3) THEA 20 Introduction to Script Writing (3)</p> <p>C - 2 Humanities (Literature, Philosophy, Foreign Language)</p> <p>ART 11 Creativity, Imagination, & Innovation (3) CHN 1A Elementary Mandarin (5) CHN 1B Elementary Mandarin (5) ENGL 1B Composition and Literature (3) ENGL 2B American Ethnic Literature (3) ENGL 2C Intro to Film and Fiction (3) ENGL 2E Intro to Women Writers (3) ENGL 2F Children's Literature (3) ENGL 2J Mythology (3) ENGL 4A British Literature - 449 through 1798 (3) ENGL 4B British Literature - 1798 to present (3)</p>
AREA B SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING		
<p>One course from each category. The Physical or Life Science course must include a laboratory (indicated in BOLD).</p> <p>9 semester units or 12-15 quarter units</p> <p>B - 1 Physical Science</p> <p>ASTR 1 Intro to General Astronomy (3) CHEM 1A General Chemistry (5) CHEM 1B General Chemistry (5) CHEM 12A Organic Chemistry (5) CHEM 12B Organic Chemistry (5) CHEM 30A Elementary Chemistry (4) CHEM 30B Elem Organic & Biochemistry (4) GEOG 1 Physical Geography (3) GEOL 1 Introduction to Geology (4) PHYS 1 Introduction to Physics (4) PHYS 2A General Physics I (4) PHYS 2B General Physics II (4) PHYS 4A Physics for Scientists & Engineers -Mechanics (4) PHYS 4B Physics for Scientists and Engineers -Electricity and Magnetism (4)</p>		

<p>C - 2 Humanities (continued)</p> <p>ENGL 5A Survey of American Literature - 1620 - 1865</p> <p>ENGL 5B Survey of American Literature - 1865 to present (3)</p> <p>ENGL 9A Introduction to Creative Writing (3)</p> <p>ENGL 9B Advanced Creative Writing (3)</p> <p>ENGL 9C Creative Writing: Poetry (3)</p> <p>FRNH 1A Elementary French (5)</p> <p>FRNH 1B Elementary French (5)</p> <p>HIST 1 U.S. Hist through Reconstruction(3)</p> <p>HIST 2 United States History - Reconstruction to the Present (3)</p> <p>HIST 3 History of California (3)</p> <p>HIST 4A Global History Before 1500 (3)</p> <p>HIST 4B Global History After 1500 (3)</p> <p>HIST 5 Women's Lives in Early U.S. History (3)</p> <p>HIST 6 Women's Lives in Recent U.S. History (3)</p> <p>HIST 7A History of Western Civilization (3)</p> <p>HIST 7B History of Western Civilization (3)</p> <p>HIST 12 Mexican Amer. Cultural History (3)</p> <p>HUM 3 Intro to Cinematic Arts, Film & Television (3)</p> <p>HUM 4 Intro to the American Cinema (3)</p> <p>HUM 10 Approaches to Contemporary Film(3)</p> <p>HUM 12 Mexican American Cultural History(3)</p> <p>JPN 1A ± Elementary Japanese (5)</p> <p>JPN 1B ± Elementary Japanese (5)</p> <p>JOUR 10 Mass Media and Society (3)</p> <p>PHIL 1 Introduction to Philosophy (3)</p> <p>PHIL 3A Ethics (3)</p> <p>PHIL 3B Contemporary Moral Issues (3)</p> <p>PHIL 6 Comparative Religions (3)</p> <p>PHIL 9 Philosophy of Religion (3)</p> <p>SOC 10 Mass Media and Society (3)</p> <p>SPAN 1A, B Elementary Spanish (5)(5)</p> <p>SPAN 2A, B Intermediate Spanish (5)(5)</p> <p>SPAN 12A Spanish for Spanish Speakers (5)</p> <p>SPAN 12B Spanish for Spanish Speakers (5)</p>	<p>NOTE: For the baccalaureate degree, one of the following combinations will satisfy the CSU graduation requirement in US History, Constitution and American Ideals:</p> <p>HIST 1 & 2, POLS 1 with either HIST 1 or 2 Requirement 2:</p> <p>D - 1 Anthropology and Archeology</p> <p>ANTH 2 Introduction to Archeology (3)</p> <p>ANTH 3 Intro to Cultural Anthropology (3)</p> <p>ANTH 5 Magic, Witchcraft and Religion (3)</p> <p>D - 2 Economics</p> <p>ECON 1 Principles of Macroeconomics (3)</p> <p>ECON 2 Principles of Microeconomics (3)</p> <p>D - 3 Ethnic Studies</p> <p>CMUN 4 Intercultural Communication (3)</p> <p>HIST 12 Mexican American Cultural History(3)</p> <p>HUM 12 Mexican American Cultural History(3)</p> <p>SOC 3 Sociology of Race, Ethnicity & Cultural Identity (3)</p> <p>D - 4 Gender Studies</p> <p>HIST 5 Women's Lives in Early U.S. Hist.(3)</p> <p>HIST 6 Women's Lives in Recent U.S. Hist. (3)</p> <p>SOC 4 Sociology of Women and Men (3)</p> <p>D - 5 Geography</p> <p>GEOG 2 Cultural Geography (3)</p> <p>D - 6 History</p> <p>HIST 1 U.S. Hist through Reconstruction(3)</p> <p>HIST 2 United States History - Reconstruction to the Present (3)</p> <p>HIST 3 History of California (3)</p> <p>HIST 4A Global History Before 1500 (3)</p> <p>HIST 4B Global History After 1500 (3)</p> <p>HIST 5 Women's Lives in Early US Hist. (3)</p> <p>HIST 6 Women's Lives in Recent US Hist.(3)</p> <p>HIST 12 Mexican American Cultural Hist (3)</p> <p>HUM 12 Mexican American Cultural Hist (3)</p> <p>D - 7 Interdisciplinary Social & Behavioral Sci.</p> <p>ANTH 6 Culture & Politics of Africa (3)</p> <p>CD 7 Cultural Context of Child and Family in a Diverse Society (3)</p> <p>CMUN 4 Intercultural Communication (3)</p> <p>CMUN 6 Intro to Conflict Resolution (3)</p> <p>POLS 6 Intro to Conflict Resolution (3)</p> <p>PSYC 6 Intro to Conflict Resolution (3)</p> <p>PSYC 7 Cultural Context of Child and Family in a Diverse Society (3)</p>	<p>D - 8 Political Science, Government and Legal Institutions</p> <p>AJ 5 Intro to Modern International Terrorism (3)</p> <p>POLS 1 Intro to American Government (3)</p> <p>POLS 3 Intro to Comparative Politics (3)</p> <p>POLS 4 Intro to International Relations (3)</p> <p>POLS 5 Intro to Modern Intntl Terrorism (3)</p> <p>POLS 9** Global Social Change (3)</p> <p>D - 9 Psychology</p> <p>CD 2 Early Childhood Development (3)</p> <p>CD 3 Child Growth and Development During the School Years (3)</p> <p>PSYC 10 Intro to Psychology (3)</p> <p>PSYC 11 Biological Psychology (3)</p> <p>PSYC 2 Early Childhood Development (3)</p> <p>PSYC 3 Child Growth and Development During the School Years (3)</p> <p>D - 0 Sociology and Criminology</p> <p>JOUR 10 Mass Media and Society (3)</p> <p>SOC 1A Introduction to Sociology (3)</p> <p>SOC 1B Introduction to Sociology: Social Problems (3)</p> <p>SOC 3 Sociology of Race, Ethnicity and Cultural Identity (3)</p> <p>SOC 4 Sociology of Women and Men (3)</p> <p>SOC 9 - Global Social Change** (3)</p> <p>SOC 10 Mass Media and Society (3)</p>
<p align="center">AREA D SOCIAL SCIENCES</p>	<p>Courses listed under more than one discipline or area may be used only once to satisfy an area. ** = Approved for Fall 2013 ± = Approved retroactively for Fall 2005 NOTE: "α" or "»" . PSYC 2 + 3 acceptable for AREA E only if taken as combination. NOTE: Transfer credit of certain courses (esp. Science & Math) may be limited by UC or CSU or both. Consult a counselor.</p>	<p align="center">AREA E LIFELONG LEARNING AND SELF-DEVELOPMENT</p> <p>1. One unit of Kinesiology (previously Physical Education) activity course</p> <p>2. Two units from:</p> <p>AH 3 The Person in the Life Cycle (3)</p> <p>AH 11 Nutrition (3)</p> <p>BIO 11 Nutrition (3)</p> <p>» CD 2 Early Childhood Development (3)</p> <p>» CD 3 Child Growth and Development During the School Years (3)</p> <p>GUID 1 Self-Assessment and Career Development (3)</p> <p>GUID 6 Life Skills for Higher Education (2)</p> <p>HE 1 Health Education (3)</p> <p>HE 2 Human Sexuality (3)</p> <p>αPSYC 2 Early Childhood Development (3)</p> <p>αPSYC 3 Child Growth and Development During the School Years (3)</p> <p>PSYC 5 Self-Assessment and Career Development (3)</p> <p>SOC 21 Marriage and the Family (3)</p>
<p>Two requirements: select one course from Requirement 1 and select 2 courses from Requirement 2.</p> <p>9 semester units or 12-15 quarter units</p> <p>Requirement 1:</p> <p>HIST 1 U.S. Hist through Reconstruction(3)</p> <p>HIST 2 U.S. Hist Reconstruction to the Present (3)</p> <p>POLS 1 Intro to American Government (3)</p>		

Transfer Admissions Agreement (TAA)

A Transfer Admissions Agreement is a formal agreement between a student in attendance at Gavilan College and a receiving baccalaureate granting institution to which the student intends to transfer. The agreement guarantees admission to a transfer university a year in advance for the fall semester. It may also guarantee admission into a major.

Gavilan College has Transfer Admission Agreements with several colleges and universities. Please check our website for specifics at www.gavilan.edu/counseling/TransferServices.html.

Because the requirements of universities vary, it is advisable that students consult a counselor for more detailed information.

Transfer (Articulation) Agreements with Private Universities

Certain private universities such as Brigham Young University (BYU), University of San Francisco (USF) and University of Santa Clara, may have completed course articulation agreements with Gavilan College to facilitate student transfer. Because these may change yearly/when updated, we suggest that students who are interested in attending any of these private institutions, visit a counselor for further information.



DEGREES, CERTIFICATES, AND CAREER PROGRAMS

- Associate in Arts (A.A)
- Associate in Arts for Transfer (A.A. - T.)
- Associate in Science (A.S.)
- Associate in Science for Transfer (A.S.-T.)
- Certificate of Achievement
- Certificate of Proficiency



Career Education Options

Gavilan offers three types of program awards:

- ▶ Associate Degree (Associate in Arts, Associate in Science, Associate in Arts for Transfer, Associate in Science for Transfer)
- ▶ Certificate of Achievement (requires 18 or more units)
- ▶ Certificate of Proficiency (requires fewer than 18 units)

All provide instruction in the skills and knowledge needed to enter a skilled or semi-professional occupation. Associate degree programs require completion of general education requirements. Certificate programs vary in the number of units required. Occupational certificate programs are developed in close cooperation with advisory committees made up of representatives from business and industry. These advisory committees review courses and make recommendations about technical content so that students will be prepared for the current technology of the job market.

Gavilan offers a number of Certificates of Proficiency, designed with 3-17 units to allow students to achieve job-market proficiencies in a variety of fields. Students must earn a “C” or better in each course for the Certificate of Proficiency, and must take 60 percent of the required courses at Gavilan College in order to earn a certificate here. Students earning certificates will have their fulfillment of requirements verified by a college counselor. Certificates of achievement will appear on the student’s transcript while certificates of proficiency will not.

Note: Certificate of Proficiency and Certificate of Achievement require a grade of 2.0 (“C”) or better in each course.

General Education

Along with the major course requirements listed in each degree major in the following pages, students must complete all general education and legal requirements described in General Education Requirements to be eligible for the associate degree. To complete General Education requirements a student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern.

REMINDER: Courses completed to satisfy general education requirements for an associate degree can also be used for the major unless otherwise specified and beyond the 18-unit minimum.

Need For Specialized Training

It is often difficult to secure employment or to advance to increased responsibility and better paying jobs without specialized training. In the early stages of one’s career it is the specific, technical skills that an employer seeks. Your college record is the best evidence that this specialized training has been secured.

Students may combine work toward a certificate or an associate degree with courses leading to advanced standing at a four-year college or university. Many students have thus acquired a marketable skill with which they could support themselves and their families while they continue to work for a baccalaureate degree.

GAVILAN COLLEGE DEGREES AND CERTIFICATES

Below is a quick reference of degrees and certificates available at Gavilan College. For more information, call the Counseling Office at (408) 848-4723 or the related department. See program listings beginning on page 62. Regional Occupational Programs (ROP) certificates are listed on pages 213-214.

Program	Certificate of Proficiency	Certificate of Achievement	Transfer Program and/or A.A./A.S./T.A.S.-T.
Administration of Justice			
Law Enforcement Opt 1		■	■
Law Enforcement Opt 2 (Police Academy)		■	■
Associates Degree for Transfer			■
Allied Health			
Nursing: Registered Nursing		■	■
Art			
Studio Art			■
Associates Degree for Transfer - Studio Art			■
Associates Degree for Transfer - Art History		■	
Aviation Maintenance Technology		■	■
Airframe		■	
Powerplant		■	
Biological Science			■
Biotechnology		■	
Business			
Accounting		■	■
Business Computer Applications		■	
Computerized Accounting	■		
Economics		■	■
General Business		■	■
General Office Skills		■	■
Medical Office		■	■
Real Estate		■	■
Retail Management		■	■
Carpentry Apprenticeship		■	■
Child Development			■
Early Childhood Education		■	
Early Intervention Assistant		■	
School Age Child Care		■	
Span Language Early Childhood Edu	■		
Communication Studies		■	■
Associates Degree for Transfer		■	■
Interpersonal Communication		■	
Computer Graphics & Design			
Adv. Technical Computer Graphics		■	■
Comp. Graphics for Environmental Design		■	■
Technical Desktop Publishing & Graphics		■	■
Computer Science & Information Systems			
Business Computer Applications		■	■
Computer Hardware	■		
Computer Networking	■	■	■
Computer Programming		■	■
Programming for the Internet		■	■
Scientific Programming		■	■
UNIX Operating System		■	■
Cosmetology		■	■
Esthetician		■	
Digital Media			
Digital Art & Imaging		■	■
Digital Audio/Video		■	■
Interactive Media and Authoring		■	■
Digital imaging/Graphics Production	■		
Digital Print Production	■		
Digital Video Editor Specialist	■		
Web Page Production Specialist	■		

Program	Certificate of Proficiency	Certificate of Achievement	Transfer Program and/or A.A./A.S./T.A.S.-T.
Drywall/Lathing Apprenticeship			■
English as a Second Language (ESL)			
ESL Intermediate Level		■	
ESL Advanced Level		■	
Engineering (see Physical Science & Engineering)			
General Education			
CSU General Education Pattern			■
IGETC General Education Pattern			■
Health Science			■
Industrial Technology*			■
Journalism			
Associates Degree for Transfer			■
Kinesiology (previously Physical Education)			
Education Option			■
Sports Management Option			■
Sports Medicine Option			■
Associates Degree for Transfer			■
Personal Fitness Trainer		■	
Liberal Arts			
Administration of Justice			■
Business			■
Computer Science & Info Systems			■
Elementary Education			■
Expressive Arts			■
Language Arts & Humanities			■
Natural Science			■
Social Science			■
Multiple Subjects			■
Mathematics			
Associates Degree for Transfer			■
Music			
Music Composition and Production			■
Associates Degree for Transfer			■
Philosophy		■	
Physical Science & Engineering			■
Physical Science & Engineering: General Engineering*			■
Social Science			
Community Studies Emphasis			■
Global Studies Emphasis			■
Spanish			
Non-Native Speaker (Options 1-3)			■
Native Speakers Option 4			■
Theatre Arts			
Acting			■
Technical Production			■
Television Performance			■
Associates Degree for Transfer			■

■ Associate Degree or Certificate

■ Represents an option within a program

* Not all courses required for these majors/certificates may be offered during this catalog cycle. Please contact a counselor for current information at (408) 848-4723.

Federal regulations require all institutions of higher education to disclose completion and cost information about non-degree programs leading to gainful employment in a recognized occupation. Complete Gainful Employment information is available at http://www.gavilan.edu/gainful_employment/

GAINFUL EMPLOYMENT INFORMATION

Program	Units	Normal Cost (CA resident) 2013-14	Normal cost (Non-CA res.) 2013-14	Normal time to complete (years)	Number completing in 2011	Number completing in "normal time"	% normal time completions	Median loan amount for completers
CA in Admin of Justice-Correct	21	\$2,598	\$13,308	1.00	----	----	----	----
CA in Admin of Just-Law Enforc	28	\$2,598	\$13,308	1.00	14	1	15.40%	\$2,802
CA in Advanced Tech Comp Graph	18-20	\$2,598	\$13,308	1.00	----	----	----	----
CA in AMT Airframe	42	\$5,196	\$26,616	2.00	----	----	----	----
CA in AMT Powerplant	43	\$5,196	\$26,616	2.00	----	----	----	----
CA in Aviation Maint Tech	70	\$6,595	\$33,270	2.50	----	----	----	----
CA in Bus - Retail Mgmt (WAFC)	32	\$3,897	\$19,962	1.50	----	----	----	----
CA in Business	18-31	\$2,598	\$13,308	1.00	----	----	----	----
CA in Business-Accounting	20-32	\$2,598	\$13,308	1.00	----	----	----	----
CA in Business-Economics	19-22	\$2,598	\$13,308	1.00	----	----	----	----
CA in Business-Genl Off Skills	19-30	\$2,598	\$13,308	1.00	----	----	----	----
CA in Business-Medical Office	22-33	\$2,598	\$13,308	1.00	----	----	----	----
CA in Business-Real Estate	21-22	\$2,598	\$13,308	1.00	----	----	----	----
CA in Carpenter Apprentice	38	\$5196	\$26,616	2.00	----	----	----	----
CA in CD-Early Childhood Educ	24	\$2,598	\$13,308	1.00	----	----	----	----
CA in CD-Early Intervention	31-34	\$3,897	\$19,962	1.50	----	----	----	----
CA in CD-School Age Child Care	24-26	\$2,598	\$13,308	1.00	----	----	----	----
CA in CG-Environmental Design	18	\$2,598	\$13,308	1.00	----	----	----	----
CA in Comp Graphics and Design	12	\$1,299	\$6,654	0.50	----	----	----	----
CA in Cosmetology	38-48	\$5,196	\$26,616	2.00	24	16	66%	\$589
CA in Cosmetology-Esthetician	22	\$2,598	\$13,308	1.00	----	----	----	----
CA in CSIS-Bus Comp Appl	21	\$2,598	\$13,308	1.00	----	----	----	----
CA in CSIS-Comp Programming	21-22	\$2,598	\$13,308	1.00	----	----	----	----
CA in CSIS-Computer Networking	24	\$2,598	\$13,308	1.00	----	----	----	----
CA in CSIS-Prog for Internet	19-20	\$2,598	\$13,308	1.00	----	----	----	----
CA in CSIS-Scientific Program	25-28	\$2,598	\$13,308	1.00	----	----	----	----
CA in CSIS-UNIX	23-24	\$2,598	\$13,308	1.00	----	----	----	----
CA in DM-Digital Art Imagining	27	\$2,598	\$13,308	1.00	----	----	----	----
CA in DM-Digital Audio Video	27	\$2,598	\$13,308	1.00	----	----	----	----
CA in DM-Interactiv Media Auth	27	\$2,598	\$13,308	1.00	----	----	----	----
CA in Drywall-Lathing Apprent	41	\$5,196	\$26,616	2.00	----	----	----	----
CA in Kinesiology: Personal Fitness Trainer	18-19	\$2,598	\$13,308	1.00	----	----	----	----
CA in Registered Nursing	44	\$5,196	\$26,616	2.00	13	0	0%	\$7,203
CA in Tech Desktop Publishing	18	\$2,598.	\$13,308	1.00	----	----	----	----
CA in Vocational Nursing	30	\$3,897	\$19,962	1.50	20	0	0%	\$4,682
CA in Communication Studies	12	\$1,299	\$6,654	0.50	25	0	0%	\$1,047
CA in Interpersonal Commun	18	\$2,598	\$13,308	1.00	----	----	----	----
CA in THEA TV Performance	16-17	\$2,598	\$13,308	1.00	----	----	----	----
CA in Biotechnology	17	\$2,598	\$13,308	1.00	----	----	----	----
CA-Music Composition and Production	20	\$2,598	\$13,308	1.00	----	----	----	----
CA in Water Resource Management	25-28	\$3,897	\$19,962	1.50	----	----	----	----

DEGREE AND CERTIFICATE PROGRAMS ADMINISTRATION OF JUSTICE

A.S. -T. Degree

Administration of Justice for CSU Transfer

A.A. Degrees and Certificates of Achievement

Law Enforcement, Option 1

Law Enforcement, Option 2 (Police Academy)

Also see: Liberal Arts: Administration of Justice Emphasis:

A.A. Degree

South Bay Regional Public Safety Training Consortium

As a member of the South Bay Regional Public Safety Training Consortium, Gavilan College offers courses for students who are interested in Correctional Officer, Law Enforcement, Reserve Police Officer, Dispatcher, Fire Technology, Probation Officer, or Juvenile Hall Counselor careers. The Consortium is funded by all colleges regionally to provide vocational specific training which may require special facilities, special training conditions or is presented outside of the regular schedule of college classes.

The application and registration process is completed at the South Bay Regional Public Safety Training Consortium Center located near the Evergreen Valley College campus. Although open to the public, the majority of these courses are intended to serve the "already employed". If you have questions about these courses, or if you would like information about a career in any of these programs, please call (408) 270-6458 or visit the webpage at www.theacademy.ca.gov.



Careers in

Law Enforcement • Fire Technology

Probation Officer • Dispatcher

Corrections Officer • Juvenile Hall Counselor

Gavilan College is a member of the South Bay Regional Public Safety Training consortium. This consortium is funded by all colleges regionally to provide vocational specific training which may require special facilities, special training conditions or is presented outside of the schedules of regular college classes. For more information call 408-270-6458.



Program Learning Outcomes:

After completing the Administration of Justice major a student will be able to:

- ▶ Define and utilize key terms, concepts, and theories in the criminal justice system.
- ▶ Demonstrate knowledge of the history, structure, and processes of law enforcement, the judicial system, correctional system, and the juvenile justice system.
- ▶ Reflect critically on developments in criminal justice policy and the relationship of these policies to the wider political and social environment.
- ▶ Compare and evaluate diverse and competing arguments and analysis in disciplinary (justice system) and interdisciplinary contexts.
- ▶ Interpret, assess and compare competing types of evidence and data.
- ▶ Effectively communicate orally and in writing the results of their analysis and conclusions.

After completing the Administration of Justice major, students transferring to a four-year institution will be prepared for additional study in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, Pre-law.

Administration of Justice *Associates Degree for Transfer, A.S.-T.*



Upon completion of this degree, students will be prepared to pursue a BA/BS in Criminal Justice.

Administration of Justice is the study of the causes, consequences and control of crime. The program leading to the Associate in Science in Administration of Justice for Transfer is designed to acquaint pre-service and in-service students with the principles and practices of criminal justice systems in America. Although the programs curriculum allows for the development of depth in one of the subject's substantive subsystems (i.e. law enforcement, juvenile, courts or corrections), our objective is to familiarize students with activities in all the above areas.

The program is both academic and professional in that it is an interdisciplinary attempt to relate intellectual issues and practitioner perspectives to the challenge of crime in a free society. Consequently, the program provides preparation for employment with a related agency and/or transfer to a college or university.

Students will be prepared to work in a variety of fields, including: public law enforcement agencies such as municipal police, probation officers, county deputy sheriffs, correctional offices, game wardens, state parks, and private security. Those completing the AS-T in Administration of Justice degree will be able to transfer to the California State University system and be prepared to study in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, and Pre-Law.

Program Learning Outcomes:

After completing an AS-T in Administration of Justice, a student will be able to:

- ▶ reflect critically on developments in criminal justice policy and the relationship of these policies to the wider political and social environment.
- ▶ compare and evaluate diverse and competing arguments and analysis in disciplinary (justice system) and interdisciplinary contexts.
- ▶ demonstrate knowledge of the history, structure, and processes of law enforcement, the judicial system, correctional system, and the juvenile justice system.
- ▶ define and utilize key terms, concepts, and theories in the criminal justice system.
- ▶ interpret, assess and compare competing types of evidence and data.
- ▶ effectively communicate orally and in writing the results of their analysis and conclusions.

REQUIREMENTS:

List A: Required Courses (6 units total):

- AJ 10 Introduction to the Administration of Justice (3 units)
- AJ 14 Criminal Law (3 units)

List B: Choose TWO of the following courses (6 units total):

- AJ 12 Criminal Procedures (3 units)
- AJ 16 Introduction to Evidence (3 units)
- AJ 18 Community Policing (3 units)
- AJ 19 Introduction to Investigation (3 units)
- AJ 20 Juvenile Law and Procedure (3 units)

List C: Choose TWO of the following courses (6 units total):

- SOC 1A Introduction to Sociology (3 units)
- PSYC 10 Introduction to Psychology (3 units)
- MATH 5 Introduction to Statistics (3 units)

Total units for the major (18 units)

Plus completion of CSU or IGETC requirements: 39–42 units

Total units required for AS-T Degree: 60 units

Students must:

- ▶ Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education –Breadth Requirements.
 - B. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- ▶ Obtain a minimum grade point average of 2.0.
- ▶ Earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

DOUBLE COUNTING RULE

A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Law Enforcement, Option 1

A.A. Degree and Certificate of Achievement

The law enforcement program provides a course of study to prepare students for employment in private security and public law enforcement agencies, including: state parks, municipal police, game wardens, probation officers, county deputy sheriffs, county and state correctional officers and the federal government.

The associate degree program will prepare students for transfer to UC and CSU bachelors programs (if the IGETC or CSU GE pattern is chosen.)

The certificate program is an option for students whose employment objectives are with agencies who require less than an A.A. degree.

Associate of Arts (A.A.)

To earn an Associate DEGREE, complete:

- ▶ **REQUIREMENTS** for Certificate of Achievement
- ▶ plus **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern)
- ▶ plus sufficient electives to meet a 60 unit total.

Certificate of Achievement

REQUIREMENTS:

- AJ 10 Introduction to the Administration of Justice (3 units)
- AJ 12 Criminal Procedures (3 units)
- AJ 14 Criminal Law (3 units)
- AJ 16 Introduction to Evidence (3 units)
- AJ 18 Community Policing (3 units)

Choose 6 units:

- AJ 5 Introduction to Modern International Terrorism (3 units)
- AJ 19 Introduction to Investigation (3 units)
- AJ 20 Juvenile Law and Procedure (3 units)
- AJ 21 Narcotics and Drug Abuse (3 units)
- AJ 32 Crime and Delinquency (3 units)
- AJ 173 Fundamentals of Probation and Parole (3 units)
- AJ 176 Criminal Street Gangs (3 units)
- AJ 184 Computer Forensics (3 units)

Total units required for certificate: 21 units

Law Enforcement, Option 2

A.A. Degree and Certificate of Achievement

The law enforcement program provides a course of study to prepare students for employment in private and public law enforcement agencies.

For specific police academy information and scheduling, contact the South Bay Regional Public Safety Training Consortium.

Four-year colleges may differ in their major preparation requirements for transfer. Consult with a counselor regarding transfer requirements.

Associate of Arts (A.A.)

To earn an ASSOCIATE'S DEGREE, complete:

- ▶ **REQUIREMENTS** for Certificate of Achievement
- ▶ plus **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern)
- ▶ plus sufficient electives to meet a 60 unit total.

Certificate of Achievement

REQUIREMENTS:

JLE 100 Basic Police Academy: 22 units

Choose 6 units:

- AJ 5 Introduction to Modern International Terrorism (3 units)
- AJ 19 Introduction to Investigation (3 units)
- AJ 20 Juvenile Law and Procedure (3 units)
- AJ 21 Narcotics and Drug Abuse (3 units)
- AJ 32 Crime and Delinquency (3 units)
- AJ 173 Fundamentals of Probation and Parole (3 units)
- AJ 176 Criminal Street Gangs (3 units)
- AJ 184 Computer Forensics (3 units)

Total units required: 28 units

General Education requirements: You may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Nursing A.S. Degree and Certificate of Achievement

Registered Nursing
Vocational Nursing

ROP Certificates -

Home Health Aide
Nurse Assistant - Convalescent
Clinical Medical Assisting

Contact:
(408) 848-4883
ozamora@gavilan.edu



The sequence of courses for students interested in careers in Allied Health is shown below. The sequence is designed to offer maximum flexibility in achieving educational goals, while providing for entry into the next level of the program.

PREREQUISITES:

AH 3** The Person in the Life Cycle (3 units)
AH/BIO 11** Nutrition (3 units)
AH/BIO 15** Survey of Human Anatomy and Physiology (or BIO 7 and BIO 9) (5 units)
AH 32** Basic Cardiac Life Support (1 unit)
AH 180** Fundamentals of Nursing--Convalescent (8 units)
ENGL 1A** Composition (3 units)
PSYC 10** Introduction to Psychology (3 units)
ENGL 260* Preparation for College Reading (3 units)
MATH 233* Intermediate Algebra (5 units)
or Math 240

*May be satisfied by coursework or Gavilan College Placement Test. Two year recency and a minimum grade of "C" required.

** Overall GPA of 2.5 in specified courses. Minimum of "C" in all courses.

CLINICAL COURSES REQUIRED FOR ADVANCED STANDING:

AH 51** Medical-Surgical Nursing (11 units)
AH 52** Medical-Surgical Nursing (11 units)
AH 53** Medical-Surgical - Maternal-Neonatal Nursing (11 units)
AH 54** Medical-Surgical/Pediatric Nursing. (11 units)

LVN LICENSING EXAM

Students completing AH 51-54 will be eligible to take the NCLEX-VN Licensing Exam and apply for Advanced Standing in the Registered Nursing Program. Additional courses must be taken to meet general education requirements for A.S. degree. Please consult a counselor.

ADVANCED STANDING/REGISTERED NURSING

REQUIREMENTS

Courses listed above and the following are required for Advanced Standing:

AH/BIO 8***	General Microbiology. (5 units)
AH/BIO 9***	Human Physiology (5 units)
AH 16A***	Intravenous Therapy/Blood Withdrawal (1 unit)
AH 16B***	Intravenous Therapy/Blood Withdrawal (1 unit)
AH 16C***	Intravenous Therapy/Blood Withdrawal (1 unit)
AH 16D***	Intravenous Therapy/Blood Withdrawal (1 unit)
CHEM 30A	Elementary Chemistry (recommended) (4 units)
CMUN 1A***	Introduction to Public Speaking (3 units)
SOC 1A***	Introduction to Sociology (3 units)

***Prerequisites for admission to Advanced Standing. Students must meet recency requirements and maintain an overall GPA of 2.5 in specified courses. Minimum of "C" in all courses. Please consult a counselor. To schedule an appointment, call 408-848-4723

Students admitted to Advanced Standing will complete the following clinical courses and be eligible to take the NCLEX-RN Licensing Examination:

AH 55** Interactive and Mental Health Nursing (10 units)
AH 56** Compensatory Nursing Practice (10 units)

**Students completing AH 51-56 will be eligible to take the NCLEX-RN Licensing Exam. Additional courses must be taken to meet general education requirements for A.S. degree. Please consult a counselor. To schedule an appointment, call 408-848-4723.

Students interested in a Bachelor of Science in Nursing program are encouraged to consult the catalog from the college they plan to attend. See a counselor regarding transfer requirements.

Registered Nursing

A.S. Degree and Certificate of Achievement

After completing the Registered Nursing program and passing the National Council Licensure Examination, students will have job entry skills for registered nursing. The Associate degree in Registered Nursing requires completion of the Allied Health clinical courses listed plus general education requirements. Students are then qualified for a Certificate of Achievement in Registered Nursing and an Associate of Science degree.

Program Learning Outcomes:

After completing this degree or certificate a student will be able to:

- ▶ take and pass the licensure exam.
- ▶ function within the scope of practice of the registered nurse as outlined by the California Board of Registered Nursing.
- ▶ practice within professional and legal standards, ethical principles and demonstrate sensitivity to the cultural differences of clients.
- ▶ apply principles of oral, written and verbal communication to convey relevant, accurate and complete information.
- ▶ demonstrate an ability to practice safely.
- ▶ apply the nursing process by assessing, planning, implementing and evaluating nursing care and teaching the maintenance of health and prevention of disease.

At the present time, the Registered Nursing program is open to licensed vocational nurses or those who have successfully completed a vocational nursing program and are exam eligible.

CERTIFICATE REQUIREMENTS:

- Prerequisites (34 units) listed on page 64
- Clinical Courses Required for advanced standing (44 units) listed on page 64
- ADVANCED STANDING / REGISTERED NURSING REQUIREMENTS (21 units) listed on page 64
- **CLINICAL REQUIREMENTS:**
 AH 55** Interactive and Mental Health Nursing (10 units)
 AH 56** Compensatory Nursing Practice (10 units)

** Overall GPA of 2.5 in specified courses. Minimum of "C" in all courses.

TOTAL UNITS: 85 PLUS PREREQUISITES (34 UNITS)

ASSOCIATE DEGREE: completion of the certificate REQUIREMENTS plus general education requirements.

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Registered Nursing 30 Unit Option

Certificate of Achievement

Completion of the courses listed below will qualify students for a Certificate of Achievement in Registered Nursing. This option is available to Licensed Vocational Nurses only. Please consult a counselor. To schedule an appointment, call 408-848-4723.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS:

- AH/BIO 8** General Microbiology (5 units)
- AH/BIO 9** Human Physiology (5 units)
- AH 55** Interactive and Mental Health Nursing (10 units)
- AH 56** Compensatory Nursing Practice (10 units)

Certificate requirements: 30 units

Nurse Assistant - Convalescent

ROP Certificate

Completion of this course will qualify students to apply for certification by taking the written and performance Nurse Assistant Competency Exam. Students receiving the certificate will have job entry skills for nurse assistant in the convalescent facility.

AH180 Fundamentals of Nursing Convalescent (8 units)

ROP certificate requirements: 8 units

Home Health Aide *ROP Certificate*

Completion of these courses will qualify students for State Certification as a Home Health Aide. Students receiving the certificate of completion will have job entry skills for home health aide.

- AH 180 Fundamentals of Nursing--Convalescent (8 units)
- AH 182 Home Health Aid (2 units)

ROP certificate requirements: 10 units

Clinical Medical Assisting *ROP Certificate*

Completion of these courses will qualify students for a Certificate of Completion as a Clinical Medical Assistant. Students receiving their certificate will have the job entry skills needed to apply for a clinical medical assistant position.

- AH 170 Basic Clinical Medical Assisting (6 units)
- AH 171 Advanced Clinical Medical Assisting (6 units)

ROP certificate requirements: 12 units

Licensed Vocational Nursing

A.S. Degree and Certificate of Achievement

Completion of the courses listed will qualify students for the Certificate of Achievement in Vocational Nursing. To qualify for licensing by the Board of Vocational Nurse and Psychiatric Technician Examiners a student must have a minimum of 576 lecture hours of instruction and 954 clinical hours of instruction.

Students completing the Vocational Nursing program and passing the National Council Licensure Examination will have job entry skills for Licensed Vocational Nursing. Students planning to enter the LVN Program must be U.S. high school graduates or equivalent (GED or official transcript evaluation) and complete the Allied Health clinical courses. After completing the general education requirements, students will qualify for the Associate of Science Degree.

Program Learning Outcomes: After completing this degree or certificate a student will:

- ▶ take and pass the licensure exam.
- ▶ function within the scope of practice of the licensed vocational nurse as outlined by the California Board of Registered Nursing.
- ▶ practice within professional and legal standards, ethical principles and demonstrate sensitivity to the cultural differences of clients.
- ▶ apply principles of oral, written and verbal communication to convey relevant, accurate and complete information.
- ▶ demonstrate an ability to practice safely.
- ▶ apply the nursing process by assessing, planning, implementing and evaluating nursing care, and teaching the maintenance of health and prevention of disease.

CERTIFICATE REQUIREMENTS:

- Prerequisites (34 units) listed on page 64
- Clinical Courses Required for advanced standing (44 units) listed on page 64

TOTAL UNITS: 65 PLUS PREREQUISITES (34 UNITS)

ASSOCIATE DEGREE: completion of the certificate REQUIREMENTS plus general education requirements.

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.



DEGREE AND CERTIFICATE PROGRAMS ADMINISTRATION OF JUSTICE

A.S. -T. Degree

Administration of Justice for CSU Transfer

A.A. Degrees and Certificates of Achievement

Law Enforcement, Option 1

Law Enforcement, Option 2 (Police Academy)

Also see: Liberal Arts: Administration of Justice Emphasis:

A.A. Degree

South Bay Regional Public Safety Training Consortium

As a member of the South Bay Regional Public Safety Training Consortium, Gavilan College offers courses for students who are interested in Correctional Officer, Law Enforcement, Reserve Police Officer, Dispatcher, Fire Technology, Probation Officer, or Juvenile Hall Counselor careers. The Consortium is funded by all colleges regionally to provide vocational specific training which may require special facilities, special training conditions or is presented outside of the regular schedule of college classes.

The application and registration process is completed at the South Bay Regional Public Safety Training Consortium Center located near the Evergreen Valley College campus. Although open to the public, the majority of these courses are intended to serve the "already employed". If you have questions about these courses, or if you would like information about a career in any of these programs, please call (408) 270-6458 or visit the webpage at www.theacademy.ca.gov.



Careers in

Law Enforcement • Fire Technology

Probation Officer • Dispatcher

Corrections Officer • Juvenile Hall Counselor

Gavilan College is a member of the South Bay Regional Public Safety Training consortium. This consortium is funded by all colleges regionally to provide vocational specific training which may require special facilities, special training conditions or is presented outside of the schedules of regular college classes. For more information call 408-270-6458.



Program Learning Outcomes:

After completing the Administration of Justice major a student will be able to:

- ▶ Define and utilize key terms, concepts, and theories in the criminal justice system.
- ▶ Demonstrate knowledge of the history, structure, and processes of law enforcement, the judicial system, correctional system, and the juvenile justice system.
- ▶ Reflect critically on developments in criminal justice policy and the relationship of these policies to the wider political and social environment.
- ▶ Compare and evaluate diverse and competing arguments and analysis in disciplinary (justice system) and interdisciplinary contexts.
- ▶ Interpret, assess and compare competing types of evidence and data.
- ▶ Effectively communicate orally and in writing the results of their analysis and conclusions.

After completing the Administration of Justice major, students transferring to a four-year institution will be prepared for additional study in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, Pre-law.

Administration of Justice *Associates Degree for Transfer, A.S.-T.*



Associate Degree
for Transfer™

Upon completion of this degree, students will be prepared to pursue a BA/BS in Criminal Justice.

Administration of Justice is the study of the causes, consequences and control of crime. The program leading to the Associate in Science in Administration of Justice for Transfer is designed to acquaint pre-service and in-service students with the principles and practices of criminal justice systems in America. Although the programs curriculum allows for the development of depth in one of the subject's substantive subsystems (i.e. law enforcement, juvenile, courts or corrections), our objective is to familiarize students with activities in all the above areas.

The program is both academic and professional in that it is an interdisciplinary attempt to relate intellectual issues and practitioner perspectives to the challenge of crime in a free society. Consequently, the program provides preparation for employment with a related agency and/or transfer to a college or university.

Students will be prepared to work in a variety of fields, including: public law enforcement agencies such as municipal police, probation officers, county deputy sheriffs, correctional offices, game wardens, state parks, and private security. Those completing the AS-T in Administration of Justice degree will be able to transfer to the California State University system and be prepared to study in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, and Pre-Law.

Program Learning Outcomes:

After completing an AS-T in Administration of Justice, a student will be able to:

- ▶ reflect critically on developments in criminal justice policy and the relationship of these policies to the wider political and social environment.
- ▶ compare and evaluate diverse and competing arguments and analysis in disciplinary (justice system) and interdisciplinary contexts.
- ▶ demonstrate knowledge of the history, structure, and processes of law enforcement, the judicial system, correctional system, and the juvenile justice system.
- ▶ define and utilize key terms, concepts, and theories in the criminal justice system.
- ▶ interpret, assess and compare competing types of evidence and data.
- ▶ effectively communicate orally and in writing the results of their analysis and conclusions.

REQUIREMENTS:

List A: Required Courses (6 units total):

- AJ 10 Introduction to the Administration of Justice (3 units)
- AJ 14 Criminal Law (3 units)

List B: Choose TWO of the following courses (6 units total):

- AJ 12 Criminal Procedures (3 units)
- AJ 16 Introduction to Evidence (3 units)
- AJ 18 Community Policing (3 units)
- AJ 19 Introduction to Investigation (3 units)
- AJ 20 Juvenile Law and Procedure (3 units)

List C: Choose TWO of the following courses (6 units total):

- SOC 1A Introduction to Sociology (3 units)
- PSYC 10 Introduction to Psychology (3 units)
- MATH 5 Introduction to Statistics (3 units)

Total units for the major (18 units)

Plus completion of CSU or IGETC requirements: 39–42 units

Total units required for AS-T Degree: 60 units

Students must:

- ▶ Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education –Breadth Requirements.
 - B. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- ▶ Obtain a minimum grade point average of 2.0.
- ▶ Earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

DOUBLE COUNTING RULE

A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Law Enforcement, Option 1

A.A. Degree and Certificate of Achievement

The law enforcement program provides a course of study to prepare students for employment in private security and public law enforcement agencies, including: state parks, municipal police, game wardens, probation officers, county deputy sheriffs, county and state correctional officers and the federal government.

The associate degree program will prepare students for transfer to UC and CSU bachelors programs (if the IGETC or CSU GE pattern is chosen.)

The certificate program is an option for students whose employment objectives are with agencies who require less than an A.A. degree.

Associate of Arts (A.A.)

To earn an Associate **DEGREE**, complete:

- ▶ **REQUIREMENTS** for Certificate of Achievement
- ▶ plus **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern)
- ▶ plus sufficient electives to meet a 60 unit total.

Certificate of Achievement

REQUIREMENTS:

- AJ 10 Introduction to the Administration of Justice (3 units)
- AJ 12 Criminal Procedures (3 units)
- AJ 14 Criminal Law (3 units)
- AJ 16 Introduction to Evidence (3 units)
- AJ 18 Community Policing (3 units)

Choose 6 units:

- AJ 5 Introduction to Modern International Terrorism (3 units)
- AJ 19 Introduction to Investigation (3 units)
- AJ 20 Juvenile Law and Procedure (3 units)
- AJ 21 Narcotics and Drug Abuse (3 units)
- AJ 32 Crime and Delinquency (3 units)
- AJ 173 Fundamentals of Probation and Parole (3 units)
- AJ 176 Criminal Street Gangs (3 units)
- AJ 184 Computer Forensics (3 units)

Total units required for certificate: 21 units

Law Enforcement, Option 2

A.A. Degree and Certificate of Achievement

The law enforcement program provides a course of study to prepare students for employment in private and public law enforcement agencies.

For specific police academy information and scheduling, contact the South Bay Regional Public Safety Training Consortium.

Four-year colleges may differ in their major preparation requirements for transfer. Consult with a counselor regarding transfer requirements.

Associate of Arts (A.A.)

To earn an **ASSOCIATE'S DEGREE**, complete:

- ▶ **REQUIREMENTS** for Certificate of Achievement
- ▶ plus **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern)
- ▶ plus sufficient electives to meet a 60 unit total.

Certificate of Achievement

REQUIREMENTS:

JLE 100 Basic Police Academy: 22 units

Choose 6 units:

- AJ 5 Introduction to Modern International Terrorism (3 units)
- AJ 19 Introduction to Investigation (3 units)
- AJ 20 Juvenile Law and Procedure (3 units)
- AJ 21 Narcotics and Drug Abuse (3 units)
- AJ 32 Crime and Delinquency (3 units)
- AJ 173 Fundamentals of Probation and Parole (3 units)
- AJ 176 Criminal Street Gangs (3 units)
- AJ 184 Computer Forensics (3 units)

Total units required: 28 units

General Education requirements: You may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

A.A. Degrees and Certificates of Achievement

Carpentry
Drywall/Lathing

Contact:
(408) 848-4719
cte@gavilan.edu

Gavilan College, in cooperation with the Carpenter Training Committee for Northern California, conducts a Drywall/Lathing Apprenticeship Program which can lead to a Certificate of Achievement and/or Associates of Arts Degree. An apprenticeship program is a formal system of occupational training lasting from two to five years that combines paid employment, on-the-job training and job-related college level instruction in order to develop highly skilled workers.

The Dry Wall/Lathing Apprenticeship program concentrates on training apprentices to the specific levels required for the construction industry and has been approved by the State of California Department of Apprenticeship Standards. Training emphasis includes safety, metal framing, blueprint reading, exterior/interior wall finishes, welding, residential and commercial construction process, building codes, estimation and various construction topics.

These apprenticeship programs are cooperative efforts between the Joint Apprenticeship Training Committee (JATC) and the college. The JATC is composed of representatives from both labor and management from each apprenticeship area and their purpose is to oversee apprenticeship training. The Gavilan College apprenticeship program is approved by the Division of Apprenticeship Standards of the California Department of Industrial Relations.

Enrollment in an apprenticeship course is limited to registered apprentices. However, anyone meeting the apprenticeship requirements can apply for acceptance. Information on admission to apprenticeship programs can be obtained by going to www.ctcnc.org.

Program Learning Outcomes: Upon completion of the Carpenter's apprenticeship certificate students will:

- ▶ Attain journey level skills needed to be successful in residential and commercial construction.
- ▶ Locate on blueprints and in the specifications, the information needed to construct various types of load bearing and non-load bearing walls, fire protection walls and ceilings.
- ▶ Install various types of interior and exterior coverings.
- ▶ Construct framed or suspended ceiling systems.



Drywall/Lathing Apprenticeship

A.A. Degree or Certificate of Achievement

To receive an Associate DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

DRLT 200	Introduction to the Trade (2 units)
DRLT 202	Basic Applications (1.5 units)
DRLT 205	Mathematics for Drywall/Lathing (2 units)
DRLT 210	Residential Metal Framing (1.5 units)
DRLT 212	Doors, Windows, Exterior Systems/Building Documents (1.5 units)
DRLT 220	Blueprint Reading I (1.5 units)
DRLT 221	Blueprint Reading II (1.5 units)
DRLT 222	Blueprint Reading III(1.5 units)
DRLT 230	Welding I (1.5 units)
DRLT 231	Welding II (1.5 units)
DRLT 240	Exterior/Advanced Fire Control System & Partitions (1.5 units)
DRLT 242	Exterior Systems and Trims (1.5 units)
DRLT 250	Interior Metal Lathing System and Sound Control (1.5 units)
DRLT 260	Ceilings, Shaft Protection and Demountable Partitions (1.5 units)
DRLT 262	Arches, Furring and Advanced Systems (1.5 units)
DRLT 270	Advanced Construction Techniques (1.5 units)

And a minimum of 16 units from the following:

DRLT 290	Occupational Work Experience/Drywall-Lathing
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Total units required: 41 units

Carpentry Apprenticeship *A.A. Degree or Certificate of Achievement*

The Carpenter Apprenticeship Program is a state-approved four year course of study preparing apprentices for courses in specialty crafts such as carpenters, millwrights, pile drivers, hard wood floor layers, acoustical installers, scaffold erectors, insulators and shinglers. Students will acquire journey level skills including those skills necessary to build all concrete infrastructures that comprise the California transportation system.

Gavilan College, in cooperation with the Carpenters Training Committee for Northern California, conducts a Carpenter Apprenticeship Program which can lead to a Certificate of Achievement and/or Associates of Arts Degree. An apprenticeship program is a formal system of occupational training from two to five years that combines paid employment, on-the-job training and job related college level instruction in order to develop highly skilled workers.

The Carpenter Apprenticeship program concentrates on training apprentices to the specific levels required for the construction industry. Training emphasis includes safety, blueprint reading, residential and commercial construction processes, building codes, estimation and various carpentry topics.

Program Learning Outcomes: Upon completion of the Carpenter's apprenticeship certificate students will:

- ▶ Demonstrate journey level skills, including those skills necessary to build all concrete infrastructures that comprise the California transportation system.
- ▶ Locate, on the blueprints and in the specifications, the information needed to construct various types of structures and assemble its various components.
- ▶ Perform horizontal layout and vertical layout of wood framed wall components.
- ▶ Install interior and exterior trims and moldings.
- ▶ Construct various types of roofs and stairs.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**,

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

CARP 201	Worker Safety and Tool Skills (1.5 units)
CARP 202	The Apprentice Carpenter and the Trade (2 units)
CARP 203	Construction Math & Intro to Working Drawings (2 units)
CARP 204	Foundations and Floors (1 unit)
CARP 205	Residential Blueprint Reading (2.5 units)
CARP 206	Structural Framing (1 unit)
CARP 207	Form Detailing, Construction and Erection (1 unit)
CARP 208	Exterior Finish (1 unit)
CARP 209	Blueprint Reading - Commercial and Industrial (2 units)
CARP 210	Concrete - Precast and Prestressed (1 unit)
CARP 211	Interior Finish (1 unit)
CARP 212	Level and Layout Instruments (1 unit)
CARP 213	Engineered Structural Systems (1 unit)
CARP 214	Interior Systems (1 unit)
CARP 215	Stair Building (1 unit)
CARP 216	Roof Framing (1 unit)
CARP 217	Introduction of Welding and Cutting (1 unit)

And a minimum of 16 units from the following:

CARP 298	Occupational Work Experience/Carpenter
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Total units required: 38 units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.



A.A. Studio Art
A.A.-T Studio Art
A.A.-T Art History

Contact:
 (408) 848-4701
 las@gavilan.edu

Studio Art *A.A. Degree*

The Studio Art Program provides students with a strong studio experience that integrates conceptual and technical artistic skills with personal and creative exploration.

We offer exceptional studio art courses in the foundation areas of drawing, painting, design, sculpture and art history. Our additional areas of expertise are in Ceramics, Art Education, Gallery Technology, Murals and Community Art, and Photography.

Upon completing the program, students will be prepared to continue a personal, creative journey or transfer to a four-year institution for further study. Transfer students are urged to consult a counselor and Art faculty to learn more about admission requirements to four-year institutions.

Program Learning Outcomes: After completing the Studio Art major a student will be able to:

- ▶ Analyze and describe the historical and contemporary implications of art in terms of aesthetics, content and meaning.
- ▶ Create artworks using a variety of two dimensional art media, tools and equipment.
- ▶ Create artworks using a variety of three dimensional art media, tools and equipment.
- ▶ Demonstrate color theory and use color schemes. Students will be able to apply color theory to a variety of art media.

Demonstrate and articulate social, political, and community issues as they relate to art. To complete the program, the student must complete the minimum units specified in each category, plus a minimum of three (3) additional units of Art electives to complete a minimum total of 22 units.

REQUIREMENTS:

- ART 2A Two Dimensional Design (3 units)
- ART 13 Three Dimensional Design (3 units)
- ART 3A Drawing and Composition (3 units)
- ART 79 Portfolio Development for Studio Art Majors (1 unit)

ART HISTORY Choose a minimum of 3 units:

- ART 1A Art History (3 units)
- ART 1B Art History (3 units)
- ART/HIST 21 Ancient Americas: A History through Art (3 units)

DRAWING AND PAINTING Choose a minimum of 6 units:

- ART 1A Art History (3 units)
- ART 3B Drawing and Composition (3 units)
- ART 14A Introduction to Murals (3 units)
- ART 15A Beginning Painting: Form and Composition (3 units)
- ART 15B Beginning Painting: Imagination and Expression (3 units)
- ART 34A Life Drawing (3 units)

SCULPTURE Choose a minimum of 3 units:

- ART 10A Cultural History of Ceramics (3 units)
- ART 10B Ceramics (3 units)
- ART 12A Sculpture (3 units)
- ART 12B Sculpture (3 units)

Total units required: 22 units

Plus completion of general education requirements

Total units required: minimum of 60 units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.



Studio Arts

A.A.-T. Degree

The Associate in Arts in Studio Arts degree provides students with a strong studio experience that integrates conceptual and technical artistic skills with personal and creative exploration.

We offer exceptional studio art courses in the foundation areas of drawing, painting, design, sculpture and art history. Our additional areas of expertise are in Ceramics, Art Education, Gallery Technology, Murals and Community Art, and Photography.

Upon completing the program, students will be prepared to continue a personal, creative journey or transfer to a four-year institution for further study. More specifically, this degree is intended for students transferring to a California State University program. Transfer students are urged to consult a counselor and Art faculty to learn more about admission requirements to four-year institutions.

Program Learning Outcomes:

After completing an Associate in Arts in Studio Arts degree for Transfer (A.A.-T.), a student will be able to:

- ▶ Analyze and describe the historical and contemporary implications of art in terms of aesthetics, content and meaning.
- ▶ Create artworks using a variety of two dimensional art media, tools and equipment.
- ▶ Create artworks using a variety of three dimensional art media, tools and equipment.
- ▶ Demonstrate color theory and use color schemes. Students will be able to apply color theory to a variety of art media.
- ▶ Demonstrate and articulate social, political, and community issues as they relate to art.

REQUIRED (12 units):

- ART 2A Two Dimensional Design (3 units)
- ART 13 Three Dimensional Design (3 units)
- ART 3A Drawing and Composition (3 units)
- ART 1B Art History, Renaissance to Present (3 units)

LIST A (3 units):

- ART 1A Art History, Prehistoric to Gothic (3 units)

LIST B (9 units):

- ART 15A Painting: Form and Composition (3 units)
- ART 34A Life Drawing (3 units)
- ART 10A, Cultural History of Ceramics (3 units)
- ART 10B Ceramics (3 units)
- ART 12A Sculpture (3 units)
- ART 8A Photography (3 units)

Total units in the Studio Art for Transfer major: 24 units

CSU transferable elective units needed to reach a maximum of 60 units: 3

Completion of CSU GE Breadth or IGETC: 39 – 42 units
Units for degree 60 units

Students must:

- ▶ Complete 60 semester units or 90 quarter units that are eligible
- Students must:**
- ▶ Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education –Breadth Requirements.
 - B. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
 - ▶ Obtain a minimum grade point average of 2.0.
 - ▶ Earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

DOUBLE COUNTING RULE

A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Art History *A.A.-T. Degree*



The Associate in Arts in Art History for Transfer provides students with both a strong studio experience that integrates conceptual and technical artistic skills with personal and creative exploration as well as a valuable foundation of Art history that includes both Western and non-Western cultures and societies. The art history emphasis degree was established to allow students to pursue concentrated study in both studio art and art history.

We offer exceptional studio art courses in the foundation areas of drawing, painting, design and sculpture; in art history we offer courses that span from prehistoric times to the present in both Western and non-western cultures and societies. Additional areas of expertise are in Ceramics, Art Education, Gallery Technology, Murals and Community Art, and Photography.

This degree is for students wishing to pursue study in fields that demand knowledge in both history and practice, such as curatorial studies, museum studies, or education. Transfer students are urged to consult a counselor and Art faculty to learn more about admission requirements to four-year institutions.

Upon completion of this degree, students will be prepared for pursuing a BA/BS in Art History. The specific goal of the Associate in Arts in Art History for Transfer program is to allow students a seamless transfer into a baccalaureate program in Art History at a California State University.

Program Learning Outcomes: After completing the Associate in Arts in Art History for Transfer (A.A.-T.) degree, a student will be qualified to transfer to a California State University program and be able to:

- ▶ Analyze and describe the historical and contemporary implications of art in terms of aesthetics, content and meaning.
- ▶ Analyze and describe the historical and contemporary role (s) that art has in both Western and Non-Western cultures and societies.
- ▶ Create artworks using a variety of two dimensional art media, tools and equipment.
- ▶ Create artworks using a variety of three dimensional art media, tools and equipment.
- ▶ Demonstrate and articulate social, political, and community issues as they relate to art.

REQUIREMENTS: (9 units):

- ART 3A Drawing and Composition (3 units)
- ART 1A Art History, Prehistoric to Gothic (3 units)
- ART 1B Art History, Renaissance to Present (3 units)

LIST A (3 units)

- ART/HIST 21 Ancient Arts: A History through Art (3 units)

LIST B (3 units)

- ART 13 Three Dimensional Design (3 units)
- ART 2A Two Dimensional Design (3 units)
- ART 34A Life Drawing (3 units)
- ART 10A Cultural History of Ceramics (3 units)
- ART 10B Ceramics (3 units)
- ART 12A Sculpture (3 units)
- ART 8A Photography (3 units)

LIST C (3 units):

Any course from list B not already used.

Total units in the Art History major: 18 units
 CSU transferrable courses to reach (maximum) 60 units: 0-3 units
 Completion of CSU GE Breadth or IGETC: 39 – 42
 Units for degree: 60 units

Students must:

- ▶ Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education –Breadth Requirements.
 - B. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- ▶ Obtain a minimum grade point average of 2.0.
- ▶ Earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

DOUBLE COUNTING RULE

A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

A.A. Degrees and Certificates of Achievement

Aviation Maintenance Technology, A.S. and certificate
Airframe Certificate of Achievement
Powerplant Certificate of Achievement

Contact:
(408) 848-4701
cte@gavilan.edu



Aviation Maintenance Technology

A.S. Degree or Certificate of Achievement

Students will have job entry skills for the following occupations: aviation mechanic, aircraft serviceperson, repair or sales of aircraft accessories, airframe specialist.

Courses in the Aviation Technology Department are currently offered only during the day.

Students who have completed all of the AMT coursework will have satisfied Area B-1 of the general education requirements for the associate degree using the Gavilan College and CSU Breadth General Education patterns or the IGETC (Areas 2 and 5) for an associate degree only.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS,**

To receive a CERTIFICATE OF ACHIEVEMENT complete the: **REQUIRED COURSES** listed below.

REQUIREMENTS:

- AMT 100 General Aircraft Technology (7.5 units)
- AMT 101 General Aircraft Technology (7.5 units)
- AMT 110 Airframe Maintenance Technology (13.5 units)
- AMT 111 Airframe Structures (13.5 units)
- AMT 120 Aviation Powerplant Technology (14 units)
- AMT 121 Aviation Powerplant Systems Technology (14 units)

Recommended Electives: AFT 122; CSIS 1

Total required for certificate: 70 units

Plus GE requirements: units vary

Total required for A.S. degree: a minimum of 119 units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

DEGREE AND CERTIFICATE PROGRAMS AVIATION MAINTENANCE TECHNOLOGY

Airframe *Certificate of Achievement*

Students receiving the certificate will have job entry skills for the following occupations: Aviation mechanic; aircraft serviceperson; repair or sales of aircraft accessories; airframe specialist.

The skills learned in the program also prepare graduates for employment in fields such as aircraft manufacturing, electronics, hydraulics, welding, sheet metal, electrical systems, pneumatics, fuel systems, automotive repair, civil and military defense.

This certificate is designed to prepare students to qualify for the airframe certificate issued by the Federal Aviation Administration. These courses include the following subjects: sheet metal structures, wood and fabric structures, aircraft airframe inspection, assembly and rigging, hydraulic and pneumatic systems, aircraft electrical systems, cabin atmosphere controls, fuel systems, ice and rain systems, fire protection systems, instrument systems, position and warning systems, landing gear systems, and navigation and communication systems. All individuals will have to complete the General Aircraft Maintenance requirements in order to receive the FAA Aircraft Airframe Certificate of completion.

REQUIREMENTS:

AMT 100: General Aircraft Technology (7.5 units)
AMT 101: General Aircraft Technology (7.5 units)
AMT 110: Airframe Maintenance Technology (13.5 units)
AMT 111: Airframe Structures (13.5 units)

Recommended Electives: AMT 190; AFT 122

Total Units for Certificate of Achievement: 42 units

Powerplant *Certificate of Achievement*

Students receiving the certificate will have job entry skills for the following occupations: Aviation mechanic; aircraft serviceperson; repair or sales of aircraft accessories; powerplant specialist.

The skills learned in the program also prepare graduates for employment in fields such as aircraft manufacturing, electronics, hydraulics, welding, sheet metal, electrical systems, pneumatics, fuel systems, automotive repair, civil and military defense.

This certificate is designed to prepare students to qualify for the Powerplant certificate issued by the Federal Aviation Administration. These courses include the following subjects: reciprocating engines, turbines, lubrication systems, engine fuel systems, fuel metering systems, induction systems, ignition systems, engine electrical systems, engine cooling systems, engine exhaust system, engine instrument systems, engine control systems, engine fire protection systems and propellers. Students will have the opportunity to test run the engine that they repair. Students that complete this program may apply immediately to take the exams needed to obtain FAA Powerplant mechanic certificate.

REQUIREMENTS:

AMT 100: General Aircraft Technology (7.5 units)
AMT 101: General Aircraft Technology (7.5 units)
AMT 120: Aviation Powerplant Technology (14 units)
AMT 121: Aviation Powerplant Systems Technology (14 units)

Recommended Electives: AMT 190; AFT 122

Total Units for Certificate of Achievement: 43 units



A.S. Degree

Biological Science
Health Science

Certificate of Achievement

Biotechnology

Contact:
(408) 848-4701
las@gavilan.edu

The Biological Science Program at Gavilan Community College provides a quality education that emphasizes critical thinking skills for all students (Majors and Non-majors). Our primary goals are to prepare students to transfer to a 4-year college, enter programs that require our courses as prerequisites, and prepare students for possible employment upon completing certificate and/or graduating with an A.S. degree. It is also our intent to encourage our students to gain practical experience in biological science by working with our faculty and local industry.

Program Learning Outcomes: After completing the Biological Science major a student will be able to:

- ▶ Use raw experimental data to conduct statistical analysis, and present conclusions in a graphical and narrative form.
- ▶ Find, select and evaluate various types of scientific information including primary research articles, mass media sources and world-wide web information.
- ▶ Effectively communicate scientific concepts in both written and oral formats.
- ▶ Identify the evolutionary processes that lead to adaptation and biological diversity.
- ▶ Describe the relationship between life forms and their environment and ecosystems.
- ▶ Explain the basic structures and fundamental processes of life at molecular, cellular and organismal levels.
- ▶ Demonstrate the correct operating procedures in the use of common lab equipment such as compound microscopes, spectrophotometer, pH meter, electrophoresis gel apparatus, micropipettes, and centrifuges.



Biological Science *A.S. Degree*

Students completing the courses will have satisfied requirements for physical and biological sciences.

Recommended preparation for the major requirements listed.

1. One year of high school chemistry or CHEM 30A (Elementary Chemistry) or equivalent, and/or Bio 10 or equivalent.
2. At a minimum be eligible to enter ENGL 250 and ENGL 260.
3. Two years of high school math or MATH 233.

REQUIREMENTS:

CHEM 1A/B: General Chemistry (5-5 units)
BIO 1: Cell and Molecular Biology (4 units)
BIO 4: General Zoology (4 units)
BIO 5: General Botany (4 units)
PHYS 2A/B: General Physics I and II (8 units total)

Recommended Electives:

BIO 7, AH/BIO 8, 9, BIO 13, AH/BIO 15 (AH/BIO 15 may only be taken before BIO 7 and AH/BIO 9), BIO 21; BIOT 105; ECOL 1; MATH 1A/B

Total units required for major: 30 Units

Plus completion of general education requirements: units vary

Total units required for degree: minimum of 60 units

General Education requirements: You may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Biotechnology *Certificate of Achievement*

This certificate program allows students to attain essential skills in biotechnology and provides opportunities to learn basic laboratory procedures, how to record data, perform basic calculations and write laboratory reports. Students also learn about careers and ethical issues in biotechnology.

Career Options: Careers for those with a Biotechnology Certificate of Achievement would be animal care technician, assay analyst, laboratory assistant or technician, manufacturing technician, QA/QC technician. In addition to the biotechnology industry, jobs for technicians may be found in environmental testing labs, forensic labs, hospitals, plant pathology labs, research labs and wineries.

REQUIREMENTS:

BIOT 103	Biotech. Lab Skills & Instrumentation (4 units)
BIOT 104	Seminar in Biotechnology (1 unit)
BIO 10	Principles of Biology (4 units)
CHEM 30A	Elementary Chemistry (4 units)
CHEM 30B	Elementary Organic and Biochemistry (4 units)

Total units required for Certificate of Achievement: 17 units



Health Science* *A.S. Degree*

The degree in Health Science is intended for students who plan to pursue a more advanced degree or certificate in a health career.

*Please note that this is a major in Health Science and not in Biological Science.

Career Options: Careers for those with an Associate Degree in Health Science will be able to work as a health educator, pre-professional in X-ray technology, dental hygienist, physician's assistant or in another related health career.

REQUIREMENTS:

AH 3	The Person in the Life Cycle (3 units)
AH/BIO 11	Nutrition (3 units)

Choose one of the following:

CHEM 1A or 1B:	General Chemistry (5 units)
CHEM 30A	Elementary Chemistry (4 units)
CHEM 30B	Elementary Organic and Biochemistry (4 units)
BIO 1	Cell and Molecular Biology (4 units)
BIO 10	Principles of Biology (4 units)
AH/BIO 15	Survey Human Anatomy and Physiology (5 units)

Choose two of the following:

BIO 7	Human Anatomy (4 units)
AH/BIO 8	General Microbiology (5 units)
AH/BIO 9	Human Physiology (5 units)

Recommended Electives:

AH/BIO 11; MATH 233 or higher; ECOL 1; PSYC 10

Total units required for major: 19-21 units

Plus completion of general education requirements:

Total units required for A.S: minimum of 60 units

General Education requirements: You may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.



A.A. Degrees and Certificates of Achievement

Accounting
 General Business
 General Office Skills
 Medical Office
 Real Estate
 Retail Management

Also see: Liberal Arts with Business Emphasis AA degree
 Page 127

A.S. Degrees and Certificates of Achievement

Economics Option

Business Computer Applications (may be completed as an A.S. degree in Computer Science & Information Systems or a Certificate of Achievement in either CSIS or Business)

Certificate of Proficiency

Computerized Accounting

ROP Certificates see page 223

Computerized Accounting - Quickbooks
 General Office Accounting
 Medical Billing
 Medical Coding
 Medical Office Procedures
 Medical Terminology
 Payroll Accounting

Contact:
 (408) 848-4719
 cte@gavilan.edu

Completion of the core courses and the additional requirements in a selected area will qualify students for an Associate's degree or Certificate of Achievement in Business.

1. Students who can provide evidence of competency in required skill areas should consult with a counselor for possible course waiver or substitution.
2. Regardless of the number of courses waived or transferred, certificate students will still need to meet the minimum "residing" unit requirements (minimum 12 units) at Gavilan College.

When required certificate courses are applied against associate's degree general education requirements, the unit requirements for the certificate are reduced by the same number of units. However, students will still need to meet all the requirements for graduation including a minimum of 18 units in the major.

Students are expected to complete the courses or show competency in skill area. See a counselor regarding the course waiver or substitution process.

BUSINESS CORE COURSES The following business core courses are required for the Accounting, General Office Skills and Medical Office Associate's Degree and Certificate of Achievement options. Additional requirements for these options are listed alphabetically on the following pages.

BUSINESS CORE COURSES:

CSIS 8 Introduction to the Internet (1 unit)
 MATH 402 Pre-Algebra (or eligible for higher math) (0-3 units) or MATH 411

Choose one:

ACCT 20 Financial Accounting (4 units)
 ACCT 103 General Office Accounting (3 units)

Choose one:

CSIS 1 Computer Literacy - MS Office* (2 units)
 CSIS 2 Computers in Business (4 units)
 CSIS 2L Computers in Business Lab (1 unit)

Choose one:

ECON 1 Principles of Macroeconomics (3 units)
 BUS 1 Fundamentals of Business (3 units)

One of the following: BOT 191A, B, C, Work Place Skills (1 unit)

Choose one:

CMUN 11 Business Communication (3 units)
 ENGL 250 Practical Writing* (3 units)
 BOT/BUS 100 Business Correspondence (3 units)
 Eligible for English 1A

Core Courses unit total: 9-19 units

Computerized Accounting

Certificate of Proficiency

Students receiving the certificate will have entry-level computerized bookkeeping skills for a modern office.

REQUIREMENTS (Business Core is not required):

ACCT/CSIS 121	Spreadsheet - MS Excel (2 units)
CSIS 2L	Computers in Business Lab (1 unit)
ACCT 20	Financial Accounting (4 units)
ACCT 21	Managerial Accounting (4 units)
ACCT/CSIS 120	Computerized Accounting – QuickBooks (3 units)

Choose one:

ACCT 103	General Office Accounting (3 units)
ACCT 105	Payroll Accounting (3 units)
ACCT 111	Introduction to Income Tax (3 units)

Total units required for Certificate of Proficiency: 17 Units



Accounting Option

A.A. Degree or Certificate of Achievement

Program Learning Outcome: After completing this degree or certificate a student will be able to apply accounting theory to accumulate and summarize financial data. Common business software will be used.

Students will have job entry skills for these occupations: accounting clerk, accounts receivable/payable, full charge bookkeeping, general ledger accounting, general office accounting.

For those who do not already have a degree, the A.A. option is preferred by employers.

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 76).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 76).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.

BUSINESS CORE COURSES (listed on page 77): 9-19 units

ADDITIONAL REQUIREMENTS:

ACCT 20	Financial Accounting (4 units)
ACCT/CSIS 120	Computerized Accounting - QuickBooks (3 units)
BOT 112	Business Computation with Machines (0.5 units)
ACCT/CSIS 121	Spreadsheet - MS Excel (1-2 units)
CSIS 128	Database - MS Access (2 units)

Choose one:

ACCT 105	Payroll Accounting (3 units)
ACCT 111	Introduction to Income Tax (3 units)

Total units required: 22.5 - 32.5 units

Recommended electives: ACCT 21, ACCT 190; BUS 80; CSIS 122

Students are expected to complete the courses or show competency in skill area. See a counselor regarding the course waiver or substitution process.

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Business Computer Applications *CSIS A.S. Degree or Certificate of Achievement*

Program Learning Outcome: After completing this degree or certificate a student will be able to use a variety of business software, including word processors and spreadsheets to create business letters, reports and other business documents.

The Computer Applications Option prepares students for positions utilizing a wide variety of popular operating systems and business application software. The computer applications taught are used in most business environments including word processing, spreadsheets, databases, graphics, and desktop publishing. This degree is also appropriate for retraining and for improving promotional opportunities. Career opportunities include general office work, document preparation, technical support, help desk training and support, word processing, administrative secretary and administrative services.

To receive an Associate DEGREE in COMPUTER SCIENCE & INFORMATION SYSTEMS complete:

- ▶ **REQUIREMENTS** listed at right.
- ▶ **GENERAL EDUCATION REQUIREMENTS**

To receive a CERTIFICATE OF ACHIEVEMENT in BUSINESS or COMPUTER SCIENCE & INFORMATION SYSTEMS complete: **REQUIREMENTS** listed below

REQUIREMENTS (Business Core is not required):

Choose 21 units from the following list of courses:

Choose only one of the following two courses:

- | | |
|---------------|--|
| CSIS 1 | Computer Literacy - MS Office (2 units) |
| CSIS 2 | Computers in Business (4 units) |
| CSIS/DM/LIB 6 | Web Page Authoring I (2 units) |
| CSIS 8 | Introduction to the Internet (1 unit) |
| CSIS 10 | BASIC Programming (2 units) |
| CSIS/DM 73 | Desktop Publishing - Adobe InDesign (3 units) |
| CSIS/DM 75 | PhotoShop I - Adobe PhotoShop (3 units) |
| ACCT/CSIS 121 | Spreadsheet - MS Excel (1-2 units) |
| CSIS 124 | Windows Fundamentals (1 unit) |
| CSIS 126 | Word Processing - MS Word (2 units) |
| CSIS 128 | Database - MS Access (2 units) |
| CMUN/CSIS 129 | Presentation Graphics - MS PowerPoint (1 unit) |
| CSIS 132 | Intermediate Word Processing - MS Word (2 units) |
| CSIS 134 | Intermediate Excel (2 units) |
| CSIS 181 | PC Hardware (4 units) |
| CSIS 182 | Operating Systems (4 units) |

Total units required: 21 Units

Recommended electives: CSIS 7, 72, 73; DM 7, 72, 73



Students are expected to complete the courses or show competency in skill area. See a counselor regarding the course waiver or substitution process.

General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.



Economics

A.S. Degree or Certificate of Achievement

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ Identify and discuss causes of long-run economic growth and short term business cycle fluctuations in growth (e.g. recessions and expansions), and policy responses and initiatives affecting each.
- ▶ Apply marginal analysis to resource allocation decisions in a variety of settings, including but not limited to: profit maximization strategies for firms in various competitive environments, and utility maximization strategies for consumers with budget constraints.

Students completing this option will have the necessary lower division courses for an economics major at a four-year institution. Four-year colleges may differ in their major preparation requirements for transfer. Consult with a counselor regarding transfer requirements.

To receive an Associate DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 50-57.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS (Business Core is not required):

ECON 1	Principles of Macroeconomics (3 units)
ECON 2	Principles of Microeconomics (3 units)

Choose one:

MATH 5	Introduction to Statistics (3 units)
BUS/ECON 11	Statistics for Business and Economics (4 units)

Choose one:

MATH 1A	Single-Variable Calculus & Analytic Geometry (4 units)
MATH 6	Calculus for Business/Social Science (3 units)

Choose two:

MATH 1B	Single-Variable Calculus & Analytic Geometry (4 units)
MATH 7	Finite Mathematics (3 units)
ACCT 20	Financial Accounting (4 units)

Total units required: 19-22 units

Students are expected to complete the courses or show competency in skill area. See a counselor regarding the course waiver or substitution process.

General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

General Business *A.A. Degree or Certificate of Achievement*

The **Associate's Degree** program is designed for students pursuing a four-year degree in business.

Associate Degree Program Learning Outcomes:

After completing the degree a student will be able to:

- ▶ analyze common business transactions and link them to the appropriate financial statements.
- ▶ analyze the impact of shifts in supply and demand upon equilibrium price and quantity. Students who transfer to four-year colleges will have the appropriate background to successfully pursue a four-year Business degree.

The **Certificate of Achievement** program is designed for students desiring a broad introduction to business rather than a specialized area of concentration. It should also be considered by students who think they may continue their education as a business major.

Certificate of Achievement Program Learning Outcomes: After completing the Certificate of Achievement a student will be able to:

- ▶ analyze common business transactions and link them to the appropriate financial statements.
- ▶ analyze the impact of shifts in supply and demand upon equilibrium price and quantity.

TRANSFER STUDENTS:

Four-year colleges differ substantially in their lower division requirements for business transfer majors. Before enrolling you should refer to four-year college catalogs and consult with business faculty or counselor.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **ELECTIVES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 50-57.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **ELECTIVES** listed below.

REQUIREMENTS (Business Core is not required):

ACCT 20	Financial Accounting (4 units)
ACCT 21	Managerial Accounting (4 units)
ECON 1	Principles of Macroeconomic (0-3 units)
ECON 2	Principles of Microeconomics (0-3 units)

Choose one:

MATH 5	Introduction to Statistics (0-3 units)
BUS/ECON 11	Statistics for Business and Economics (4 units)

Choose one:

CSIS 2	Computers in Business (4 units)
CSIS 2L	Computers in Business Lab (1 unit)

ELECTIVES 0-9 units

Total units required: 18-31 units

Students must take additional courses from the Recommended Business Electives list to complete 18 units exclusively in the major if any of the above courses were used to satisfy General Education requirements.

Recommended Electives: BUS 1, 80; CMUN 11; MATH 1A, 1B, 1C, 2, 2C, 6, 7, 8A, 8B

Recommended General Education Electives: ANTH 3; HIST 7A/B; PHIL 2; PSYC 10; SOC 1A

Consult with a counselor regarding other courses which are appropriate to your major.

Students are expected to complete the courses or show competency in skill area. See a counselor regarding the course waiver or substitution process.

General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

General Office Skills Option

A.A. Degree or Certificate of Achievement

Program Learning Outcome: After completing this degree or certificate a student will demonstrate the ability to solve mathematical problems involved in common business applications, using electronic calculator and/or computer.

Students will have entry-level office skills. For those who do not already have a degree, the A.A. option is preferred by employers.

To receive an ASSOCIATE DEGREE complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 80).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 80).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.

BUSINESS CORE COURSES (listed on page 80): (8-19 units)

ADDITIONAL REQUIREMENTS:

CSIS 112	Keyboard Speed Building (0.5 units)
CSIS 122	Computer Keyboarding (1.5 units)
CSIS 124	Windows Fundamentals (1 unit)
BOT 112	Business Computations with Machines (0.5 units)
CSIS 126	Word Processing - MS Word (2 units)

Choose six units from the following list:

ACCT 105	Payroll Accounting (3 units)
ACCT 111	Introduction to Income Tax (3 units)
ACCT/CSIS 120	Computerized Accounting - QuickBooks (3 units)
ACCT/CSIS 121	Spreadsheet - MS Excel (1-2 units)
CSIS 132	Intermediate Word Processing - MS Word (2 units)
CSIS 134	Intermediate Excel (2 units)
CSIS/DM/LIB 6	Web Page Authoring I (2 units)
CSIS/DM 7	Web Page Authoring II (2 units)
CSIS/DM 73	Desktop Publishing - Adobe InDesign (3 units)
CSIS/DM 74	Advanced Photoshop (3 units)
CSIS/DM 75	PhotoShop I - Adobe PhotoShop (3 units)
CSIS/DM 85	Web Design I: Dreamweaver (2 units)
BUS/ECON 14	Personal Finance (3 units)

Total units required: 19.5-30.5 units

Medical Office Option

A.A. Degree or Certificate of Achievement

Program Learning Outcome: After completing this degree or certificate a student will demonstrate the ability to perform common tasks for the medical office, such as patient record management and billing and be able to explain the meaning of common medical terms.

Students will have entry-level job skills for the medical front office. For those who do not already have a degree, the A.A. option is preferred by employers.

To receive an ASSOCIATE DEGREE complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 80).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 80).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.

BUSINESS CORE COURSES (listed on page 80): (8-19 units)

ADDITIONAL REQUIREMENTS:

BOT 180	Medical Terminology for the Office (3 units)
BOT 181	Medical Billing (3 units)
BOT 182	Medical Office Procedures (3 units)
CSIS 122	Computer Keyboarding (1.5 units)
CSIS 124	Windows Fundamentals (1 unit)
CSIS 126	Word Processing - MS Word (2 units)

Choose one:

ACCT/CSIS 120	Computerized Accounting - QuickBooks (3 units)
ACCT/CSIS 121	Spreadsheet - MS Excel (2 units)
CSIS 128	Database - MS Access (2 units)

Total units required: 22.5-33.5 units

Students are expected to complete the courses or show competency in skill area.
See a counselor regarding the course waiver or substitution process.

Retail Management

A.A. Degree or Certificate of Achievement

This certificate is developed in cooperation with the Western Association of Food Chains (WAFC). The program has been fully endorsed by the WAFC and its member companies. The curriculum was developed out of a collaborative effort between several industry and college professionals and encompasses several business essentials, including the "soft skills" of management and communication required for career success in the retail industry.

Although the program was developed by the food retail industry, its completion will help students to acquire necessary knowledge and skills to manage retail stores of any kind.

Program Learning Outcomes: After completing this degree/certificate the student will be able to:

- ▶ discuss the purpose, context, concepts, and processes of retailing and the retail environment and the responsibilities of the retail operations function.
- ▶ explain the basic terms and concepts of accounting, and the content of financial statements and be able to understand and interpret the information they contain.
- ▶ develop a general understanding of retail management/business concepts related to sales and marketing of services and/or products.
- ▶ determine appropriate and inappropriate interview, hiring, and employee supervision procedures.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 50-57.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS (Business Core is not required):

BOT/BUS 100	Business Correspondence (3 units)
BUS 102	Business Mathematics (3 units)
CMUN 1A	Introduction to Public Speaking (3 units)
CSIS 2	Computers in Business (4 units)
MKTG 100	Principles of Marketing (3 units)
MGMT 101	Introduction to Management (3 units)
MGMT 102	Retail Management (3 units)
MGMT 104	Leadership/Human Relations in Business (3 units)
MGMT 120	Human Resource Management (3 units)

Choose one:

ACCT 20	Financial Accounting (4 units)
ACCT 21	Management Accounting (4 units)

Total units required: 32 units

General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.



CHILD DEVELOPMENT AND EDUCATIONAL STUDIES

A.A. Degree

Child Development

Certificates of Achievement

Early Childhood Education

Early Intervention Assistant*

School Age Child Care

Certificate of Proficiency

Spanish Language Early Childhood Education

Also see:

A.A. in Liberal Arts with Elementary Education Emphasis

Contact:
408) 848-4719
cte@gavilan.edu

The Child Development and Educational Studies Program (CDES) offers students an Associate of Arts degree in two main areas:

- 1) Child Development: Students completing the Associate Degree in Child Development may apply to become a teacher, master teacher, or site supervisor within the California Child Development and School Age Matrix.
- 2) Liberal Arts with Emphasis in Elementary Education: The Associate Degree in Liberal Arts prepares students to transfer to 4-year colleges and universities, and begins a sequence of classes that leads to careers in child development, and elementary and secondary education. See page 128.

The CDES program also offers Certificates which serve as introductory sequences of classes preparing students to work in the field of early childhood education, recreation, and before and after school age care. Students completing the certificates may be employed as infant toddler, preschool, or school age professionals, as well as tutors, childcare specialists or other paraprofessionals for public and private agencies.



Child Development *A.A. Degree*

The Associate Degree prepares students to transfer to four year colleges and universities and provides an introductory sequence of classes leading to careers in child development and elementary and secondary education. Students completing an A.A. degree are also eligible to apply for a California Child Development permit at the Teacher level. The Child Development Permit Matrix was developed to ensure a career pathway for child development professionals in state or federally funded programs. See page 94.

Program Learning Outcomes: After completing the Associate Degree in Child Development a student will be able to:

- ▶ articulate five major child development theories and translate these theories into appropriate classroom environments that include learning centers and materials.
- ▶ plan developmentally appropriate curriculum activities in the four domains of development: Cognitive (intellectual), Affective (social-emotional), Psychomotor (physical) and Language Development.

Graduates will:

- ▶ function within the scope of approved state and nationally accredited early childhood and childcare competencies.
- ▶ practice within professional and legal standards, ethical principles, and demonstrate a sensitivity to language and cultural differences of the children, families, and staff where they will be working or completing their cooperative work experiences.
- ▶ apply principles of written and verbal communication, and research to communicate relevant, accurate and complete information.
- ▶ apply child development principles and sensitivity to theory and applications of working with families of children with special needs.
- ▶ demonstrate an ability to design, develop and implement curriculum, appropriate educational environments, and successful teaching practices that enhance development in children in the early years.

Associate Degree in Child Development: Associate degree students need to complete the required courses and student teaching practicum and General Education requirements. In order to qualify for the California Child Development Permit, coursework in required classes must be completed with a letter grade of "C" or higher.

Student Teaching Practicum:

Associate Degree students are required to complete a two-semester Student Teaching Practicum in an approved child development site under the supervision of a Gavilan College instructor.

The Student Teaching Practicum consists of CD 30A & B, a two-semester curriculum course, (CD 30A - Practicum I - Early Childhood Field Experience and CD 30B - Practicum II: Advanced Early Childhood Field Experience, 3/3 units), and concurrent enrollment in a supervised Child Development Work Experience class (CD 190, Occupational Work Experience/Child Development, 1-4 units each semester). It is recommended that students complete CD 1, 2 and CD 5 or 7 before beginning the Student Teaching Practicum. CD 190 (Occupational Work Experience/Child Development) may also be taken as an independent class throughout the student's program (1-4 units per semester, for a total of 4-16 units). Students enrolled in a Cooperative Work Experience class must be enrolled in at least seven units each semester.

REQUIREMENTS (Core courses not required):

- CD 1 Principles and Philosophies of Early Childhood Education (3 units)
- CD 2 Early Child Development (3 units)
- CD 4 Observing and Assessing Children (3 units)

Choose one:

- CD 5 Child/Family and Community (3 units)
- CD 7 Cultural Context of Child and Family in a Diverse Society (3 units)
- CD 9 Child Health/Nutrition and Safety (3 units)
- CD 19 Introduction to Careers with Children (2 units)
- CD 20 Children's Language and Literature (3 units)
- CD 32 Introduction to Curriculum (3 units)

Electives - Any CD courses (3 units)

Student Teaching Practicum:

- CD 30A Practicum I - Early Childhood Field Experience (3 units)
- CD 30B Practicum II: Adv. Early Childhood Field Experience (3 units)
- CD 190 Occupational Work Experience/Child Devel. (2-4 units)

Total units required for major: 34-36 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Child Development Options

Two of the following certificates of achievement - Early Childhood Education (this page) and School Age Child Care (page 93) - require a combination of **CORE COURSES** (listed below) and additional requirements:

Although some Child Development courses are cross-listed with other departments, it is highly recommended that students enroll in coursework under the Child Development (CD) option.

CORE COURSES:

- CD 1 Principles & Philosophies of Early Childhood Education (3 units)
- CD 2 Early Child Development (3 units)

Choose one:

- CD 5 Child/Family and Community (3 units)
- CD 7 Cultural Context of Child & Family in a Diverse Society (3 units)

- CD 9 Child Health/Nutrition and Safety (3 units)
- CD 19 Introduction to Careers with Children (2 units)

Core Courses Unit Total: 14 units

School Age Child Care

Certificate of Achievement

The knowledge and skills in this certificate are designed to prepare students to work as leaders in programs for children aged 6-18. Work settings might include before and after school programs, youth sports activities, residential or day camps, dramatic arts programs, youth centers, and academic enrichment **CORE COURSES:** 14 units

ADDITIONAL REQUIREMENTS:

Select any 10-12 units from the following:

- CD 3 Child Growth and Development During the School Years (3 units)
- CD 8A American Education in a Changing World (3 units)
- CD 14A Working with School Age Children (3 units)
- CD 14B Behavior Management & Guidance of School Age Children (3 units)
- CD 31 Tutoring School-Age Children (1 unit)
- CD 97 Introduction to Service Learning with Children (3 units)

Total units for Certificate of Achievement: 24-26 units

Early Childhood Education

Certificate of Achievement

Program Learning Outcomes: After completing the Certificate of Achievement for Early Childhood Education graduates will:

- ▶ be eligible to apply for the Assistant Teacher Permit and the Associate Teacher Permit for the California Child Development Permit Matrix.
- ▶ function within the scope of approved state and nationally accredited early childhood and childcare competencies.
- ▶ practice within professional and legal standards, ethical principles, and demonstrate a sensitivity to language and cultural differences of the children, families, and staff where they will be working or completing their cooperative work experiences.
- ▶ apply principles of written and verbal communication, and research to communicate relevant, accurate and complete information.
- ▶ apply child development principles and sensitivity to theory and applications of working with families of children with special needs.

CORE COURSES: 14 units

ADDITIONAL REQUIREMENTS: Choose 10 units from list below:

- CD 4 Observing and Assessing Children (3 units)
- CD 5 Child/Family and Community (3 units)
- CD 7 Cultural Context of Child & Family in a Diverse Society (3 units)
- CD 10 Children with Special Needs (3 units)
- CD 12 Computer Education for Teachers (3 units)
- CD 13 Infant and Toddler Development and Care (3 units)
- CD 15 Music and Movement for Children (1 unit)
- CD 16 Exploring Mathematics with Children (1 unit)
- CD 17 Exploring Science with Children (1 unit)
- CD 18 The Outdoor Classroom (3 units)
- CD 20 Children's Language and Literature (3 units)
- CD 22 Field Work and Service (0.5-1 unit)
- CD 23 Independent Study (1-2 units)
- CD 97 Introduction to Service Learning with Children (3 units)
- CD 98 Special Topics (0.5-3 units)

Total units for Certificate of Achievement: 24 units

Early Intervention Assistant

Certificate of Achievement

The Early Intervention Assistant Certificate of Achievement is designed to meet the Early Intervention Assistant II requirements of the Individuals with Disabilities Education Act (IDEA) and prepares students to work as early childhood interventionists and special education paraprofessionals at the Early Childhood Intervention Assistant II level. It meets California's Prevention and Early Intervention's requirements for state competencies for early childhood paraprofessionals and is appropriate for students who wish to work as assistants or paraprofessionals in early intervention, early childhood special education, or related child development or special education programs serving children with special needs. Students who complete this certificate and sixteen specified units of General Education will be eligible to apply for the California Child Development Teacher Permit, which is issued by the Commission on Teacher Credentialing.

REQUIREMENTS (Core courses not required):

- CD1 Principles and Philosophies of Early Childhood Education (3 units)
- CD2 Early Childhood Development (3 units)
- CD5 Child, Family, and Community (3 units)
- CD9 Child Health, Safety and Nutrition (3 units)
- CD10 Young Children with Special Needs (3 units)
- CD13 Infant/Toddler Development (3 units)
- CD19 Introduction to Careers with Children (2 units)
- CD35 Positive Behavior for All Children (3 units)
- CD36 Curriculum Design for Inclusive Classrooms (3 units)
- CD160 Child CPR and First Aid (1 unit)
- CD190 Occupational Work Experience (1-4 units)

Choose one:

- CD 30A Practicum I - Early Childhood Field Experience (3 units)
- CD 30B Practicum II: Advanced Early Childhood Field Experience (3 units)

Total units required: 31-34 units

Although some Child Development courses are cross-listed with other departments, it is highly recommended that students enroll in coursework under the Child Development (CD) option.



Spanish Early Childhood Education

Certificate of Proficiency

The knowledge and skills required for this certificate prepare students to work in child care and development programs in which the children speak Spanish.

REQUIREMENTS (Core courses not required):

- CD 1 Principles and Philosophies of Early Childhood Education (3 units)
- CD 2 Early Child Development (3 units)
- CD 5 Child/Family and Community (3 units)
- CD 9 Child Health/Nutrition and Safety (3 units)
- CD 13 Infant and Toddler Development and Care (3 units)
- CD 160 Child Care First Aid and CPR (1 unit)
- CD 219 Introduction to Child Development en español (1 unit)

Total units required for Certificate of Proficiency: 17 Units

Child Development Permit Matrix - with Alternative Qualification Options Indicated

This matrix was prepared by the Child Development Training Consortium.

To obtain a permit application visit our website at www.childdevelopment.org or call (209) 572-6080. Spanish translation is available.

Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewal
Assistant (Optional)	Option 1: 6 units of Early Childhood Education (ECE) or Child Development (CD)	None	Option 2: Accredited HERO program (including ROP)	Authorizes the holder to care for and assist in the development and instruction of children in a child care and development program under the supervision of an Associate Teacher, Teacher, Master Teacher, Site Supervisor or Program Director.	105 hours of professional growth *****
Associate Teacher	Option 1: 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	Option 2: Child Development Associate (CDA) Credential.	Authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise an Assistant and an aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	Option 2: A.A. or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise an Associate Teacher, Assistant and an aide.	105 hours of professional growth *****
Master Teacher	Option 1: 24 units ECE/CD including core courses** plus 16GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise a Teacher, Associate Teacher, Assistant and an aide. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.	105 hours of professional growth *****
Site Supervisor	Option 1: A.A. (or 60 units) which includes: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 4: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to supervise a child care and development program operating at a single site; provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development.	105 hours of professional growth *****
Program Director	Option 1: BA or higher (does not have to be in ECE/CD) including: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	One year of Site Supervisor experience	Option 2: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, plus 6 units administration; or Option 4: Master's Degree in ECE/CD or Child/Human Development	Authorizes the holder to supervise a child care and development program operating in a single site or multiple sites; provide service in the care, development, and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth*****

NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college.

* One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

** Core courses include Child/Human Growth & Development; Child/Family/Community or Child and Family Relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in each of the core areas.

*** Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

**** A valid Multiple Subject or a Single Subject in Home Economics.

***** Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6080 for assistance in locating an advisor.

A.A. Degrees and Certificate of AchievementCommunication Studies *A.A. Degree*Communication Studies for CSU Transfer *A.A. -T. Degree*Communication Studies *Certificate of Achievement*Interpersonal Communication *Certificate of Achievement*

Contact:
(408) 848-4701
las@gavilan.edu

Communication is a vital part of today's world, whether a skill used professionally, socially or in your personal life. We welcome you to explore one of the many areas of Communication Studies by taking a class at Gavilan College.

The Communication Studies faculty at Gavilan College is dedicated to providing students with the knowledge and skill about human communication that can be applied to various contexts in your life. Whether it be improving on your public speaking skills, working with a culturally diverse group or developing skills to better communicate your wants and needs to family and friends, our curriculum is academically structured to meet your needs based on the specific course that you choose.

**COMMUNICATION STUDIES***A.A. Degree*

Program Learning Outcomes: After completing an A.A. and/or Certificate(s), a student will be able to:

- ▶ Apply theory and research findings in communication studies to their professional and personal relationships.
- ▶ Engage in professional public discourse with application of research, organization, reasoning and oral presentation.

This A.A. and/or certificate(s) will inform future employers, college admission offices and professional institutions that you have received specialized training in communication skills.

CORE COURSES:

CMUN 1A Introduction to Public Speaking (3 units)

CMUN 4 Intercultural Communication (3 units)

CMUN 8 Interpersonal Communication (3 units)

CMUN 10 Small Group Communication (3 units)

PSYC 10 Introduction to Psychology (3 units)

Core Unit Total: 15 Units

ADDITIONAL REQUIREMENTS:

Choose one from the following:

CMUN 5 Fundamentals of Communication Studies (3 units)

CMUN 11 Business Communication (3 units)

JOUR/SOC 10 Mass Media and Society (3 units)

GUID/POLS/PSYC 27 Contemporary Leadership (3 units)

PHIL 4 Critical Thinking and Writing (3 units)

Choose one from the following:

CMUN/POLS/PSYC 6 Introduction to Conflict Resolution (3 units)

ANTH 3 Introduction to Cultural Anthropology (3 units)

SOC 1A Introduction to Sociology (3 units)

SOC 21 Marriage and the Family (3 units)

SOC 4 Sociology of Women and Men (3 units)

Total units required: 21 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

COMMUNICATION STUDIES *A.A. -T. Degree*



Upon completion of this degree, students will be prepared for pursuing a BA/BS in Communication or Communication Studies.

Program Learning Outcomes: After completing an A.A.-T. in Communication Studies, a student will be able to:

- ▶ Apply theory and research findings in communication studies to their professional and personal relationships.
- ▶ Engage in professional public discourse with application of research, organization, reasoning and oral presentation.

This A.A.-T. will inform future employers, college admission offices and professional institutions that students have received specialized training in communication skills.

REQUIREMENTS This degree does not require the core courses:

CMUN 1A Introduction to Public Speaking (3 units)

LIST A: Choose two: (6 units)

CMUN 5 Fundamentals of Communication Studies (3 units)

CMUN 8 Interpersonal Communication (3 units)

CMUN 10 Small Group Communication (3 units)

LIST B: Choose two (including any List A course not used above):

CMUN 2/THEA 4 Oral Interpretation. (3 units)

CMUN 4 Intercultural Communication (3 units)

SOC 10 Mass Media and Society (3 units)

LIST C: Choose one.

(including any List A or B course not used above):

ANTH 3 Introduction to Cultural Anthropology (3 units)

ENGL 1B Composition and Literature (3 units) or

ENGL 1C Critical Reasoning and Writing (3 units)

PSYC 10 Introduction to Psychology (3 units)

SOC 1A Introduction to Sociology (3 units)

Total units required: 18 units

Plus completion of general education requirements: 39-42 units

Total units required for A.A.-T. Degree: 60 units

Students must:

- ▶ Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education –Breadth Requirements.
 - B. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- ▶ Obtain a minimum grade point average of 2.0.
- ▶ Earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.



DOUBLE COUNTING RULE

A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Communication Studies

Certificate of Achievement

The knowledge and skills gained by completing this Certificate of Achievement are designed to promote positive communication and increase problem-solving skills in work and personal environments. Those interested in psychology will also benefit.

Program Learning Outcomes: After completing this Certificate, a student will be able to:

- ▶ practice and analyze democratic civic engagement.
- ▶ demonstrate and evaluate relationships between local and national issues, movements, and ideas as they relate to local communities.
- ▶ demonstrate a range of skills including: research, documentation, analysis, evaluation, communication, contextualization, teamwork, observation, and cultural competency by relating social science concepts and theories to issues of importance to local communities.
- ▶ identify, develop, use, and assess tools and methods for community change and social justice.

This certificate does not require the core courses.

Choose 4 classes (12 units) from the following list:

- CMUN 1A Introduction to Public Speaking (3 units)
- CMUN 2/THEA 4 Oral Interpretation (3 units)
- CMUN 4 Intercultural Communication (3 units)
- CMUN 5 Fundamentals of Communication Studies (3 units)
- CMUN 8 Interpersonal Communication (3 units)
- CMUN 10 Small Group Communication (3 units)
- CMUN 11 Business Communication (3 units)
- CMUN/CSIS 129 Presentation Graphics - MS Powerpoint (1 unit)

Total units required for Certificate of Achievement: 12 units

Interpersonal Communication

Certificate of Achievement

The knowledge and skills gained by completing this Certificate of Achievement are designed to promote positive communication and increase problem-solving skills in work and personal environments.

This certificate does not require the core courses.

Choose eighteen (18) units from the following list:

- CMUN 5 Fundamentals of Communication Studies (3 units)
- CMUN/POLS/PSYC 6 Intro to Conflict Resolution (3 units)
- CMUN 8 Interpersonal Communication (3 units)
- CMUN 11 Business Communication (3 units)
- PSYC 10 Introduction to Psychology (3 units)
- GUID/PSYC/POLS 27 Contemporary Leadership (3 units)
- SOC 1A Introduction to Sociology (3 units)

Total units required for Certificate of Achievement: 18 units



DEGREE AND CERTIFICATE PROGRAMS COMPUTER GRAPHICS & DESIGN

A.S. Degrees and Certificates of Achievement

Advanced Technical Computer Graphics Option
Computer Graphics for Environmental Design Option
Technical Desktop Publishing & Graphics Option

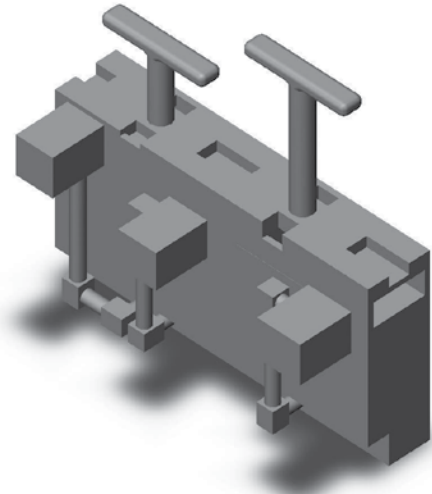
Contact:
(408) 848-4719
cte@gavilan.edu

An AS Degree or Certificate of Achievement in Computer Graphics & Design (CGD) provides technical skills and multidisciplinary knowledge required by diverse design careers. CGD graduates can describe ways projects presented within their electronic portfolio incorporate design principles, use appropriate materials, apply sustainable practices and integrate human factors and ergonomic features. CGD learning outcomes prepare graduates for proposing, designing, engineering, manufacturing and marketing real and/or virtual products. Projects completed by CGD graduates demonstrate competencies in systematically applying graphical methods to communicate analytical solutions by using creative problem solving, sketching, drafting, 3D graphics (including animating and rendering projects) - skills expected of entry level design technicians and/or engineering, architecture, environmental planning, animation, industrial, product and other design transfer students.

Program Learning Outcomes:

After completing this degree/ certificate the student will be able to:

- ▶ Describe specialized skills for entry and success in desired technical graphics careers.
- ▶ Prepare samples of work that demonstrate entry level proficiencies.
- ▶ Use design problem solving to propose an aesthetically pleasing design that satisfactorily addresses clients' needs.
- ▶ Apply design principles and color theory when developing presentations.
- ▶ Design and present consumer products using working drawings, 3D graphic models and multimedia applications (audio, video, graphics and text).
- ▶ Develop an electronic portfolio to present to potential clients/ employers.



Computer Graphics & Design Options

Completion of the core courses and the additional requirements in a selected area (below) will qualify students for a Degree or Certificate of Achievement in Computer Graphics & Design

Students completing Core Computer Graphics & Design (CGD) courses present real and/or virtual designed products within electronic portfolios. CGD graduates' work samples reveal their ability to apply a creative problem solving process to propose, develop, refine and present products associated with their career goal. Freehand sketches combined with SolidWorks, 3D parametric BIM software or other industry standard CAD drawings and models are used to design aesthetically pleasing functional objects, explain manufacturing processes, apply sustainable practices, and support marketing efforts. CGD graduates' work samples of realistic rendered 3D models of innovative products help make them competitive when transferring to design schools and seeking entry level positions.

CORE COURSES:

- CGD 2 2D/3D Technical Computer Graphics I (3 units)
- CGD 4 2D/3D Technical Computer Graphics II (3 units)
- CGD 8 Advanced Computer Graphics for Design Application I (3 units)
- CGD 9 Advanced Computer Graphics for Design Application II (3 units)

Core unit total: 12 units

Advanced Technical Computer Graphics *A.S. Degree or Certificate of Achievement*

This option supports students seeking careers in technical design. Graduates with this degree/certificate produce electronic portfolios that show the ability to design and develop real and virtual world products that are cost effective and functional. Demonstrating knowledge of technical design practices and specialized computer graphics skills helps graduates transfer to universities and obtain entry level technician positions in precision manufacturing, computer aided drafting, and related technical design fields.

Program Learning Outcomes: After completing this degree/certificate the student will be able to:

- ▶ Describe specialized skills for entry and success in desired technical graphics career.
- ▶ Prepare samples of work that demonstrate entry level proficiencies.
- ▶ Use design problem solving to propose an aesthetically pleasing design that satisfactorily addresses clients' needs.
- ▶ Apply design principles and color theory when developing presentations.
- ▶ Design and present consumer products using working drawings, 3D graphic models and multimedia applications (audio, video, graphics and text).
- ▶ Develop an electronic portfolio to present to potential clients/employers.

To receive an ASSOCIATE DEGREE complete:

- ▶ **CORE COURSES** (p 90)
- ▶ **REQUIRED COURSES** (below)
- ▶ **GENERAL EDUCATION REQUIREMENTS,**

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **CORE COURSES**
- ▶ **ADDITIONAL REQUIREMENTS** (below)

CORE COURSES (12 units)

ADDITIONAL REQUIREMENTS:

CGD 6 Advanced Computer Graphics (4 units)

Choose one:

CGD 30 Introduction to Environmental Design (3 units)
 CGD 160 Technical Desktop Publishing/Graphics (3 units)
 CSIS 45 C++ Programming I (4 units)

Total units required: 19-20 units

Technical Desktop Publishing and Graphics *A.S Degree or Certificate of Achievement*

This option supports students seeking careers in technical desktop publishing. Graduates with this degree/certificate produce electronic portfolios that show the ability to integrate typography, design and color theory to effectively present work customized for the target audience. Demonstrating knowledge of design and color theory and creative problem solving prepares graduates for transfer to universities and for entry level positions in technical publishing and related fields.

Program Learning Outcomes: After completing this degree/certificate the student will be able to:

- ▶ Describe specialized skills for entry and success in desired desktop publishing careers and prepare samples of work that demonstrate entry level proficiencies.
- ▶ Use design problem solving to propose an aesthetically pleasing design that satisfactorily addresses clients needs.
- ▶ Apply design principles and color theory when developing presentations.
- ▶ Thoughtfully use typography to create attractive, readable text.
- ▶ Develop an electronic portfolio to present to potential clients/employers that integrates typography, design and color theories to showcase work samples.

To receive an ASSOCIATE DEGREE complete:

- ▶ **CORE COURSES** (p 90)
- ▶ **REQUIRED COURSES** (below)
- ▶ **GENERAL EDUCATION REQUIREMENTS,**

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **CORE COURSES**
- ▶ **ADDITIONAL REQUIREMENTS** (below)

CORE COURSES (see page 92):(12 units)

ADDITIONAL REQUIREMENTS:

CGD 160 Technical Desktop Publishing/Graphics (3 units)

Choose one:

CSIS/DM 73 Desktop Publishing - Adobe InDesign (3 units)
 CSIS/DM 75 Photoshop I - Adobe PhotoShop (3 units)
 CSIS/DM 76 Digital Illustration (3 units)

Total units required: 18 units

General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Computer Graphics for Environmental Design Option

A.S. Degree or Certificate of Achievement

This option supports students seeking careers in environmental design fields. Demonstrating knowledge of sustainable design practices and specialized computer graphics skills helps graduates transfer to universities and obtain entry level technician positions in human environment design fields such as architecture (including interior and landscape design), environmental planning, construction management, civil engineering and animation within human environments. Graduates with this degree/certificate produce electronic portfolios that include animated models of rendered facilities and LEED ("green") design features within a set of industry standard construction documents generated using AutoCAD, 3D parametric BIM software and/or other computer aided drafting software.

Program Learning Outcomes: After completing this degree, or certificate a student will be able to:

- ▶ describe specialized skills for entry and success in desired environmental career and prepare samples of work that demonstrate entry level proficiencies.
- ▶ use design problem solving to propose an aesthetically pleasing sustainable environment that satisfactorily addresses clients needs.
- ▶ apply design principles and color theory when developing presentations.
- ▶ design environments that that demonstrate knowledge of human factors and ergonomic principles.
- ▶ develop an electronic portfolio to present to potential clients/ employers.
- ▶ specify materials that are cost effective and environmentally sound.
- ▶ prepare drawings that are consistent with architectural standards.

General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

To receive an ASSOCIATE DEGREE complete:

- ▶ **CORE COURSES** (listed on page 99).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **CORE COURSES** (listed on page 90).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.

CORE COURSES

ADDITIONAL REQUIREMENTS:

CGD 30 Introduction to Environmental Design (3 units)

Choose one:

CGD 160 Technical Desktop Publishing/Graphics (3 units)

CSIS/DM 75 Photoshop I - Adobe PhotoShop (3 units)

CSIS/DM 76 Digital Illustration (3 units)

ART 2A Two-Dimensional Design (3 units)

ART 3A Drawing and Composition (3 units)

ART 13 Three-Dimensional Design (3 units)

Total units for required: 18 units



COMPUTER SCIENCE & INFORMATION SYSTEMS

A.S. Degrees and Certificates of Achievement

- Business Computer Applications
- Computer Networking
- Computer Programming
- Programming for the Internet
- Scientific Programming
- UNIX Operating System

Also see: Liberal Arts: Computer Science and Information Systems Emphasis: A.A. Degree *page 116*

Certificates of Proficiency

- Computer Hardware
- Introduction to Computer Networking

ROP Certificates *see page 223*

- Operating Systems

Contact:
(408) 848-4719
cte@gavilan.edu



Business Computer Applications

A.S. Degree or Certificate of Achievement

The Computer Applications Option prepares students for positions utilizing a wide variety of popular operating systems and business application software. The computer applications taught are used in most business environments including word processing, spreadsheets, databases, graphics, and desktop publishing. This degree is also appropriate for retraining and for improving promotional opportunities.

Career opportunities include general office work, document preparation, technical support, help desk training and support, word processing, administrative secretary and administrative services.

Transfer Students: Four-year colleges may differ in their major preparation requirements for transfer. Consult with a counselor regarding transfer requirements.

Program Learning Outcome: After completing this degree or certificate a student will be able to use a variety of business software, including word processors and spreadsheets to create business letters, reports and other business documents.

To receive an Associate DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**,

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS: Choose 21 units from the following list.

Choose only one of the following two courses:

- CSIS 1 Computer Literacy - MS Office (2 units)
 CSIS 2 Computers in Business (4 units)

- CSIS/DM/LIB 6 Web Page Authoring I (2 units)
 CSIS 8 Introduction to the Internet (1 unit)
 CSIS 10 BASIC Programming (2 units)
 CSIS/DM 72 Desktop Publishing - QuarkXPress (3 units)
 CSIS/DM 73 Desktop Publishing - Adobe InDesign (3 units)
 CSIS/DM 75 PhotoShop I - Adobe PhotoShop (3 units)
 ACCT/CSIS 121 Spreadsheet - MS Excel (1-2 units)
 CSIS 124 Windows Fundamentals (1 unit)
 CSIS 126 Word Processing - MS Word (2 units)
 CSIS 128 Database - MS Access (2 units)
 CMUN/CSIS 129 Presentation Graphics - MS PowerPoint (1 unit)
 CSIS 132 Intermediate Word Processing - MS Word (2 units)
 CSIS 134 Intermediate Excel (2 units)
 CSIS 181 PC Hardware (4 units)
 CSIS 182 Operating Systems (4 units)

Total units required: 21 units

Recommended electives: CSIS 7, 72, 73; DM 7, 72, 73

Computer Hardware

Certificate of Proficiency

Students receiving this certificate will have job entry skills in computer hardware repair. Students will be eligible to take the industry A+ hardware exam for certification.

REQUIREMENTS:

- CSIS 181 PC Hardware (4 units)
 CSIS 182 Operating Systems (4 units)

Total units required for Certificate of Proficiency: 8 units

Recommended electives: CSIS 122, CSIS 2 or 2L

Introduction to Computer

Certificate of Proficiency

- CSIS 178 Applied Networking (4 units)
 CSIS 179 Introduction to Information Security (4 units)
 CSIS 183 Introduction to Microsoft Servers (4 units)

Total units required for Certificate of Proficiency: 12 units

Recommended courses to be taken before starting (or concurrent with) the Networking sequence: CSIS 2L, 48, 181; MATH 205

General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Computer Networking

A.S. Degree or Certificate of Achievement

Computer Networking is designed to provide entry-level skills and knowledge for students to enter the networking profession. Students will be eligible to take the industry A+ hardware exam. The program also provides a solid foundation in network technology for students who plan to pursue further education in the networking field at a four year college.

Career Opportunities: network technician, network maintenance, network help desk, assistant network administrator, PC/network installation.

Program Learning Outcomes: After completing this degree or certificate of achievement a student will be able to:

- ▶ work individually and in teams.
- ▶ install and test hardware and software necessary for network connectivity.
- ▶ set up a connection with a remote host, employing appropriate commands.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

- CSIS 48 UNIX/Linux Operating System (4 units)
- CSIS 178 Applied Networking (4 units)
- CSIS 179 Introduction to Information Security (4 units)
- CSIS 181 PC Hardware (4 units)
- CSIS 182 Operating Systems (4 units)
- CSIS 183 Introduction to Microsoft Servers (4 units)

Total Units Required: 24 units

Computer Programming

A.S. Degree or Certificate of Achievement

Computer Programming prepares students for entry-level programming in a wide variety of occupations. Many of the courses will be needed for students transferring to a university to study Computer Science. Students planning to transfer need to research lower division major requirements at the transfer destination of their choice.

Career Opportunities: computer programming, application programming, help desk technical support, database specialist and web programmer.

Program Learning Outcomes: After completing this degree, a student will be able to:

- ▶ create programs in three different languages that use control flow statements such as if and switch statements.
- ▶ create programs in three different languages that use loop statements such as for and while statements.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS,**

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

- CSIS 46 C++ Programming II (4 units)
- CSIS 48 UNIX/Linux Operating System (4 units)

Choose one:

- CSIS 45 C++ Programming I (4 units)
- CSIS 5 C++ Scientific Programming (3 units)

Choose 10 units:

- CSIS/DM/LIB 6 Web Page Authoring I (2 units)
- CSIS 12/12L Assembly Language Programming (4 units)
- CSIS 24 Java Programming I (4 units)
- CSIS 44 C#.NET Programming (4 units)
- CSIS 51 Visual Basic .NET Programming (4 units)
- CSIS 54/54L Perl Programming/Perl Programming Lab (1-3 units)
- CSIS 78 Web Sites with SQL and PHP (4 units)

Total units required: 21-22 units

Recommended electives:

For transfer majors: MATH 1A and MATH 1B
For non-transfer majors: MATH 233

General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Programming for the Internet

A.S. Degree or Certificate of Achievement

Programming for the Internet prepares students for entry-level positions developing and maintaining Internet and Intranet web pages. The courses prepare students to create, modify, and program web pages, such as those used in electronic commerce. Students will gain knowledge in both technical and artistic sides of this profession.

Career Opportunities: web page developer, web programmer, technical support, webmaster

Program Learning Outcomes: After completing this degree, a student will be able to:

- ▶ create, modify, and program web pages with images and forms.
- ▶ create programs in three different languages that use loop statements such as for and while statements.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS,**

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

CSIS/DM/LIB 6 Web Page Authoring I (2 units)
 CSIS 51 Visual Basic .NET Programming (4 units)
 CSIS 54/54L Perl Programming/Perl Programming Lab (3-4 units)
 CSIS 84 JavaScript Programming (2 units)

Choose one:

CSIS 5 C++ Scientific Programming (3 units)
 CSIS 45 C++ Programming I (4 units)

Choose courses for at least 4 units:

CSIS/DM 7 Web Page Authoring II (2 units)
 CSIS/DM 75 PhotoShop I - Adobe PhotoShop (3 units)
 CSIS 78 Web Sites with SQL and PHP (4 units)
 CSIS/DM 85 Web Design I: Dreamweaver (2 units)
 CSIS/DM 110 Interactive Animation: Flash (3 units)

Total units required: 19-20 units

Recommended elective: MATH 233

Scientific Programming

A.S. Degree or Certificate of Achievement

Scientific Programming prepares students for entry-level scientific programming in a wide variety of occupations. Many of the courses will be needed for students transferring to a university to study Computer Science. Students planning to transfer need to research lower division major requirements at the transfer destination of their choice.

Career Opportunities: scientific programming, computer programming, statistical programming, research.

Program Learning Outcomes: After completing this degree, a student will be able to:

- ▶ create programs in three different languages that use control flow statements such as if and switch statements.
- ▶ create scientific programs in three different languages that use loop statements such as for and while statements.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS,**

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

CSIS 46 C++ Programming II (4 units)
 MATH 1A Single-Variable Calculus and Analytic Geometry (4 units)

Choose one:

CSIS 5 C++ Scientific Programming (3 units)
 CSIS 45 C++ Programming I (4 units)

Choose two:

CSIS 24 Java Programming I (4 units)
 CSIS 47 Visual C++ Programming (4 units)
 CSIS 51 Visual Basic .NET Programming (4 units)
 CSIS 54/54L Perl Programming/Perl Programming Lab (3-1 units)

Choose two:

MATH 1B Single-Variable Calculus and Analytic Geometry (4 units)
 MATH 5 Introduction to Statistics (3 units)
 MATH 7 Finite Mathematics (3 units)
 CSIS-26 Discrete Structures (4 units)

Total units required: 25-28 units

General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

UNIX Operating System

A.S. Degree or Certificate of Achievement

If you are using the web, you are using UNIX, since most large web servers are UNIX systems. The UNIX Operating System Option prepares students for entry-level positions working with UNIX/Linux operating systems. Many of the courses will be needed for students transferring to a 4-year college to study computer science. Students planning to transfer should research lower division major requirements at the transfer destination of their choice.

Career Opportunities: UNIX/Linux system administration, webmaster, C/C++ programming

Program Learning Outcomes: After completing this degree, a student will be able to:

- ▶ use UNIX editors to create and modify files.
- ▶ modify, move, and rename files and directories. They will be able to use UNIX email and FTP commands.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**,

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

- CSIS 48 UNIX/Linux Operating System (4 units)
 CSIS 49 UNIX/Linux Shell Programming (4 units)

Choose one:

- CSIS 18/18L UNIX/C++ Programming and
 UNIX/C++ Programming Lab (3-1 units)
 CSIS 45 C++ Programming I (4 units)
 CSIS 5 C++ Scientific Programming (3 units)

Choose two:

- CSIS 24 Java Programming I (4 units)
 CSIS 46 C++ Programming II (4 units)
 CSIS 54/54L Perl Programming/Perl Programming Lab (3-1 units)

Total Units Required: 23-24 units



General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

A.S. Degree and Certificate of Achievement

Esthetician

Certificate of Achievement

Contact:
(408) 848-4719
cte@gavilan.edu



Cosmetology *A.S. Degree or Certificate of Achievement*

The Cosmetology Department offers a 1600 hour course of instruction to both men and women in all phases of cosmetology. It fulfills the requirements set forth by the State of California Department of Consumer Affairs, Board of Barbering and Cosmetology. The Western Association of Schools and Colleges also accredits this program. Gavilan College offers the required hours in a four module sequence of classes.

Career opportunities include cosmetologist, assistant stylist, manicurist, color specialist, esthetician, platform artist, educator and salon owner/manager.

Students completing the certificate of achievement and AS degree will become eligible to become a vocational instructor by completing a supplemental teacher training course. See a Cosmetology instructor or counselor for details.

Program Learning Outcomes: After completing the Degree or Certificate of Achievement for Cosmetology, students will:

- ▶ Complete the State Board of Barbering and Cosmetology Examination for licensure and employment.
- ▶ Diagnose and apply the proper chemicals needed to perform hair restructuring services (e.g. perming, coloring, relaxing)
- ▶ Analyze and treat nail irregularities and perform manicures and pedicures.
- ▶ Diagnose skin condition and perform skin treatments while administering facial and other skin services.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS,**

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

COS 200	Beginning Phase (12 units)
COS 201	Intermediate Phase (12 units)
COS 202	Advanced Phase (12 units)
COS 203**	Completion Phase (2-12 units)

Total units required: 38-48 units

Recommended electives: COS 205, 206

** There are times when a course listed as a requirement for a major or certificate cannot be offered in a reasonable timeframe. Course substitutions and waivers will be considered by the department. Please contact the department chairperson. This information is available from the Office of Instruction at (408) 848-4761.

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Esthetician *Certificate of Achievement*

Gavilan College offers a comprehensive skin care program that will meet the State of California Department of Consumer Affairs, Board of Barbering and Cosmetology requirements for licensure. State Licensing requires 600 hours for the practice of Esthetics.

Two courses are offered to meet the requirements for Licensure: Scientific Skin Care and Advance Scientific Skin Care. The curriculum includes, but is not limited to, the study of skin, its appendages, massage, masks and peels, use of skin care machines, product knowledge, light therapy, botanical and chemical therapy, sanitation, salon operation, and Cosmetology State Board regulations. Instruction also includes client services. Scientific Skin Care and Advanced Scientific Skin Care are offered in two consecutive semesters. An additional 6 units in electives is required to receive a Certificate of Achievement of Esthetics.

Program Learning Outcomes: After completing the Certificate of Achievement for Esthetics, students will:

- ▶ Complete the State Board of Barbering and Cosmetology examination for licensure and employment.
- ▶ Diagnose skin condition and perform skin treatments while administering facials.
- ▶ Diagnose, analyze and apply proper skin enhancing products when administering make-up designs.

REQUIREMENTS:

CMUN 1A	Introduction to Public Speaking (3 units)
CMUN 10	Small Group Communication (3 units)
COS 220	Scientific Skin Care (8 units)
COS 221	Advanced Scientific Skin Care (8 units)

Total units for Certificate of Achievement: 22 units



A.A. Degrees and Certificates of Achievement

Digital Art and Imaging Option
 Digital Audio/Video Option
 Interactive Media & Authoring Option

Certificates of Proficiency

Digital Imaging/Graphics Production Specialist
 Digital Print Production Specialist
 Digital Video Editor Specialist
 Web Page Production Specialist

Contact:
 (408) 848-4719
 cte@gavilan.edu

Image created in DM
 110 by student, Kori
 Westfall



Digital Media is the use of computer technology in communication: to create, manipulate, and combine different media whether it be text (words, equations), graphics (photography, art and design images, charts and graphs, animation), audio (spoken words, music, sound effects) and video (motion picture/film, animation, visual effects) sometimes with links (connections) that let the user navigate, interact, create, and communicate.

Gavilan College has developed this Digital Media program complete with state of the art technology and studio to provide students with the opportunity to acquire or enhance job skills in this contemporary art, satisfy major requirements for transferring to a college or university, or for personal enrichment in an exciting technology-based field that is changing our lives on a daily basis.

Gavilan students studying Digital Media learn fundamental concepts and complex techniques applicable to digital media; related programs in multimedia, new media, digital film/video, digital art; and almost any other work situation in this technologically equipped world in which we live. A variety of degree and certificate options are provided so that one may pursue their desired specialty within this truly multidisciplinary field.

DIGITAL MEDIA CORE COURSES The following core courses are required for the Digital Art and Imaging, Digital Audio/Video and Interactive Media and Authoring Associate's Degree and Certificate of Achievement options. Additional requirements for each option are listed alphabetically on the following pages.

Program Learning Outcomes: After completing the A.A. degree or Certificate of Achievement in Digital Media a student will:

- ▶ analyze the relationship of aesthetics, content, user needs and/or interactivity of projects suitable for implementing and using digital media or order to synthesize a design, produce development guidelines incorporating techniques such as storyboards and flow charts and render their design using good design principles and contemporary digital technology.
- ▶ be able to perform and communicate ideas within a team environment and contribute significant work related to their option area of study.

CORE COURSES

CSIS/DM 77	Introduction to Digital Media (3 units)
ART 11	Creativity, Imagination, and Innovation (3 units)
CSIS/DM 75	PhotoShop I - Adobe PhotoShop (3 units)
CSIS/DM 107	Digital Media Design (2 units)
CSIS/DM 114	Digital Media Team Production (2 units)

Choose one:
 CSIS/DM/LIB 6 Web Page Authoring I (2 units)
 CSIS/DM 85 Web Design I: Dreamweaver (2 units)

Total Core: 15 Units

Digital Art and Imaging Option

A.A. Degree or Certificate of Achievement

This degree or certificate of achievement will enable a graduate to obtain jobs as a digital photographer, animator, or graphic designer/artist for computer games, motion graphics, the web, CD-ROMs, DVDs, and digital print.

Program Learning Outcome: After completing this option a student will demonstrate an ability to use Digital Media technology and concepts to design, produce, and integrate aesthetically pleasing 2D/3D visual and animated material for film, video, web pages, CD/DVDs, video games or digital print.

To receive an ASSOCIATE DEGREE complete:

- ▶ **CORE COURSES** (see page 111).
- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**,

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **CORE COURSES** (see page 100).
- ▶ **REQUIRED COURSES** listed below.

CORE COURSES (see page 100): 15 units

ADDITIONAL REQUIREMENTS:

Choose 9 units from the following list:

ART 2A	Two Dimensional Design (3 units)
CSIS/DM 74	Advanced Photoshop (3 units)
CSIS/DM 76	Digital Illustration (3 units)
CSIS/DM 80	Digital Photography (3 units)
CSIS/DM 110	Interactive Animation: Flash (3 units)
CSIS/DM 117	Visual Effects/Motion Graphics (3 units)

Elective course in any other DM option area: (3 units)

Total units required: 27 units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Digital Audio/Video Option

A.A. Degree or Certificate of Achievement

This degree or certificate of achievement will enable a graduate to obtain jobs as a digital audio/video editor, web streaming media producer, podcast specialist, videographer, or sound designer for games, animation, or film/video.

Program Learning Outcomes: After completing this option a student will be able to:

- ▶ create and produce time-based visual art and sound.
- ▶ analyze project definitions (including scripts or storyboards) in order to (using digital technology) creatively and logically edit video; design sound and motion graphics for broadcast or to be incorporated into web sites, CD/DVDs, video/film, video games, or cell phones.

The certificate will enable a graduate to obtain entry level jobs as a digital audio/video producer/director, video or sound editor, web streaming media designer/producer.

To receive an ASSOCIATE DEGREE complete:

- ▶ **CORE COURSES** (see page 111)
- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**,

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **CORE COURSES** (see page 100).
- ▶ **REQUIRED COURSES** listed below.

CORE COURSES (15 units)

ADDITIONAL REQUIREMENTS:

Choose 9 units from the following list:

ART 2A	Two Dimensional Design (3 units)
DM 111	Sound Design for Digital Media (3 units)
CSIS/DM 113	Introduction to Digital Video (3 units)
CSIS/DM 116	DVD Authoring (2 units)
CSIS/DM 117	Visual Effects/Motion Graphics (3 units)
HUM 25A	Film Production (3 units)
MUS 21	Electronic Music/Sound Design (3 units)
THEA/MCTV 16	History and Culture of Television, Film and New Media (3 units)
THEA/MCTV 17A or	
THEA/MCTV 17B	Television and Video Workshop (3 units)
THEA 98	Special Topics: TV Production (1-2 units)

Elective course in any other DM option area (3 units)

Total units required: 27 units

Interactive Media and Authoring

A.A. Degree or Certificate of Achievement

This degree or certificate of achievement will enable a graduate to obtain jobs as a web designer, web architect, information designer, webmaster; CD-ROM, DVD, or video game designer/developer.

Program Learning Outcomes: After completing this option a student will be able to:

- ▶ analyze requirements and proposals for an interactive project.
- ▶ describe the relationship of content elements and synthesize aesthetic interactive projects such as video games, web sites, CD/DVD, educational multimedia, or interactive TV in line with current theories in human cognition.

The certificate will enable a graduate to obtain entry level jobs as a web designer, web architect, information designer, webmaster; CD-ROM, DVD, or video game designer/developer.

To receive an ASSOCIATE DEGREE complete:

- ▶ **CORE COURSES** (see page 100).
- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**,

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **CORE COURSES** (see page 100).
- ▶ **REQUIRED COURSES** listed below.

CORE COURSES (see page 100) (15 units)

ADDITIONAL REQUIREMENTS:

Choose 9 units from the following:

- CSIS/DM 110 Interactive Animation: Flash (3 units)
 CSIS/DM 116 DVD Authoring (2 units)
 CSIS 24 Java Programming I (4 units)
 CSIS 45 C++ Programming I (4 units)
 CSIS 84 JavaScript Programming (2 units)
 CSIS 151 Introduction to XML Authoring (3 units)

Choose only one of the following two courses:

- CSIS/DM 85 Web Design I: Dreamweaver (2 units)
 CSIS/DM 7 Web Page Authoring II (2 units)

Elective course in any other DM option area (3 units)

Total units required: 27 units

General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Digital Imaging/Graphics Production Specialist

Certificate of Proficiency

This certificate will enable a graduate to obtain jobs preparing graphics, touching up photos, and working with other artwork for print, video, animation, or web use

Does NOT require completion of core courses.

REQUIREMENTS:

- ART 2A Two Dimensional Design (3 units)
 CSIS/DM 75 PhotoShop I - Adobe PhotoShop (3 units)
 CSIS/DM 76 Digital Illustration (3 units)
 CSIS/DM 77 Introduction To Digital Media (3 units)

Choose one:

- CSIS/DM 114 Digital Media Production (2 units)
 JOUR 18A Print and Digital News I (3 units)

Choose one:

- ART 8A Beginning Photography from Analog to Digital (3 units)
 CSIS/DM 80 Digital Photography (3 units)
 CSIS/DM 110 Interactive Animation: Flash (3 units)
 CGD 110 Computer Graphics Lab (3 units)

Total units required for Certificate of Proficiency: 17 units

Digital Print Production Specialist

Certificate of Proficiency

This certificate will enable a graduate to obtain jobs working with graphic designers preparing content and printing brochures, posters, catalogs, books, and other advertising material

Does NOT require completion of core courses.

REQUIREMENTS:

- CSIS/DM 77 Introduction to Digital Media (3 units)
 CSIS/DM 73 Desktop Publishing - Adobe InDesign (3 units)
 CSIS 126 Word Processing - MS Word (2 units)
 CSIS 132 Intermediate Word Processing - MS Word (2 units)

Choose one:

- CSIS/DM 114 Digital Media Production (2 units)
 JOUR 18A Print and Digital News I (3 units)

Choose one:

- CSIS/DM 75 PhotoShop I - Adobe PhotoShop (3 units)
 CSIS/DM 76 Digital Illustration (3 units)

Total units required for Certificate of Proficiency: 15 units

Digital Video Editor Specialist

Certificate of Proficiency

This certificate will enable a graduate to obtain jobs working as a video/film editor's assistant, sound mixer, or visual effects assistant
Does NOT require completion of core courses.

REQUIREMENTS:

CSIS/DM 77 Introduction to Digital Media (3 units)
CSIS/DM 113 Digital Video/Audio (3 units)
THEA 98 Special Topics: TV Production (1-2 units)

Choose one:

CSIS/DM 117 Visual Effects/Motion Graphics (3 units)
CSIS/DM 110 Interactive Animation: Flash (3 units)
MUS 21 Electronic Music/Sound Design (3 units)
THEA/MCTV 16 History and Culture of Television, Film and New . . . Media (3 units)

Choose one:

THEA/MCTV 17A Television and Video Workshop (3 units)
THEA/MCTV 17B Television and Video Workshop (3 units)

Total units required for Certificate of Proficiency: 13-14 units

Web Page Production Specialist

Certificate of Proficiency

This certificate will enable a graduate to obtain jobs maintaining web sites or assisting web designer/developer
Does NOT require completion of core courses.

REQUIREMENTS:

CSIS/DM/LIB 6 Web Page Authoring I (2 units)
CSIS/DM 77 Introduction to Digital Media (3 units)
CSIS/DM 110 Interactive Animation: Flash (3 units)
CSIS 126 Word Processing - MS Word (2 units)

Choose one:

CSIS/DM 114 Digital Media Production (2 units)
JOUR 18A Print and Digital News I (3 units)

Choose one:

CSIS/DM 7 Web Page Authoring II (2 units)
CSIS/DM 85 Web Design I: Dreamweaver (2 units)

Choose one:

CSIS/DM 75 Photoshop I - Adobe PhotoShop (3 units)
JOUR 16A Writing for Print and Digital Media (3 units)

Total units required for Certificate of Proficiency: 17 units





Certificates of Proficiency

ESL Intermediate Level

ESL Advanced Level

The credit ESL Program offers all levels of ESL courses ranging from basic to advanced in the areas of listening, speaking, grammar, reading, and composition. The program provides language skills for students with a variety of goals, from personal enrichment to academic preparation for students who want to pursue higher education in college instructional and/or vocational programs.

In learning the English language, students learn to communicate in areas important to their personal lives, interact with native English speakers, read and understand the main ideas of a text and the supporting details that illustrate them, understand the rules and use of different grammar structures, and write about a topic with support and clarity.

Students in the ESL Program come from a wide variety of educational, cultural, and native language backgrounds and contribute that richness to the study of English as a second language. Because of the multiple factors involved in language learning, progress in the learning of English varies from student to student. The program provides a sequence of courses that challenge students to review and expand skills previously learned in an atmosphere of intensity, professionalism, support, and respect. We take pride in our students and in our program.

Contact:
(408) 848-4701
las@gavilan.edu

ESL Intermediate Level

Certificate of Proficiency

Program Learning Outcomes: After completing this certificate a student will be able to:

- ▶ demonstrate a developing an aural/oral fluency in a variety of contexts.
- ▶ demonstrate intermediate level academic/study skills.
- ▶ utilize a diversity of reading skills such as skimming, scanning and deciphering new vocabulary.
- ▶ write simple, compound and complex sentences and short paragraphs.
- ▶ manipulate sentence forms using a variety of verb tenses.
- ▶ express opinions and ideas in both oral and written form.

ESL 541 Intermediate Listening/Speaking II (4 units)

ESL 542 Intermediate Reading/Vocabulary II (3 units)

ESL 543 Intermediate Grammar/Writing II (5 units)

Total units for the certificate: 12 units

or

ESL 547 Integrated Reading/Grammar III (6 units)

ESL 548 Integrated Speaking/Listening III (6 units)

Total units for the certificate: 12 units

ESL Advanced Level

Certificate of Proficiency

Program Learning Outcomes: After completing this certificate a student will be able to:

- ▶ demonstrate a strong aural/oral fluency through one-on-one communication, small group discussion, oral presentations and debates.
- ▶ demonstrate advanced level academic/study skills.
- ▶ read fiction and nonfiction prose and poetry and utilize a wide range of reading and critical thinking skills.
- ▶ write well structured academic paragraphs and essays in a variety of rhetorical patterns.
- ▶ express opinions and ideas using increasingly accurate and fluent English.

ESL 562 Advanced ESL Reading/Vocabulary II (4 units)

ESL 563 Advanced ESL Composition II (5 units)


ESL 564 Advanced ESL Grammar II (5 units)


Total units for the certificate: 14 units

JPA FIRE TECHNOLOGY

The application and registration process for JPA Fire Technology classes are completed at the South Bay Regional Public Safety Training Consortium located on the Evergreen Valley College campus in San Jose. Classes are open to the public, and serve those students who are already employed and seek additional education.

If you have questions about courses offered by the academy, or would like additional information about public safety career training, please call (408) 270-6458 or visit their website at www.theacademy.ca.gov.



Careers in 

Law Enforcement • Fire Technology
 Probation Officer • Dispatcher
 Corrections Officer • Juvenile Hall Counselor

Gavilan College is a member of the South Bay Regional Public Safety Training Consortium. This consortium is funded by all colleges regionally to provide vocational specific training which may require special facilities, special training conditions or is presented outside of the schedules of regular college classes. For more information call 408-270-6458.

South Bay Regional Public Safety Training Consortium

As a member of the South Bay Regional Public Safety Training Consortium, Gavilan College offers courses for students who are interested in Correctional Officer, Law Enforcement, Reserve Police Officer, Dispatcher, Fire Technology, Probation Officer, or Juvenile Hall Counselor careers. The Consortium is funded by all regional colleges to provide specific vocational training which may require special facilities, special training conditions or is presented outside of the regular schedule of college classes.

The application and registration process is completed at the South Bay Regional Public Safety Training Consortium Center located near the Evergreen Valley College campus in San Jose. Although open to the public, the majority of these courses are intended to serve those "already employed" in these fields. If you have questions about these courses, or if you would like information about a career in any of these programs, please call (408) 270-6458 or visit the webpage at www.theacademy.ca.gov.

Contact: (408) 848-4719 or email cte@gavilan.edu.

Certificates of Achievement

CSU General Education Pattern
Intersegmental General Education Transfer Curriculum (IGETC)

Contact:
(408) 848-4701
las@gavilan.edu

California State University (CSU) General Education Pattern**Certificate of Achievement**

Students will qualify for a Certificate of Achievement in California State University (CSU) General Education by completing the pattern listed here. A minimum of 30 general education units taken in areas A through E must be completed with a grade of "C" or better, including all units in Area A (9 units) and Area B-4 (3-5 units). Students must meet Gavilan College GPA and residency requirements.

AREA A – 9 units**English Language, Communication and Critical Thinking**

Select one course from each category. All courses must be completed with a grade of "C" or better.

- ▶ A-1 Oral Communication: CMUN 1A, 5, 8 or 10
- ▶ A-2 Written Communication: ENGL 1A
- ▶ A-3 Critical Thinking: PHIL 2, 4 or ENGL 1C

AREA B – 9 units**Scientific Inquiry and Quantitative Reasoning**

One course from each category. The Physical or Life Science course must include a laboratory section (lab courses are underlined)

- ▶ B-1 Physical Science: ASTR 1; CHEM 1A, 1B, 12A, 12B, 30A, 30B, GEOG 1; GEOL 1; PHYS 1, 2A, 2B, 4A, 4B, 4C; PSCI 1, 2, 3
- ▶ B-2 Life Science: AH 8, 9, 15; ANTH 1; BIO 1, 4, 5, 7, 8, 9, 10, 12, 13, 15; ECOL 1
- ▶ B-3 Laboratory Activity: Lab courses are underlined and included in B-1 and B-2
- ▶ B-4 Mathematics / Quantitative Reasoning (Grade "C" or better): BUS 11; CSIS 26; ECON 11; MATH 1A, 1B, 1C, 2, 2C, 5, 6, 7, 8A, 8B, 12, 14

AREA C – 9 units**Arts and Humanities**

- ▶ C-1 Arts (Art, Dance, Music, Theatre) – Choose one course (minimum of two units) from the following list: ART 1A, 1B, 2A, 3A, 6, 8A, 10A, 13, 14, 21, 25A; CD 25A; CMUN 2; HIST 21; HUM 6, 10; MUS 1A, 1B, 3A, 4A, 6; THEA 1, 3, 4, 7, 12A, 20
- ▶ C-2 Humanities (Literature, Philosophy, Foreign Languages) Choose one course from the following list: ART 11; CHN 1A, B, ENGL 1B, 2B, 2C, 2E, 2F, 2J, 4A, 4B, 5A, 5B, 9A-C; FRNH 1A, 1B, HIST 1, 2, 3, 4A, 4B, 5, 6, 7A, 7B, 10, 12; HUM 3, 4, 10, 12; JPN 1A, 1B; JOUR 10; PHIL 1, 3A, 3B, 6, 9; SOC 10; SPAN 1A, 1B, 2A, 2B, 12A, 12B

Courses listed under more than one discipline or area may be used only once to satisfy an area.

AREA D – 9 units**Social Sciences**

Select one course from Requirement 1:

- ▶ Requirement 1: HIST 1, 2; POLS 1
- ▶ Note: For the baccalaureate degree, one of the following combinations is required: HIST 1 & 2, POLS 1 with either HIST 1 or 2

Select two courses from Requirement 2:

Requirement 2:

- ▶ D-1 Anthropology and Archaeology: ANTH 2, 3, 5
- ▶ D-2 Economics: ECON 1, 2
- ▶ D-3 Ethnic Studies: CMUN 4; HIST 12; HUM 12; SOC 3
- ▶ D-4 Gender Studies: HIST 5, 6; SOC 4
- ▶ D-5 Geography: GEOG 2
- ▶ D-6 History: HIST 1, 2, 3, 4A, 4B, 5, 6, 10, 12, HUM 12
- ▶ D-7 Interdisciplinary Social and Behavioral Science: AJ 5, ANTH 6; CD 7; CMUN 4, 6; POLS 5, 6; PSYC 6, 7
- ▶ D-8 Political Science, Government and Legal Institutions: AJ 5; POLS 1, 3, 4, 5, 9
- ▶ D-9 Psychology: CD 2, 3; PSYC 10, 11, 2, 3
- ▶ D-0 Sociology and Criminology: JOUR 10; SOC 1A, 1B, 3, 4, 9, 10

AREA E – 3 units**Lifelong Understanding and Self-Development**

- ▶ One unit from any Kinesiology activity course
- ▶ Select two units from the following list: AH 3, 11; BIO 11; CD/PSYC 2+3 (acceptable for Area E only if taken in combination); GUID 1, 6; HE 1, 2; PSYC 5; SOC 21

Total Units Required for CSU Certificate: 39 Units

Intersegmental General Education Transfer Curriculum (IGETC)

Certificate of Achievement

Students will qualify for a Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC) by completing the pattern listed here. Courses taken in areas 1 through 5 must be completed with a grade of "C" or better. Students must meet Gavilan College GPA and residency requirements.

Courses listed in multiple areas shall not be certified in more than one area except for courses in Language Other Than English (see right column), which can be certified in both Areas 3B and 6A.

AREA 1 (6-9 units)

English Communication

- ▶ **CSU:** Three courses required, one each from A, B, and C
- ▶ **UC:** Two courses required, one each from A and B
 - A: English Composition – ENGL 1A (required)
 - B: Critical Thinking – ENGL 1C; PHIL 4 (required)
 - C: Oral Communication – CMUN 1A, 5, 8 or 10 (CSU requirement only)

AREA 2 (3 units)

Mathematical Concepts and Quantitative Reasoning

- ▶ One course: ECON/BUS 11; MATH 1A, 1B, 1C, 2, 2C, 5, 6, 7, 8A, 8B, 14; CSIS 26

AREA 3 (9 units)

Arts and Humanities

Three courses, at least one in the Arts and one in the Humanities

- A. **Art:** ART 1A, 1B, 6, 21; HUM 6; MUS 1A, 1B, 6; THEA 1, 3, 7
- B. **Humanities:** ENGL 1B, 2B, 2C, 2E, 2F, 2J, 4A, 4B, 5A, 5B; HIST 1, 2, 3, 4A, 4B, 5, 6, 7A, 7B, 10, 12, 21; HUM 3, 4, 10, 12; PHIL 1, 3A, 3B, 6, 9; SPAN 2A, 2B, 9A

AREA 4 (9 units)

Social and Behavioral Sciences

Three courses from at least two disciplines or an interdisciplinary sequence:

- ▶ AJ 5; ANTH 2, 3, 5, 6; CD 2, 3; CMUN 4; ECON 1, 2; GEOG 2; HIST 1, 2, 3, 4A, 4B, 5, 6, 10, 12; HUM 12; JOUR 10; POLS 1, 3, 4, 5, 9; PSYC 10, 11, 2, 3; SOC 1A, 1B, 3, 4, 9, 10

AREA 5 (7-9 units)

Physical and Biological Science

Two courses (minimum of 7 units), one Physical Science course and one Biological Science course, one of which must include a lab (lab courses are underlined)

- A. **Physical Science:** ASTR 1; CHEM 1A, 1B, 12A, 12B, 30A, 30B, GEOG 1; GEOL 1; PSCI 1, 2, 3; PHYS 1, 2A, 2B, 4A, 4B, 4C
- B. **Biological Sciences:** AH 8, 9, 15; ANTH 1; BIO 1, 4, 5, 7, 8, 9, 10, 12, 13, 15; ECOL 1
- C. **Laboratory Activity** - See areas 5-A and 5-B above. Underlined courses include a laboratory component.

AREA 6-A

Language Other Than English (UC requirement only).

Proficiency equivalent to two years of high school study in the same language:

- A. CHN 1B Elementary Mandarin (5)
- B. FRNH 1B Elementary French (5)
- C. JPN 1B Elementary Japanese (5)
- D. SPAN 1B Elementary Spanish (5)
- E. SPAN 2A,B Intermediate Spanish (5) (5)
- F. SPAN 12A Spanish for Spanish Speakers (5)
- G. SPAN 12B Spanish for Spanish Speakers (5)

Total Units Required for IGETC Certificate: 34-39 Units

Supplementary notes for transfer students:

CSU graduation requirement in U.S. History, Constitution and American Ideals: Not Part of IGETC (May be completed prior to transfer.)

For the baccalaureate degree, CSU requires one of the following combinations:

- HIST 1 & 2 or
- POLS 1 with either HIST 1 or 2

CSU campuses have the discretion whether to allow courses used to satisfy the CSU US History, Constitution and American Ideals (AI) graduation requirement to count in both Area 3B or 4F and to meet the graduation requirement.

A.A.-T. Associate Degree for Transfer

Contact:
(408) 848-4701
las@gavilan.edu



Journalism AA-T



Associate Degree
for Transfer™

Students participating and completing the Associate in Arts in Journalism for Transfer degree at Gavilan College will have satisfied the transfer requirements for California State University programs and will have a higher probability for acceptance at University of California programs. Students in the Journalism program learn about various news media forms--newspapers, magazines, television and the Internet--as the basis of a foundational education in journalism. Students practice journalism and become media practitioners as most journalism courses offer a unique opportunity to develop publishable work for the Gavilan Press, Gavilan College's student newspaper as well as other digital news venues. The Journalism program is an active part of the Media Arts program and offers all students the opportunity to collaborate with those from the disciplines of film, video production, digital media and photography.

Program Learning Outcomes: Upon completing the Associate in Arts in Journalism for Transfer degree a student will be able to:

- ▶ plan, formulate and compose news stories requiring them to restate facts, describe people and conditions and explain and report on current events;
- ▶ describe and translate constitutionally guaranteed freedom of speech into practical language;
- ▶ define libel and best ethical journalistic practices differentiating between standard and substandard ethics;
- ▶ define and apply standard journalistic practices
- ▶ appraise and revise each others' stories;
- ▶ critically analyze and interpret current events, campus organizational structures and local, regional and national events;
- ▶ demonstrate and apply journalistic standards and ethics when selecting news and stories to be covered.

Students are required to complete:

- A minimum of 18 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework.
- Title 5 section 55063(a) requires that students must earn a C or better in all courses required for the major or area of emphasis.
- Completion of 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- No more than 60 semester units are required.

Requirements:

CORE COURSES (9 units)

JOUR 10 Mass Media and Society (3 units)
JOUR 16A Writing for Print and Digital Media (3 units)
JOUR 18A Print and Digital News I (3 units)

List A: Select one (3 units)

JOUR 18B Print and Digital News II (3 units)

List B: Select two (6 units)

ART 8A Beginning Photography from Analog to Digital (3 units)
PHIL 2 Introduction to Logic (3 units)
PHIL 4 Critical Thinking and Writing (3 units)
- or -
ENGL 1C Critical Reasoning and Writing (3 units)

Total units for the major: 18 units

Total units that may be double counted: 9 units

CSU GE Breadth or IGETC units: 39 - 42 units

Electives (CSU transferable) units: 9 - 12 units

Total degree units (maximum): 60 units

DOUBLE COUNTING RULE

A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Associate Degree for Transfer (A.A. - T.)

Associate in Arts (A.A. Degrees)

- Education Option
- Sports Management Option
- Sports Medicine Option

Certificate of Achievement, Personal Training

Contact:
(408) 848-4876
kin@gavilan.edu

The Department of Kinesiology and Athletics provides opportunities for students to participate in activity classes, pursue a professional career, transfer and compete in intercollegiate athletics. A variety of activity courses are offered to meet the interest and needs of all students as they fulfill the general education requirements, kinesiology activity class graduation requirements, or their desire to maintain lifetime fitness.

An Associate of Arts Degree with three options of study - Education, Sports Management and Sports Medicine - is available. The A.A. degree can be obtained by completing a total of 60 units, which includes the 18 - 23 unit major, general education requirements and electives. This program, along with the A.A.-T. in Kinesiology, is also designed to allow students to transfer into baccalaureate programs in kinesiology or related areas. The department also provides a 16 unit certificate of achievement in personal training.

Professional fields include teaching, coaching, athletic training, physical therapy, exercise physiology, motor learning, sports management, sports psychology and personal fitness training. These careers could provide employment with educational institutions, commercial health clubs, private/public fitness and sports centers, recreation departments and sports teams.

Gavilan College offers a variety of intercollegiate sports for men and women. We compete in the Coast Conference which is a member of the California Community College Athletic Association. Students participate for a variety of reasons, including the desire to compete at the intercollegiate level and for the opportunity to earn an academic or athletic scholarship at the 4-year level.



Whether students are majoring in Kinesiology with an emphasis in Education, Sports Management, or Sports Medicine; wanting to meet their transfer requirements by utilizing our new Associate in Arts in Kinesiology for Transfer degree; desiring a competitive intercollegiate athletic experience; or just wanting enrichment opportunities, the staff remains dedicated to providing the best instruction possible. Students will be able to obtain several objectives through key opportunities:

- Opportunities exist for students to satisfy degree requirements.
- Opportunities exist for students to develop cognitive and motor skills required to perform activities that enhance lifelong health and fitness.
- Opportunities exist for students to develop an individualized approach to fitness that includes flexibility, muscular strength training, and cardiovascular endurance.
- Opportunities exist for students to learn how to develop the components of a healthy lifestyle including stress management, nutrition, social interactions and physiological principles of exercise.
- Opportunities exist for students to compete at the intercollegiate level.

Kinesiology

Associate Degree for Transfer, A.A.-T.

Upon completion of this degree, students will be prepared to transfer into the CSU system to pursue a BA/BS in Kinesiology. It is the desire of the Kinesiology and Athletics Department to contribute to the continued growth and development of each student by providing opportunities that advance the physical, mental, social, and emotional rewards that result from a comprehensive experience in higher education.

Program Learning Outcomes: After completing Associate in Arts in Kinesiology for Transfer a student will be able to:

- ▶ List and describe five career options available in the field of kinesiology.
- ▶ Describe and critically analyze the role of physical activity and its impact on health, society and quality of life.
- ▶ Discuss the history and broad content within the discipline of kinesiology and develop skills to enable the synthesis of concepts across disciplines.
- ▶ Identify critical elements of motor skill performance, combine motor skills into appropriate sequences for the purpose of improving skill learning, and demonstrate competent motor skill performance in a variety of physical activities.
- ▶ Identify the skeletal and muscular structures of the human body.
- ▶ Utilize measurement concepts (qualitative and quantitative) to assess student/client performance and program effectiveness.
- ▶ Describe and demonstrate effective verbal and nonverbal communication skills.

DOUBLE COUNTING RULE

A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.



REQUIREMENTS:

CORE COURSES: 14 units, including Movement Based Courses
 KIN 2 Introduction to Kinesiology (3 units)
 BIO 7 Human Anatomy (4 units)
 BIO 9 Human Physiology (4 units)

Movement Based Courses – Select a maximum of one (1) course from any three (3) of the following areas for a maximum of three (3) units):

Aquatics (1 unit):

KIN 16 Swimming (1 unit), or KIN 61 Swim for Fitness (1 unit)

Combatives (1 unit)

KIN 39 Fencing (1 unit) or KIN 83 Karate (1 unit)

Fitness (1 unit)

KIN 24 Individualized Weight Training (1 unit), KIN 44 Aerobics (1 unit), KIN62 Yoga (1 unit), KIN 70 Pilates (1 unit), or KIN 75 Sports Conditioning (1 unit)

Individual Sports (1 unit)

KIN 17 Golf (1 unit), KIN 18 Tennis (1 unit), KIN 19 Badminton (1 unit)

Team Sports (1 unit)

KIN 21 Volleyball (1 unit), KIN 25 Soccer (1 unit), KIN 27 Basketball (1 unit), KIN 37 Softball (1 unit), KIN 77 Football (1 unit)

Select 6 units from the following: (These courses may also count toward GE Requirements.)

MATH 5 Introduction to Statistics (3 unit)
 BIO 12 Introduction to Human Biology (4 unit)
 CHEM 1A or CHEM 1B, General Chemistry (5 unit)
 CHEM 12A or CHEM 12B, Organic Chemistry (5 unit)
 PHYS 2A or PHYS 2B, General Physics I and II (4 unit)
 AH 30 Standard First Aid and Cardiopulmonary Resuscitation (2 units)
 or
 AH 32 Basic Cardiac Life Support (3 units)

Students must:

- ▶ Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education –Breadth Requirements.
 - B. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- ▶ Obtain a minimum grade point average of 2.0.
- ▶ Earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

Education Option

A.A. Degree

The Education option is for those students wishing to pursue a degree in teaching and/or coaching. It provides a core set of courses designed to allow individuals to earn an A.A. degree or enter a baccalaureate program leading to a teaching credential.

Students completing the major will have satisfied requirements for Biological Science List 1 and the Kinesiology activity classes in the general education requirements for the A.A. degree.

REQUIREMENTS:

- AH 32 Basic Cardiac Life Support or CPR Certification (0-1 unit)
- AH/BIO 15 Survey of Human Anatomy and Physiology* (5 units)
- HE 1 Health Education (3 units)
- KIN 2 Introduction to Kinesiology (3 units)

Choose one:

- KIN 5 Individual and Dual Sports (3 units)
- KIN 8 Psychology of Coaching (3 units)

Choose one of the following:

- KIN 3 Introduction to Athletic Training (4 units)
- KIN 5 Individual and Dual Sports (3 units)
- CD/KIN 6 Games and Rhythms for Children (3 units)
- KIN 7 Theory of Sports Management (3 units)
- KIN 8 Psychology of Coaching (3 units)

Kinesiology Activity Courses -

A minimum of 3 units from at least 3 different activities (may include Intercollegiate Athletics)

Total units required for major: 20-22 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

* Will satisfy major prerequisites at most 4-year institutions. Students planning to transfer should consult with a counselor.

Sports Management Option

A.A. Degree

The Sports Management option is intended for those students wishing to earn an Associates of Arts Degree and/or transfer to and complete their degree option at a four year university. Career opportunities include working with college sports teams, professional sports teams, corporate and individual health facilities, and in athletic administration.

Students completing the major will have satisfied requirements for the Kinesiology activity classes in the general education requirements for the A.A. degree.

REQUIREMENTS:

- AH 32 Basic Cardiac Life Support or CPR Certification (0-1 unit)
- HE 1 Health Education (3 units)
- KIN 2 Introduction to Kinesiology (3 units)
- KIN 5 Individual and Dual Sports (3 units)
- KIN 7 Theory of Sports Management (3 units)

Choose one of the following:

- KIN 3 Introduction to Athletic Training (4 units)
- CD/KIN 6 Games and Rhythms for Children (3 units)
- KIN 8 Psychology of Coaching (3 units)
- KIN 80 Business Law (3 units)

Kinesiology Activity Courses: A minimum of 3 units from at least 3 different activities (may include Intercollegiate Athletics)

Total units required for major: 18-20 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

Recommended Electives: ACCT 20, CSIS 2.

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Sports Medicine Option *A.A. Degree*

The Sports Medicine option is for students wishing to pursue a degree in athletic training, physical therapy, and personal trainer/fitness specialist. The courses are designed to allow individuals to earn an A.A. degree or transfer to a four year university to earn a Bachelor's degree.

Students completing the major will have satisfied requirements for Biological Science List 1 and the Kinesiology activity classes in the general education requirements for the A.A. degree.

REQUIREMENTS:

- AH 32 Basic Cardiac Life Support or CPR Certification (0-1 unit)
- AH/BIO 15* Survey of Human Anatomy and Physiology (5 units)
- HE 1 Health Education (3 units)
- KIN 2 Introduction to Kinesiology (3 units)
- KIN 3 Introduction to Athletic Training (4 units)

Choose one of the following:

- BIO 7 Human Anatomy (4 units)
- AH/BIO 9 Human Physiology (5 units)
- AH/BIO 11 Nutrition (3 units)
- KIN 3A Athletic Training Field Experience (2 units)
- KIN 5 Individual and Dual Sports (3 units)
- KIN 7 Theory of Sports Management (3 units)
- KIN 8 Psychology of Coaching (3 units)

Kinesiology Activity Courses: A minimum of 3 units from at least 3 different activities (may include Intercollegiate Athletics)

Total units required for major: 20-24 units

* Will satisfy major prerequisites at most 4-year institutions. Students planning to transfer should consult with a counselor.

Plus completion of general education requirements: units vary
Total units required: minimum of 60 units

Personal Training *Certificate of Achievement*

Upon completion of this certificate, students will be prepared for pursuing a BA/BS in Kinesiology with a foundation with emphasis in health and wellness, or exercise and fitness specialist.

REQUIREMENTS:

- BIO 15/ AH 15 Survey of Anatomy & Physiology (5 units)
- KIN 3 Intro to Athletic Training (4 units)
- AH32 CPR or outside certification (American Red Cross) (0-1 units)
- KIN 85 Concepts/Program Design of Strength/Cardiovascular Fitness (3 units)
- KIN 84 Assessment of Fitness Techniques (3 units)

Total Core Courses: 15-16 units

Choose one of the following:

- AH 11 Nutrition (3 units)
- HE 1 Health Education (3 units)

Total units for the certificate: 18-19 unit

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

A.A. Degrees

Liberal Arts - Areas of Emphasis include:

- ▶ Administration of Justice
- ▶ Business
- ▶ Computer Science & Information Systems
- ▶ Elementary Education
- ▶ Expressive Arts
- ▶ Language Arts & Humanities
- ▶ Natural Science
- ▶ Social Science (two options)

Contact:
(408) 848-4701
las@gavilan.edu

Liberal Arts - Multiple Subjects

The Associate in Liberal Arts Degree includes a multidisciplinary curriculum encompassing all areas of knowledge in the arts and sciences. It is designed for students who plan to transfer to a University of California or a California State University campus.

The Liberal Arts major allows the student to select an area of emphasis and complete the prerequisite course work necessary for transfer into a particular major. Students must meet Gavilan College GPA and residency requirements.

A comprehensive updated list of the Intersegmental General Education Transfer Curriculum (IGETC) and CSU General Education Breadth Requirements are available in the Counseling Secretary's Office (SC113) or on the Gavilan College website (www.gavilan.edu/catalog/index.html)

AREAS OF EMPHASIS

- ▶ Complete a minimum of 18 units from one of the areas of emphasis listed below; where indicated, choose courses from the disciplines listed.
- ▶ Students may choose any of the three general education (Gavilan General Education, IGETC or CSU breadth) patterns.
- ▶ Courses selected can be used/double counted to fulfill GE areas.
- ▶ Students may have to complete additional elective courses to total the 60 overall units necessary for the Associate Degree.

Administration of Justice Emphasis

A.A. in Liberal Arts

Program Learning Outcomes: Students will demonstrate an understanding of the history, structure, and processes of law enforcement, the judicial system, correctional system and the juvenile justice system.

They will reflect critically on developments in criminal justice policy and the relationship of these policies to the wider political and social environment. Students will demonstrate an ability to effectively communicate orally and in writing the results of their analysis and understanding.

REQUIREMENTS:

Choose any combination of courses for a minimum of 18 units:
AJ 10, AJ 12, AJ 14, AJ 16, AJ 18, AJ 19, AJ 20, AJ 21, AJ 32, AJ 173, AJ 176; CMUN 6; POLS 6; PSYC 6,

Total Units for Area of Emphasis: 18 Units

Plus completion of general education requirements: units vary

Total Units Required: minimum of 60 Units

Business Emphasis

A.A. in Liberal Arts

The Business emphasis is designed to provide students with a broad background in business.

Program Learning Outcomes: Students will develop a solid foundation in economic theory and practice. They will examine market forces and gain financial management analytical experience. Students will learn to use technical skills to analyze, synthesize and report data so that it can be used to make informed decisions.

REQUIREMENTS:

Choose any combination of courses for a minimum of 6 units:

Business: BUS 1

Economics: ECON 1, ECON 2

Choose any combination of courses for a minimum of 12 units:

Accounting: ACCT 20, ACCT 21

Business: BUS 11, BUS 14, BUS 80

Computer Science & Information Systems: CSIS 1, CSIS 2, CSIS 2L

Economics: ECON 1, ECON 2, ECON 11

Total units for area of emphasis: 18 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

Computer Science & Information Systems Emphasis

A.A. in Liberal Arts

Students will have the opportunity to explore several areas of computer science, including programming, web page design, system administration and desktop publishing.

Program Learning Outcomes: Students will develop an appreciation of both the technical and artistic sides of the profession. Students will be able to communicate ideas in a team environment.

REQUIREMENTS:

Choose any combination of courses for a minimum of 18 units:

Computer Science & Information Systems:

CD 12; CSIS 5, CSIS 6, CSIS 7, CSIS 8, CSIS 9, CSIS 10, CSIS 12, CSIS 12L, CSIS 18, CSIS 18L, CSIS 24, CSIS 26, CSIS 43, CSIS 44, CSIS 45, CSIS 46, CSIS 47, CSIS 49, CSIS 51, CSIS 54, CSIS 54L, CSIS 84, DM 6, DM 7, LIB 6

Digital Media:

ART 74, ART 75, ART 76, ART 77, ART 80, ART 85, ART 113, ART 114; CSIS 73, CSIS 74, CSIS 75, CSIS 76, CSIS 77, CSIS 80, CSIS 85, DM 73, DM 74, DM 75, DM 76, DM 77, DM 80, DM 85, DM 113, DM 114

Total units for area of emphasis: 18 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

Elementary Education Emphasis

A.A. in Liberal Arts

This emphasis recognizes that teachers play a vital role in the development of children, introducing them to numbers, language, science, and social studies. Elementary teachers facilitate student learning through interactive class discussions, educational activities, "hands-on" learning, and one-on-one assistance. This emphasis offers a core of interdisciplinary and specialized courses that provide students with the knowledge and skills necessary for communicating concepts to children, and an introduction to social, political and economic issues that influence the field of public education.

Program Learning Outcomes: Students who complete this emphasis will be able to use their understanding of young children's characteristics, needs and multiple interacting influences to create learning environments that are healthy, respectful, supportive, and challenging for all children. Since students will have experienced actual classrooms with actual children, they will be able to decide if a career in teaching young children is right for them.

REQUIREMENTS:

Area A:

Complete the following required courses for 6 units:

Child Development: CD 8A, CD 8B

Area B

Choose any combination of courses for a minimum of 6 units:
CD 2, CD 3, CD 7, CD 14A, CD 14B, CD 31, CD 97; PSYC 2, PSYC 3, PSYC 7

Area C

Choose any combination of courses for a minimum of 6 units:

Administration of Justice: AJ 20

Allied Health: AH 3

Art: CD 25A or ART 25A

English: ENGL 2F

History: HIST 3

Mathematics: MATH 12

Kinesiology (previously Physical Education): CD 6 or KIN 6

Theater: THEA 2A

Total units for area of emphasis: 18 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Expressive Arts Emphasis

A.A. in Liberal Arts

The Expressive Arts Emphasis provides the knowledge base and experiences for students interested in the study of cultural and humanistic activities as experienced through the artistic expression of human beings.

Program Learning Outcomes: Students completing this emphasis will be able to critically analyze and interpret the ways in which people through the ages have responded, to themselves and others around them, through artistic and cultural expression. Through a study of art, history and theater, this emphasis will provide students with the ability to recognize, value and nurture aesthetic understanding and incorporate these concepts when constructing value judgments. The foundation of this emphasis is to foster divergent thinking with the aim of optimizing students' capacity for producing new and innovative ideas.

REQUIREMENTS:

Choose at least one course from two or more of the areas below for a minimum of 6 units:

Art: ART 1A, ART 1B, ART 6, ART/HIST 21

Music: MUS 1A, MUS 1B

Theater: THEA 1, THEA 3, THEA 7

Choose a minimum of 3 units from each area below:

Art: ART 2A, ART 3A, ART 3B; ART 8A, ART 10A, ART 10B, ART 12A, ART 12B, ART 13, ART 14A, ART 15A, ART 15B, ART 25A, ART 25B, ART 34A, ART 34B, ART 74, ART 75, ART 76, ART 77, ART 80, ART 85, ART 110, ART 114, ART 116, ART 117; CD 25A, CD 25B; CSIS 74, CSIS 76, CSIS 77, CSIS 80, CSIS 85, CSIS 110, CSIS 114, CSIS 116, CSIS 117; DM 74, DM 76, DM 77, DM 80, DM 85, DM 110, DM 114, DM 116, DM 117

Music: MUS 4A, MUS 4B, MUS 5A, MUS 5B, MUS 5C, MUS 5D, MUS 8A, MUS 8B, MUS 8C, MUS 8D, MUS 9A, MUS 9B, MUS 12, MUS 14A, MUS 14B, MUS 14C, MUS 14D, MUS 26

Theater: MCTV 17A, MCTV 17B, MCTV 19, THEA 2A, THEA 2B, THEA 12A, THEA 12B, THEA 13A, THEA 13B, THEA 13C, THEA 13D, THEA 17A, THEA 17B, THEA 19, THEA 21

Creativity and Innovation: ART 11

Total units for area of emphasis: 18 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

Language Arts & Humanities Emphasis

A.A. in Liberal Arts

The Language Arts & Humanities Emphasis provides a knowledge base for students interested in the study of cultural, literary, and artistic expression of human beings. This area of emphasis develops students' analytical and expressive skills, their ability to read, write and think clearly through coursework that spans over five different disciplines.

Program Learning Outcomes: Students completing this area of emphasis will be able to analyze and interpret the ways in which people through the ages have reflected upon themselves and their place in the world, and the communication of this reflection through language.

REQUIREMENTS:

Choose at least 1 course from each area for a minimum of 18 units:

(You may select an additional course from any of the areas to complete the 18 unit minimum requirement.)

A Communication course (or course crosslisted with a Communication course):

CMUN 1A, CMUN 2, CMUN 4, CMUN 5, CMUN 6, CMUN 8, CMUN 10, CMUN 11, CMUN 129; CSIS 129; POLS 6; PSYC 6, THEA 4

Any Philosophy Course (or course crosslisted with a Philosophy course):

PHIL 1, PHIL 2, PHIL 3A, PHIL 3B, PHIL 4, PHIL 6, PHIL 9

English: ENGL 1B, ENGL 2B, ENGL 2C, ENGL 2E, ENGL 2F, ENGL 2J, ENGL 4A, ENGL 4B, ENGL 5A, ENGL 5B, ENGL 9A

Foreign Language: FRNH 1A, FRNH 1B, JPN 1A, JPN 1B; SPAN 1A, SPAN 1B, SPAN 12A, SPAN 12B

Journalism: JOUR 10 or SOC 10, JOUR 16A

Total units for area of emphasis: 18 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Natural Science Emphasis

A.A. in Liberal Arts

The Area of Emphasis for Studies in Natural Science recognizes the integrated role that Biology, Chemistry, Physics, and Mathematics play in the description and understanding of our everyday world.

Program Learning Outcomes: Employing the scientific method as a basis for evaluating theoretical and laboratory derived information, students will gain an understanding of the biological and/or physical worlds. Students will also gain a working familiarity with mathematics and an understanding of mathematics as it applies to modeling in the sciences and as an elegant stand-alone discipline.

REQUIREMENTS:

Choose any combination of courses for a minimum of 18 units. You must select at least one course from Mathematics and one course from one of the Science disciplines:

Biology: AH 8, AH 9, AH 15, BIO 1, BIO 4, BIO 5, BIO 7, BIO 8, BIO 9, BIO 15, BIO 21

Chemistry: CHEM 1A, CHEM 1B, CHEM 12A, CHEM 12B

Ecology: ECOL 1

Geology: GEOL 1

Mathematics: MATH 1A, MATH 1B, MATH 1C, MATH 2, MATH 2C, MATH 5, MATH 7, MATH 8A, MATH 8B

Physics: PHYS 2A, PHYS 2B, PHYS 4A, PHYS 4B, PHYS 4C

Total units for area of emphasis: 18 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

Social Science Emphasis

A.A. in Liberal Arts

Option A: Cultural and Historical Social Sciences:

In this emphasis students will analyze theories and concepts related to the development of cultural and historical development of societies. Students will study social science theory and practice to analyze, compare and contrast and synthesize aspects of societies and events from different regions and eras.

Program Learning Outcomes: Students completing this emphasis will be able to critically examine contemporary social, economic, and political environments. Through social science methods students will explain the influences individuals, social groups, and governments have upon one another; and will document and evaluate models of social stratification based on class, ethnicity, and gender; and assess their impact.

REQUIREMENTS:

Choose any combination of the following courses for a minimum of 18 units:

Administration of Justice/Political Science/Psychology: CMUN/ POLS/PSYC 6

Anthropology: ANTH 1, ANTH 2, ANTH 3, ANTH 5

Art: ART 10, ART 21

Child Development: CD 5, CD 6; KIN 6

Economics: ECON 1, ECON 2

Geography: GEOG 2

History: HIST 1, HIST 2, HIST 3, HIST 4A, HIST 4B, HIST 5, HIST 6, HIST 7A, HIST 7B, HIST 12, HIST 21; HUM 12

Political Science: POLS 1

Sociology: SOC 1A, SOC 1B, SOC 3, SOC 4

Total units for area of emphasis: 18 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Social Science Emphasis

A.A. in Liberal Arts

Option B: Behavioral and Organizational Social Sciences:

In this emphasis students will analyze theories and concepts related to social and psychological development, and political organizations. Students will study the scientific method and use research methodologies to analyze, compare and contrast, and synthesize psychological, political and social structures.

Program Learning Outcomes: Students who complete this emphasis will be able to use their understanding of behavioral and organizational social sciences to document and evaluate models of personal, social, economic and political dynamics. In addition they will employ social sciences to propose means of resolving problems, and assess methods for making change.

REQUIREMENTS:

Choose any combination of courses for a minimum of 18 units:

Administration of Justice: AJ 10, AJ 18

Allied Health: AH 3, AH 15, BIO 15

Biology: AH 15, BIO 15

Child Development: CD 2, CD 3; PSYC 2, PSYC 3

Economics: ECON 1, ECON 2

Journalism: JOUR 10

Mathematics: MATH 5, MATH 6

Political Science: CMUN 6; POLS 1, POLS 3, POLS 4, POLS 6; PSYC 6,

Psychology: CD 7; CMUN 6; POLS 6, PSYC 10, PSYC 11, PSYC 6, PSYC 7

Sociology: SOC 1A, SOC 1B, SOC 3, SOC 4, SOC 10, SOC 21

Total units for area of emphasis: 18 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

Multiple Subjects

A.A. in Liberal Arts

The major will prepare students for many professional programs. Students planning to transfer to a 4-year institution (such as San Jose State University) for the purpose of seeking the Multiple Subjects Teaching Credential (Elementary Education) should complete Allied Health 3 and both Child Development 2 and Child Development 3, and may expect to transfer no more than 7 additional units of Child Development lower division classes as electives. For further advice, consult with an advisor at the intended university and see the "major-to-major" articulation agreement between Gavilan College and that university.

REQUIREMENTS:

Complete one course from each area. Any remaining units needed to reach a minimum of 19 units may be completed by selecting any course from areas 1-5.

Courses listed under more than one discipline or area may be used to satisfy only one area.

AREA 1 (3 units) ENGLISH & COMMUNICATION SKILLS:

ENGL 1B, 2B, 2C, 2E, 2I, 2J, 4A, 4B, 5A, 5B; CMUN 1A, 2, 8, 10

AREA 2 (3-5 units) MATHEMATICS & NATURAL SCIENCE:

Any baccalaureate level mathematics; ANTH 1; BIO 1, 4, 5, 7, 8, 9, 10, 11, 15; ECOL 1; AH 8, 9, 11, 15; ASTR 1; CHEM 1A, 1B, 12A, 12B, 30A, 30B; GEOL1; GEOG 1; PHYS 1, 2A, 2B, 4A, 4B, 4C; PSCI1

AREA 3 (2-3 units) SOCIAL SCIENCE:

ANTH 2, 3, 5, 9; CD 2, 3, 7; CMUN 4; ECON 1, 2, 10; GEOG 2; . . . HIST1, 2, 3, 5, 6, 12; HUM 12; JOUR 10; POLS 1, 3, 4; PSYC 10, 1B, 2, 3, 7; SOC 1A, 1B, 3, 4, 10, 21

AREA 4 (3-5 units) HUMANITIES & FINE ARTS:

ART 1, 11, 21; PHIL 1, 2, 3A, 3B, 4, 6, 9; HIST 7A, 7B, 21; HUM 3, 4, 5, 10; MUS 1; THEA 1; SPAN 1A, 1B, 2A, 2B, 12A, 12B

AREA 5 (2-4 units) COMPUTER SCIENCE & INFORMATION SYSTEMS

CSIS 1, 2

Recommended electives: Any transfer course

Total units required: minimum of 19 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

A.S. Degree
A.S. -T Degree

Contact:
(408) 848-4701
las@gavilan.edu

After completing the Mathematics major, students transferring to a four-year institution will be prepared for additional study in the following areas: actuarial science, applied mathematics, computer science (programming), statistics, theoretical mathematics.



Mathematics *A.S. Degree*

The Associate in Science in Mathematics degree and Associate in Science in Mathematics for Transfer degree provide opportunities for students to enter in a wide range of careers. After completing the Mathematics major, students transferring to a four-year institution will be prepared for additional study in the following areas: actuarial science, applied mathematics, computer science (programming), statistics, theoretical mathematics.

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ identify and utilize appropriate mathematical operations in the simplification of expressions and solution of equations.
- ▶ compare and contrast various mathematical models and then apply the appropriate model to real world problems.
- ▶ describe, compare and contrast various mathematical functions using everyday language.
- ▶ describe, compare and contrast various mathematical properties and operations for real and imaginary numbers using everyday language.

REQUIREMENTS:

Mathematics majors are encouraged to consult four-year college catalogs during their first semester at Gavilan College. See Gavilan General Education requirements on page 48.

- ENGR 5 C++ Scientific Programming (3 units)
- MATH 1A Single-Variable Calculus and Analytic Geometry (4 units)
- MATH 1B Single-Variable Calculus and Analytic Geometry (4 units)
- MATH 1C Multivariable Calculus (4 units)
- MATH 2 * Linear Algebra (3 units)
- MATH 2C Differential Equations (3 units)

Total units required: 21 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

Recommended Electives: MATH 5; PHYS 4A, B, C

* There are times when a course listed as a requirement for a major or certificate cannot be offered in a reasonable timeframe. Course substitutions and waivers will be considered by the department. Please contact the department chairperson. This information is available from the Office of Instruction - (408) 848-4761.

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Mathematics

A.S. - T. Degree

The Associate in Science in Mathematics degree and Associate in Science in Mathematics for Transfer degree provide opportunities for students to enter in a wide range of careers. After completing the Mathematics major, students transferring to a four-year institution will be prepared for additional study in the following areas: actuarial science, applied mathematics, computer science (programming), statistics, theoretical mathematics.

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ Identify and utilize appropriate mathematical operations in the simplification of expressions and solution of equations.
- ▶ Compare and contrast various mathematical models and then apply the appropriate model to real world problems.
- ▶ Describe, compare and contrast various mathematical functions using everyday language.
- ▶ Describe, compare and contrast various mathematical properties and operations for real and imaginary numbers using everyday-language.

Successful completion of the AS-T degree in Mathematics allows students to pursue a CSU baccalaureate degree program in the following areas: actuarial science, applied mathematics, computer science (programming), statistics, theoretical mathematics.

REQUIREMENTS:

Math 1A	Single Variable Calculus and Analytic Geometry (4 units)
Math 1B	Single Variable Calculus and Analytic Geometry (4 units)
Math 1C	Multi-Variable Calculus (4 units)
Math 2	Linear Algebra (3 units)
Math 2C	Differential Equations (3 units)

Total units for the certificate or degree 18 units

Plus completion of CSU GE Breadth or IGETC 39-42 units

Total units required for degree: 60 units

DOUBLE COUNTING RULE

A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.



Students must:

- ▶ Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements.
 - B. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- ▶ Obtain a minimum grade point average of 2.0.

Earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

* There are times when a course listed as a requirement for a major or certificate cannot be offered in a reasonable timeframe. Course substitutions and waivers will be considered by the department. Please contact the department chairperson. This information is available from the Office of Instruction (408) 848-4761.





A.A. Degree

A.A. - T. Degree

Certificate of Achievement

Music Composition and Production

Contact:
(408) 848-4701
las@gavilan.edu

The Music Department maintains a place at Gavilan College as a subject of broad and passionate interest to performers, composers and theorists. At Gavilan College all these form a community dedicated to furthering a knowledge and love of music. The Music Department at Gavilan College offers a wide range of courses for all students. While many of our students have gone on to have professional careers in music, others have used their study as an enriching foundation for other pursuits. The Gavilan College Music Department is structured around a traditional musical foundation. Specific areas of focus are piano, guitar, vocal performance, electronic music and digital recording. The music curriculum provides a program for the students who wish to (1) pursue an advanced degree in music, (2) broaden a general knowledge of music, (3) develop performance skills, (4) become a professional musician, (5) work in a recording studio, (6) prepare for a career as music educators. Experienced instructors create an environment that both fulfills general education requirements and offers students exemplary preparation for transfer into both university and vocational level programs.

Music *A.A. Degree*

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ hear, identify, and work conceptually with the elements of music: rhythm, harmony, melody, and structure.
- ▶ demonstrate proficiency in areas of performance appropriate to his/her needs and interests, including historical and modern music.
- ▶ identify styles of music, including historical periods, composers, performers, stylistic traits, cultural influences and performance practices.
- ▶ operate recording studio equipment using live and taped performance.
- ▶ demonstrate basic proficiency in reading and writing of music notation.

REQUIREMENTS:

MUS 3A	Harmony/Theory/Musicianship I (4 units)
MUS 3B	Harmony/Theory/Musicianship II (4 units)
MUS 4A	Beginning Piano (3 units)
MUS 4B	Beginning Piano (2 units)

Choose one:

MUS 1A	Music History and Literature (3 units)
MUS 1B	Music History and Literature (3 units)

Choose one:

MUS 6	Introduction to World Music (3 units)
MUS 7	Songwriting and Composition (3 units)
MUS 16A	Introduction to Audio Recording Techniques (3 units)
MUS 21	Electronic Music/Sound Design (3 units)

Choose one:

MUS 5A	Intermediate Piano (2 units)
MUS 5B	Intermediate Piano (2 units)
MUS 5C	Advanced Piano (2 units)
MUS 5D	Advanced Piano (2 units)
MUS 8A	Beginning Voice (2 units)
MUS 8B	Beginning Voice (2 units)
MUS 9B	Guitar (2 units)
MUS 12	Vocal Ensemble (2 units)
MUS 14A	Instrumental Ensemble (1-4 units)

Recommended Electives: MUS 6, MUS 7, MUS 16A, MUS 21

Total Units Required: 21 units

Plus completion of general education requirements: units vary

Total Units Required: minimum of 60 units

Music *A.A.-T Degree*



The Music program maintains a place at Gavilan College as a subject of broad and passionate interest to performers, composers and theorists. At Gavilan College all these form a community dedicated to furthering a knowledge and love of music. The Music program at Gavilan College offers a wide range of courses for all students. While many of our students have gone on to have professional careers in music, others have used their study as an enriching foundation for other pursuits.

Upon completing the Associate in Arts in Music for Transfer degree, students will be prepared to continue their study at a four-year institution. More specifically, this degree is intended for students transferring to a California State University Music program. Transfer students are urged to consult with a counselor and Music faculty to learn more about admission requirements to four-year institutions.

Program Learning Outcomes: Upon completion of this degree, students will be prepared for pursuing a BA/BS in Music. The specific goal of the Associate in Arts in Music for Transfer program is to allow students a seamless transfer into a baccalaureate program in Music at a California State University.

After completing an Associate in Arts in Music degree for Transfer (AA-T), a student will be qualified to transfer to a California State University program and be able to:

- ▶ Listen, identify, and work conceptually with the elements of music: rhythm, harmony, melody, and structure;
- ▶ Demonstrate proficiency in areas of performance appropriate to his/ her musical needs and interests;
- ▶ Identify styles of music, including historical periods, composers, performers, stylistic traits, cultural influences and performance practices;
- ▶ Demonstrate fundamental proficiency in reading and writing of music notation.

REQUIREMENTS:

MUS 3A: Harmony-Theory-Musicianship I (4 units)
 MUS 3B: Harmony-Theory-Musicianship II (4 units)
 MUS 3C: Harmony-Theory-Musicianship III (4 units)
 MUS 3D: Harmony-Theory-Musicianship IV (4 units)

To be taken for four semesters .5 units at a time:
 MUS 11A or 11B: Applied Music (2 units)

To be taken for four semesters one unit at a time
 MUS 14A (1-4 units); Instrumental Ensemble (4 units)

Total units for the major: 22
 (18 effective units with MUS 3A course double-counted for 4 units in CSU GE, C-1)
 Completion of CSU GE Breadth or IGETC: 39-42 units
 Total units Required for AA-T degree: 60 units

Students must:

- ▶ Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education –Breadth Requirements.
 - B. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- ▶ Obtain a minimum grade point average of 2.0.
- ▶ Earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

DOUBLE COUNTING RULE

A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Music Composition and Production

Certificate of Achievement

This program prepares students for a creative career in the music industry. The program has an entrepreneurial and creative focus emphasizing an industry trend requiring artists to be responsible for complete project development. Students engaged in compositional study enjoy the freedom to explore the organization of sound and music into different structures of expression. Engaged in personal study with acclaimed composition faculty, students write works for a variety of media - from solo instrument and large ensemble works to electronic music. An emphasis is placed on the study of the various musical traditions of the world and the relevance of those traditions to personal experience.

The same skill set also prepares students for careers in specialized areas of the music industry such as digital audio workstation operator, recording engineer, producer, composer, arranger, songwriter, sound designer, artist manager, distributor, and marketing representative.

REQUIREMENTS:

- MUS 3A Harmony/Theory/Musicianship I (4 units)
- MUS 3B Harmony/Theory/Musicianship II (4 units)
- MUS 4A Beginning Piano (3 units)
- MUS 7 Songwriting and Composition (3 units)

Choose one:

- MUS 16A Introduction to Audio Recording Techniques (3 units)
- MUS 21 Electronic Music/Sound Design (3 units)

Choose one:

- MUS 1A Music History and Literature (3 units)
- MUS 1B Music History and Literature (3 units)
- MUS 2 History of Jazz and Rock Music (3 units)
- MUS 6 Introduction to World Music (3 units)

Total units for Certificate of Achievement: 20 units



Certificate of Proficiency

Contact:
 (408) 848-4701
 las@gavilan.edu

The Philosophy Discipline offers learners a unique opportunity to take a variety of courses from different philosophical perspectives, yet all rich in the voices of global cultures and religions. Philosophy concerns the investigation of the fundamental questions of the human experience, such as "Is knowledge possible?", "Do we have free will?", "What is the meaning of life?" to "Is social justice possible?" In attempting to answer these questions, the discipline of Philosophy has provided the foundation of many other fields of inquiry, from psychology to sociology, law, and even business. At the core, Philosophy develops critical thinking skills, but in applying those skills, learners realize that philosophical inquiry has spanned the development of science, the birth of civilizations, religions, and ethical debates about when life begins and ends, principles of justice, environmental issues, animals rights, global warming, immigration, and even ideas about art, music, and the economy. Ultimately, Philosophy provides a learner pursuing any major an opportunity to enhance critical thinking skills while engaging in the analysis of arguments and theories about issues that has spanned the ages and still affect contemporary life.

Career opportunities for Philosophy majors:

Learners who have taken Philosophy courses are good candidates for jobs requiring liberal arts education. Employers often look for people who can solve problems and can write and think critically. These are skills that philosophy enhances. Examples of careers include: communications, education, journalism, law, management and business, and politics.

Program Learning Outcomes: After completing Philosophy courses, a student will be able to:

- ▶ Analyze and critique an argument
- ▶ Effectively argue in support of an opinion
- ▶ Write an argumentative essay
- ▶ Define key terms of philosophical vocabulary relevant to the course
- ▶ Distinguish different areas of philosophy
- ▶ Understand some of the diverse assumptions and the values and attitudes that shape our lives



Classical and Contemporary World Philosophies and Religions

Certificate of Proficiency

PHIL 1 Introduction to Philosophy (3 units)

Choose 9 units from the list below:

PHIL 3A Ethical Theory (3 units)

PHIL 3B Contemporary Ethics (3 units)

PHIL 6 World Religions (3 units)

PHIL 9 Philosophy of Religion (3 units)

PHIL 23 Independent Study (1-3 units)

Total units required for Certificate of Proficiency: 12 units

A.S. Degrees:

- Physical Science and Engineering option
- Physical Science and Engineering: General Engineering option

Contact:
(408) 848-4701
las@gavilan.edu

Physical Science and Engineering

A.S. Degree

This option provides a broad background in the sciences. Students completing this degree will have learned to integrate math and science to solve problems, have proficiency in laboratory techniques and analysis of experimental data, and will have demonstrated an ability to communicate effectively using written, oral, electronic, and graphical means. This degree will prepare students interested in transferring to four-year colleges or universities to pursue degrees in any of the natural or physical sciences (astronomy, chemistry, geology or geophysics, general science, meteorology, oceanography, physics, etc). Students electing this major are encouraged to consult the catalogs of the four-year schools to which they plan to transfer early in their Gavilan course work as requirements for transfer vary by institution. Engineers are responsible for designing and building everything that we use – airplanes, roads, machines, computers, buildings, artificial limbs.

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ demonstrate appropriate integration of math and science to solve real-world problems.
- ▶ demonstrate appropriate design and execution of experiments, as well as analysis and interpretation of the data.
- ▶ demonstrate an ability to communicate clearly using written, oral, electronic, and graphical means.

Students are strongly advised to consult the appropriate college catalogs and their counselors to determine the specific lower division requirements if you are transferring to a 4-year institution.

REQUIREMENTS:

CHEM 1A/B:	General Chemistry (10 units)
MATH 1A/B:	Single-Variable Calculus & Analytic Geometry (8 units)
MATH 1C:	Multivariable Calculus (4 units)
MATH 2*:	Linear Algebra (3 units)
MATH 2C	Differential Equations (3 units)
ENGR 5*	C++ Scientific Programming (3 units)
PHYS 4A	Physics for Scientists and Engineers - Mechanics (4 units)
PHYS 4B	Physics for Scientists and Engineers - Electricity and Magnetism: (4 units)
PHYS 4C	Physics for Scientists and Engineers - Heat, Optics, Modern Physics (4 units)

Total for major: 43 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

* There are times when a course listed as a requirement for a major or certificate cannot be offered in a reasonable timeframe. Course substitutions and waivers will be considered by the department. Please contact the department chairperson. This information is available from the Office of Instruction (408) 848-4761



Physical Science and Engineering: General Engineering *A.S. Degree*

This option constitutes the lower-division core classes suggested by the Engineering Liaison Council (ELC), an organization composed of representatives from two- and four-year colleges and universities. Students completing this degree will have learned to identify various engineering problems and integrate math and science to solve them, have proficiency in the design, execution, analysis, and interpretation of experiments, demonstrate familiarity with the engineering design process, and will have demonstrated an ability to communicate effectively using written, oral, electronic, and graphical means. This degree will prepare students to transfer to four-year colleges or universities to pursue degrees in any of the engineering disciplines (aeronautical, chemical, civil, computer, electrical, industrial, materials, mechanical, etc.). Students electing this major are encouraged to consult the catalogs of the four-year schools to which they plan to transfer early in their Gavilan course work as requirements for transfer vary by institution.

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ identify, compare and contrast engineering problems and demonstrate integration of math and science to solve them.
- ▶ demonstrate appropriate design and execution of experiments, as well as analyze and interpret of the data.
- ▶ demonstrate the engineering design process by designing a system, component or process to meet a desired need.
- ▶ demonstrate an ability to communicate clearly using written, oral, electronic and graphical means.

Students are strongly advised to consult the appropriate college catalogs and their counselors to determine the specific lower division requirements if you are transferring to a 4-year institution.

REQUIREMENTS:

CHEM 1A/B	General Chemistry (10 units)
ENGL 1A	Composition (3 units)
ENGR 1	Graphical Communication and Design (3 units)
ENGR 2	Statics (3 units)
ENGR 3	Electric Circuit Analysis (4 units)
ENGR 4	Properties of Materials (3 units)
ENGR 5	C++ Scientific Programming (3 units)
MATH 1A/B	Single-Variable Calculus & Analytic Geometry (8 units)
MATH 1C	Multivariable Calculus (4 units)
MATH 2*	Linear Algebra (3 units)
MATH 2C	Differential Equations (3 units)
PHYS 4A	Physics for Scientists and Engineers - Mechanics (4 units)
PHYS 4B	Physics for Scientists and Engineers- Electricity and Magnetism (4 units)
PHYS 4C	Physics for Scientists and Engineers - Heat, Optics, Modern Physics (4 units)

Total for major: 59 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

* There are times when a course listed as a requirement for a major or certificate cannot be offered in a reasonable timeframe. Course substitutions and waivers will be considered by the department. Please contact the department chairperson. This information is available from the Office of Instruction (408) 848-4761

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

A.A. Degrees

- Emphasis in Community Studies
- Emphasis in Global Studies

Certificate of Achievement

- Community Studies

Contact:
(408) 848-4701
las@gavilan.edu

The Social Science Department at Gavilan empowers students to explore, and change, the world. Students with social science backgrounds pursue fascinating professions, transfer to four-year colleges, and make meaningful contributions to their communities and society.

An Associate of Arts degree is available with two options—Social Science A.A. with Emphasis on Community Studies, and Social Science A.A. with Emphasis on Global Studies. Both degrees can be achieved by students who take 21-24 units in the major areas of emphasis.

Social Science with Emphasis in Community Studies *Certificate of Achievement*

Program Learning Outcomes: After completing this certificate students will be able to:

- ▶ practice and analyze democratic civic engagement.
- ▶ demonstrate and evaluate relationships between local and national issues, movements, and ideas as they relate to local communities.
- ▶ demonstrate a range of skills including: research, documentation, analysis, evaluation, communication, contextualization, teamwork, observation, and cultural competency by relating social science concepts and theories to issues of importance to local communities.
- ▶ identify, develop, use, and assess tools and methods for community change and social justice.

REQUIRED:

CMUN 10 Small Group Communication (3 units)
SOC 1B Social Problems (3 units)

Choose one:

POLS 27/PSYC 27: Contemporary Leadership (3 units)
POLS/PSYC/CMUN 6: Introduction to Conflict Resolution (3-4 units)

Choose 6 Units in Electives:

HIST 3 History of California (3 units)
HIST 5 Women's Lives in Early U.S. History (3 units)
HIST 6 Women's Lives in Recent U.S. History (3 units)
HIST/HUM 12 Mexican American Cultural History (3 units)

Total units for Certificate of Achievement: 15-16 Units



Social Science with Emphasis in Community Studies *A.A. Degree*

Majors in Social Science with Emphasis in Community Studies gain durable tools to enrich and empower their communities by promoting social justice. Taking courses in anthropology, cultural geography, economics, history, political science, psychology, and sociology, students become competent to analyze, contextualize, and change local communities. They create linkages between national and global issues, movements, and ideas as they relate to local communities, and prepare both for a variety of careers and for all-important responsibilities as participants in a democracy.

Students completing this A.A. degree will be able to transfer to four-year colleges or enter the professional world in fields including public service, law, politics, community organizing, advocacy, media, teaching, social work, psychology, anthropology, history, urban planning and economics.

Program Learning Outcomes: After completing this degree students will be able to:

- ▶ practice and analyze democratic civic engagement.
- ▶ demonstrate and evaluate relationships between local and national issues, movements, and ideas as they relate to local communities.
- ▶ demonstrate a range of skills including: research, documentation, analysis, evaluation, communication, contextualization, teamwork, observation, and cultural competency by relating social science concepts and theories to issues of importance to local communities.
- ▶ identify, develop, use, and assess tools and methods for community change and social justice.

REQUIREMENTS: (6 UNITS)

ANTH 3 Introduction to Cultural Anthropology (3 units)

SOC 1B Introduction to Social Problems (3 units)

Choose one:

GUID/POLS/PSYC 27 Contemporary Leadership (3-4 units)

POLS/PSYC/CMUN 6 Introduction to Conflict Resolution (3 units)

Choose one:

HIST 3 History of California (3 units)

HIST/HUM 12 Mexican-American Cultural History (3 units)

Elective Courses: Choose 8-9 units from list below to complete a total of 21 units:

Art 14A Introduction to Murals (3 units)

CMUN 4 Intercultural Communication (3 units)

CMUN 10 Small Group Communication (3 units)

ECOL 1 Conservation of Natural Resources (4 units)

GEOG 2 Cultural Geography (3 units)

GEOL 13 Environmental Geology (3 units)

HE 2 Human Sexuality (3 units)

HIST 2 United States History Reconstruction to the Present (3 units)

HIST 3 History of California (3 units) if not taken above

HIST Women's Lives in Early United States History (3 units)

HIST 6 Women's Lives in Recent United States History (3 units)

HIST/HUM 12 Mexican American Cultural History (3 units)

if not taken above

POLS 1 Introduction to Political Science (3 units)

POLS/PSYC/CMUN 6: Introduction to Conflict Resolution (3 units)

if not taken above

GUID/POLS/PSYC 27: Contemporary Leadership (2-4 units)

if not taken above

SOC 1A Introduction to Sociology (3 units)

SOC 3 Sociology of Race, Ethnicity & Cultural Identity (3 units)

SOC 4 Sociology of Men and Women (3 units)

Total units required for major: 21 units

Plus completion of general education requirements: units vary

Total units required: minimum of 60 units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Social Science with Emphasis in Global Studies *A.A. Degree*

Majors in Social Science with Emphasis in Global Studies gain durable tools to enrich and empower the global community by promoting social justice. By taking courses in anthropology, cultural geography, economics, history, political science, psychology, and sociology, students become competent to analyze, contextualize, and change global realities. In the process, students create linkages between local and national issues, movements, and ideas as they relate to the rest of the world, and prepare both for a variety of careers and for all-important responsibilities as global citizens.

Students completing this A.A. degree will be able to transfer to four-year colleges or enter professions in public service, policy, law, international relations, international business, politics, environmental policy, media, anthropology, history, economics, urban planning, political science, and more.

Program Learning Outcomes

After completing this degree students will:

- ▶ define and analyze global citizenship strategies in the context of globalization.
- ▶ demonstrate and evaluate relationships between local and national issues, movements, and ideas as they relate to the global community.
- ▶ demonstrate a range of skills including: research, documentation, analysis, evaluation, communication, contextualization, teamwork, observation, and cultural competency by relating social science concepts and theories to issues of global importance.
- ▶ identify, develop, use, and assess methods and tools to bring about social justice.

REQUIREMENTS:

Area A (12 units)

SOC 1A: Introduction to Sociology (3 units)

Choose one:

ANTH 3 Cultural Anthropology (3 units)

GEOG 2 Cultural Geography (3 units)

Choose one:

HIST 4A Global History Before 1500 (3 units)

HIST 4B Global History after 1500 (3 units)

Choose one:

POLS 3 Introduction to Comparative Politics (3 units)

POLS 4 Introduction to International Relations (3 units)

Area B Choose at least five (5) units from one of the foreign languages below:

French: FRNH 1A/1B: Elementary French (5 units each)

Japanese: JPN 1A/1B: Elementary Japanese (5 units each)

Spanish:

SPAN 1A/1B Elementary Spanish (5 units each)

SPAN 2A/2B Intermediate Spanish (5 units each)

SPAN 8A/8B Conversational Spanish (3 units each)

SPAN 8B/8C/8D Conversational Spanish (3 units each)

SPAN 12A/12B Spanish for Spanish Speakers (5 units each)

Area C Choose six (6) units from the following list of electives:

ANTH 1 Introduction to Physical Anthropology (3 units)

ANTH 5 Magic/Witchcraft and Religion (3 units)

ART 10A Cultural History of Ceramics (3 units)

ART/HIST 21 Ancient Americas: A History through Art (3 units)

CMUN 4 Intercultural Communication (3 units)

ECOL 1 Conservation of Natural Resources (4 units)

ECON 1 Principles of Macro Economics (3 units)

ECON 2 Principles of Micro Economics (3 units)

ENGL 2B American Ethnic Literature (3 units)

GEOG 2 Cultural Geography (3 units) if not taken in Area A

GEOL 13 Environmental Geology (3 units)

PHIL 6 Comparative Religions (3 units)

POLS/PSYC/CMUN 6: Introduction to Conflict Resolution (3 units)

CD 7/PSYC 7 Cultural Context of Child and Family in a Diverse Society (3 units)

SOC 3 Sociology of Race, Ethnicity & Cultural Identity (3 units)

SOC 4 Sociology of Women and Men (3 units)

The following may be used for Area C if not used for Area A:

ANTH 3: Introduction to Cultural Anthropology (3 units)

HIST 4A Global History Before 1500 (3 units)

HIST 4B Global History after 1500 (3 units)

POLS 3 Introduction to Comparative Politics (3 units)

POLS 4 Introduction to International Relations (3 units)

Total units required for major (Areas A-C): 23 units

Plus completion of general education requirements: units vary

Total units required: for A.A. degree minimum of 60 units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

A.A. Degrees and Certificates of Achievement

Non-Native Speakers Options 1-3

Native Speakers Option 4

Contact:
(408) 848-4701
las@gavilan.edu

The Spanish Department at Gavilan College is committed to providing an environment that makes learning Spanish fun, exciting, yet challenging at the same time. The study of Foreign Languages not only enables a person to communicate in another language but also opens new doors to different cultures. Many of our students study Spanish to fulfill general education requirements, some study because of the need to communicate at work and many simply study Spanish for the enjoyment of learning another language.

The Spanish Department at Gavilan offers a wide range of courses for all students. Our department focuses in the areas of reading, writing, speaking and listening as well as having a basic awareness of different Hispanic cultures. The Spanish curriculum provides a program for non-native and native students who wish to (1) pursue an advanced degree in Spanish, (2) broaden a general knowledge of Spanish, (3) develop listening and speaking skills, (4) prepare for a career as a Spanish educator. Our experienced instructors create an environment that both fulfills General Education Requirements and offers students exemplary preparation for transfer into both university and vocational level programs.

Program Learning Outcomes:

Upon completion of the program, students will demonstrate

- ▶ basic proficiency in speaking, reading and writing in Spanish.
- ▶ ability to identify elements of Spanish: verb tenses, grammar.
- ▶ ability to identify different Hispanic cultures, including historical periods, colloquialisms, food, dress and dialects.
- ▶ ability to analyze and discuss Hispanic literature including authors from different Hispanic cultures.

Spanish Non-Native Speakers**Option 1** *A.A. Degree or Certificate of Achievement*

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ converse in Spanish at the basic level.
- ▶ demonstrate proper conjugation of verbs; in the written and oral form.

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS:

SPAN 1A	Elementary Spanish (5 units)
SPAN 1B	Elementary Spanish (5 units)
SPAN 2A	Intermediate Spanish (5 units)
SPAN 2B	Intermediate Spanish (5 units)

Total units required for major: 20 units

Plus completion of general education requirements: units vary

Total units required: for A.A. degree minimum of 60 units



General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Spanish Non-Native Speakers

Option 2 *A.A. Degree or Certificate of Achievement*

Students with two years of high school Spanish are advised to take this option.

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ converse in Spanish at the basic level.
- ▶ demonstrate proper conjugation of verbs; in the written and oral form.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS:

SPAN 1B Elementary Spanish (5 units)
 SPAN 2A Intermediate Spanish (5 units)
 SPAN 2B Intermediate Spanish (5 units)

Choose one course from the following list:

SPAN 12A Spanish for Spanish Speakers (5 units)
 SPAN 12B Spanish for Spanish Speakers
 -Intermediate/Advanced (5 units)
 SPAN 23 Independent Study (3 units minimum)

Total units required for certificate: 18-20 Units

Plus completion of general education requirements: units vary

Total units required: for A.A. degree: minimum of 60 units

Spanish Non-Native Speakers

Option 3 *A.A. Degree or Certificate of Achievement*

Students with four years of high school Spanish are advised to take this option.

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ converse in Spanish at the basic level.
- ▶ demonstrate proper conjugation of verbs; in the written and oral form.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS:

SPAN 2A Intermediate Spanish (5 units)
 SPAN 2B Intermediate Spanish (5 units)

Choose a minimum of 8 units from following list:

SPAN 12A Spanish for Spanish Speakers (5 units)
 SPAN 12B Spanish for Spanish Speakers -
 Intermediate/Advanced (5 units)
 SPAN 23 Independent Study (3 units minimum)

Total Units Required for Certificate: 18-20 Units

Plus completion of general education requirements: units vary

Total Units required: for A.A. Degree: minimum of 60 Units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Spanish Native Speakers Option 4

A.A. Degree or Certificate of Achievement

Students with native fluency can take this option

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ converse in Spanish at the basic level.
- ▶ demonstrate proper conjugation of verbs; in the written and oral form.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS:

SPAN 12A Spanish for Spanish Speakers (5 units)

SPAN 12B Spanish for Spanish Speakers (5 units)

SPAN 23 Independent Study (2 units)

Choose 2 courses from following list:

ART 14A Introduction to Murals (3 units)

HIST/HUM 12 Mexican American Cultural History (3 units)

THEA 3 El Teatro Campesino (3 units)

Total units required for certificate: 18-20 Units

Plus completion of general education requirements: units vary

Total units required: for A.A. degree: minimum of 60 units



General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

The Gavilan College Folklorica Festival featuring Ballet Folklorico Costa Del Oro



A.A. Degrees

- Acting Option
- Technical Production Option
- Television Performance Option

A.A.-T. - Associate Degree for Transfer

Certificate of Achievement

Television Performance

Contact:
(408) 848-4701
las@gavilan.edu

Students enrolled in Theatre and Television degrees gain self confidence, creativity and teamwork skills through class projects and performances.

Theatre and Television production in the college environment allows us to create and learn through a shared artistic experience. The creation of Theatre, Performance and Television is an important cultural and social link between the Gavilan Campus and the South Valley communities.

The Theatre and Television Program offers three different associate's degrees: Acting, Technical Production and Television. Descriptions of each, including program learning outcomes, are included on the following pages.

Theatre/Television Associate of Arts degrees require completion of the following

CORE COURSES plus additional requirements listed on following pages:

CORE COURSES: (13 UNITS)

- THEA 1 Theatre History (3 units)
- THEA 2A Children's Theatre Repertory (3 units)
- THEA 12A Acting I (3 units)
- THEA 13A Actor's Workshop (3 units)
- THEA 14 Stage Production (2 units)

Completion of the core courses and the additional requirements in a selected area (on following pages) will qualify students for an associate's degree in Theatre Arts with an emphasis in Acting, Technical Production or Television.

Acting Option *A.A. Degree*

The Acting Option is designed to give a sound basic knowledge in acting and public performance. Students take a variety of courses including Theatre History (THEA1) and Stage Production (THEA 14). Gavilan offers a variety of performance related courses including Acting (THEA 12 a/b), Children's Theatre (THEA 2A/B) and Actor's Workshop (THEA 13) – our spring production course. For those interested in educational theatre, the program also offers hands on experience through the spring Arts Back in the Classroom (ABC) Internship Program.

Acting students perfect teamwork skills and gain self confidence through projects and public performances. Acting and theatre shows one how to take risks, how to focus and concentrate, and the tremendous power of commitment to a project or a play. Studying acting allows one to change themselves, using their own personal experiences to create new characters and existences.

The Acting option prepares students for a career in the public eye, whether onstage, in front of a classroom or television camera, or making presentations for large groups or conventions. Students completing the Acting Option are also prepared to transfer to a four year B.A. program in Acting or Performing Arts. Gavilan theatre art students have recently been accepted for transfer to San Jose State, Cal State Hayward, U.C. Davis and U.C. Berkeley.

Program Learning Outcomes: after completing this degree the student will be able to:

- ▶ describe significant movements or genres in theatre history, and to elaborate on their social and cultural significance.
- ▶ work effectively in a team, having developed collaboration and teamwork skills through class exercises, assignments and performances.
- ▶ articulate the differences in theatrical styles and modes of creation. Students participate in both the organic creative process (in which the students participate in the creation of the performance or play) and the more traditional approaches to theatre and performance using an established or already created text.
- ▶ discuss and critique theatrical performances, articulating the playwright's view and director's interpretation of the text. Students can evaluate the various technical elements of the production (costume, sets, lights & sound), to determine whether they support or detract from the production and text.
- ▶ demonstrate practical knowledge regarding the responsibilities of the different technical and creative jobs related to theatre and theatre production.
- ▶ master fundamental concepts and vocabulary relating to acting through class exercises and public performances.

REQUIREMENTS:

CORE COURSES (listed on page 132): 13 units

ADDITIONAL REQUIREMENTS (11 unit minimum):

THEA 13 B-D Actor's Workshop (3-9 units)

Choose two of the following four courses:

CMUN 2/THEA 4 Oral Interpretation (3 units)

THEA 2B Children's Theatre Repertory (3 units)

THEA 12B Acting II (3 units)

THEA/MCTV 19 Acting and Voice for TV/Film/Media (3 units)

Choose additional units from the courses listed below to complete the unit minimum requirement:

MUS 8A-D Beginning/Intermediate Voice (2-2-2-2 units)

THEA 7 Theatre Appreciation (3 units)

THEA 11 Dance and Movement for the Theatre (2 units)

Total units required for major: 23 units

Plus completion of general education requirements: units vary

Total units required: for A.A. degree: minimum of 60 units



General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

Technical Production Option

A.A. Degree

The Technical Production Option is designed to provide a foundation for those interested in pursuing a career in Design and Technical careers in the entertainment industry, as well as those interested in becoming involved in creating live theatre in their community.

The degree offers practical courses in stagecraft (THEA 14), Introduction to design (THEA 15) as well as many opportunities for students to become involved in creative process of mounting live theatrical productions and events at Gavilan. Hands on experience in technical production is emphasized in the Gavilan Theatre Arts Program, including experience in stage management, lights, sound, costume & makeup, as well as scenic painting and construction.

Career opportunities for a graduate of the Technical Production Option include jobs at theatre facilities as well as convention and recreational centers. While most professional companies prefer further education (BAs or MAs), there are lucrative careers with the touring companies of live performances and musical events for specialists in technical theatre.

Program Learning Outcomes:

Students completing this degree will:

- ▶ master vocabulary and a working knowledge regarding the different technical and creative jobs related to theatre and theatre production.
- ▶ develop creative proficiency in designing sets, costumes, lights or sound for Gavilan productions.
- ▶ work effectively in a team, having developed collaboration and teamwork skills through class exercises, assignments and performances.
- ▶ describe significant movements or genres in theatre history, and to elaborate on their social and cultural significance.
- ▶ discuss and critique theatrical performances, evaluating the various technical elements of the production (costume, sets, lights & sound), to determine whether they support or detract from the production and text.

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.

REQUIREMENTS:

CORE COURSES (listed on page 132): 13 units

ADDITIONAL REQUIREMENTS:

THEA 15: Introduction to Design for Stage, Television, and Film (3 units)

Choose one of the classes listed below:

CMUN 2/THEA 4 Oral Interpretation (3 units)

THEA 2B Children's Theatre Repertory (3 units*)

THEA 12B Acting II (3 units)

THEA/MCTV 19 Acting and Voice for TV/Film/Media (3 units)

Choose eight units from classes listed below:

ART 2A Two Dimensional Design/Form and Color (2-3 units*)

THEA 7 Theatre Appreciation (3 units)

ART 8A Photography (3 units)

ART 10A/B Cultural History of Ceramics/Ceramics (6 units)

ART 12A/B Sculpture (5 units)

ART 13 Three Dimensional Design (3 units)

THEA 14 Stage Production (1-3 units)

Any Music performance course or any Computer Graphics & Design course (1-3 units)

Total units required for major: 26 Units

Plus completion of general education requirements: units vary

Total units required: for A.A. Degree: minimum of 60 Units



Television Performance Option *A.A. Degree*

The Gavilan Theatre and Television Program opens the doors for students to become producers, actors, writers, editors and directors for television/video/film production.

Students in the Gavilan Television program participate in learning experiences that teach skills in pre-production, production and post-production including: writing, acting, camera operation, editing, audio, directing in studio and field production scenarios for television production.

The projects created and produced by students are prepared for webcast on GavTV, Blip.TV, and Youtube. Academic pathways for an A.A. degree in Television Performance may lead to a Bachelor of Arts in Dramatic and Teledramatic Arts, in addition to degrees in Cinema and Film.

Program Learning Outcomes: After completing this degree/certificate a student will be able to:

- ▶ perform confidently and safely in set-up and operation of video and audio equipment in live or live to tape studio or field production.
- ▶ demonstrate knowledge and skills in digital editing for broadcast television.
- ▶ discuss and critique production values in film and television including: lighting, set design, make-up.
- ▶ demonstrate and apply best practices in working on a television/video production crew.
- ▶ describe and perform the knowledge, skills and abilities related to the production process including: pre-production, production and post-production.
- ▶ identify key movements in theatre history, and to elaborate on their social and cultural significance.
- ▶ develop teamwork skills through class exercises, assignments and performances.

REQUIREMENTS:

CORE COURSES (listed on page 132): 13 units

ADDITIONAL REQUIREMENTS:

- THEA/MCTV 16 History and Culture of Television, Film and New Media (3 units)
 THEA/MCTV 17A Television and Video Workshop (3 units)
 THEA/MCTV 19: Acting and Voice for TV/Film/Media (3 units)

Choose one or more:

- THEA/MCTV 17B Television and Video Workshop (3 units)
 THEA 20 Introduction to Scriptwriting (3 units)
 HUM 25A Film Production (3 units)

Total units required for major: 25-31 units

Plus completion of general education requirements: units vary

Total units required: for A.A. Degree: minimum of 60 units

Television Performance

Certificate of Achievement

This certificate does not require the core courses:

REQUIREMENTS:

- THEA/MCTV 16 History and Culture of Television, Film and New Media (3 units)
 THEA/MCTV 17A Television and Video Workshop (3 units)
 THEA/MCTV 17B Television and Video Workshop (3 units)
 THEA 19 Acting and Voice for TV/Film/Media (3 units)
 THEA 98 Special Topics: TV Production & Post-production (2 units)

Choose one:

- THEA/MCTV 17 Television and Video Workshop (3 units)
 THEA 20 Introduction to Scriptwriting (3 units)
 HUM 25A Film Production (3 units)

Total units for Certificate of Achievement: 17 units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.



Theater Arts *A.A.-T Degree*

Theatre and acting students gain self-confidence, teamwork and creativity skills through class projects and performances. Theatre encourages students to take risks, to focus and concentrate, and the tremendous power of personal commitment to a project or play. Open communication, flexible thinking and personal integrity are core values of our Theatre Arts program.

Performance gives us greater insight to ourselves and the lives of others. Studying Theatre and performance helps us find our inner identity, and allow us to change ourselves, using our own personal experiences to create new characters and existences. Theatre in the college environment allows us to create and learn through a shared artistic experience. The creation of Theatre, Performance and Television is an important cultural and social link between the Gavilan Campus and the South Valley Communities.

The Theatre Program offers three different Associate in Arts degrees: Acting, Technical Production and Television, and an Associate in Arts in Theatre Arts for Transfer (AA-T) degree.

REQUIREMENTS: (9 units)

THEA 1	Theatre History (3 units)
THEA 12A	Acting I (3 units)
THEA 13A	Actor's Workshop (3 units)

THEATRE ARTS ELECTIVES (Any combination totaling 9 units)

THEA 2A	Children's Theatre Repertory (3 units)
THEA 2B	Children's Theatre Repertory (3 units)
THEA 13B	Actor's Workshop (1-3 units)
THEA 12B	Acting II (3 units)
THEA 14	Stage Production (1-3 units)
THEA 15	Introduction to Design for Stage, Television and Film (3 units)

Total units in the major: 18 units

Completion of CSU GE Breadth or IGETC: 39 – 42 units

Units for degree: 60 units

Students must:

- ▶ Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements.
 - B. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- ▶ Obtain a minimum grade point average of 2.0.
- ▶ Earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

DOUBLE COUNTING RULE

A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.



A.A. Degree

Certificate

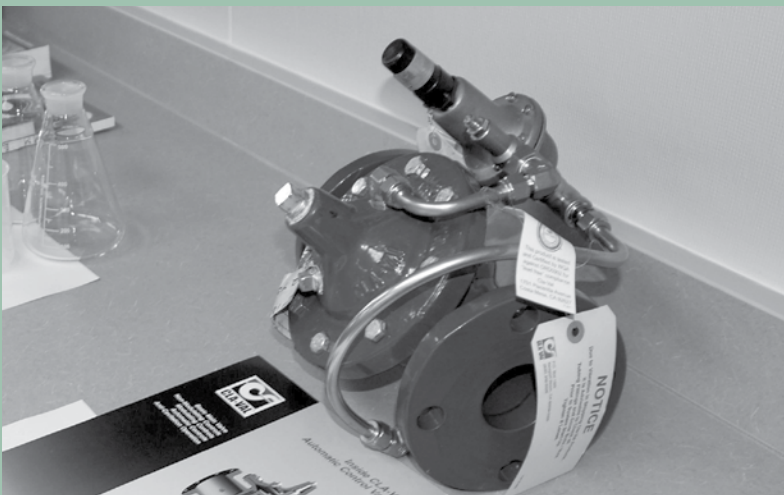
Contact:
(408) 848-4719
cte@gavilan.edu

Graduates of the Water Resources Management Associate of Arts Degree and certificate program will be qualified to seek entry level employment in the public water supply or wastewater treatment industries and incumbent workers will be qualified for more responsible positions within those industries.

Career Opportunities: Jobs for which program graduates will be qualified or which are on a complementary career track include:

- ▶ Backflow Program Manager
- ▶ *Chemist
- ▶ Construction Inspector
- ▶ Cross Connection Control Specialist
- ▶ Electronic Technician
- ▶ * Engineer, Civil
- ▶ * Engineer, Electrical
- ▶ Engineer Technician
- ▶ Equipment Maintenance Operator
- ▶ Field Operations Supervisor
- ▶ GIS/Mapping Specialist
- ▶ Inspector
- ▶ Instrumentation and Control Technician
- ▶ Instrumentation and Control Supervisor
- ▶ Laboratory Analyst
- ▶ * Bachelor Degree recommended
- ▶ Machinist
- ▶ Mechanical Systems Technician
- ▶ Meter Maintenance Technician
- ▶ Plant Operator
- ▶ Plant Process Control Electrician
- ▶ Plant Process Control Supervisor
- ▶ Recycled Water Inspector
- ▶ *Safety and Risk Manager
- ▶ Survey Technician
- ▶ Utility Worker
- ▶ Wastewater Plant Operator
- ▶ Wastewater Treatment Superintendent
- ▶ *Water Distribution Operator
- ▶ *Water Quality and Treatment Manager
- ▶ Water Systems Technician

*Bachelor's Degree may be required.



Water Resources Management

A.A. Degree or Certificate of Achievement

The Water Resources Management degree program is designed to prepare students for employment by municipal drinking water and wastewater treatment departments or industrial treatment facilities. Careers in water/wastewater technology generally involve the administration, operation and maintenance of both drinking water and wastewater treatment facilities as well as distribution and collection systems. Gavilan's Water Resources Management Program provides educational courses that prepare students for careers in Water Resources Management. Courses prepare students for certification examinations administered by the State of California as well as those administered by professional associations within the water and wastewater industry. Current instructors are experienced water and wastewater professionals, expert and up-to-date in best-of-breed industry practices. Classes are built around practical examples of real-world scenarios, demonstrations, and field trips whenever possible to maximize understanding of subject matter. Internships are available, too, through Cooperative Work Experience.

Program Learning Outcomes: Students who successfully complete an Associate of Arts Degree in Water Resources Management will:

- ▶ Follow safe practices in the laboratory and in plant operations.
- ▶ Apply chemical, microbiological, and mechanical knowledge and skills to maintain proper water and wastewater plant operations.
- ▶ Apply math and hydraulics skills in proper water and wastewater plant, collection system, and distribution system operations.
- ▶ Identify regulations and operate the plant accordingly.
- ▶ Be able to pass the California licensure examination in the water industry.
- ▶ Interact effectively in oral and written communications.
- ▶ Use computers in water and wastewater plant operation.
- ▶ Demonstrate work ethic and model professional interaction with the public.

To receive an ASSOCIATE DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS:

WTRM 101 Introduction to Waste/Wastewater Technology (3 units)
 WTRM 102 Beginning Water/Wastewater Mathematics (3 units)WTRM
 103 Introduction to Electrical and Instrumentation Processes (3 units)
 WTRM 105 Water Distribution 1 (3 units)
 WTRM 106 Beginning Water Treatment Plant Operation (3 units)
 WTRM 107 Beginning Wastewater Treatment Plant Operations (3 units)

Electives: Select one of the following:

WTRM 108 Water Distribution 2 (3 units)
 WTRM 109 Advanced Water Treatment Plant Operation (3 units)
 WTRM 110 Advanced Water/Wastewater Mathematics (3 units)
 WTRM 111 Advanced Wastewater Treatment Plant Operation (3 units)
 WTRM 112 Applied Hydraulics (3 units)
 WTRM 113 Beginning Wastewater Collections (3 units)
 WTRM 114 Laboratory Analysis Water/Wastewater (3 units)
 WTRM 115 Supervision (3 units)

Electives: Select two of the following:

WTRM 104 Motors/Pumps/Operation & Maintenance (3 units)
 WTRM 116 Advanced Wastewater Collections (3 units)
 WTRM 117 Water Use Efficiency Practitioner (3 units)
 WTRM 118 Introduction to Occupational (3 units)
 WTRM 119 Industrial Wastewater Treatment (3 units)
 WTRM 120 Pollution Prevention & Stormwater Management (3 units)
 WTRM 121 Mechanical Maintenance (3 units)
 WTRM 190 Occupational Work Experience (1-4 units)

Total units for the certificate or degree: 25-28 units

Plus completion of general education requirements: 39-42 units

Total units required for AAIAS degree: 60 units

General Education requirements: A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.



COURSES

Announcement of Course Offerings

Course Numbering System

Special Courses

Credit Courses

Noncredit Courses



Announcement of Course Offerings

Some of the courses listed in this catalog will not necessarily be offered during the course of an academic year. Additional courses may be added to the curriculum and scheduled when appropriate. An updated list of courses is available in the office of the Vice President of Instruction. Gavilan College reserves the right to discontinue, postpone, or reorganize courses when circumstances warrant such changes. Further, it reserves the right to cancel classes which do not reach a minimum enrollment.

Course Numbering System

A major mission of Gavilan College is assisting in the transfer function. As a result, Gavilan College belongs to a consortium of colleges developing a common set of course numbers known as California Articulation Numbering (CAN). CAN numbers, where available, are found above the course description under **transferable**.

Courses numbered from 1 to 99 are recommended for transfer to all campuses of the California State University and the University of California systems. Students transferring to a campus in the University of California system should review the course-by-course articulation agreement available in the office of the Vice President of Student Services or from all counselors.

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

1-99	Baccalaureate level courses which will receive transfer credit at most four-year colleges and universities.
100-199	Limited transferability to four-year schools in certain areas. Students transferring to a university should study the catalog of the campus to which they wish to transfer. Students should consult with a counselor.
200-299	Associate degree applicable. Non-transferrable credit courses.
300-399	Non-transferrable, not degree applicable courses that apply only to Occupational Certificates.
400-499	Developmental courses (30 unit limitation applies).
500-599	Developmental credit courses for students with disabilities and / or other specific populations, not restricted by standard limits on repeatability.
600-699	Noncredit courses (including training and developmental courses for disabled students and/or other specific populations).
700-799	Noncredit courses for remedial, developmental, occupational and general education opportunities.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

Special Courses

The following courses are designed for individual study under faculty supervision. They may be offered in the class schedule under each discipline in the college curriculum that is transferrable to the baccalaureate level.

Interested students must have sufficient background in the discipline, from previously completed course work or equivalent experience, to enable them to meet their specific objectives in their individual contracts.

A specific contract for each course must be developed by the student, and approved by a faculty supervisor, department chair and appropriate dean. To register, the contract must be completed and filed with the Admissions and Records Office at the time of registration. Contract forms are available in the Admissions and Records Office.

These courses are also called *Independent Studies*, *Special Studies*, *Special Topics*, *Internships*, et cetera. Credit for variable topics courses is given only after a review of the scope and content of the course by the receiving institution. This usually occurs after transfer and may require recommendations from faculty.

NOTE: Transfer institutions (i.e., UC/CSU) reserve the right to deny credit for special courses. See a counselor for details.

COURSE NUMBER 22*, 122 - Field Work and Service (0.5 or 1 unit)

Supervised field work within the college and/or local agencies. Students serve in useful group activities in leadership roles prescribed for them by the faculty supervisor, and when appropriate, community agencies. A maximum of six units may be earned. These courses do not transfer to UC. They may transfer to CSU. Check with a counselor.

COURSE NUMBER 23*, 123* - Independent Study (1 or 2 units)

Designed to afford students specialized opportunities to continue study in a discipline at the independent study level. Working with faculty supervision, the studies may involve extensive library work, research, laboratory work or special projects. A maximum of six units may be earned.

These courses have the option of a letter grade or pass/no pass.

COURSE NUMBER 98, 198** - Special Topics (.05 to 3 units)

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topical content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. May be repeated for credit with different topics.

* Transferrable courses.

** These courses may transfer to UC or CSU. Check with a counselor.

CREDIT CLASSES

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.

ACCOUNTING

ACCT 20 Financial Accounting

Units: 4.0 Hours: 4.0 Lecture

Transferable: CSU, UC; CAN:BUS2, BUS SEQ A

An introduction to accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system including the process, purpose, concepts, rules, and theory. The course will include the application of accounting principles, concepts, and theory used to accumulate and summarize financial data into financial statements. The course will include issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. The course will include the critical analysis and interpretation of financial information and financial statements. This course has the option of a letter grade or pass/no pass. ADVISORY: Intermediate Algebra (Math 233 or Math 240), English College Reading (English 260), English Practical Writing (English 250), and basic computerized spreadsheet knowledge.

ACCT 21 Managerial Accounting

Units: 4.0 Hours: 4.0 Lecture

Transferable: CSU, UC; CAN:BUS4, BUS SEQ A

This course will study how managers use accounting information for decision making, planning, directing and controlling. Topics will include managerial control methods, cost terms, cost concepts, cost behaviors, cost accounting, cost-volume-profit analysis, variable costing, budgeting, decision making concepts and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Intermediate Algebra (Math 233 or Math 240), English College Reading (English 260), English Practical Writing (English 250), and basic computerized spreadsheet knowledge.

ACCT 103 General Office Accounting

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU

This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205.

ACCT 105 Payroll Accounting

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU

This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205, completion of Accounting 101.

ACCT 111 Introduction to Income Tax

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU

A study of theory, philosophy, and principles of income tax law and procedures for computing the tax liability. It includes practice in solving typical individual tax problems. This course has the option of a letter grade or pass/no pass. PREREQUISITE: ACCT 103 or ACCT 20

ACCT 120 Computerized Accounting - QuickBooks**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 120. ADVISORY: CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.

ACCT 121 Spreadsheet - MS Excel**Units:** 1.0 OR 2.0 **Hours:** 1.0 OR 2.0 Lecture**Transferable:** CSU

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. This course will help prepare students for taking the Excel MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 121. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

ACCT 190 Occupational Work Experience / Accounting**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

Adapted Physical Ed: see Physical Ed - Adapted**ADMINISTRATION OF JUSTICE****AJ 5 Introduction to Modern International Terrorism****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D8, IGETC:4H; GAV-GE:D2

This course centers on conceptually defining terrorism (all types-foreign and domestic, left and right-wing, religious, environmental, and political, state and non-state), tracing the history and beginnings of modern international and domestic terrorism, critically examining the various U.S.- global responses to the 9-11-01 attacks, as well as generally evaluating and assessing how countries and people around the world try to cope with, prevent and/or respond to attacks by terrorist organizations, groups, or acts of terrorism perpetrated by nation-states or groups working with nation-states. This course has the option of a letter grade or pass/no pass. This course is also listed as POLS 5.

AJ 10 Introduction to the Administration of Justice**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; GAV-GE:D2; CAN:AJ2

The history and philosophy of justice as it evolved throughout the world; in-depth study of the American system and various sub-systems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the social system. (C-ID: AJ 110) ADVISORY: Eligible for English 250 and English 260.

AJ 12 Criminal Procedures**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Legal processes from pre-arrest, arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system. ADVISORY: AJ 10; Eligible for English 250 and English 260.

AJ 14 Criminal Law**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CAN:AJ4

Historical development, philosophy of law and constitutional provisions; definitions, classifications of crime, and their applications to the system of administration of justice; legal research, review of case law, methodology, and concepts of law as a social force. Explores crimes against persons, property, and the state. ADVISORY: AJ 10; Eligible for English 250 and English 260.

AJ 16 Introduction to Evidence**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course covers the origin, development, philosophy and basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; types of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. In addition to the Federal Rules of Evidence, the course also includes the California law regarding the rules of evidence. ADVISORY: AJ 10 and Eligible for English 250 and English 260.

AJ 18 Community Policing**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC

The relationship of criminal justice agents and the community; causal and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships. ADVISORY: Eligible for English 250 and English 260; AJ 10.

AJ 19 Introduction to Investigation**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation, and follow-up investigation. ADVISORY: Eligible for English 250 and English 260.

AJ 20 Juvenile Law and Procedure**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course covers techniques of handling juvenile offenders and victims; prevention and repression of delinquency; diagnosis and referral; and organization of community resources. The course also includes juvenile law and juvenile court procedure with a strong emphasis on California law, including the California Penal and Welfare and Institution Codes. ADVISORY: Eligible for English 250 and English 260.

AJ 21 Narcotics and Drug Abuse**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Designed to explore the Administration of Justice system and the development of drug policy and drug problems. This will include drug identification, drug user recognition, drug effects, narcotic enforcement, drug prosecution, and drug treatment, rehabilitation and education. ADVISORY: Eligible for English 250 and English 260.

AJ 32 Crime and Delinquency**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

An introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency; the criminal justice process: the function of law enforcement, the courts, probation, parole and institutions; changes in crime control and treatment processes, the role of society. ADVISORY: Eligible for English 250 and English 260.

AJ 100A Basic Police Academy**Units:** 21.0 TO 24.0 **Hours:** 12.0 TO 15.0 Lecture, 37.0 TO 44.0 Laboratory**Transferable:** CSU

This 884 - 1062 variable unit course satisfies required training mandates governed by the Commission on Peace Officer Standards and Training (POST) entry level Peace Officers. The course includes principles, procedures and techniques of law enforcement, including: Criminal Justice Law, Patrol and Investigation procedures, Defensive Tactics, Firearms/Chemical Agents, Leadership, Ethics, Community Relations, Police Vehicles Operations, Traffic Enforcement, Cultural Diversity, Report Writing, and First Aid/CPR. Course requires significant time commitment and outside course work including uniform preparation, homework assignments and equipment maintenance. **PREREQUISITES:** 1) Completion of POST approved pre-entry English skills assessment examination and physical agility test. 2) Medical clearance by a licensed physician. 3) Penal Code Section 13511.5 requires that each applicant for admission to the Basic Police Academy course shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her, from owning, possessing, or having under his or her control a firearm.

AJ 105P Standards and Training for Corrections**Units:** .5 OR 1.0 **Hours:** 5.0 OR 10.0 Lecture, 15.0 OR 30.0 Laboratory**Transferable:** CSU

This is a 32 to 40 hour variable unit course designed to meet advisory board, state standards, and agency education and training objectives for probation officers, and adult and juvenile institution staff. This course may be repeated for credit to meet training mandates. Subjects/topics include: legal and procedural issues; communication; safety and security protocols, medical and mental/emotional issues; managing casework; and, management and supervision issues. Subjects/topics may change with advisory board, state standards, and agency education and training objectives. **REQUIRED:** Title 15, Division 1, Chapter 1, Subchapter 1, Sections 100 through 358 of the California Code of Regulations states in part: Agencies eligible for participation in STC include those of any county, city and county, or city defined as: county probation departments; county or city jails designated as Types I, II, III or IV by Title 15 CCR; or, juvenile institutions that operate as a separate entity or under jurisdiction of a county probation department, as described in Section 872 and 885 of the Welfare and Institutions Code. Staff deemed eligible for inclusion in the STC Program (those regulated by STC), are those that occupy regular budgeted positions in an agency.

AJ 107A Adult Corrections Officer Core Academy**Units:** 4.0 TO 6.0 **Hours:** 3.3 TO 5.9 Lecture, 6.5 TO 7.9 Laboratory**Transferable:** CSU

This 176-248 hour variable course is designed to meet the California Corrections Standard Authority (CSA) requirements for entry-level training of Correctional Officers for adult institutions. The course includes lecture and practical application skills and knowledge including roles and responsibilities of the adult corrections officer, Title 15, Title 24, professionalism and ethics, and proper techniques to maintain the safety and security of inmates. **PREREQUISITE:** 1. Successful completion of STC approved pre-entry written and physical assessment examinations provided by the Academy. 2. Students must complete a Department of Justice background investigation and meet requirements as set forth in Government Code 1029 for qualification as a Corrections Officer. 3. Medical clearance by a licensed physician.

AJ 129P PC 832 Without Firearms**Units:** 1.0 **Hours:** 10.0 Lecture and 30.0 Laboratory**Transferable:** CSU

This class is designed for "defined" peace officers other than sworn law enforcement personnel. This course satisfies PC 832 requirements for entry level but does NOT include firearms. This course is certified by State Board of Corrections Standards of Training. The curriculum covers professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. **REQUIRED:** Title 15, Division 1, Chapter 1, Subchapter 1, Sections 100 through 358 of the California Code of Regulations states in part: Agencies eligible for participation in STC include those of any county, city and county, or city defined as: county probation departments; county or city jails designated as Types I, II, III or IV by Title 15 CCR; or, juvenile institutions that operate as a separate entity or under jurisdiction of a county probation department, as described in Section 872 and 885 of the Welfare and Institutions Code. Staff deemed eligible for inclusion in the STC Program (those regulated by STC), are those that occupy regular budgeted positions in an agency. May be repeated once for credit.

AJ 173 Fundamentals of Probation and Parole**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is designed to examine the various components in probation and parole; including probation supervision, presentence investigation reports, various jail alternative programs, the early development of probation, the study of the juvenile justice system, and the special needs of offenders. **ADVISORY:** Eligible for English 250 and English 260.

AJ 176 Criminal Street Gangs**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is designed to explore historical developments, origins, philosophy and current trends and activities in criminal street gangs within California. It will explore areas of violence, recruitment, drug use, graffiti and attire; with emphasis placed on organization within gangs and their racial backgrounds. Types of solutions within the criminal justice system used to combat street gangs is also included. **ADVISORY:** Eligible for English 250 and English 260.

AJ 179P Juvenile Counselor Core**Units:** 4.0 **Hours:** 30.0 Lecture and 14.0 Laboratory**Transferable:** CSU

The Juvenile Counselor Core Course is designed to meet the California Board of Corrections requirements, entry level. Also listed as JLE 179.

AJ 184 Computer Forensics**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Introduction to computer crime investigation processes. The student is introduced to the hardware, software, networks and devices found in typical home and business settings. Techniques and equipment used to collect evidence, ensure integrity, locate and prepare data for forensic investigation. Covers chain of custody requirements for admissible evidence, data formats for a variety of modern equipment, and recovery of deleted or encrypted information. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 184.

AJ 190 Occupational Work Experience / Administration of Justice**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

ALLIED HEALTH**Also see: Health Education****AH 3 The Person in the Life Cycle****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:E2; GAV-GE:E2, F

Interaction of social, emotional, intellectual, and physical attributes related to the development and realization of human potential across the life span. (C-ID: PSY 180) **PREREQUISITE:** Eligible for English 250 and English 260.

AH 8 General Microbiology**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIO14

An introduction to microbiology with an emphasis on bacteriology. Includes the study of morphology and physiology of microorganisms, a survey of infectious diseases, immunology and techniques for culture and control of microorganisms. This course is also listed as BIO 8. **PREREQUISITE:** Biological Science 10 or 15 with a grade of credit or C or better. **ADVISORY:** Chemistry 30A and Chemistry 30B; eligible for English 250, 260 and Mathematics 205.

AH 9 Human Physiology**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIO12

A study of the functions of the major organs and organ systems of the human body, emphasizing control at the cellular level, integration of systems and homeostasis of the human body. This course is also listed as BIO 9. **PREREQUISITE:** Biological Science 7 or 15 with a grade of credit or C or better or equivalent. **ADVISORY:** Chemistry 30A and Chemistry 30B; eligible for English 250, English 260 and Mathematics 205.

AH 11 Nutrition**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:E2; GAV-GE:E2, F; CAN:FCS2

This course is designed to meet the needs of the Allied Health student and the general education student alike. The major aim of this course is to help the student acquire relevant information about nutrition which they can use professionally and/or personally. The course will cover the practical aspects of normal nutrition, ways to promote sound eating habits throughout the life cycle, and physiological contribution nutrients make to body structure and function. This course is also listed as BIO 11. **PREREQUISITE:** Eligible for English 250 and English 260. **ADVISORY:** Chemistry 30A and Mathematics 205.

AH 15 Survey of Human Anatomy and Physiology**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3

An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as BIO 15. **ADVISORY:** Biology 10 or Biology 12 with a grade of 'C' or better. Eligible for English 250, English 260 and Mathematics 205. Course will include viewing of a cadaver.

AH 16A IV Therapy / Blood Withdrawal / A**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Theoretical application and clinical techniques required for safe administration of IV therapy and withdrawal of blood for testing. (Approved by the Board of Vocational Nursing for certification in IV Therapy and Blood Withdrawal. Approved for continuing education credit BRN #00892). Previously listed as AH 16. **COREQUISITE:** Enrollment in AH 51 or current active LVN licensure in California. \$50.00 course materials fee payable at registration.

AH 16B IV Therapy / Blood Withdrawal / B**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Theoretical application and clinical techniques required for safe administration of IV therapy and withdrawal of blood for testing. (Approved by the Board of Vocational Nursing for certification in IV Therapy and Blood Withdrawal. Approved for continuing education credit BRN #00892). Previously listed as AH 16. **COREQUISITE:** Enrollment in AH 52 or current active LVN licensure in California. \$50.00 course materials fee payable at registration.

AH 16C IV Therapy / Blood Withdrawal / C**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Theoretical application and clinical techniques required for safe administration of IV therapy and withdrawal of blood for testing. (Approved by the Board of Vocational Nursing for certification in IV Therapy and Blood Withdrawal. Approved for continuing education credit BRN #00892). Previously listed as AH 16. **COREQUISITE:** Enrollment in AH 53 or current active LVN licensure in California. \$50.00 course materials fee payable at registration.

AH 16D IV Therapy / Blood Withdrawal / D**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Theoretical application and clinical techniques required for safe administration of IV therapy and withdrawal of blood for testing. (Approved by the Board of Vocational Nursing for certification in IV Therapy and Blood Withdrawal. Approved for continuing education credit BRN #00892). Previously listed as AH 16. **COREQUISITE:** Enrollment in AH 54 or current active LVN licensure in California. \$50.00 course materials fee payable at registration.

AH 30 Standard First Aid and Cardiopulmonary Resuscitation**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU, UC; GAV-GE:E2

First aid training to prepare people to meet the needs of emergencies when medical assistance is delayed. Incorporates the techniques of cardiopulmonary resuscitation. Includes information on the care of wounds, fractures, burns, poisoning, shock, as well as elementary rescue transportation. A satisfactory grade qualifies the student for a Red Cross Standard First Aid card and the Red Cross CPR card. May be repeated three times for credit.

AH 32 Basic Cardiac Life Support**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Course designed to teach students skills in adult, child and infant cardiopulmonary resuscitation. Specifically designed for health professionals. Successful completion will result in certification by the American Heart Association or American Red Cross. This is a pass/no pass course. May be repeated three times for credit. \$12.00 course material fee. Additional \$5.00 due upon completion for certification card.

AH 51 Medical-Surgical Nursing**Units:** 11.0 **Hours:** 6.0 Lecture and 15.0 Laboratory**Transferable:** CSU

Course is designed to provide a basic introduction to patient care within the role of the nurse. Emphasizes principles and skills necessary for safe, effective care. Content includes introduction to health care, effective communication, client rights and needs, asepsis, personal care, safety, and gerontology. Related pharmacology is included. \$100 course material fee, payable at registration. **PREREQUISITE:** Admission to the nursing program. **COREQUISITE:** AH 16A.

AH 52 Medical-Surgical Nursing**Units:** 11.0 **Hours:** 6.0 Lecture and 15.0 Laboratory**Transferable:** CSU

Course is designed to provide both theoretical and clinical experience in the care of adult, medical-surgical clients. This course will further refine basic nursing skills and introduce more complicated nursing situations. Content includes pre-operative and post-operative care of the client with pain, cancer, and care of the client with disorders of musculoskeletal, integument, gastrointestinal, and respiratory systems. Related pharmacology is included. \$100 course material fee, payable at registration. **PREREQUISITE:** Completion of AH 51. **COREQUISITE:** AH 16B.

AH 53 Medical-Surgical - Maternal-Neonatal Nursing**Units:** 11.0 **Hours:** 6.0 Lecture and 15.0 Laboratory**Transferable:** CSU

Course contains two components to provide theoretical and clinical experience in medical-surgical and maternal- neonatal nursing. Content includes care of clients with disorders of the circulatory, urinary and reproductive systems, normal pregnancy and birth, common or major complications, care of the normal newborn, and neonate with special problems. Related pharmacology is included. \$100 course material fee, payable at registration. **PREREQUISITE:** Completion of AH 51 and AH 52. **COREQUISITE:** AH 16C.

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.

AH 54 Medical-Surgical / Pediatric Nursing

Units: 11.0 **Hours:** 6.0 Lecture and 15.0 Laboratory
Transferable: CSU

Course contains two components to provide theoretical and clinical experience in medical surgical and pediatric nursing. Content includes care of clients with disorders of the endocrine and neurosensory systems, mental health, emergency nursing and care of the child, including preventative measures and health teaching. A leadership component is included to prepare the student for the realistic work assignment of the nurse. \$100 course material fee, payable at registration. **PREREQUISITE:** Completion of AH 51, 52 and 53. **COREQUISITE:** AH 16D.

AH 55 Interactive and Mental Health Nursing

Units: 10.0 **Hours:** 5.5 Lecture and 13.5 Laboratory
Transferable: CSU

The dynamics of leadership and management in nursing, including concepts of basic mental health. Progresses from basic mental health knowledge and skills to the refinements involved in psychiatric nursing practice as it relates to all age groups. Incorporates nursing concepts and nursing experiences relative to human sexuality, child abuse and cultural and ethnic diversity. \$100 course material fee, payable at registration. **PREREQUISITE:** Admission to advanced standing / RN program and California IV Certification and successful completion of AH 51, 52, 53 and 54 or equivalent.

AH 56 Compensatory Nursing Practice

Units: 10.0 **Hours:** 5.5 Lecture and 13.5 Laboratory
Transferable: CSU

Concepts and principles of the nursing process applied to preventative, remedial, supportive, rehabilitative, and teaching aspects in meeting the health needs of the patient requiring compensatory nursing interventions. Incorporates nursing concepts and experiences with all age groups, including senior adults. \$100 course material fee, payable at registration. **PREREQUISITE:** Successful completion of AH 55 and an active valid, unrestricted California LVN.

AH 140 Online Health Research

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

A beginning course on how to find reliable, current health-related information, using the Internet and other electronic resources. This course is also listed as LIB 140.

AH 170 Basic Clinical Medical Assisting

Units: 6.0 **Hours:** 4.0 Lecture and 6.0 Laboratory
Transferable: CSU

Course provides a basic introduction to clinical medical assisting. Emphasizes principles, understanding of skills necessary to perform basic clinical medical assisting procedures safely and effectively. **PREREQUISITE:** Eligible for English 250, English 260 and Mathematics 205.

AH 171 Advanced Clinical Medical Assisting

Units: 6.0 **Hours:** 4.0 Lecture and 6.0 Laboratory
Transferable: CSU

Course provides instruction and clinical experience in advanced concepts of clinical medical assisting including specialty procedures and treatments. **PREREQUISITE:** AH 170 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.

AH 180 Fundamentals of Nursing--Convalescent

Units: 8.0 **Hours:** 6.0 Lecture and 7.0 Laboratory
Transferable: CSU

A course to provide a basic introduction to patient care in the convalescent setting. Emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. Includes introduction to health care, planning, safety, infection control, personal care, basic procedures, rehabilitation, nutrition and clients' rights and needs. At the completion of this course students will qualify for state certification as a nursing assistant. **PREREQUISITE:** Eligible for English 250 and English 260 and eligible for MATH 205 or MATH 430. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement. Health and fingerprint clearance required prior to clinical placement. Uniform, shoes, watch, and stethoscope required. Clinical in Morgan Hill or Hollister, as assigned.

AH 182 Home Health Care

Units: 2.0 **Hours:** 1.5 Lecture and 1.5 Laboratory
Transferable: CSU

Course is designed to prepare students to provide basic health care in the home. Includes interpretation of medical/social needs, personal care services, cleaning tasks, nutrition, and the scope of limitations of a home health aide. All students who achieve a grade of "C" or better will be eligible for a Home Health Aide certificate from the State of California. **PREREQUISITE:** California CNA certification or concurrent enrollment in AH 180 or equivalent. Equivalency determined by written and performance exams. Also, eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement.

AH 190 Occupational Work Experience / Allied Health

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

AH 191A Workplace Skills

Units: 1.0 **Hours:** 1.0 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.

AH 191B Workplace Skills

Units: 1.0 **Hours:** 1.0 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.

AH 191C Workplace Skills

Units: 1.0 **Hours:** 1.0 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.

Anatomy: see Biological Sciences**ANTHROPOLOGY****ANTH 1 Introduction to Physical Anthropology**

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:B2, IGETC:5B; GAV-GE:B2; CAN:ANTH2

Explores and analyzes human biological, social and cultural development over the last several million years. The implications of evolutionary theory for the world today are considered. Principal topics are evolutionary theory, Mendelian and molecular genetics, the fossil record, primatology, the nature of human diversity, biocultural analysis of malnutrition, and the question of continuing evolution. **ADVISORY:** English 250, English 260 and Mathematics 205.

ANTH 2 Introduction to Archaeology

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:D1, IGETC:4A; GAV-GE:D2

The study of the human past through material culture remains. Artifacts, sites, settlements and landscapes will be studied to help reveal how people lived, how they saw themselves and their world, what the environment was like and how these factors interrelated and changed through time. Explores and analyzes the development of the concepts and methods of anthropological archaeology. Surveys selected prehistoric cultures. Training in archaeological methods, site recognition, recording and preservation, and cultural resource management. **ADVISORY:** Recommended English 250 and English 260.

ANTH 3 Introduction to Cultural Anthropology**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D1, IGETC:4A; GAV-GE:D2, F; CAN:ANTH4

The comparative study of human societies and cultures. Emphasis is placed on the analysis of small scale non-western societies. Specific topics include: the relationship between culture and power; ideas of progress and the nation-state; immigration, kinship, and identity; race and gender; inequality and structural violence; and cross-cultural analysis of religious, political and economic institutions. This course interrogates the relevance of anthropology for understanding the processes of development and globalization. Exploration of the above through ethno- graphic readings, class discussions, films, short papers and a final research paper based on original fieldwork in a local community. **ADVISORY:** Eligible for English 250 and English 260.

ANTH 5 Magic / Witchcraft and Religion**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D1, IGETC:4A; GAV-GE:D2, F

Explores and analyzes, from a cross-cultural and comparative perspective, religious traditions in diverse cultural contexts with particular focus on the effects of globalization on religious beliefs and practices. Cross- cultural analysis of the concepts of magic, witchcraft, and religion. Examination of connections among the concepts of race, nation, and religion. Exploration of the above through ethnographic readings, class discussions, films, short papers, and a final research paper based on original fieldwork in a local religious or spiritual community. **PREREQUISITE:** Eligible for English 1A.

ANTH 6 Culture and Politics of Africa**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D7, IGETC:4G; GAV-GE:D2, F

Historical and contemporary cultural diversity of Africa emphasizing its social, political and economic structures and symbolic systems. Themes include: colonialism, politics, ethnic identity, religion, gender, race social movements, environment and performance. Examines processes of development and globalization. Case studies of particular societies, chosen to reveal variety, are examined comparatively. **ADVISORY:** Eligible for English 1A.

ART**ART 1A Art History****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F; CAN:ART2, ART SEQ A

A critical survey of the influences and development of painting, architecture, sculpture, and minor arts from pre-history to the Byzantine/Romanesque eras, including the art of primitive people. (C-ID: ARTH 110) **ADVISORY:** Eligible for English 250 and English 260.

ART 1B Art History**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1; CAN:ART4, ART SEQ A

The history of western painting, sculpture, architecture and minor arts from the Romanesque, the Gothic and Renaissance eras to the present. **ADVISORY:** Eligible for English 250 and English 260.

ART 2A Two-Dimensional Design**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU, UC; CSU-GE:C1; GAV-GE:C1; CAN:ART14

An introduction to the basic elements and principles of two-dimensional design. Lettering and graphics applications of design are included. Traditional and experimental materials and techniques are applied to a variety of individual projects and exercises. (C-ID: ARTS 100)

ART 3A Drawing and Composition**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU, UC; CSU-GE:C1; GAV-GE:C1; CAN:ART8

A course that can teach you how to draw. Students learn basic drawing skills through the exploration of a variety of drawing materials such as pencil, inks, charcoal and pastels; processes include doodling, gesture and schematic drawing. (C-ID: ARTS 110)

ART 3B Drawing and Composition**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Drawing in pencil, ink, pastels and variety of experimental materials and processes. Cultural awareness and historical foundations are integrated with classroom explorations of expressive drawing. Students develop a variety of drawing approaches and a greater understanding of personal expression. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Art 2A or 3A.

ART 6 Art Appreciation**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F

An illustrated lecture course that surveys and introduces the visual arts from historical to contemporary times, and teaches students the basic concepts of seeing and appreciating art. **ADVISORY:** English 250 and English 260.

ART 7A Beginning Ceramics**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU; GAV-GE:F

This course is intended for students who have little or no experience in the field of ceramics. The curriculum introduces basic skills in a well-rounded approach. Forming techniques include pinch, coil and slab hand building along with beginning wheel work. Slips, underglazes, stains, and glazing will be introduced as surface treatments. Safe studio protocols will be taught and followed. Use of the internet and library resources are required. Portfolio development and personal assessment are introduced.

ART 8A Beginning Photography from Analog to Digital**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU, UC; CSU-GE:C1; GAV-GE:C1; CAN:ART18

A beginning photography course focused on the technical and historical aspects of photography from analog to digital. This course includes the development of personal artistic expression and visual perception through the use of various photographic medium. The course will include lectures and discussions about composition and content, analog and digital camera use, lighting and exposure, various photographic processes, and photographic presentation techniques. Alternative methods, mixed media and experimental forms of photography will also be discussed. Students will be required to provide their own camera, and film.

ART 10A Cultural History of Ceramics**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU, UC; CSU-GE:C1; GAV-GE:C1, F; CAN:ART6

An introduction to the historical developments and cultural influences of ceramic art. Development of a personal expression is realized through the combination of historical elements, observation and actual creations in clay.

ART 10B Ceramics**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Emphasis on development of wheel throwing and advanced ceramic techniques. Glaze testing, clay body development, kiln stacking and firing are introduced. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Art 10A

ART 11 Creativity / Imagination and Innovation**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; CSU-GE:C2; GAV-GE:C2, F

This course is designed to explore the variety of ways in which humans demonstrate their creative, imaginative and innovative abilities. This course will examine the creative process, visual literacy, the development of creative and imaginative performance and theories pertaining to insight, inspiration, intuition, originality and genius. This class draws on materials from a variety of sources including, biographies, intellectual histories, psychological studies, and educational research. Studies will include ideas and beliefs about creativity from a diverse range of disciplines and cultures. Students will be encouraged to explore and express their own creativity. **ADVISORY:** English 250 and English 260.

ART 12A Sculpture

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1; CAN:ART12

An introduction to expressive and technical sculptural processes of selected media such as clay, plaster and wood. This course has the option of a letter grade or pass no pass.

ART 12B Sculpture

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

Continued sculptural development of form and technique using a variety of selected media such as welded and cast metal, ceramics and wood. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 12A

ART 13 Three-Dimensional Design

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1

A fundamental course focused on the conceptual, technical and historical aspects of three dimensional design and related fields such as: sculpture, architecture and industrial design. Development of personal artistic expression and visual perception through the use of various media such as plaster, paper, wood, clay, metal, etc. Introduction to the design elements and principles as they relate to space and form in visual art and design will be studied. ADVISORY: English 250 and English 260.

ART 14A Introduction to Murals

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1, F

Studio practice in the design, methods and materials of mural painting through the production of individual and collaborative murals. The course will also provide a historical survey of mural painting, from pre-historic cave painting to contemporary urban murals, with particular focus on the muralists of Mexico. This course has the option of a letter grade or pass/no pass. This course was previously listed as ART 14.

ART 14B Murals: Organization and Planning

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU

This course is intended for students that have completed ART 14, Introduction to Murals. The course builds on the skills and knowledge learned in that course in teaching students how to create and organize a community-based mural project. New elements learned in this course are: creating Memorandum of Understanding (MOU), building a mural project budget that includes supplies, director stipends, mural maintenance and conceptual design fees. Students will also learn how to facilitate small-group mural workshops within a community. PREREQUISITE: ART 14

ART 14C Murals: Direction and Facilitation

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU

This course is intended for students that have completed ART 14B, Murals: Organization and Planning. The course builds on the skills and knowledge learned in that course in teaching students how to direct and facilitate a community-based mural project. New elements learned in this course are: creating a timeline for mural projects, working directly with a community to create a mural, organizing and facilitating mural workshops for the community, organizing and facilitating a mural unveiling for a community and applying a protective surface for the mural created. PREREQUISITE: ART 14B

ART 15A Beginning Painting: Form and Composition

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

This is an introductory painting course. Students will study traditional, contemporary and experimental painting techniques using acrylics and/or oils as the primary media. Emphasis will be placed on foundational concepts and approaches including color, form and composition. This course has the option of a letter grade or pass/no pass. (C-ID: ARTS 210) ADVISORY: Art 2A or 3A, or portfolio review of student's work.

ART 15B Beginning Painting: Imagination and Expression

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

This is an introductory painting course. Students will study traditional, contemporary and experimental painting techniques and media. Social, cultural and historical awareness are integrated with classroom explorations of expressive painting. Students develop a variety of painting approaches and a greater understanding of personal expression. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 2A or Art 3A or Portfolio Review

ART 21 Ancient Americas: A History through Art

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C2, F

A critical survey of history through the arts of pre-Columbian natives of North, Central and South America. The course will cover major societies and events from the appearance of major civilizations through the initial colonization efforts of European nations. Due to the distinct history of the Americas, this course uses the arts - architecture, sculpture, ceramics and painting, among others - of ancient societies as a primary source material. This course has the option of a letter grade or pass/no pass. This course is also listed as HIST 21. ADVISORY: Eligible for English 250.

ART 25A Art Methods

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU; CSU-GE:C1; GAV-GE:C1

Art methods and learning theory for those planning to work with preschool, elementary and secondary school students. Includes art therapy as well as gifted and special learner projects. Two dimensional work in printing, drawing, collage. Also listed as CD 25A.

ART 25B Art Methods

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU; GAV-GE:C1

Art methods, creativity and learning theory for those planning to work with preschool, elementary, and secondary school students. Includes art therapy as well as gifted and special learner projects. Three dimensional work in sculpture, bas relief, mobiles, paper mache', plaster, and various 3-D materials. Also listed as CD 25B.

ART 34A Life Drawing

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1; CAN:ART24

Fundamentals of anatomy and representation of the human figure. Drawing from life. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 3A or review of student's portfolio.

ART 34B Life Drawing

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

Further studies of the fundamentals of anatomy and representation of the human figure. Emphasis is placed on personal expression; abstract and experimental processes. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 34A or review of student's portfolio.

ART 40 Art Gallery Assistance

Units: 1.0 **Hours:** 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Individualized course in art gallery exhibition techniques and procedures. Students assist in design, installation, publicity, cataloguing and removal of exhibitions in the college gallery.

ART 79 Portfolio Development for Studio Art Majors

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU; GAV-GE:C1

This Portfolio Development course is intended for Studio Art majors. Focus will be placed on the planning and production of personal portfolios and self-promotion materials including cover letters and resumes. Particular emphasis will be placed on self-promotion for jobs, self-employment, or advanced education in the Studio Art field. Students will leave the class with one or more portfolios representing their work. This course has the option of a letter grade or pass/no pass. No college credit for those who have passed DM 79 or CSIS 79.

ART 98 Special Topics

Units: .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture
Transferable: CSU; GAV-GE:C1

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topic content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. This course may have the option of a letter grade or pass/no pass.

ART 190 Occupational Work Experience / Commercial Art

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU; GAV-GE:C1

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

Athletics: see Kinesiology

ASTRONOMY**ASTR 1 Introduction to General Astronomy**

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:B1, IGETC:5A; GAV-GE:B1

An introduction to the realm of astronomy and space science. Topics to be covered include the historical development of astronomy, the physics of gravitation and radiation, the solar system, stellar astronomy, galactic and extragalactic astronomy, and cosmology. **ADVISORY:** Mathematics 205 and eligible for English 250 and English 260.

AVIATION FLIGHT TECHNOLOGY**AFT 134 Aviation Flight Technology**

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This course includes all aerodynamics, navigation, regulations, airport and airspace requirements, meteorology, and emergency procedures necessary to qualify for a private pilot certificate. **ADVISORY:** Completion of English 250 and English 260.

AVIATION MAINTENANCE TECHNOLOGY**AMT 100 General Aircraft Technology**

Units: 7.5 **Hours:** 5.0 Lecture and 7.5 Laboratory
Transferable: CSU

This course will provide the student with a thorough understanding of the use of basic hand tools and measuring devices, aircraft hardware, materials, and processes, mathematics and physical science for aircraft, aircraft weight and balance, aircraft drawing and blueprint reading. Both theory and practical application to aircraft systems is taught. **ADVISORY:** Mathematics 205

AMT 101 General Aircraft Technology

Units: 7.5 **Hours:** 5.0 Lecture and 7.5 Laboratory
Transferable: CSU

This course will provide the student with a thorough understanding of the use of maintenance publications, maintenance forms and records with emphasis on A & P Mechanic Privileges and Limitations. Basic electricity for aircraft from Ohm's Law through transistor theory will be taught as well as ground operation and servicing of aircraft. **ADVISORY:** Mathematics 205 Basic hand tools required. Details at the first class meeting.

AMT 110 Airframe Maintenance Technology

Units: 13.5 **Hours:** 9.0 Lecture and 13.5 Laboratory
Transferable: CSU

Study of aircraft aerodynamics, rigging and assembly, aircraft sheet metal structures and welding technology. Also the study of cabin atmosphere systems, fuel systems, and line maintenance, level information on aircraft instruments. Each of these areas will be accompanied with appropriate laboratory time. Basic hand tools required. Details at the first class meeting.

AMT 111 Airframe Structures

Units: 13.5 **Hours:** 9.0 Lecture and 13.5 Laboratory
Transferable: CSU

This course will cover aircraft wood, fabric covering, test and repair, aircraft inspection, painting techniques and procedures. Also the study of basic hydraulic systems of anti-skid systems, pneumatic, fixed landing and retractable landing gear systems. Basic aircraft systems familiarization along with advanced laboratory projects from topics covered in AMT 110 are a part of this course. Basic hand tools required. Details at the first meeting.

AMT 120 Aviation Powerplant Technology

Units: 14.0 **Hours:** 9.0 Lecture and 15.0 Laboratory
Transferable: CSU

This course is part of the curriculum required by the Federal Aviation Administration to obtain certification as an aircraft powerplant maintenance technician. This certificate allows the rated technician to perform maintenance, preventive maintenance repairs and alterations to USA FAA certificated aircraft powerplants. This Section covers the theory and practical application of operation, overhaul practices, inspection, installation, testing and troubleshooting techniques covering the subject areas of reciprocating and turbine engines, ignition, induction, supercharging, cooling and exhaust systems. **ADVISORY:** Successful completion of AMT 101 and AMT 111. Basic hand tools required. Details at the first class meeting.

AMT 121 Aviation Powerplant Systems Technology

Units: 14.0 **Hours:** 9.0 Lecture and 15.0 Laboratory
Transferable: CSU

The theory of operation, maintenance, repair, and trouble-shooting procedures of powerplant systems and their relationship to the total powerplant package. To include lubrication, electrical, instrument, fuel metering, fire protection, starting, control systems, and the aerodynamics, theory and maintenance of propellers and their control systems. **ADVISORY:** Successful completion of AMT 120. Basic hand tools required. Details at the first class meeting.

AMT 190 Occupational Work Experience / Aviation

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

Beauty School: see Cosmetology

BIOLOGICAL SCIENCE**BIO 1 Cell and Molecular Biology**

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory

Transferable: CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIOL2, BIOL SEQ A A general biology course with an emphasis on the structure and function of cells, biological molecules, homeostasis, cell respiration, photosynthesis, cell life cycle and its controls, cellular communication, Mendelian and non- classical genetics, evolution and diversity of life. The philosophy of science, methods of scientific inquiry and experimental design are foundational to the course. The course is required for students majoring in biology and/or its subcategories (e.g., plant or animal sciences). **PREREQUISITE:** Biological 10 or Biology 12 or Environmental Science 1 with a grade of 'C' or better and Mathematics 233 with a grade of 'C' or better. **ADVISORY:** Chemistry 30A; eligible for English 250 and English 260.

BIO 4 General Zoology**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIOL4, BIOL SEQ A
The classification, ecology, evolution and systems analysis of biological functions in major taxonomic groups of animals from Protists through to Chordata. **PREREQUISITE:** Mathematics 233 with a grade of 'C' or better. **ADVISORY:** Eligible for English 250 and English 260.**BIO 5 General Botany****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIOL6, BIOL SEQ A
This course is designed for students majoring in botany and/or its related disciplines. The course includes the study of the ecology, evolution, anatomy, physiology and systematics of plants as well as the use of plants in biotechnology and agriculture. **PREREQUISITE:** Mathematics 233 with a grade of 'C' or better. **ADVISORY:** Biological Science 10, eligible for English 250 and English 260.**BIO 7 Human Anatomy****Units:** 4.0 **Hours:** 2.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIOL10, BIOL SEQ B
A functional approach to the gross and microscopic structure of the major systems of the human body. Includes dissection in lab. A cadaver is observed in this course. **PREREQUISITE:** Biological Science 10 or Biology 15 or Biology 12 with a grade of credit or C or better. **ADVISORY:** Eligible for English 250, English 260 and Mathematics 205.**BIO 8 General Microbiology****Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIOL14
An introduction to microbiology with an emphasis on bacteriology. Includes the study of morphology, physiology and classification of microorganisms, a survey of infectious disease, immunology and techniques for culture and control of microorganisms. This course is also listed as Allied Health 8. **PREREQUISITE:** Biological Science 10 or 15 with a grade of credit or C or better. **ADVISORY:** Chemistry 30A and Chemistry 30B; Eligible for English 250, English 260 and Mathematics 205.**BIO 9 Human Physiology****Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIOL12, BIOL SEQ B
A study of the functions of the major organs and organ systems of the human body, emphasizing control at the cellular level, integration of systems and homeostasis of the human body. This course is also listed as Allied Health 9. **PREREQUISITE:** Biological Science 7 or 15 with a grade of credit or C or better. **ADVISORY:** Chemistry 30A and Chemistry 30B; eligible for English 250, English 260 and Mathematics 205.**BIO 10 Principles of Biology****Units:** 4.0 **Hours:** 3.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3
An introductory biology course covering functions at the cellular and organismal levels. Includes study of the basic principles of metabolism, heredity, evolution and ecology. Primarily for non-biological science majors. **ADVISORY:** Eligible for English 250, English 260 and Mathematics 205.**BIO 11 Nutrition****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:E2; GAV-GE:E2, F; CAN:FCS2This course is designed to meet the needs of the Allied Health student and the general education student alike. The major aim of this course is to help the student acquire relevant information about nutrition which they can use professionally and/or personally. The course will cover the practical aspects of normal nutrition, ways to promote sound eating habits throughout the life cycle, and physiological contribution nutrients make to body structure and function. This course is also listed as Allied Health 11. **PREREQUISITE:** Eligible for English 250 and English 260 **ADVISORY:** Chemistry 30A and Mathematics 205**BIO 12 Introduction to Human Biology****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3

This course will provide an introduction to human biology for non-science majors to meet general education laboratory science requirements. It will cover the biologic principles of basic body structure and function including all systems of the body, genetic diseases, and biotechnology. This course satisfies the same general education life science requirements as Biology 10 and Ecology 1.

BIO 13 Marine Biology**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3

The course provides a comprehensive overview of marine ecosystems, emphasizing the diversity of life inhabiting them. The physical, chemical and ecological features of the marine environment are reviewed and the evolutionary adaptations that allowed marine organisms to survive are emphasized. Although the overall focus will include ecosystems found in both tropical, subtropical, temperate and arctic regions, many of the practical examples will be drawn from the rich ecosystems of the central California coast and labs will provide hands-on experience of the diversity of life forms found in this area. Practical exercises will include viewing of specimen in the laboratory, short documentaries followed by discussion and field trips to coastal locations within the Monterey Bay and vicinity to view and explore specific ecosystems such as kelp forests, the intertidal, and estuarine areas, as well as learn about local marine species such as birds and mammals.

BIO 15 Survey of Human Anatomy and Physiology**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as Allied Health 15. **ADVISORY:** Biology 10 or Biology 12 with a grade of 'C' or better. Eligible for English 250, English 260 and Mathematics 205. Course will include the viewing of a cadaver.**BIO 21 Field Ecology****Units:** 1.0 TO 4.0 **Hours:** 1.0 TO 4.0 Lecture**Transferable:** CSUIntroduces concepts in ecology, plant and animal identification, natural history, and habitat assessment in a field setting. The class will have a two hour preliminary meeting to prepare for two successive meetings to local habitats. Camping is not required. Outings will be rescheduled in the case of inclement weather. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and Math 205.**BIOTECHNOLOGY****BIOT 103 Biotechnology Lab Skills and Instrumentation****Units:** 4.0 **Hours:** 2.0 Lecture and 6.0 Laboratory**Transferable:** CSUIntroduction to biotechnology laboratory skills. Techniques will include DNA isolation, DNA fingerprinting, cloning, restriction mapping, and Southern blotting. Includes the use and care of instruments such as centrifuges, mechanical and micropipettes, and electronic balances. Will also include keeping of a notebook, report writing, and calculations. **ADVISORY:** Eligible for English 250. **PREREQUISITE:** Completion of BIO 1 with a grade of C or better; may be taken concurrently.**BIOT 104 Seminar in Biotechnology****Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

This course will survey careers in biotechnology and ethical issues in biotechnology.

Business Accounting: see Accounting

BUSINESS OFFICE TECHNOLOGY

BOT 100 Business Correspondence

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; GAV-GE:F

Using word processing software, students will plan, compose, and revise a variety of business documents including letters, emails, reports, and memos. Messages will be analyzed to develop correspondence that is appropriate to the target audience and that is effective and professional. Using presentation graphics software, students will prepare professional level oral reports for a variety of business situations. This course has the option of a letter grade or pass/no pass. Also listed as BUS 100. **ADVISORY:** CSIS 122, CSIS 126 or equivalent. **PREREQUISITE:** ENGL 1A

BOT 112 Business Computations with Machines

Units: .5 **Hours:** 1.5 Laboratory
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. **ADVISORY:** Eligible for Mathematics 402.

BOT 180 Medical Terminology for the Office

Units: 3.0 **Hours:** 3.0 Lecture
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. **ADVISORY:** Eligible for English 250 and English 260.

BOT 181 Medical Billing

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

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:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU

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. **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.

BOT 183 Medical Coding

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
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. **ADVISORY:** BOT 180.

BOT 190 Occupational Work Experience / Business Office Technology

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

BOT 191A Workplace Skills

Units: 1.0 **Hours:** 1.0 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: 1.0 **Hours:** 1.0 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: 1.0 **Hours:** 1.0 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.

BUSINESS, GENERAL

BUS 1 Fundamentals of Business

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; GAV-GE:D2, F

A survey in business providing a multidisciplinary examination of how culture, society, the economic system, the legal environment, international and political issues, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and abroad. Demonstrate how these influences impact the primary areas of business including: organizational structure and design, leadership, human resources management, organized labor practices; marketing; organized communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities markets; and therefore affect a business's ability to achieve its organizational goals. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 1. (C-ID: BUS 110) **ADVISORY:** Eligible for English 250 and English 260.

BUS 11 Statistics for Business and Economics

Units: 4.0 **Hours:** 4.0 Lecture
Transferable: CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Statistical methods for business/economics analysis; descriptive statistics, inference, correlation and regression, probability, time series analysis. This course has the option of a letter grade or pass/no pass. This course is also listed as ECON 11. Previously listed as GBUS 11. **PREREQUISITE:** Mathematics 233.

BUS 14 Personal Finance

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, insurance, investments, retirement, and estate planning will be examined. This course is also listed as ECON 14. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 14. **ADVISORY:** Math 400

BUS 80 Business Law

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CAN:BUS12

Introduction to the law applicable to business institutions and their operations; social forces and their effect upon the development of law; sources of law, agencies for enforcement, and court procedure and administration agencies. Substantive law, that law which includes rights and duties, will include contracts, agency employment relationships, torts and crimes. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 80. **ADVISORY:** Eligible for English 250 and English 260.

BUS 100 Business Correspondence**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:F

Using word processing software, students will plan, compose, and revise a variety of business documents including letters, emails, reports, and memos. Messages will be analyzed to develop correspondence that is appropriate to the target audience and that is effective and professional. Using presentation graphics software, students will prepare professional level oral reports for a variety of business situations. This course has the option of a letter grade or pass/no pass. Also listed as BOT 100. **ADVISORY:** CSIS 122, CSIS 126 or equivalent. **PREREQUISITE:** ENGL 1A

BUS 102 Business Mathematics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Basic concepts of business mathematics with emphasis on problem solving. Covers arithmetic fundamentals, business applications, percentages, merchandising, accounting, and measuring business performance and success. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 102. **ADVISORY:** Eligible for Mathematics 402 and English 260.

BUS 190 Occupational Work Experience / General Business**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

CARPENTRY**CARP 200 Introduction to Apprenticeship****Units:** 1.5 **Hours:** 22.0 Lecture and 14.0 Laboratory**Transferable:** No

Introduction to Apprenticeship is designed to make the apprentice familiar with the tools and skills to be successful in construction. This includes hazard awareness, safe use of selected power tools, review of mathematics used in construction and understanding the Union and apprentice's role and responsibilities.

CARP 201 Worker Safety and Tool Skills**Units:** 1.5 **Hours:** 18.0 Lecture and 18.0 Laboratory**Transferable:** No

This course will examine possible hazards of the construction site and the methods used to protect the worker from those hazards. Students will become familiar with California workplace safety regulations designed to protect the worker from the hazards of employment. And students will gain the experience necessary to safely use a selected group of power tools.

CARP 202 The Apprentice Carpenter and the Trade**Units:** 2.0 **Hours:** 36.0 Lecture**Transferable:** No

This course covers the history of carpenter apprenticeship and the trade. Topics include wages and benefits, worker's compensation, job placement, collective bargaining, working conditions, and labor-management relations as they pertain to unions, contractors, and cooperatives.

CARP 203 Construction Math and Introduction to Working Drawings**Units:** 2.0 **Hours:** 30.0 Lecture and 6.0 Laboratory**Transferable:** No

This course covers mathematics applications to the construction trade with specific focus on mathematical processes in carpentry. Topics include an introduction to elements of working drawings used in the construction process.

CARP 204 Foundations and Floors**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers layout, forming, and framing of foundations, joist and sub-flooring construction.

CARP 205 Residential Blueprint Reading**Units:** 2.5 **Hours:** 30.0 Lecture and 6.0 Laboratory**Transferable:** No

This course is an introduction to residential blueprints. Topics include conventions, lines, symbols, measurements, and specifications used for residential construction.

CARP 206 Structural Framing**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers basic framing systems and layout of walls, ceilings and stairwells.

CARP 207 Form Detailing, Construction and Erection**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers planning and building of form work, construction and erection of various concrete forms, and construction materials and methods.

CARP 208 Exterior Finish**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers exterior design, materials, and methods of application and finishes in building construction. Students will complete the tasks required in planning and installing exterior finish and trim materials in a safe and efficient manner.

CARP 209 Blueprint Reading - Commercial and Industrial**Units:** 2.0 **Hours:** 30.0 Lecture and 6.0 Laboratory**Transferable:** No

This course is an introduction to commercial and industrial blueprints. Topics include conventions, lines, symbols, measurements, and specifications used for commercial and industrial construction. Complete construction material take-off calculations commonly used on the job.

CARP 210 Concrete - Precast & Prestressed**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers concrete components and the effect of component proportions on the workability and strength of concrete. The type of cement and admixtures to use in a given situation are discussed. Detail and build tilt-up panel forms. Construct a bridge deck and the forms for a box beam girder.

CARP 211 Interior Finish**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers interior designs, materials, and methods of application in building construction. Students will complete the tasks required in planning and installing interior materials in a safe and efficient manner.

CARP 212 Level and Layout Instruments**Units:** 1.0 **Hours:** 24.0 Lecture and 12.0 Laboratory**Transferable:** No

This course covers use of leveling devices. It includes reading and interpreting an engineer's rod, horizontal and vertical setting circles, and vernier scale. Additional topics include construction layout of horizontal and vertical angles.

CARP 213 Engineered Structural Systems**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers the design of heavy timber construction, lamination, dams, bridges and trusses. Construct, in proper sequence, a panel roof system having hinge connectors, steel caps, beam seats, and sawn lumber roof members. Construct a truss roof system. Tie the basic knots used in rigging. Direct a crane using university recognized hand signals.

CARP 214 Interior Systems**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course is a comprehensive study of materials, work processes and the proper use of tools necessary to install layout and material application for metal framing, drywall, suspended ceilings, metal frames and doors, door hardware, and access floors.

CARP 215 Stair Building**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers types, designs, nomenclature and Uniform Building Codes requirements for building stairs. Topics include mathematical calculations and layout procedures, constructing stairs, landings, newels and handrails.

CARP 216 Roof Framing**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers roof framing, layout and construction. Topics include planning and building several styles of roofs using accepted terminology, technical information, construction materials and methods, and meeting accepted industry standards.

CARP 217 Introduction to Welding and Cutting**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers welding methods, brazing, flame cutting, and shielded arc welding. Topics include thermo forming and thermo setting plastics applicable to the building construction industry. Perform basic welding tasks in a safe manner.

CARP 290 Occupational Work Experience / Carpenter**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** No

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

Ceramics: see Art

CHEMISTRY

CHEM 1A General Chemistry**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:CHEM2, 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. (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, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:CHEM4, 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. (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, UC; CSU-GE:B1, B3, IGETC:5A, 5C; 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. (C-ID: CHEM 150) **PREREQUISITE:** Chemistry 1B

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

CHEM 30A Elementary Chemistry**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:CHEM6, 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 introduction to organic chemistry. **ADVISORY:** Mathematics 205; eligible for English 250 and English 260.

CHEM 30B Elementary Organic and Biochemistry**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:CHEM8, 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. **PREREQUISITE:** Chemistry 30A with a grade of C or better.

CHILD DEVELOPMENT

CD 1 Principles and Philosophies of Early Childhood Education**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

An overview of the developing child, current theories and research within the context of family, school, and community, and an historical perspective on the development of early childhood education. The processes of socialization and identity development will be highlighted showing the importance of respectful, reciprocal relationships that support and empower families. 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, UC; CSU-GE:D9, E, IGETC:4; GAV-GE:D2, 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. 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, UC; CSU-GE:D9, E, IGETC:4; GAV-GE:D2, 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. ADVISORY: Eligible for English 1A; transfer students consult with advisor.

CD 4 Observing and Assessing Children**Units:** 3.0 **Hours:** 3.0 Lecture**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. (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**Transferable:** CSU

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**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 or 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; CSU-GE:D7; GAV-GE:D2, 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:** CSU, UC; 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:** CSU

The key components that promote prospective teachers how a child learns to read and write successfully in school. Specific techniques will be taught. Students will be expected to work 20 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 9 Child Health / Nutrition and Safety**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

The key components that promote physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Introductions to the laws, regulations standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. Focus on integrating the concepts into curriculum planning and program development for all children. Poison prevention, fire and earthquake safety and emergency preparedness is covered. This course may be taken for a letter grade or pass/no pass. (C-ID: ECE 220) ADVISORY: Eligible for English 250 and English 260.

CD 10 Children with Special Needs**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

An introductory course in special education, which includes a survey of special needs such as learning disabilities, emotional disturbances, developmental delays, physical limitations, cognitive differences, and giftedness. Students will study the history of special education and legislation in the USA, ethical assessment and family-based intervention techniques, diversity and family issues, advocacy for special needs children, and the use of technology in special education environments. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260. Completion of CD 2.

CD 11A Administration of Programs for Young Children**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:F

The principles and practices of the organization and administration of facilities for preschool aged children. Areas covered include organizational structure, budgeting, personnel policies and practices, records, statistics, reporting, relationship with community resources, regulatory agencies, and parents. ADVISORY: Child Development 1 and 2.

CD 11B Administration of Publicly Funded Child Care Programs**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:F

This course is designed to meet the State Department of Education requirements for directors of publicly funded child development programs, and the Supervisory Child Development Permit. Topics covered include development of personnel policies that reflect the philosophy and goals and objectives of the program, development of a staff development plan, classroom management and record keeping, assessment and curriculum planning, and parent involvement/education. Financial record keeping will be discussed from the perspective of the granting agency. ADVISORY: Completion of 12 units in Child Development or working in an administrative capacity in a children's program.

CD 11C Supervision of Adults: The Mentor Teacher

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

A study of the methods and principles of supervising adults in early childhood settings. Emphasis is on the role of the experienced classroom teacher who functions as a "mentor/supervisor" to teachers, aides, and other adults. This course meets the requirements for the State Child Development Permit Matrix: "2 unit adult supervision class" and the Mentor Teacher Program. Lectures, discussions, in class and out of class activities, role-play simulations, readings, individual and group assignments as well as videos and guest presenters will be used. **ADVISORY:** Prefer that students meet the requirements for the State Child Development Teacher Permit or completion of a college-level course of study in child development or early childhood education, or equivalent, or permission of instructor.

CD 12 Computer Education for Teachers

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

The history, uses and development of computers in education. Basic computer skills and terminology will be taught in the context of teacher education. Students who successfully complete this course will understand general and specific skills and knowledge required to meet the Technology Standard for Multiple and Single Subject Credential Candidates. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 9. **ADVISORY:** CSIS 122 Computer Keyboarding, or equivalent; English 250 with a grade of C or better.

CD 13 Infant and Toddler Development and Care

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Students will study the developmental stages of growth specific to infants and toddlers and learn how to foster positive techniques for nurturing infants and toddlers in group settings. Students will study the RIE philosophy and learn how to observe children in child care and home day care settings. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260. Child Development 2.

CD 14A Working with School Age Children

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Students will learn the developmental characteristics of school aged children, issues relating to before and after school programs for children from kindergarten to grade eight, and specific details of administering and leading such a program. Other topics include recreation versus academic enrichment, staffing requirements, age groupings, program content, and community resources. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and 260. Child Development 3.

CD 14B Behavior Management & Guidance of School Age Children

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

The nature of children's development stages causes school age children to act in different ways at different ages. This course helps students understand the relationship of development, environment, culture and social circumstances to children's behavior. An overview of guidance theories offers strategies to reinforce positive behaviors, encourage communication & cooperation, and establish age-appropriate and consistent limits in a variety of circumstances. This course has the option of a letter grade or pass/no pass. **ADVISORY:** English 250, English 260, and CD 3

CD 15 Music and Movement for Children

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

An introduction to music and movement curriculum within the social, cultural, and developmental context of young children from diverse backgrounds. Students will have opportunities to use equipment, materials and resources in music and movement to develop appropriate curriculum and learning experiences integrating math, early literacy, and cultural concepts. **ADVISORY:** Eligible for English 250 and English 260.

CD 16 Exploring Mathematics with Children

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

Introduces the excitement and extensiveness of math experiences for children and presents an organized, sequential approach for developing a math curriculum. Students develop a folder of math activities for children aged 2-8. **ADVISORY:** Eligible for English 250 and English 260.

CD 17 Exploring Science with Children

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

Learn to teach a coordinated science curriculum covering life, natural and physical science concepts familiar and interesting to children age 2-8. Using easily found or low-cost materials and the Socratic method of questioning are primary strategies for developing reasoning skills and science concepts in children. **ADVISORY:** Eligible for English 250 or 260.

CD 18 The Outdoor Classroom

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

In light of the evidence linking the lack of nature in children's lives to the rise in obesity, attention disorders, and depression, this course will teach participants how to create developmentally appropriate outdoor play and nature learning experiences for children from birth to age eight, ensure that outdoor environments are accessible and safe, and methodically observe and assess children's outdoor play. **ADVISORY:** Eligible for English 250 and 260.

CD 19 Introduction to Careers with Children

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

An overview of Department of Social Services and Department of Education regulations regarding early childhood professionals in California. Self-assessment techniques with emphasis on building relationships with children, families and colleagues. National standards, Code of Ethics, Public Policy and CA Early Childhood Foundations will be discussed as essential ingredients for effective early childhood programs. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

CD 20 Children's Language and Literature

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

A developmental view of children's language and literacy learning in a framework of children's literature. Students will be presented with steps in children's literacy learning in order to help them organize classrooms and plan activities to support the growth of writing and reading. Students will study historical trends in children's literature and participate in practical experiences and activities that use a wide range of techniques and materials for advancing language comprehension and usage. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

CD 25A Art Methods

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU; CSU-GE:C1; GAV-GE:C1

Art methods and learning theory for those planning to work with preschool, elementary and secondary students. Includes art therapy as well as gifted and special learner projects. Two dimensional work in printing, painting, drawing, collage. Also listed as ART 25A.

CD 25B Art Methods

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU; GAV-GE:C1

Art methods, creativity and learning theory for those planning to work with preschool, elementary, and secondary school students. Includes art therapy as well as gifted and special learner projects. Three dimensional work in sculpture, bas relief, mobiles, paper mache, plaster, and various 3-D materials. Also listed as ART 25B.

CD 28A Child Development and Guidance for Family Child Care

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

An overview of the development of young children from pre-birth through age twelve, primarily designed for the family child care provider or foster parent. Students will be exposed to appropriate expectations and developmentally appropriate learning experiences for each stage of development. Six 3-hour sessions, or may be taught on three Saturdays. This course has the option of a letter grade or pass/no pass.

CD 28B Developing Learning Activities for Family Child Care

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

A practical curriculum development course for child care providers. Includes a brief overview of children's learning processes and practical activities. Students will study appropriate curriculum for infants, toddlers, preschool, and school-age children in all areas of development. Students will learn how to set up a family child care environment. This course has the option of a letter grade or pass/no pass.

CD 28C Administering A Family Child Care Home

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

Learning to establish and enforce contracts and policies, marketing your business, being professional in a caring profession, child abuse reporting requirements, licensing regulations, and the basics of record keeping techniques for family child care. Six 3-hour sessions, or may be taught on three Saturdays. This course has the option of a letter grade or pass/no pass.

CD 30A Practicum I - Early Childhood Field Experience

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Designing, developing and implementing contemporary curriculum and instructional methods for early childhood education. ADVISORY: English 1A. PREREQUISITE: Completion of Child Development 1, 2, 5, and 32 with a grade of "C" or higher. (CD 32 was previously listed as CD 21.) Concurrent enrollment in at least 2 units of CD 190.

CD 30B Practicum II: Advanced Early Childhood Field Experience

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Advance practicum, continuation of CD 30A. Designing, developing and implementing contemporary curriculum and instructional methods for early childhood education. PREREQUISITE: Completion of Child Development CD 30A with a grade of "C" or higher. Concurrent enrollment in at least 2 units of CD 190.

CD 31 Tutoring School-Age Children

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

An introductory course for students who wish to work as tutors in classroom settings. Students will gain and apply skills needed to function within a public school setting and develop effective strategies for helping children learn to read and write. Additionally, students will be encouraged to explore related career options, while developing and practicing social awareness and the ability to learn from field experiences in a self-directed manner. This course has the option of a letter grade or pass/no pass.

CD 32 Introduction to Curriculum

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This foundational curriculum course presents an overview of knowledge and skills needed for designing curriculum and environments for all young children. Students examine the teacher's role in supporting development, fostering creativity, and modeling a joy of learning for children and parents. Students will design and implement an integrated curriculum based on observation and assessment and emphasizes play, and design learning centers for literacy, social, emotional, sensory, art, perceptual, math, and science learning. Students complete an activity folder and participate in demonstrations and observations. Previously listed as CD 21, (C-ID: ECE 130). ADVISORY: Eligible for English 250 and English 260.

CD 35 Establishing Positive Behavior in the Classroom

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Introduces the student to realistic and effective strategies for guiding all young children's behavior. This course demonstrates best practices for establishing and maintaining age and developmentally-appropriate productive behaviors among all children in a classroom setting. Course topics include environmental, developmental and special needs sources of maladaptive and challenging behaviors, guidelines for selecting and implementing strategies for positive behavior change for all children, and developing healthy communication strategies with families, program staff and children. ADVISORY: Eligible for English 1A.

CD 36 Curriculum Strategies for Inclusive Classrooms

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This course gives the early education teacher or interventionist specific curricular skills to meet the needs of all children in the classroom. Emphasis is placed on working with the child within his/her family system and culture. Students will review typical and atypical development in all domains, hone observation and documentation skills, learn how to design and implement intervention strategies and communicate effectively with parents and para-professionals. ADVISORY: Eligible for English 1A.

CD 97 Introduction to Service Learning with Children

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Service Learning is a method through which community participation, academic subjects, skills, and awareness are linked. Through a combination of community-based learning experiences, reading and writing assignments, and classroom-based learning experiences, this course seeks to foster the development of self-reflective, culturally aware and responsive community participants. Students will complete a minimum of 30 hours of community service work during the semester. This course has the option of a letter grade or pass/no pass.

CD 98 Special Topics

Units: .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture
Transferable: CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topic content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. This course has the option of a letter grade or pass/no pass and may be repeated three times for credit with different topics.

CD 160 Child Care First Aid and CPR

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

First aid training to prepare child care professionals to meet the need of emergencies when medical assistance is delayed. Includes information on the prevention of childhood injuries and the prevention of communicable diseases including HIV/AIDS and the use of Universal Precautions. (Satisfies the California Community Care Licensing requirement for 15 hours of specialized health and safety training.) This is a pass/no pass course. \$12.00 course material fee.

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 All courses are not offered every semester. Check the Class Schedule for current offerings.

CD 190 Occupational Work Experience/Child Development

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

Occupational work experience for students who have a job related to their work. 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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

CD 191A Workplace Skills

Units: 1.0 **Hours:** 1.0 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.

CD 191B Workplace Skills

Units: 1.0 **Hours:** 1.0 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.

CD 191C Workplace Skills

Units: 1.0 **Hours:** 1.0 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.

CD 202 Early Child Development en Español

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: No

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. **COREQUISITE:** ESL 704A or 704B, ESL in the Workplace, or ESL/English course based on assessment scores or completion of prerequisites of sequenced ESL/English courses. **NOTE:** This course will be taught in Spanish.

CD 219 Introduction to Child Development en Español

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: No

This course will orient mono-lingual (Spanish) Child Development students to Gavilan College and the Child Development and Educational Studies (CDES) departments. Students will be provided an overview of campus academic and support services and programs, explore the professional opportunities in the field of Child Development and learn effective strategies for college success. This course has the option of a letter grade or pass/no pass. **NOTE:** This course is taught in Spanish.

CHINESE**CHN 1A Elementary Mandarin**

Units: 5.0 **Hours:** 5.0 Lecture and 2.5 Laboratory
Transferable: CSU, UC; CSU-GE:C2; GAV-GE:C2

A comprehensive introduction to elementary Mandarin as a foreign language for students with no background in Mandarin. Emphasis is on listening, speaking and reading Mandarin as a medium of communication within a rich cultural framework, resulting in an active vocabulary of no less than 500 Chinese words and 100 phrases and idiomatic expressions. Writing and translation will be introduced. This course corresponds to one year of high school study. This course has the option of a letter grade or pass/no pass.

CHN 1B Elementary Mandarin

Units: 5.0 **Hours:** 5.0 Lecture and 2.5 Laboratory
Transferable: CSU, UC; CSU-GE:C2, IGETC:6A; GAV-GE:C2

A continuation of Chinese 1A, an introduction to elementary Mandarin as a foreign language, this is a second level of elementary Mandarin. Equal emphasis is on listening, speaking, reading and writing. Students will acquire an active vocabulary of no less than 1000 Chinese words, and 200 phrases and idiomatic expressions in rich cultural context. Mandarin will be the primary medium of instruction. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** CHN 1A or equivalent.

COMMUNICATION STUDIES**CMUN 1A Introduction to Public Speaking**

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1; CAN:SPCH4

Basic principles of effective human communication and their function in contemporary public settings; emphasis is on the speeches to inform and persuade, with special consideration given to fundamental communication skills, including organization, reasoning, explanation, rhetoric and listening. (C-ID: COMM 110) **ADVISORY:** Eligible for English 250 and English 260.

CMUN 2 Oral Interpretation

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1

An introduction to the analysis, preparation and dramatic presentation of literature, including classical and contemporary prose, poetry and drama. Students will prepare, analyze, interpret and present great works of theatre and literature for an audience. This course is also listed as THEA 4. (C-ID: COMM 170) **ADVISORY:** Eligible for English 250 and English 260.

CMUN 4 Intercultural Communication

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:D3, D7, IGETC:4G; GAV-GE:D2, F

This course will explore the dynamics of communication as it applies to people from different cultures. Course content focuses on the application of theory and research to intercultural communication contexts. Increasing the awareness and understanding of diversity, the perception process, culture, verbal and non-verbal communication and the obstacles that prevent one from becoming a competent intercultural communicator will be examined. (C-ID: COMM 150)

CMUN 5 Fundamentals of Communication Studies

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1

This course provides instruction and application of theory and practice in various communication contexts including the self concept, interpersonal, interviewing skills, small group dynamics, and public speaking. Emphasis is placed on analytical and organizational skills, listening, nonverbal and verbal communication, and public speaking communication methodology. **ADVISORY:** English 250 and English 260.

CMUN 6 Introduction to Conflict Resolution

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; CSU-GE:D7; GAV-GE:D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as POLS 6 and PSYC 6. **ADVISORY:** English 250 and English 260.

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CMUN 8 Interpersonal Communication**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1, F

This course studies the communication process in an interpersonal (dyadic) setting. This class will explore the ways in which we can improve our communication with others. Verbal and nonverbal messages, self-concept, cultural differences, gender differences, perception, listening and conflict management will be explored. (C-ID: COMM 130)

CMUN 10 Small Group Communication**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1; CAN:SPCH10

An introductory course that develops basic individual reasoning skills, insights and experiences in information-sharing, interacting, decision-making, problem-solving, resolution of disputes and other issues central to group processes. (C-ID: COMM 140) ADVISORY: Eligible for English 250 and English 260.

CMUN 11 Business Communication**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course will explore business communication contexts by examining organizational cultures, strategic vision and goal setting, leadership managerial roles, and team building communication. Emphasis is placed on analytical and organizational skills, listening, nonverbal and verbal communication, public speaking communication methodology, and domestic and international relations through use of hybrid online and classroom environment for lecture and application. PREREQUISITE: English 250. ADVISORY: Communication 1A or English 1A.

CMUN 129 Presentation Graphics - MS PowerPoint**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

This introductory course in presentation graphics will use Microsoft Office's *PowerPoint* software to create a computerized presentation with text and objects. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 129. ADVISORY: CSIS 126 or word processing skills in the Windows environment.

Computer Art: also see CSIS or Digital Media

COMPUTER GRAPHICS AND DESIGN

CGD 2 2D/3D Technical Computer Graphics I**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Introduction to graphic and design competencies architects, engineers, game/simulation developers, industrial designers and other careers professional designers use when producing and marketing real and/or virtual consumer products. Prepares students to create consumer products, buildings and other designed objects by developing freehand sketches, creating SolidWorks models and/or other graphics while applying theory and knowledge of elements and principles of visual design, creative problem solving, typography, professional ethics and research skills. This course has the option of a letter grade or pass/no pass. ADVISORY: LIB 3 and MATH 404G.

CGD 4 2D/3D Technical Computer Graphics II**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Intermediate computer graphics design course expands skills and concepts introduced in CGD 2. Develops technical design and graphic skills required to create explain, analyze, model, render, and animate products using a problem solving process and applying knowledge of 2D and 3D technical drafting standards used in manufacturing and engineering. Other topics include ergonomics, materials, design/typography/color principles and theories. Projects assigned integrate technology with design and focus upon proposing, producing and marketing useful products by developing and visually communicating ideas that are necessary for succeeding in desired design career(s). ADVISORY: Completion of CGD 2 with a grade of C or better.

CGD 6 Advanced Computer Graphics**Units:** 4.0 **Hours:** 2.0 Lecture and 6.0 Laboratory**Transferable:** CSU

Technical skills for using computer design for precision manufacturing, including ANSI/ASME Y14.5 2009 geometric dimensioning and tolerancing (GD&T). Prepares students for careers as designers, engineers; CAD/CAM/CAE specialist; drafter, inspectors, machinists, technical sales, and other jobs that interpret engineering drawings. Students may concurrently enroll in CGD 110. ADVISORY: Eligible for English 250, 260 and Mathematics 233. Computer lab work can be done both in lab and off-site.

CGD 8 Advanced Computer Graphics for Design Application I**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Advanced course in applied computer graphics and associated interdisciplinary design proficiencies required by careers that design, engineer, manufacture and/or market products. Applies theories, principles and skills covered in CGD 4 and integrates business, sustainable design, and hybrid products. Design solutions reflect technical understanding, aesthetic principles and addresses societal needs in a cost effective manner. Presentations include animating and rendering models of real and/or virtual products that address human factors/ergonomics, usability, life cycle analysis and sustainability. Portfolios support advancement in student-selected career pathways by communicating competence in computer graphics and design. ADVISORY: Eligible for English 250, 260 and Mathematics 233.

CGD 9 Advanced Computer Graphics for Design Application II**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Advanced computer graphics and design course that combines technical computer graphic skills with interdisciplinary design proficiencies including creating computer imagery, transformations, and rendering to create 3D model using geometric primitives, projections for computer animation and data visualization. Includes structural analysis and emphasis on developing products that include ergonomic features and sustainable materials. Work within electronic portfolio demonstrates skills and knowledge of technical graphic design to visualize, develop and present products to meet societal needs. ADVISORY: Satisfactory score on the English placement exam or a grade C or better in English 250, completion of Mathematics 233 or satisfactory Mathematics placement. Completion of CGD 2 and CGD 8 with a grade of C or better. Computer lab work can be done both in lab and off-site.

CGD 30 Introduction to Environmental Design**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Develops skills and building information modeling (BIM) computer aided design (CAD) skills necessary for designing and producing a set of plans for an array of environmental projects, such as residential remodels, landscape projects, interior design and other small construction projects. Includes use of Revit and/or other technical design tools, introduction to building codes, sustainable design concepts, specifications and other architectural construction document basics necessary for getting permits and entering environmental design careers. ADVISORY: Eligible for English 250, 260 and Mathematics 233. Computer lab work can be done both in lab and off-site.

CGD 110 Computer Graphics Lab**Units:** 1.0 TO 4.0 **Hours:** 3.0 TO 12.0 Laboratory**Transferable:** CSU

Complements computer graphics and art courses by providing additional competence in software applications, libraries, and graphical user interfaces to support computer graphics and design projects by providing supervised practice and individualized computer assisted learning on software and techniques commonly found in the computer graphic design field. This is an open entry/exit class. This course has the option of a letter grade or pass/no pass. ADVISORY: Concurrent enrollment in corresponding computer graphic and design classes. Computer lab work can be done both in lab and off-site.

CGD 160 Technical Desktop Publishing / Graphics

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU

Create multimedia presentations to effectively communicate ideas and market designs. Applies concepts, theories and principles of typography, color and design to create digitally based portfolios for application to four year colleges or for entry level employment. ADVISORY: Eligible for English 250, 260 and Mathematics 233. Familiarity with word processing, keyboarding, and DOS file management. Computer lab work can be done both in lab and off-site.

CGD 190 Occupational Work Experience / Computer Graphics & Design

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

COMPUTER SCIENCE & INFORMATION SYSTEMS

CSIS 1 Computer Literacy - MS Office

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU, UC; GAV-GE:E2; CAN:CSCI2

An introduction to terminology, design, operation for the novice user. Student will gain experience using the Internet for searches and email. They will complete projects using various software including word processing, spreadsheets, database, presentation graphics, and integration. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260; completion of CSIS 122.

CSIS 2 Computers in Business

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:E2; CAN:BUS6

Introduction to business information management systems. Topics include database management systems, computer hardware and software, networking, ethics, data security, ecommerce; includes hands-on experience applying these concepts to solve practical business problems using word processing software, spreadsheets, database management systems, presentation graphics and Internet applications. Students cannot receive credit for both CSIS 2 and CSIS 2L. Please see a counselor about degree, certificate, and transfer requirements. This course has the option of a letter grade or pass/no pass. (C-ID: BUS 140) ADVISORY: Eligible for Mathematics 233, English 260 and English 250, and CSIS 122

CSIS 2L Computers in Business Lab

Units: 1.0 **Hours:** 3.0 Laboratory
Transferable: CSU

Hands-on experience solving practical business problems using word processing software, spreadsheets, database management systems, presentation graphics and Internet applications. Students cannot receive credit for both CSIS 2 and CSIS 2L. Please see a counselor about degree, certificate, and transfer requirements. This course has the option of a letter grade or pass/no pass.

CSIS 3 Research Skills

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

Research and evaluation skills using the Internet and other electronic resources, as well as traditional printed materials. Also listed as LIB 3. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and 260.

CSIS 5 C++ Scientific Programming

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CAN:CSCI4

An introduction to computer problem solving and programming using the C++ language for science and engineering majors. Students will write programs for a variety of scientific and mathematical applications. This course has the option of a letter grade or pass/no pass. PREREQUISITE: Mathematics 1A ADVISORY: Completion of CSIS 10.

CSIS 6 Web Page Authoring I

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU; GAV-GE:E2

An introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites, background color or patterns, graphics, tables and mailto links. Principles of design and color as they apply to screen presentations will be included. This course has the option of a letter grade or pass/no pass. Also listed as LIB 6 and DM 6. ADVISORY: CSIS 1 or CSIS 2 or CSIS 3/LIB 3 advised.

CSIS 7 Web Page Authoring II

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

This course is a continuation of CSIS 6, Web Page Authoring I. Topics that will be covered include XHTML, frames, advanced tables, forms, scripting languages, image maps, Cascading Style Sheets (CSS), and new trends in web page technology. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 7. ADVISORY: CSIS 6

CSIS 8 Introduction to the Internet

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU; GAV-GE:E2

Topics include networking fundamentals, webpages and HTML, online security basics, and business email etiquette. Students will learn techniques to search efficiently for information and evaluate its credibility. This is a pass/no pass course. ADVISORY: CSIS 124

CSIS 9 Computer Education for Teachers

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

The history, uses and development of computers in education. Basic computer skills and terminology will be taught in context of teacher education. Students who successfully complete this course will understand general and specific skills and knowledge required to meet the Technology Standard for Multiple and Single Subject Credential Candidates. This course has the option of a letter grade or pass/no pass. This course is also listed as CD 12. ADVISORY: CSIS 122 Computer Keyboarding, or equivalent; English 250 with a grade of C or better.

CSIS 10 BASIC Programming

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU, UC

This course is an introduction to programming using BASIC. No previous programming background is assumed. This is a good class for those new to programming and recommended for non-programmers that want to take other programming classes. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 1 or CSIS 2 or equivalent experience.

CSIS 12 Assembly Language Programming

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC

Fundamentals of assembly language programming concepts and techniques. Topics include internal representation of data, arithmetic operations, logic statements, and general assembly language commands. Introduce low level language architecture including assemblers, linkage editors, and loaders. This course has the option of a letter grade or pass/no pass. COREQUISITE: CSIS 12L Assembly Language Programming Lab ADVISORY: CSIS 45 (C++ Programming) or programming experience. Math 233 (Intermediate Algebra)

CSIS 12L Assembly Language Programming Lab**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** CSU, UC

Supplemental practice in coursework associated with this course is provided. Concurrent enrollment in CSIS 12 is required. This is a pass/no pass course. **COREQUISITE:** CSIS 12 Assembly Language Programming

CSIS 18 UNIX / C++ Programming**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC

An introduction to the C++ programming language and the UNIX operating system. Topics include programming on a UNIX system, including C/C++ language, shell programming, and the interface between C++ and UNIX. This course has the option of a letter grade or pass/no pass. Concurrent enrollment in CSIS 18L is required. **COREQUISITE:** CSIS 18L UNIX/C++ Programming Lab **ADVISORY:** CSIS 48 UNIX Operating System, CSIS 10 BASIC Programming or other programming experience.

CSIS 18L UNIX / C++ Programming Lab**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** CSU, UC

Supplemental practice in coursework associated with this course is provided. Concurrent enrollment in CSIS 18 is required. This course has the option of a letter grade or pass/no pass. **COREQUISITE:** CSIS 18 UNIX/C++ Programming

CSIS 20 COBOL Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

An introductory course in the language COBOL. Suggested for students interested in business and commercial data processing. Structured COBOL statements, COBOL syntax, modular program planning techniques, and business data processing applications from initial job application phase through programming and testing will be studied. The student has the opportunity for extensive programming experience on the college computer. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Other programming experience.

CSIS 24 Java Programming I**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

Introduction to Java programming. Includes learning the Java environment, using and creating Java applets, and writing stand-alone applications. Covers the Java environment, object-oriented programming, language basics, classes, interfaces, packages, threads, and exceptions. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 45 C++ Programming or equivalent programming experience.

CSIS 26 Discrete Structures**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Topics covered include set theory, logic, relations and functions, mathematical induction and recursion, combinatorics, discrete probability, trees and graphs, analysis of algorithms, algebraic structures. Emphasis on topics of interest to computer science majors. This course has the option of a letter grade or pass/no pass. Also listed as MATH 26. **PREREQUISITE:** CSIS 5 or CSIS 45 or CSIS 46 with a grade of 'C' or better.

CSIS 42 Python Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

Introduction to the interpreted language called Python. Study and create programs that perform various tasks, including text and file manipulation, internet scripting, data structures, testing, and practical problem solving with examples. Covers object oriented programming and the Python Standard Library. **ADVISORY:** CSIS 10 or programming experience.

CSIS 43 C Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

This course introduces computer programming using the C programming language. Topics include variable and constant declarations, arithmetic operations, selection, input/output operations, repetition, functions and recursion, arrays, pointers, and other related topics. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 10 BASIC Programming, or other programming experience.

CSIS 44 C# .NET Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This class will teach the program using the state of the art C# (C Sharp) language provided in the Microsoft .NET framework. You will learn about variables and constants, expressions and statements, operators and namespaces. Most important, you will learn how to create classes and instantiate objects. This course will provide a solid foundation for exploring the .NET framework as well as advanced topics in C#. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 45 C++ Programming

CSIS 45 C++ Programming I**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:E2; CAN:CSCI18

An introduction to the concepts and methods of computer programming using C++. Students will be introduced to procedural and object-oriented programming design methodology. Topics covered include variable and constant declarations, selection statements, repetition, functions and recursion, arrays, strings, pointers, and an introduction to classes and objects. This course will prepare students for the Programming II class. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 10 or equivalent. Math 205 (Elementary Algebra)

CSIS 46 C++ Programming II**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

This course is a continuation of CSIS 45, intended for students majoring in programming and/or planning to transfer to a 4-year college or university Computer Science program. The course will cover topics discussed in CSIS 45 in more detail. In addition the course will cover more advanced C techniques such as pointers, recursion, and linked lists. Special emphasis will be placed on C++ features such as classes, objects, templates and operator overloading. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 45 or CSIS 5, and Mathematics 205.

CSIS 47 Visual C++ Programming**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC

Visual C++ Programming to create professional GUI based applications using app and class wizard, common controls, dialogs, menus, tool bars, status bars, file mechanism, and custom controls. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 45

CSIS 48 UNIX / Linux Operating System**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

This course will provide the basics of the UNIX/Linux operating system, including the history and the use of UNIX/Linux with hands-on experience using commands and files. Topics to be covered include basic UNIX/Linux commands, text editing, files and directories, electronic mail, pipes and filters, and shell programming. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 1 or CSIS 2 or equivalent computer experience.

CSIS 49 UNIX / Linux Shell Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

A beginning course in UNIX/Linux shell programming using different commands including awk, sed, and Perl. The course will cover theory and concepts including interpretation of different quote characters, shell variables, decision-making commands, and looping mechanism. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 48

CSIS 51 Visual Basic .NET Programming

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; GAV-GE:E2

An introduction to the GUI software applications using Microsoft Visual Basic .NET. This course will give students the opportunity to learn how to create applications using Visual Basic programming in the .NET framework. This course will show the students to use forms, boxes, buttons, labels, menus, scroll bars, and drawing objects. This course will show the students how to develop professional looking and deployable Visual Basic .NET applications. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 10 or equivalent.

CSIS 54 Perl Programming

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC

Introduction to the interpreted language called PERL, the Practical Extraction and Report Language. Writing of programs that perform various tasks, including text, file and process manipulation. Semantics and syntax of the Perl language, including discussion of the practical kinds of problems that Perl can solve and provides examples. This course has the option of a letter grade or pass/no pass. Concurrent enrollment in CSIS 54L is required. COREQUISITE: CSIS 54L Perl Programming Lab ADVISORY: CSIS 45 C++ Programming or equivalent programming experience.

CSIS 54L Perl Programming Lab

Units: 1.0 **Hours:** 3.0 Laboratory
Transferable: CSU, UC

Supplemental practice in coursework associated with this course is provided. Concurrent enrollment in CSIS 54 is required. COREQUISITE: CSIS 54 Perl Programming

CSIS 73 Desktop Publishing - Adobe InDesign

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisements. Included in the course will be basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with Adobe InDesign. This course has the option of a letter grade or pass/no pass. Also listed as DM 73. ADVISORY: Completion of CSIS 1 or completion of CSIS 2.

CSIS 74 Advanced PhotoShop

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; GAV-GE:C1

This is an intermediate level course in mastering Adobe's Photoshop software. Students will learn advanced strategies in professional digital editing. Students will apply creative techniques for print, video, animation and the web. Students will develop skills in luminance, color and exposure to optimize images with adjustment layers and masks, and cutting-edge selection techniques. There will be a focus in post processing for landscape, portrait and panoramic imaging suited for the artist, photographer and design student. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 74. ADVISORY: DM/ART/CSIS 75 PhotoShop I

CSIS 75 Photoshop I - Adobe Photoshop

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; GAV-GE:C1

This is an entry level course in mastering Adobe's Photoshop software. Students will learn creative and fundamental processes in professional digital image editing. Hands on lessons provide students with skills to manage today's image libraries. Students will be introduced to Photoshop's Bridge and Camera Raw utilities while crafting state of the art compositions for print, video, animation and the web. There is a focus on basic tonal and color adaptations, digital painting, black and white conversion, special effects, and correction and restoration techniques. This course has the option of a letter grade or pass/no pass. This course is also listed DM 75. ADVISORY: CSIS 124 (Windows Fundamentals), CSIS 2L

CSIS 76 Digital Illustration

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Illustration techniques using computer Bezier curve-based illustration software tools to do diagrams and graphics for use in art, desktop publishing, web graphics, multimedia, and computer presentations. This basic Illustrator course is focused on the technical and historical aspects of digital design and illustration as well as the development of personal artistic expression and visual perception through the use of the digital illustration medium. The course will include lectures and discussions about color, composition and content, computer and illustration program use, printing and presentation techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 76. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

CSIS 77 Introduction to Digital Media and its Tools

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

An introduction to the field of digital media, including history, social impact, concepts, career options and industry trends. Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and production of digital media by creating and editing digital images, sounds, video, animation, and text. A comprehensive term project for publication on the web or CD ROM will be required. This course is also listed as DM 77. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 124, CSIS 1, CSIS 2/2L, CSIS 3, or familiarity using the Macintosh or Windows operating system.

CSIS 78 Web Sites with SQL and PHP

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory
Transferable: CSU

Covers the programming of database-driven, web-based applications (such as an eCommerce web site) using PHP and MySQL. PHP is a powerful language for writing server-side Web applications. MySQL is the world's most popular open source database. Together these two technologies provide a powerful platform for building database-driven Web applications. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 128 Database - Access, or equivalent database experience.

CSIS 79 Portfolio Development

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU; GAV-GE:C1

The planning and production of personal portfolios and self-promotion materials, including online, print, slides, and e-media (CD ROM, DVD) portfolios; cover letters, and resumes. Focuses on self-promotion for jobs, self-employment, or advanced education in the fields of Art, Computer Graphic Design and Digital Media. Students will leave the class with one or more portfolios representing their work. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 79. No college credit for those who have passed ART 79.

CSIS 80 Digital Photography

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

The study of digital photography from digital camera to the computer-based printer or digital media. Artistic, theoretical, and technical aspects will be considered. Topics include information about types and purchasing of digital cameras; theory, mechanics, and art of digital imagery; digital darkroom; eccentricities of digital photo taking; stitching photos for virtual reality; and preparing digital images for print, World Wide Web and other digital media. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 80. ADVISORY: CSIS 1 or CSIS 2/2L or ART 8A or equivalent computer experience.

CSIS 84 JavaScript Programming

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU, UC

Fundamentals of JavaScript client-side programming for Web pages requiring data collection or other user interaction. Students will create Web pages that execute on the client (personal system) using JavaScript. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 6

CSIS 85 Web Design I: Dreamweaver

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; GAV-GE:C1

Basic and intermediate principles of designing web pages using Dreamweaver, HTML and CSS. Emphasis will be on concept development, interface and navigation design, layout principles and the use of Dreamweaver and CSS to execute, develop, and maintain professional Web sites. Topics will include enhanced text formatting, tables, styles, forms, frames, image maps, and background colors and patterns. Course also includes the integration of multimedia components such as graphics, sound, animation, and video. This course is also listed as DM 85. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 6 or basic knowledge of HTML.

CSIS 107 Digital Media Design

Units: 2.0 **Hours:** 1.5 Lecture and 1.5 Laboratory
Transferable: CSU

Fundamentals of design for visual, time-based, interactive, and sound arts as applied to digital media. Includes basic storytelling, graphic design, information architecture, and human factors. Page layout, scriptwriting, storyboards, and flow charts will be used as tools applicable to the design and development of business presentations, interactive media, educational multimedia, animation, web sites, video games, and film/video. This course has the option of a letter grade or pass/no pass. Also listed as DM 107. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience

CSIS 108 Digital Media Lab

Units: .5 TO 3.0 **Hours:** 1.5 TO 9.0 Laboratory
Transferable: CSU; GAV-GE:C1

Supervised practice and individualized computer assisted learning of software applications and techniques commonly found in the design and production of digital media (e.g., digital art and imaging, digital photography, digital print, digital audio/video, web design/authoring, DVD/CD ROMs, animation). Supplements lecture courses. Open entry/exit, so may be added at anytime during the semester. This is a pass/no pass course. Also listed as DM 108. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience.

CSIS 110 Interactive Animation: Flash

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

The production of vector graphics, animation, and interactive multimedia in Shockwave-Flash format for web pages and other digital media. Design of highly interactive web site interfaces and animated games using Flash actions (scripting). Useful for web designers/developers, animators, and multimedia authors. This course has the option of a letter grade or pass/no pass. Also listed as DM 110. ADVISORY: CSIS 1, CSIS 2/2L, CSIS 124 or basic computer knowledge.

CSIS 112 Keyboard Speed Building

Units: .5 TO 1.0 **Hours:** 1.5 TO 3.0 Laboratory
Transferable: CSU

This self-paced course is designed for students who know the alphabetic keyboard by touch and who want to develop their keyboarding speed. Students will use a microcomputer to keyboard a series of straight-copy timings, which will enable them to achieve a high level of skill. This is a pass/no pass course. ADVISORY: CSIS 122 or knowledge of keyboard with keyboarding speed of at least 25 wpm.

CSIS 113 Introduction to Digital Video

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Introduction to the aesthetic and technical aspects of digital video recording, non-linear editing, visual effect generation, and production of video (and associated audio) using the personal computer equipped with specialized software such as Final Cut Pro, Motion, and After Effects. Also considered will be the preparation of digital video for distribution in interactive media such as CDs, DVDs, mobile devices, and the World Wide Web. Students will produce a final digital video project for distribution in various media formats. This course has the option of a letter grade or pass/no pass. Also listed as DM 113. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience

CSIS 114 Digital Media Production

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

A team oriented practicum that focuses on the application of learned skills to the production of digital media and digital print projects, such as web sites, CD ROM, and DVDs. Project development will be accomplished according to team derived master schedules. Lectures will be on project management, work coordination and production techniques, client-team interface, asset management and integration, budget estimates, testing, and copyright infringement. Please note that this is very much a team oriented class. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 114. ADVISORY: At least one of the following: ART 75, CGE 2, JOUR 18A, MUS 21, CSIS 7, CSIS 71, OR CSIS 77. or possess equivalent skills from any one of the following areas: digital media, computer graphics, digital print, film, TV/video, journalism (publishing), drawing or illustration, web design/ development, business/marketing, or programming.

CSIS 117 Visual Effects-Motion Graphics

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC

Study of the design of visual effects and motion graphics used in digital video, film, web, multimedia, and interactive games. Includes video/graphics compositing techniques, 2D animation, basic 3D animation, and effects commonly done in digital post-production. Software such as Adobe After Effects and Apple's Motion and Shake will be used. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 117. ADVISORY: DM/ART/CSIS 113 or DM/ART/CSIS 140 or DM/ART/CSIS 77 or THEA 17A or basic knowledge of digital video/film editing.

CSIS 120 Computerized Accounting - QuickBooks

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

An introduction to computer assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. This course is also listed as ACCT 120. ADVISORY: CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.

CSIS 121 Spreadsheet - MS Excel

Units: 1.0 OR 2.0 **Hours:** 1.0 OR 2.0 Lecture
Transferable: CSU

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. This course will help prepare students for taking the Excel MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass. Also listed as ACCT 121. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

CSIS 122 Computer Keyboarding

Units: .5 TO 2.0 **Hours:** 1.5 TO 6.0 Laboratory
Transferable: CSU

A self-paced course for students who wish to master the alphabetic and numeric keyboard on the computer. This course is designed for students who do not know the alphabetic keyboard by "touch" and for those who want to improve their ability to type straight copy with increased speed and accuracy. The course provides "hands-on" instruction to help students reach optimum computer keyboarding skills within a limited time. This is a pass/no pass course. Course may be repeated until 2 units are accrued.

CSIS 124 Windows Fundamentals

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

This course provides fundamental information on the Windows environment for the computer. Introductory Windows operations and file management are covered. This is a pass/no pass course. ADVISORY: Basic keyboarding skill.

CSIS 126 Word Processing - MS Word**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

This introductory course for word processing with Windows is designed for business and non-business majors. Students will develop word processing skills to create a document, select and edit text, move and copy text, use the spelling, grammar, and thesaurus features, format text, and create headers and footnotes for a research paper. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 260 and basic keyboarding skills.

CSIS 128 Database - MS Access**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

Introduction to Microsoft Access, a relational database management software tool. Students will learn to create and manage a database. This course will help prepare students for taking the Access MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 1 or CSIS 2 or equivalent knowledge.

CSIS 129 Presentation Graphics - MS PowerPoint**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

This introductory course in presentation graphics will use Microsoft Office's "PowerPoint" software to create a computerized presentation (slide show) with text and objects. This course is also listed as CMUN 129. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 126 or word processing skills in the Windows environment.

CSIS 132 Intermediate Word Processing - MS Word**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

This course covers formatting with macros and styles, mail merge techniques, sorting data in tables, preparing and protecting forms. These techniques will be applied to a variety of different documents: contracts, reports, surveys, manuscripts, and various types of letters. Other topics include working with shared documents in a workgroup, integrating applications and creating hyperlinks for workgroup settings using Microsoft Word. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 126 Word Processing - MS Word

CSIS 134 Intermediate Excel**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

This course continues on where CSIS 121 Spreadsheet - MS Excel left off. Intermediate level training in spreadsheets using the Microsoft Excel program. The course includes graphing, formatting, database features, macros, and financial business calculations for decision making. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 121 Spreadsheets - MS Excel

CSIS 140 Basic Digital Film / Video Production**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU, UC; GAV-GE:C1

An on-line self-paced course covering the basics of film/video production and post production (editing) using "easy to use" computer software such as Apple's iMovie. Beneficial for students who are producing a video/film project as a requirement for another college course, extra skills development, or for self interest. Completion of the associated class or personal project in DVD format using either personal video equipment or the equipment in the Digital Media Studio is required. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 140.

CSIS 151 Introduction to XML Authoring**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course provides an introduction and overview of eXtensible Markup Language (XML) and XML related technologies used to develop content and manipulate data for commercial web sites. XML is a revolutionary language which is rapidly becoming a Web development standard for business-to-business transactions, and for database manipulation and searching. The class will cover well-formed and valid XML documents, namespaces, schemas, cascading style sheets (CSS), and XSLT. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 6

CSIS 178 Applied Networking**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course covers fundamental networking concepts and develops the skills and knowledge to set up and maintain small business/home networks. The course is not hardware or vendor specific. It helps students prepare for the "Network +" certification exam, an industry-wide, vendor-neutral certification program developed and sponsored by the Computing Technology Industry Association (CompTIA). This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 124

CSIS 179 Introduction to Information Security**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU

This course introduces students to network security concepts and prepares them for computer systems and network management duties. This course covers security concepts, communications and infrastructure security, basic cryptography, and operational and organizational security. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 178.

CSIS 181 PC Hardware**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU

This course examines computing hardware, operating systems, and software applications from a technical side to enable students to select, install, maintain and optimize a computer system. This course will help prepare students to pursue the A+ Hardware Certification. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 124, CSIS 1 OR CSIS 2, or equivalent computer experience.

CSIS 182 Operating Systems**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU

This course will survey current computer operating systems. Topics include file system management, systems requirements, network systems integration, security, and regular maintenance procedures. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience

CSIS 183 Introduction to Microsoft Servers**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course introduces students to the fundamentals of Microsoft Server setup and administration. Topics include managing file systems (including Active Directories), devices, user accounts, backups, and basic security. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 182.

CSIS 184 Computer Forensics**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Introduction to computer crime investigation processes. The student is introduced to the hardware, software, networks and devices found in typical home and business settings. Techniques and equipment used to collect evidence, ensure integrity, locate and prepare data for forensic investigation. Covers chain of custody requirements for admissible evidence, data formats for a variety of modern equipment, and recovery of deleted or encrypted information. This course has the option of a letter grade or pass/no pass. This course is also listed as AJ 184.

CSIS 190 Occupational Work Experience / Computer Science

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

CSIS 570 Computer Access Evaluation

Units: .5 **Hours:** 1.5 Laboratory
Transferable: No

This course is intended to provide an in-depth computer access evaluation in order to determine an appropriate access environment for a student with a disability or multiple disabilities. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry, open exit course. **ADVISORY:** This course is intended for students with a verified disability who show a need for the use of assistive computer programs and/or equipment or demonstrated academic deficit.

CSIS 571A Introduction to Assistive Computer Instruction Lab

Units: .5 TO 2.0 **Hours:** 1.7 TO 6.8 Laboratory
Transferable: No

The Assistive Computer Instruction Lab (Intro) is designed for students who are eligible for Disability Services. The course is designed to improve basic academic skills and/or cognitive processes through the use of appropriate software or to learn adaptive devices designed to make computers accessible. Course content is based on Student Educational Contracts which are developed for each student. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry, open exit course. **ADVISORY:** This course is intended for students with a verified disability or demonstrated academic deficit who show a need for the use of assistive computer programs and/or adaptive equipment.

CSIS 571B Intermediate Assistive Computer Instruction Lab

Units: .5 TO 2.0 **Hours:** 1.7 TO 6.8 Laboratory
Transferable: No

The Assistive Computer Instruction Lab (Intermediate) is designed for students who are eligible for Disability Services. The course is designed to improve basic academic skills and/or cognitive processes through the use of appropriate software or to learn adaptive devices designed to make computers accessible. Course content is based on Student Educational Contracts which are developed for each student. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry, open exit course. **ADVISORY:** This course is intended for students with a verified disability or demonstrated academic deficit who show a need for the use of assistive computer programs and/or adaptive equipment.

CSIS 571C Advanced Assistive Computer Instruction Lab

Units: .5 TO 2.0 **Hours:** 1.7 TO 6.8 Laboratory
Transferable: No

The Assistive Computer Instruction Lab (Advanced) is designed for students who are eligible for Disability Services. The course is designed to improve basic academic skills and/or cognitive processes through the use of appropriate software or to learn adaptive devices designed to make computers accessible. Course content is based on Student Educational Contracts which are developed for each student. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry, open exit course. **ADVISORY:** This course is intended for students with a verified disability who show a need for the use of assistive computer programs and/or equipment or demonstrated academic deficit.

CSIS 572 Adaptive Computer Basics

Units: 1.0 **Hours:** 3.0 Laboratory
Transferable: No

This course will include an introduction to the basic concept of how computers work, using the computer keyboard, word processing, beginning Internet and presentation graphics. This course will be self-paced and adjusted so that students with disabilities can learn a number of adaptive devices designed to make computers accessible. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. **ADVISORY:** This course is intended for students with a verified disability who show a need for the use of adaptive computer programs and/or equipment or demonstrated academic deficit.

Construction: see Industrial Technology

COSMETOLOGY

COS 191A Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: No

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.

COS 191B Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: No

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.

COS 191C Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: No

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.

COS 200 Beginning Cosmetology

Units: 12.0 **Hours:** 5.0 Lecture and 20.0 Laboratory
Transferable: No

Fundamental principles of the science/art of beauty culture including hair design, chemical services and cosmetic therapy. **ADVISORY:** Eligible for English 250, 260 and Mathematics 205.

COS 201 Intermediate Cosmetology

Units: 12.0 **Hours:** 5.0 Lecture and 20.0 Laboratory
Transferable: No

Extended studies and techniques in tinting, bleaching, permanent waving, soft perming, chemical straightening, pedicuring, waxing, and shaping and styling. **ADVISORY:** Satisfactory completion of Cosmetology 200. Eligible for English 250, 260 and Mathematics 205.

COS 202 Advanced Cosmetology

Units: 12.0 **Hours:** 5.0 Lecture and 20.0 Laboratory
Transferable: No

Advanced techniques in tinting, lightening, hair design and cosmetic chemistry. **PREREQUISITE:** Completion of COS 200 & 201. **ADVISORY:** Eligible for English 250, 260 and Mathematics 205.

COS 203 Practicum

Units: .5 TO 12.0 **Hours:** .0 TO 5.0 Lecture, .0 TO 20.0 Laboratory
Transferable: No

Advanced techniques in tinting, lightening, hair and design and cosmetic chemistry. May be repeated once for credit. **PREREQUISITE:** Completion of COS 200, 201 and 202. **ADVISORY:** Eligible for English 250, 260 and Mathematics 205.

COS 205 State Board Review**Units:** 2.0 **Hours:** 1.0 Lecture and 4.0 Laboratory**Transferable:** No

State Board exam procedures and standards. ADVISORY: Cosmetology 201.

COS 207 Contemporary Styling**Units:** 4.5 **Hours:** 4.5 Lecture and 27.0 Laboratory**Transferable:** No

Studies and techniques in braiding, weaving, glass nails, silk wrap, individual lash and brow tinting, corrective make-up and low lights. This is a 6 week class offered in summer session only. ADVISORY: Satisfactory completion of Cosmetology 200. Eligible for English 250, 260, and Mathematics 205. Intermediate and Advanced cosmetology enrollments only.

COS 220 Scientific Skin Care (Esthetics)**Units:** 4.0 TO 8.0 **Hours:** 1.5 TO 3.0 Lecture, 7.5 TO 15.0 Laboratory**Transferable:** No

An introductory course designed to provide the skills necessary to be employed as an Esthetician (Facialist). Skills taught include skin care and treatment, cosmetics, and the use of electrical modalities. REQUIRED: 17 years of age, completed 10th grade or equivalent, as per State Board of Cosmetology.

COS 221 Advanced Scientific Skin Care (Esthetics)**Units:** 4.0 TO 8.0 **Hours:** .0 TO 3.0 Lecture, .0 TO 15.0 Laboratory**Transferable:** No

An advanced in-depth study and training in the care and treatment of skin, cosmetics and manipulative electrical modalities as required by the State Board of Cosmetology. PREREQUISITE: Completion of COS 220 or equivalent.

COS 290 Occupational Work Experience / Cosmetology**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** No

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

Computerized Accounting: see Accounting
Corrections: see Administration of Justice
CPR: see Allied Health
Desktop Publishing: also see CSIS

DM 73 Desktop Publishing - Adobe InDesign**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisements. Included in the course will be basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with Adobe InDesign. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 73. ADVISORY: Completion of CSIS 1 or completion of CSIS 2.

DM 74 Advanced PhotoShop**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C1

This is an intermediate level course in mastering Adobe's Photoshop software. Students will learn advanced strategies in professional digital editing. Students will apply creative techniques for print, video, animation and the web. Students will develop skills in luminance, color and exposure to optimize images with adjustment layers and masks, and cutting-edge selection techniques. There will be a focus in post processing for landscape, portrait and panoramic imaging suited for the artist, photographer and design student. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 74. ADVISORY: DM/ART/CSIS 75 PhotoShop I

DM 75 Photoshop I - Adobe PhotoShop**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C1

This is an entry level course in mastering Adobe's Photoshop software. Students will learn creative and fundamental processes in professional digital image editing. Hands on lessons provide students with skills to manage today's image libraries. Students will be introduced to Photoshop's Bridge and Camera Raw utilities while crafting state of the art compositions for print, video, animation and the web. There is a focus on basic tonal and color adaptations, digital painting, black and white conversion, special effects, and correction and restoration techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 75. ADVISORY: CSIS 124 (Windows Fundamentals), CSIS 2L

DM 76 Digital Illustration**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Illustration techniques using computer Bezier curve-based illustration software tools to do diagrams and graphics for use in art, desktop publishing, web graphics, multimedia, and computer presentations. This basic Illustrator course is focused on the technical and historical aspects of digital design and illustration as well as the development of personal artistic expression and visual perception through the use of the digital illustration medium. The course will include lectures and discussions about color, composition and content, computer and illustration program use, printing and presentation techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 76. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

DM 77 Introduction to Digital Media and its Tools**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

An introduction to the field of digital media, including history, social impact, concepts, career options and industry trends. Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and production of digital media by creating and editing digital images, sounds, video, animation, and text. A comprehensive term project for publication on the web or CD ROM will be required. This course is also listed as CSIS 77. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 124, CSIS 1, CSIS 2/2L, CSIS 3, or familiarity using the Macintosh or Windows operating system.

DIGITAL MEDIA**DM 6 Web Page Authoring I****Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU; GAV-GE:E2

An introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites, background color or patterns, graphics, tables and mailto links. Principles of design and color as they apply to screen presentations will be included. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 6 and LIB 6. ADVISORY: CSIS 1 or CSIS 2 or CSIS 3/LIB 3 advised.

DM 7 Web Page Authoring II**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

This course is a continuation of CSIS 6, Web Page Authoring I. Topics that will be covered include XHTML, frames, advanced tables, forms, scripting languages, image maps, Cascading Style Sheets (CSS), and new trends in web page technology. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 7. ADVISORY: CSIS 6

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.

DM 79 Portfolio Development

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU; GAV-GE:C1

The planning and production of personal portfolios and self-promotion materials, including online, print, slides, and e-media (CD ROM, DVD) portfolios; cover letters, and resumes. Focuses on self-promotion for jobs, self-employment, or advanced education in the fields of Art, Computer Graphic Design and Digital Media. Students will leave the class with one or more portfolios representing their work. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 79. No college credit for those who have passed ART 79.

DM 80 Digital Photography

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

The study of digital photography from digital camera to the computer-based printer or digital media. Artistic, theoretical, and technical aspects will be considered. Topics include information about types and purchasing of digital cameras; theory, mechanics, and art of digital imagery; digital darkroom; eccentricities of digital photo taking; stitching photos for virtual reality; and preparing digital images for print, World Wide Web and other digital media. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 80. ADVISORY: CSIS 1 or CSIS 2/2L or ART 8A or equivalent computer experience.

DM 85 Web Design I: Dreamweaver

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; GAV-GE:C1

Basic and intermediate principles of designing web pages using Dreamweaver, HTML and CSS. Emphasis will be on concept development, interface and navigation design, layout principles and the use of Dreamweaver and CSS to execute, develop, and maintain professional Web sites. Topics will include enhanced text formatting, tables, styles, forms, frames, image maps, and background colors and patterns. Course also includes the integration of multimedia components such as graphics, sound, animation, and video. This course is also listed as CSIS 85. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 6 or basic knowledge of HTML.

DM 98 Special Topics

Units: .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture
Transferable: CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topical content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. May be repeated for credit with different topics. This course has the option of a letter grade or pass/no pass.

DM 107 Digital Media Design

Units: 2.0 **Hours:** 1.5 Lecture and 1.5 Laboratory
Transferable: CSU

Fundamentals of design for visual, time-based, interactive, and sound arts as applied to digital media. Includes basic storytelling, graphic design, information architecture, and human factors. Page layout, scripting, storyboards, and flow charts will be used as tools applicable to the design and development of business presentations, interactive media, educational multimedia, animation, web sites, video games, and film/video. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 107. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience

DM 108 Digital Media Lab

Units: .5 TO 3.0 **Hours:** 1.5 TO 9.0 Laboratory
Transferable: CSU; GAV-GE:C1

Supervised practice and individualized computer assisted learning or software applications and techniques commonly found in the design and production of digital media (e.g., digital art and imaging, digital photography, digital print, digital audio/video, web design design/authoring, DVD/CD ROMs, animation). Supplements lecture courses. Open entry/exit, so may be added anytime during the semester. This is a pass/no pass course. Also listed as CSIS 108. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience.

DM 110 Interactive Animation: Flash

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

The production of vector graphics, animation, and interactive multimedia in Shockwave-Flash format for web pages and other digital media. Design of highly interactive web site interfaces and animated games using Flash actions (scripting). Useful for web designers/developers, animators, and multimedia authors. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 110. ADVISORY: CSIS 1, CSIS 2/2L, CSIS 124 or basic computer knowledge.

DM 111 Sound Design for Digital Media

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU

Study and practice of the techniques and aesthetics of sound design especially for digital media (i.e., digital video/film, DVD, video games, WWW, and presentations.) Recording (including live audio), mixing and processing of Foley effects, ADR, voice-overs, sound tracks, and narration. This is not a music composition course, but use of sampled and electronic music/loops for creating background music will also be studied. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer knowledge.

DM 113 Introduction to Digital Video

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Introduction to the aesthetic and technical aspects of digital video recording, non-linear editing, visual effect generation, and production of video (and associated audio) using the personal computer equipped with specialized software such as Final Cut Pro, Motion, and After Effects. Also considered will be the preparation of digital video for distribution in interactive media such as CDs, DVDs, mobile devices, and the World Wide Web. Students will produce a final digital video project for distribution in various media formats. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 113. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience.

DM 114 Digital Media Production

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

A team oriented practicum that focuses on the application of learned skills to the production of digital media and digital print projects, such as web sites, CD ROM, and DVDs. Project development will be accomplished according to team derived master schedules. Lectures will be on project management, work coordination and production techniques, client-team interface, asset management and integration, budget estimates, testing, and copyright infringement. Please note that this is very much a team oriented class. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 114. ADVISORY: At least one of the following: ART 75, CGE 2, JOUR 18A, MUS 21, CSIS 7, CSIS 71, OR CSIS 77. or possess equivalent skills from any one of the following areas: digital media, computer graphics, digital print, film, TV/video, journalism (publishing), drawing or illustration, web design/development, business/marketing, or programming.

DM 117 Visual Effects-Motion Graphics

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC

Study of the design of motion graphics and special effects used in digital video and film, web, multimedia, and interactive games. Includes video/graphics compositing techniques, 2D animation, basic 3D animation, and special effects commonly generated in digital post-production. Software such as Adobe After Effects or Apple's Motion will be used. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 117. ADVISORY: DM/ART/CSIS 113 or DM/ART/CSIS 140 or DM/ART/CSIS 77 or THEA 17A or basic knowledge of digital video/film editing.

DM 140 Basic Digital Film / Video Production

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU, UC; GAV-GE:C1

An on-line self-paced course covering the basics of film/video production and post production (editing) using "easy to use" computer software such as Apple's iMovie. Beneficial for students who are producing a video/film project as a requirement for another college course, extra skills development, or for self interest. Completion of the associated class or personal project in DVD format using either personal video equipment or the equipment in the Digital Media Studio is required. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 140.

Disability: see Voc Prep-Disability, Phys Ed-Adapted
Drama: see Mass Communications & TV, Theatre Arts

DRYWALL-LATHING

DRLT 200 Introduction to the Trade

Units: 2.0 Hours: 36.0 Lecture

Transferable: No

This course is an introduction to drywall/lathing apprenticeship, state and federal apprenticeship laws, apprenticeship record keeping, apprentice evaluation procedures, general safety, work ethic, sexual harassment issues, and basic tools of the trade.

DRLT 202 Basic Applications

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course is an introduction to basic gypsum wall covering and ceiling applications. Topics include knot recognition and application to rigging on construction job-sites.

DRLT 205 Mathematics for Drywall / Lathing

Units: 2.0 Hours: 36.0 Lecture

Transferable: No

This course covers mathematics applications to drywall and lathing trades with specific focus on mathematical processes related to construction. Basic topics include whole numbers, fractions, decimal fractions, ratios, proportions, percentages, areas and volumes. This course has the option of a letter grade or pass/no pass.

DRLT 210 Residential Metal Framing

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers basic residential metal framing. It includes framing of floors, walls, doors, windows, roofs, trusses and stairs. This course has the option of a letter grade or pass/no pass.

DRLT 212 Doors, Windows, Exterior Systems / Building Documents

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers doors, windows, door and window framing, and exterior wall covering systems. Topics include an introduction to blueprints and building codes. This course has the option of a letter grade or pass/no pass.

DRLT 220 Blueprint Reading I

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers job specifications, blueprint structure and basic blueprint reading and interpretation. Topics include an introduction to construction drawings and sketching. This course has the option of a letter grade or pass/no pass.

DRLT 221 Blueprint Reading II

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course is a continuation of Blueprint Reading I (DRLT 200). Topics include interpretation, problem solving, correlating specifications, prints, addenda, notes, sections and mathematics used with blueprints. This course has the option of a letter grade or pass/no pass.

DRLT 222 Blueprint Reading III

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course is a continuation of Blueprint Reading II (DRLT 221). Topics include take-offs, material estimates, material requisition, job costs and layout from blueprints. This course has the option of a letter grade or pass/no pass.

DRLT 230 Welding I

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers welding and welding concepts for construction job sites. Topics include welding safety, basic welding terms, definitions, positions, and cutting operations. This course has the option of a letter grade or pass/no pass.

DRLT 231 Welding II

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course is a continuation of Welding I (DRLT 230). Topics include welding safety, concepts, process, symbols, and certification performance. This course has the option of a letter grade or pass/no pass.

DRLT 240 Exterior / Advanced Fire Control System and Partitions

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers safety, principles, theory, and application of advanced fire control systems. Topics include principles and applications of partitions and metal framing. This course has the option of a letter grade or pass/no pass.

DRLT 242 Exterior Systems and Trims

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers safety, principles, and application of exterior wall framing, coverings, and trims. This course has the option of a letter grade or pass/no pass.

DRLT 250 Interior Metal Lathing System and Sound Control

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers materials, principles, theory, and application of lath and plaster interior hollow walls and partitions. Topics include principles, and application of sound control systems and an introduction to mathematics and layout for building arches. This course has the option of a letter grade or pass/no pass.

DRLT 260 Ceilings, Shaft Protection and Demountable Partitions

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers safety, materials, principles, theory, and installation of ceiling systems, demountable partitions, and shaft systems. This course has the option of a letter grade or pass/no pass.

DRLT 262 Arches, Furring and Advanced Systems

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers safety, materials, principles, theory, and installation of furring, arch systems, and fire retardant materials. This course has the option of a letter grade or pass/no pass.

DRLT 270 Advanced Construction Techniques**Units:** 1.5 **Hours:** 21.0 Lecture and 18.0 Laboratory**Transferable:** No

This course covers safety, materials, principles and theory of advanced construction techniques. Topics include following written and verbal directions, construction directly from blueprints, and research techniques. This course has the option of a letter grade or pass/no pass.

DRLT 290 Occupational Work Experience / Drywall-Lathing**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** No

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

Early Childhood Education: see Child Development
Earth Science: see Geology, Geography

ECOLOGY**ECOL 1 Conservation of Natural Resources****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3

This course examines the fundamentals of ecology (the study of the relationships between organisms and their environment) with special emphasis on human effects on the environment. Topics of discussion will include ecosystem dynamics, resources, pollution, population growth, and the clash between economic and political policy and the environment. **ADVISORY:** Eligible for English 250 and English 260.

ECONOMICS**ECON 1 Principles of Macroeconomics****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D2, IGETC:4B; GAV-GE:D2; CAN:ECON2

Introduction to the principles of macroeconomic analysis, economic institutions, and economic policy; supply and demand, determinants and distribution of output, income, and welfare through the market system; international trade and globalization. Measurement, determinants of, and policies relating to long-run economic growth, business cycle fluctuations, unemployment, and inflation. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** MATH 430 or MATH 205

ECON 2 Principles of Microeconomics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D2, IGETC:4B; GAV-GE:D2; CAN:ECON4

Introduction to microeconomic principles, theory, and analysis. Topics include scarcity and resource allocation, specialization and exchange, and the determinants and distribution of output, income, and welfare through the market system, as well as elasticity, production and cost theory, and market failure caused by externalities and asymmetric information. Includes consumer choice and utility maximization, as well as profit maximization in various competitive settings. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** MATH 430 or MATH 205

ECON 11 Statistics for Business and Economics**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Statistical methods for business/economics analysis; descriptive statistics, inference, correlation and regression, probability, time series analysis. This course has the option of a letter grade or pass/no pass. This course is also listed as BUS 11. **PREREQUISITE:** Mathematics 233.

ECON 14 Personal Finance**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, insurance, investments, retirement, and estate planning will be examined. This course is also listed as BUS 14. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Math 400.

**Education: see Child Development, Liberal Arts with
Elementary Education Emphasis**

ENGINEERING**ENGR 1 Graphical Communication and Design****Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CAN:ENGR2

An introduction to the graphical and visual communication of the engineering design process. Topics will include the design process, visualization, free-hand sketching, instrument drawing, scales, orthographic projection, section views, auxiliary views, and dimensioning and tolerancing. Computer based drafting will be used in conjunction with traditional methods to highlight the strengths of multiple communication methodologies. **ADVISORY:** MATH 1A; may be concurrent.

ENGR 2 Statics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CAN:ENGR8

Vector treatment of two- and three-dimensional force systems acting on particles and engineering structures in equilibrium. Topics include forces, moments, couples, resultants, equilibrium conditions, trusses, centroids, moment of inertia, beams, shear and moment diagrams, cables, fluids and friction. **PREREQUISITE:** Mathematics 1A and Mathematics 1B and Physics 4A with a grade of 'C' or better.

ENGR 3 Electric Circuit Analysis**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CAN:ENGR12

An introduction to the theory of electric circuits. Topics include resistive circuits, voltage and current sources, network theorems, op-amp circuits, energy storage elements, RC, RL, and RLC circuits. **PREREQUISITE:** Mathematics 2C (may be taken concurrently) and Physics 4B with a grade of 'C' or better.

ENGR 4 Properties Of Materials**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CAN:ENGR4

Basic principles of physics and chemistry are used to determine the quantitative relationships that describe the behavior of solids. Particular emphasis is placed upon the relationship between the structure and properties of crystalline solids. Applications consider control of properties as an engineering design variable. A term paper based upon review of the periodical technical literature is required. **PREREQUISITE:** Chemistry 1A and Physics 4A.

ENGR 5 Engineering Programming and Problem Solving**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CAN:CSCI4

An introduction to engineering problem solving using computer programming, numerical computing, and spreadsheets. Topics will include basic control structures, data types, input/output, an introduction to the design, implementation, testing and documentation of software, and the syntax and semantics of a modern programming language. Additional topics include matrix manipulation, curve plotting, finding solutions of ODEs, statistical analysis and presentation of data using available software. **PREREQUISITE:** Mathematics 1A with a grade of 'C' or better. May be taken concurrently.

ENGR 10A Introduction to Engineering I**Units:** 2.0 **Hours:** 1.5 Lecture and 1.5 Laboratory**Transferable:** CSU, UC

Engineering 10A introduces students to the engineering profession. Topics will include an introduction to the various engineering disciplines; the role of engineers and engineering in society; the curriculum requirements for the various engineering disciplines at different four-year institutions; academic success strategies; personal and professional development techniques; an introduction to the engineering design process; an introduction to engineering problem-solving methodologies; engineering ethics; communication skills; and working as a member of a team. **ADVISORY:** English 250.

ENGL 2E Introduction to Women Writers**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, F

This is a transfer literature class which examines the history of women as writers and distinguishes themes in women's literature using the tools of literary criticism. **PREREQUISITE:** Eligible for English 1A.

ENGL 2F Children's Literature**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2

A survey of texts for elementary and intermediate grades, with a focus on literary analysis, criticism and evaluation. Study of historical backgrounds and development of genres of children's literature in a cross section of cultures. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** English 1A.

ENGL 2J Mythology**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2

This course is a survey of myths from around the world, with an emphasis on literary analysis of the myths. The course covers the purposes and types of myths; the development of myths and mythological characters, the recurring elements of mythological structures, the influence of mythology on contemporary texts. **PREREQUISITE:** Eligible for English 1A.

ENGL 4A British Literature - 449 to 1798 A.D.**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:ENGL8, ENGL SEQ B

This course is a study of the masters of early British Literature from the years 449 - 1798 and the major literary trends within that time period. In this course, students will work to understand the language and concepts within early British poetry and prose, as well as explore the social and historical influences which inform this literature. (C-ID: ENGL 160) **PREREQUISITE:** Eligible for English 1A.

ENGL 4B British Literature - 1798 to Present**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:ENGL10, ENGL SEQ B

This course is a study of the masters of British Literature from 1798 to present. In this course we will read and analyze the literature of Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, Browning, Arnold, Clough, Hopkins, Rossetti, Bronte, Yeats, Joyce, Woolf, Lawrence, Eliot, and Forster. Note: this course need not be taken in sequence. **PREREQUISITE:** Eligible for English 1A.

ENGL 5A Survey of American Literature - 1620 to 1865**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, F; CAN:ENGL14

This course is a study of the masters of American Literature and the major trends of literature from Pre-colonial times through to 1865. In this course, students will work to understand concepts within poetry and prose, examine common literary trends, as well as work to explain the social and historical influences which inform this literature. (C-ID: ENGL 130) **PREREQUISITE:** Eligible for English 1A.

ENGL 5B Survey of American Literature - 1865 to Present**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, F; CAN:ENGL16

This course is a study of the masters of American Literature and the major trends of literature during the years 1865 to the present. The major trends can include Realism, Naturalism, Modernism, Post-Modernism, etc. (C-ID: ENGL 135) **PREREQUISITE:** Eligible for English 1A.

ENGLISH**ENGL 1A Composition****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:A2, IGETC:1A; GAV-GE:A2; CAN:ENGL2, ENGL SEQ A

This is a writing course which emphasizes expository writing, argumentative writing, and critical reading of expository prose. It is meant to train students in clear thinking and reasoned support of ideas. Students will be given the opportunity to read models of good expository and argumentative prose and learn the techniques of good writing. These include choosing appropriate subjects, developing restricted, unified, and precise theses and presenting supporting evidence in a logical, lucid, and effective manner. To achieve this end, students write no fewer than six essays and read at least five works, two of which are book length. (C-ID: ENGL 100) **PREREQUISITE:** English 250 and English 260 or English 250 and SSCI 270A or English 250 and SSCI 270B with a grade of 'C' or better or satisfactory score on the English placement examination.

ENGL 1B Composition and Literature**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:ENGL4, ENGL SEQ A

English 1B continues the work begun in 1A, but now the emphasis shifts to writing expository prose in conjunction with reading and analyzing imaginative literature. Students are to write as fledgling critics and use the text as a basis for other forms of reflection. The reading requirement includes short stories, poetry, drama, and at least two novels. Course work will also include fundamentals of research writing. **PREREQUISITE:** English 1A with a grade of "C" or better.

ENGL 1C Critical Reasoning and Writing**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:A3, IGETC:1B; GAV-GE:C2

This course is designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1A. The emphasis is on critical analysis of arguments and the development of the ability to integrate the principles of critical thinking into essay writing. (C-ID: ENGL 105) **PREREQUISITE:** English 1A with a grade of "C" or better.

ENGL 2B American Ethnic Literature**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, F

Students will examine the concept of ethnicity in the context of contemporary American multi-ethnic literature: Native American, Hispanic American, Black American, Asian American. Students will critique this literature using the accepted elements of literary criticism. They will read and analyze selections from each literature and explain their results in journals, oral presentations, a research project and examinations. **PREREQUISITE:** Eligible for English 1A.

ENGL 2C Introduction to Film and Fiction**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2

This is a literature course in analysis of the novel and film as art forms. The student will read several novels, view the films based on the novels, and discuss the difference in techniques, both orally and in writing. **PREREQUISITE:** Eligible for English 1A.

ENGL 9A Introduction to Creative Writing**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2; GAV-GE:C2; CAN:ENGL6

This course allows writers to experiment with various forms of poetry and prose, including drama, fiction, poetry, and narrative non-fiction and includes the writing, reading, and discussion of such works. The class is primarily experiential, providing many opportunities for generation of new pieces of writing, some time for gentle encouraging feedback, and a focus on terminology to develop better understandings of both the process and craft of creative writing. **PREREQUISITE:** Eligible for English 1A.

ENGL 9B Advanced Creative Writing**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2; GAV-GE:C2

This class is a continuation of English 9A, with an emphasis on further development on the craft and production of various forms of poetry and prose, including drama, fiction, poetry, and narrative non-fiction and includes the writing, reading, and discussion of such works. The class remains primarily experiential, providing many opportunities for generation of new pieces of writing, some time for gentle encouraging feedback with a greater focus on developing leadership skills in that area as well as a deepening knowledge of terminology, in order to develop better understandings of both the process and craft of creative writing. **PREREQUISITE:** English 9A with a grade of 'pass' or C or better.

ENGL 9C Creative Writing: Poetry**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2; GAV-GE:C2

This course is an immersion into poetry and its creation, providing students opportunities to practice the craft of poetry, receive feedback, and read poems by established writers. Emphasis will be placed on a variety of poetic forms and the development of terminology useful in both creating and analyzing poetry. **PREREQUISITE:** Eligible for ENGL 1A or completion of ENGL 9A.

ENGL 9D Creative Writing: Fiction**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is an immersion into fiction and its creation, providing students opportunities to practice the craft of fiction, receive feedback, and read fiction by established writers. Emphasis will be placed on exploring a variety of fictional elements and the development of terminology useful in both creating and analyzing fiction. **PREREQUISITE:** Eligible for ENGL 1A or completion of ENGL 9A.

ENGL 12A Tutoring Writers: Training**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

Fundamentals of compositional theory, the writing process, peer-to-peer communication, and effective responses to writing will be covered. In addition, students will receive training in tutoring methodology, while participating in a community of writers that connects them to their own writing practice. **ADVISORY:** Eligible for English 1A.

ENGL 12B Tutoring Writers: Practice**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Practice in the writing process, peer-to-peer communication, interacting with faculty and educational institutions, and effective responses to writing will be covered. In addition, students will gain an understanding of writing pedagogy while participating in a community of writers that connect them to their own writing practice. **ADVISORY:** Eligible for English 1A.

ENGL 12C Tutoring Writers: Theory**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Compositional theory and responses to writing across the curriculum will be covered. In addition, students will gain an understanding of the methodology and theory of tutoring pedagogy, while participating in a community of writers that connects them to their own writing practice. **ADVISORY:** Eligible for English 1A.

ENGL 12D Tutoring Writers: Research**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Compositional theory and responses to writing across the curriculum will be covered. In addition, students will gain from inquiry questions and conduct research on tutoring methods, while participating in a community of writers that connects them to their own writing practice. **ADVISORY:** Eligible for English 1A.

ENGL 250 Practical Writing**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory**Transferable:** No

This course covers writing clear, correct, effective essays and learning preliminary research skills. Also listed as English 250P. **PREREQUISITE:** English 440 or ESL 563 with a grade of 'C' or better or satisfactory score on the English placement examination.

ENGL 250P Practical Writing**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory**Transferable:** No

This course covers writing clear, correct, effective essays and learning preliminary research skills. This course is pass/no pass. Also listed as English 250. **PREREQUISITE:** None. **COREQUISITE:** ENGL 260P

ENGL 260 Preparation for College Reading**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** No; GAV-GE:A3

This is a course presenting strategies in the technique and practice of college level critical reading and thinking skills. Also listed as English 260P. **PREREQUISITE:** Completion of English 420 or ESL 562 with a grade of 'C' or better or Assessment recommendation.

ENGL 260P Preparation for College Reading**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** No

This is a course presenting strategies in the technique and practice of college level critical reading and thinking skills. This course is pass/no pass. Also listed as English 260. **PREREQUISITE:** None **COREQUISITE:** ENGL 250P

ENGL 411 Reading and Writing Workshop**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** No

English 411 builds fundamental skills in reading and writing through a hands-on workshop approach. Students apply skill-building techniques to authentic reading and writing tasks, such as reading books and writing essays. The emphasis of the course is on process and awareness of effective literacy strategies. Students will leave the course with more confidence in themselves as readers and writers and with gained skills and tools to apply to their future coursework. This course is designed for students who need or desire to approach college-level reading and writing as a slower pace. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This is a pass/no pass course.

ENGL 420 Reading Improvement**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory**Transferable:** No

This is a practical, "how to" course teaching various methods of learning and reading college material. Using group and individual instruction in vocabulary, comprehension, and study skills, the students will increase their ability to survive academically, to profit, grow and succeed in all college courses, and to enjoy reading and learning. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** Satisfactory score on the English placement examination.

ENGL 440 Basic Writing**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory**Transferable:** No

This is an intensive study and application of basic grammar, sentence, and essay writing skills within the context of composing short essays. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. **PREREQUISITE:** Satisfactory score on the English placement examination.

ENGLISH AS A SECOND LANGUAGE**Also see: Noncredit ESL classes****ESL 509B Basic ESL Review II****Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** No

This is a basic skills ESL course designed to help students review and maintain grammar and speaking skills between semesters. The emphasis will be on oral production centered around lifeskill areas such as food, families, work, clothing, health, home school, shopping, recreation, and transportation. Grammar tenses (present, present continuous, and past) will be reviewed and practiced. The course integrates listening, speaking, reading, and writing with an emphasis on oral communication. This is a pass/no pass course.

ESL 510B Basic ESL II**Units:** 9.0 **Hours:** 9.0 Lecture**Transferable:** No

This course is a continuation of ESL 510A. This is an intensive, integrated-skill program for students who function in a limited way in English. Through listening, speaking, reading and writing activities, students continue learning to use the structures of English with increasing accuracy, while gaining further basic life skills. **ADVISORY:** ESL 510A or ESL assessment recommendation.

ESL 521 Beginning ESL Listening / Speaking**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** No

This course develops basic listening and speaking skills, moving from a functional survival context to academic readiness. Activities are directed at providing practice through listening exercises, role-play, pair work, small and large group discussion, interviews, and oral presentations. **ADVISORY:** ESL 510B or ESL Assessment Test Recommendation. Recommended concurrent enrollment in ESL 522 and 523.

ESL 522 Beginning ESL Reading / Vocabulary**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** No

This course begins the development of reading skills and vocabulary through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students. **ADVISORY:** ESL 510B or 510C or Assessment recommendation. Recommended concurrent enrollment in ESL 521 and 523.

ESL 523 Beginning ESL Grammar / Writing**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This is a beginning grammar/writing course for students with very basic grammar. The focus is on basic grammatical structures, punctuation and sentence skills. **ADVISORY:** ESL 510B or ESL Assessment Test recommendation. Recommended concurrent enrollment in ESL 521 and ESL 522.

ESL 527 Integrated Reading-Writing I**Units:** 6.0 **Hours:** 6.0 Lecture**Transferable:** No

This is the first course in a series of integrated skills courses designed to develop the reading, writing and grammar skills of ESL students. This beginning course focuses on vocabulary development, basic reading strategies and comprehension, basic grammar and beginning writing skills (sentence level and basic paragraphs.) The aim of this course is to assist beginning level students in becoming more literate while participating in holistic reading and writing activities based on engaging multicultural topics. **PREREQUISITE:** ESL 510B or ESL 503, or ESL assessment recommendation.

ESL 528 Integrated Speaking / Listening I**Units:** 6.0 **Hours:** 6.0 Lecture**Transferable:** No

This is the first in a series of integrated skills courses designed to develop the listening, speaking and pronunciation skills of beginning ESL students. Activities, which include listening exercises, role-play, pair work, small and large group discussions, interviews, oral presentations and pronunciation drills (focusing on English sounds and rhythm), are presented in the context of relevant, contemporary and intellectually challenging themes. This course is designed especially for students with academic objectives but is highly appropriate for students with personal language goals, as well. **PREREQUISITE:** ESL 510B or ESL 503 or ESL Assessment recommendation.

ESL 531 Intermediate ESL Listening / Speaking I**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** No

In this course, listening and speaking skills are developed through extended listening exercises, open-ended dialogues, pair and group discussions, oral interviews, and oral reports. **PREREQUISITE:** ESL 521 or ESL 528 with a grade of 'C' or better or ESL Assessment Recommendation. Recommended concurrent enrollment in ESL 532 and 533.

ESL 532 Intermediate ESL Reading / Vocabulary I**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** No

This course continues the development of reading skills and vocabulary through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students. **PREREQUISITE:** ESL 522 with a grade of 'C' or better or ESL assessment recommendation. Recommended concurrent enrollment in ESL 531 and 533.

ESL 533 Intermediate ESL Grammar / Writing I**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This course involves the practice and refinement of sentence and paragraph skills, structure and punctuation. Students will learn basic use of the computer as a writing tool. **PREREQUISITE:** ESL 523 with a grade of C or better or ESL Assessment Test recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 531 and ESL 532.

ESL 537 Integrated Reading / Writing II**Units:** 6.0 **Hours:** 6.0 Lecture**Transferable:** No

This is the second course in a series of integrated skills courses designed to continue the development of reading, writing and grammar skills of low-intermediate ESL students. The course focuses on vocabulary development through the application of different reading strategies to a variety of selections of topics of interest to academically-bound students. It also involves the practice and refinement of sentence and paragraph skills, structure and pronunciation. **PREREQUISITE:** ESL 523 and ESL 522, or ESL 527, or ESL Assessment Recommendation.

Noncredit ESL classes are listed on page 208.

ESL 538 Integrated Listening / Speaking II**Units:** 6.0 **Hours:** 6.0 Lecture**Transferable:** No

This is the second in a series of integrated skills courses designed to develop the listening, speaking and pronunciation skills of low intermediate ESL students. Activities, which include listening exercises, role play, pair-work, small and large group discussions, interviews, oral presentations, and pronunciation (focusing on English sounds, rhythm and intonation), are presented in the context of relevant, contemporary and intellectually challenging themes. This course is designed especially for students with academic objectives but is highly appropriate for students with personal language goals as well. **PREREQUISITE:** ESL 528 or ESL 521 or ESL assessment recommendation.

ESL 541 Intermediate ESL Listening / Speaking II**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** No

This course expands listening and speaking skills through extended listening exercises, open-ended dialogues, pair and group discussions, oral interviews, and oral reports. Students broaden vocabulary while listening to and speaking in both formal and informal, conversational and academic situations. **PREREQUISITE:** ESL 531 or ESL 538 with a grade of 'C' or better or ESL assessment recommendation. Recommended concurrent enrollment in ESL 542 and 543.

ESL 542 Intermediate ESL Reading / Vocabulary II**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** No

This course begins the expansion of reading skills and vocabulary development through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students including selections from literature. **PREREQUISITE:** ESL 532 with a grade of 'C' or better or ESL Assessment Recommendation. Recommended concurrent enrollment in ESL 541 and 543.

ESL 543 Intermediate ESL Grammar / Writing II**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This course involves the expansion of sentence and paragraph skills, structure, and punctuation. Students will learn basic use of the computer as a writing tool. **PREREQUISITE:** ESL 533 with a grade of C or better or ESL assessment recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 541 and ESL 542.

ESL 546 Introduction to Computers for ESL Students**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** No

Introduction to basic computer hardware functions and terminology; overview of Windows operating environment and word processing for ESL students. **ADVISORY:** CSIS 122. Eligible for Gavilan College ESL Program Intermediate.

ESL 548 Integrated Listening / Speaking III**Units:** 6.0 **Hours:** 6.0 Lecture**Transferable:** No

This is the third in a series of integrated skills courses designed to develop listening, speaking and pronunciation skills of high intermediate ESL students. Activities, which include listening exercises, role-play, pair work, small and large group discussions, interviews, oral presentations, and pronunciation drills (focusing on English sounds, rhythm and intonation), are presented in the context of relevant, contemporary, and intellectually challenging themes. This course is designed especially for students with academic objectives but is highly appropriate for students with personal language goals, as well. **PREREQUISITE:** ESL 538 or ESL 531 or ESL assessment recommendation.

ESL 552 Advanced ESL Reading / Vocabulary I**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** No

This course focuses on academic and critical thinking skills needed to increase reading comprehension and efficiency. Emphasis is on analyzing, making inferences, taking notes, supporting opinions, summarizing and expanding vocabulary. Readings are from academic texts and literature. **PREREQUISITE:** ESL 542 with a grade of 'C' or better or ESL assessment recommendation. Recommended concurrent enrollment in ESL 553 and 554.

ESL 553 Advanced ESL Composition I**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This course is a composition course for ESL students that develops college composition skills through a review of the parts and elements of the English paragraph and an introduction to the essay form. The course focuses on the development of a paragraph and expands to the writing of multiple paragraphs in an essay. Basic rhetorical patterns and methods of organization are covered using the multiple-draft approach to writing. **PREREQUISITE:** ESL 543 with a grade of C or better or ESL Assessment Test recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 552 and ESL 554.

ESL 554 Advanced ESL Grammar I**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This course is designed to help students improve their grammar usage so that they will be able to expand their use of grammar structures in oral and written communication. Students begin the study of more sophisticated grammar structures such as past and future perfect, passive voice, and modal auxiliaries for past time, and they review perfect and modals for present and future time. Students will enhance their understanding of grammar by comparing and contrasting new and previously encountered structures and better appreciate the subtleties of English grammar. **PREREQUISITE:** ESL 543 with a grade of 'C' or better or ESL Assessment Test Recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 552 and ESL 553.

ESL 557 Vocational English as a Second Language I**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This is an integrated skills course for ESL students who wish to expand their job-related communication skills. Students expand their language skills within the realm of the work world while also developing the soft skills needed in the workplace. **ADVISORY:** ESL 541, 542 and 543, or ESL 547 and ESL 548, or ESL Assessment Test recommendation.

ESL 562 Advanced ESL Reading / Vocabulary II**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** No

This course prepares ESL students for mainstream college classes by reviewing a variety of reading skills, strategies, and topics from different academic disciplines. Students expand their academic vocabulary and read short stories or a novel for literary appreciation. **PREREQUISITE:** ESL 552 with a grade of 'C' or better or ESL assessment recommendation. Recommended concurrent enrollment in ESL 561 and/or ESL 564 and ESL 583.

ESL 563 Advanced ESL Composition II**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This course is a composition course for ESL students that refines and further expands college composition skills through the writing of essays. The course focuses on the structuring and development of an essay with the use of personal examples. Students write in response to a variety of prompts using different rhetorical patterns such as classification, narration, argumentation, and cause/effect. **PREREQUISITE:** ESL 552, 553, and 554 with a grade of "C" or better or ESL assessment recommendation.

ESL 564 Advanced ESL Grammar II**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This course is designed to expand grammar usage to include adjective, noun, and adverb clauses in oral and written communication. Students learn the meaning and use of clause connectors and are introduced to conditionals, both real and unreal. These grammar structures constitute some of the most complex structures in English and expose students to a rich variety of structures that can effectively enhance their oral and written expression. **PREREQUISITE:** ESL 554 with a grade of 'C' or better or ESL Assessment Recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 562 and ESL 563.

ESL 573 Transition to College: Writing**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory**Transferable:** No

This writing course is designed to provide a "bridge" for students from the ESL Program to mainstream college classes. It prepares ESL students to enter regular English classes by teaching them skills needed to succeed in a variety of college classes. It focuses on an introduction to the research paper, the MLA format, the use of quotations, paraphrasing, summarizing, and the rhetorical pattern of argumentation. **PREREQUISITE:** ESL 563 with a grade of 'C' or better or ESL Assessment Recommendation.

ESL 581 ESL Pronunciation I**Units:** 2.0 **Hours:** 2.0 Lecture and 1.0 Laboratory**Transferable:** No

This is a high-beginning/low-intermediate ESL Pronunciation Course. Students will participate in a variety of communicative activities designed to improve their pronunciation. This course focuses on clear pronunciation of vowels, consonants, diphthongs and clusters, accurate word stress and rhythm, and the connection between spelling and pronunciation. It also introduces the concept of sentence intonation. This is a pass/no pass course. **ADVISORY:** ESL 510B or ESL Assessment Test Recommendation.

ESL 582 ESL Pronunciation II**Units:** 2.0 **Hours:** 2.0 Lecture and 1.0 Laboratory**Transferable:** No

ESL Pronunciation II is the second in a series of courses designed to give ESL students extra practice with their pronunciation. After reviewing vowel and consonant sounds, students will approach pronunciation through use of word stress, sentence rhythm, and discourse intonation. This is a pass/no pass course. **ADVISORY:** ESL 531, ESL 581, or ESL assessment recommendation.

ESL 584 Culture Through Film**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** No

This course is designed to practice listening and speaking skills through the use of selected films. The course highlights different intercultural issues and aspects of American culture, and students enhance their listening and speaking skills by means of authentic discourse. Because film provides a real sample of speech in a multi-dimensional experience, ESL learners can experience the language in a more complete manner while analyzing cultural issues. This is a pass/no pass course. **ADVISORY:** ESL 541 or ESL Assessment recommendation.

ENVIRONMENTAL SCIENCE**ES 1 Introduction to Environmental Science****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE; B2, B3

This course is intended to provide students with an introduction to environmental science and critical thinking in areas of informed decision making on issues related to use of natural resources including those related to energy, transportation, land use and waste. The first half of the course is devoted to developing and understanding of how ecosystems operate. During the second half of the course various issues related to use of natural resources by growing human populations are examined.

Film: see ENGL 2C, HUM 3, 4, 6, 10**Foreign Languages: see Chinese, French, Japanese or Spanish****FRENCH****FRNH 1A Elementary French****Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2; GAV-GE:C2, F

French 1A is a multi-skilled beginning level class with emphasis on understanding and speaking French. Students are introduced to the cultures and customs of various French-speaking countries.

FRNH 1B Elementary French**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2; IGETC:6A; GAV-GE:C2, F

Continuation of French 1A with further development of the four skills of understanding, speaking, reading, and writing. Continued emphasis on culture. **PREREQUISITE:** French 1A, or equivalent.

GEOGRAPHY**GEOG 1 Physical Geography****Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:GEOG6

An introductory study of the basic physical elements of geography including climate, land forms, soils, water, and natural vegetation. The laboratory will include the tools and methods of geographers. (C-ID: GEOG 115) **ADVISORY:** Eligible for English 250 and English 260.

GEOG 2 Cultural Geography**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D5, IGETC:4E; GAV-GE:D2, F; CAN:GEOG4

This course is a study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions. Topics include: historical geography; geographical techniques & methodology, demography; languages & religions, urbanization and landscape modification; political units and nationalism; and economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Skills commensurate with successful completion of English 250 and English 260 or equivalent.

GEOLOGY**GEOL 1 Introduction to Geology****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:GEOL2

A study of the earth and the physical properties which modify the earth; minerals, rocks, geologic structures and processes. **ADVISORY:** Eligible for English 250 and English 260.

Government: see Political Science**Graphic Arts: see Art, CGD, CSIS, Digital Media****GUIDANCE****GUID 1 Self-Assessment and Career Development****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; CSU-GE:E2; GAV-GE:E2

This course is designed to assist the student in learning more about personal values, personality, interests, exploration of career choice, and occupational opportunities through the use of various personal assessment instruments. The delivery options for this course also include online and self-paced formats. This course is also listed as PSYC 5. **ADVISORY:** Eligible for English 250 and English 260. \$12 fee will be charged for career assessment materials.

GUID 6 Life Skills for Higher Education

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU, UC; CSU-GE:E2; GAV-GE:E2

Evaluation and application of academic study methods to achieve subject matter mastery. Development of critical thinking skills, and application of reading, writing, note taking and test taking methods to improve personal strategies. Exploration of personal lifestyle and health factors, including the causes and management of stress, as it relates to academic success. Assessment of academic and career goals, selection of majors, and development of education plans. Topics covered include creative and realistic goal setting, academic and life management, college and community resources, library and Internet use, time management, and techniques to reduce math and science anxiety. This class will address a multitude of cultural learning styles, with emphasis on attaining professional, personal and academic goals in a diverse society. Topics from developmental psychology, learning theory and personality theory. **ADVISORY:** Eligible for English 250 and English 260.

GUID 27 Contemporary Leadership

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:E2

A cross-disciplinary approach to the theory and practice of leadership. Includes effective communication styles including issues related to gender and culture. Class includes topics on ethics, power, and how to run effective meetings including the use of parliamentary procedure. Skills directly applicable to work, personal and college environments. Also listed as POLS 27 and PSYC 27. **ADVISORY:** Eligible for English 250 and English 260.

GUID 28 Tutoring Techniques

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

This course is designed to train students in effective tutoring skills, introduction to how people learn, teaching to modalities, and techniques of working with student anxiety. This course has the option of a letter grade or pass/no pass. **ADVISORY:** English 250.

GUID 29 Tutoring Lab

Units: 1.0 OR 2.0 **Hours:** 3.0 OR 6.0 Laboratory
Transferable: CSU

This course will allow students to gain valuable experience in the field of teaching. Students will practice the skills they have learned in Guidance 28. Guidance 29 may be repeated for a maximum of 2.0 units per semester and a maximum course total of 8.0 units. This is a pass/no pass course. **ADVISORY:** Completion of, or concurrent enrollment in Guidance 28.

GUID 191A Workplace Skills

Units: 1.0 **Hours:** 1.0 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.

GUID 191B Workplace Skills

Units: 1.0 **Hours:** 1.0 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.

GUID 191C Workplace Skills

Units: 1.0 **Hours:** 1.0 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.

GUID 200 Planning College Success

Units: .5 TO 2.0 **Hours:** .5 TO 2.0 Lecture
Transferable: No; GAV-GE:E2

Course is designed to enable students to plan a successful college experience. Content includes degree, major, graduation and transfer requirements. Skills necessary for academic success are presented and practiced. Students will learn general principles about libraries and the search for information. College support services will be identified and utilized during the course. This is a variable unit course; students will earn .5 unit of credit for every 9 hours of participation.

GUID 210 First Year College Student Seminar

Units: .5 **Hours:** .5 Lecture
Transferable: No

Students will acquaint themselves with college and university requirements, educational alternatives, and strategies for academic success. This will include an orientation to college programs, services, policies and facilities. Students will apply assessment test results, develop an individualized education plan and class schedule and/or enroll in first semester classes. This is a pass/no pass course.

GUID 530 Job Readiness

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: No

This course is designed to provide a comprehensive, well-organized approach to assist individuals with the identification of occupational choices and the development of job readiness skills necessary to obtain and maintain employment in a competitive or supported work setting. May be repeated twice for credit. This course has the option of a letter grade or pass/no pass.

GUID 531 Career Exploration and Job Readiness Training for WorkAbility 3

Units: .5 TO 2.0 **Hours:** 1.7 TO 6.8 Laboratory
Transferable: No

Guidance 531 is a course designed to provide individualized job preparation skills and vocational guidance to students with disabilities who are in the process of developing their career plans. Students will receive support as they actively pursue employment through regular meetings with WorkAbility 3 staff members, maintenance of job search log, participation in basic education classes and registration with internet based employment websites. To meet course requirements, students must complete a progress report each semester and arrange to perform community service with a non-profit organization. This course is repeatable. **ADVISORY:** Student must be an active participant in the WorkAbility 3 program.

GUID 532 Career Development and Work Experience for WorkAbility 3

Units: 1.0 TO 4.0 **Hours:** 4.7 TO 18.8 Laboratory
Transferable: No

Guidance 532 offers students with disabilities the opportunity to receive course credit for participating in paid employment situations including on-the-job training, internships and entry-level positions. Students will utilize a variety of work alternatives and settings according to individual needs and vocational objectives. To meet course requirements, students must arrange monthly meetings with a WorkAbility 3 staff member, complete and submit time sheets on a regular basis, review their progress report and submit an employer evaluation form once a semester. This course may be repeated. **ADVISORY:** Student must be an active participant in the WorkAbility 3 program.

GUID 550 Supervised Tutoring

Units: .0 **Hours:** 1.0 TO 5.0 Laboratory
Transferable: No

Laboratory class emphasizing college learning skills, appropriate study techniques, and learning assistance utilizing one-to-one or small group tutorial.

GUID 557 Learning Skills Evaluation**Units:** .5 **Hours:** 1.0 Laboratory**Transferable:** No

This course provides an evaluation of the student's cognitive/perceptual abilities and basic skills academic achievement. The evaluation results are used to determine the student's eligibility for Learning Disabilities Services, to develop individual educational plans, and to improve the student's understanding of their own learning strengths and weaknesses. The evaluation is conducted on a one-to-one basis by appointment. Students receive skills training to assist them with their learning difficulties. Units earned in this course do not count toward the associate degree and/or certificate requirements. This is a pass/no pass course.

GUID 558A Introduction to Learning Skills Laboratory**Units:** .5 TO 2.0 **Hours:** 1.7 TO 6.8 Laboratory**Transferable:** No

The Learning Skills Laboratory (Intro) is designed to assist students who are eligible to receive Learning Disabilities Services and/or have demonstrated academic deficits. The course content is individualized and based on Student Educational Contracts which are developed for each student. Students receive supplemental instruction, academic support, and learning strategy suggestions appropriate for their individual cognitive, perceptual, and academic strengths and weaknesses. This course is designed for students who need one to one assistance. Units earned do not count toward the associate degree and/or certificate requirements. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry/ open exit course. ADVISORY: Completion of Guidance 557 or demonstrated academic deficit.

GUID 558B Intermediate Learning Skills Laboratory**Units:** .5 TO 2.0 **Hours:** 1.7 TO 6.8 Laboratory**Transferable:** No

The Learning Skills Laboratory (Intermediate) is designed to assist students who are eligible to receive Learning Disabilities Services and/or have demonstrated academic deficits. The course content is individualized and based on Student Educational Contracts which are developed for each student. Students receive supplemental instruction, academic support, and learning strategy suggestions appropriate for their individual cognitive, perceptual, and academic strengths and weaknesses. This course is designed for students who need minimal assistance. Units earned do not count toward the associate degree and/or certificate requirements. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry/open exit course. ADVISORY: Completion of Guidance 557 or demonstrated academic deficit.

GUID 558C Advanced Learning Skills Laboratory**Units:** .5 TO 2.0 **Hours:** 1.7 TO 6.8 Laboratory**Transferable:** No

The Learning Skills Laboratory (Advanced) is designed to assist students who are eligible to receive Learning Disabilities Services and/or have demonstrated academic deficits. The course content is individualized and based on Student Educational Contracts which are developed for each student. Students receive supplemental instruction, academic support, and learning strategy suggestions appropriate for their individual cognitive, perceptual, and academic strengths and weaknesses. This course is designed for more independent students. Units earned do not count toward the associate degree and/certificate requirements. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry/ open exit course. ADVISORY: Completion of Guidance 557 or demonstrated academic deficit.

GUID 560 Individualized Learning Skills Development**Units:** 1.0 **Hours:** .5 Lecture and 1.5 Laboratory**Transferable:** No

This class is designed to teach individual learning skills development to students who are eligible to receive learning disability services. The course content includes organizational skills, fundamental critical thinking and basic college survival skills. ADVISORY: Completion of GUID 557 or demonstrated academic deficit.

GUID 561 Writing Skills**Units:** 1.0 **Hours:** .5 Lecture and 1.5 Laboratory**Transferable:** No

This course is designed to teach basic writing skills to students who have demonstrated difficulty mastering written language and who are eligible to receive Learning Disability Services. Material is presented in a concrete, multi-sensory manner, and the class includes opportunity for immediate practice, repetition, and review. The course content includes grammar, sentence structure, and punctuation. Units earned do not count toward the associate degree and/or certificate requirements. This course has the option of a letter grade or pass/no pass. ADVISORY: Completion of Guidance 557 or demonstrated deficit in written language achievement. Recommended for students with verified learning disability.

GUID 562 Directed Study Lab in Pre-Algebra**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** No

This course is designed for students who have demonstrated difficulty in mastering basic mathematics or pre-algebra and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 400, 402 AND 411. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition, and review. This is a pass/no pass course. COREQUISITE: Concurrent enrollment in MATH 400 or MATH 402 or MATH 411 is required. ADVISORY: Completion of GUID 557 and/or a demonstrated deficit in arithmetic. Recommended for students with verified learning disability.

GUID 563 Directed Study Laboratory in Algebra I**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** No

This course is designed for students who have demonstrated difficulty mastering Algebra I and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 430. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition, and review. This is a pass/no pass course. Concurrent enrollment in Math 430 or equivalent course is required.

GUID 565 Directed Study Laboratory in Algebra II**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** No

This course is designed for students who have demonstrated difficulty mastering Algebra II and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 235, 240 and 242. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition and review. This is a pass/no pass course. Concurrent enrollment in Math 235, Math 240 or equivalent course is required.

HEALTH EDUCATION

Also see: Allied Health**HE 1 Health Education****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:E2; GAV-GE:E2

This course focuses on attaining individual awareness, critical-thinking skills and self-responsibility relating to personal health. The interaction of individual physical, psychological, social, emotional, spiritual and environmental factors in determining health status is developed through integration of major concepts. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

HE 2 Human Sexuality**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:E2; GAV-GE:E2, F

Assists students in gaining increased knowledge, appreciation, and respect for their own sexuality, as well as others. Approved by the Board of Registered Nursing for 54 hours of continuing education credit (Provider #00892). ADVISORY: Eligible for English 250 and English 260

HISTORY

HIST 1 United States History through Reconstruction

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F, 7B; GAV-GE:C2, D2, F; CAN:HIST8, HIST SEQ B

History of the United States from the time before European contact with the Americas through Reconstruction. Emphasis will be placed on distinctive patterns of political, economic, social, intellectual, and geographic developments within their global context. At the conclusion of the course, the student should understand major themes in the history of the United States, and be able to explain various ways in which ideas about federal vs. state power, ethnicity, class, and gender divisions have influenced the nation's development. This course has the option of a letter grade or pass/no pass. (C-ID: HIST 130) ADVISORY: Eligible for English 250 and English 260.

HIST 2 United States History Reconstruction to the Present

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F, 7B; GAV-GE:C2, D2; CAN:HIST10, HIST SEQ B

History of the United States from Reconstruction to the present. Emphasis will be placed on distinctive patterns of political, economic, social, intellectual, and geographic developments within their global context. At the conclusion of the course, the student should understand major themes in the history of the United States, and be able to explain various ways in which ideas about federal vs. state power, ethnicity, class, and gender divisions have influenced the nation's development. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 1A.

HIST 3 History of California

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F; GAV-GE:C2, D2, F

A study of California's history from pre-contact with Europeans to the present day. Social, cultural, economic, political and environmental issues will be explored towards an understanding of California's history. ADVISORY: Eligible for English 1A and English 260.

HIST 4A Global History Before 1500

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F; GAV-GE:C2, D2, F

Beginning with the agricultural revolution, this course examines the development of global society before 1500. With attention to the interactions between humans and environment, developing states, cultures, economies, and social structures are examined in global context. The course emphasizes historical, analytical, and research skills. It asks students to analyze the evolution of global values, beliefs, and practices, as well as the conditions and results of social change. This course has the option of a letter grade or pass/no pass. (C-ID: HIST 150) ADVISORY: English 250 and English 260.

HIST 4B Global History after 1500

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F; GAV-GE:C2, D2, F

Beginning with the European Renaissance, this course examines the development of global society after 1500. With attention to the interactions between humans and environment, developing states, cultures, economics, and social structures are examined in global context. The course emphasizes historical, analytical, and research skills. It asks students to analyze the evolution of global values, beliefs, and practices, as well as the conditions and results of social change and globalized human activity. This course has the option of a letter grade or pass/no pass. ADVISORY: English 250 and English 260.

HIST 5 Women's Lives in Early United States History

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D4, D6, IGETC:3B, 4F; GAV-GE:C2, D1, D2, F

This survey course begins with pre-contact peoples and extends to the end of the nineteenth century. The class examines the construction of womanhood through United States history, and the effects of gender, ethnicity, class, and sexual orientation upon women's experiences. Students will study the contributions of various individual women and groups of women in creating the modern United States, and will analyze social, political, economic, and cultural forces affecting women to both join and resist movements for social change. Students will also learn to apply contemporary feminist theory to traditional historical approaches. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

HIST 6 Women's Lives in Recent United States History

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D4, D6, IGETC:3B, 4F; GAV-GE:C2, D2, F

The class examines the construction of womanhood in the US during the twentieth century. The class explores the effects of gender, ethnicity, class, and sexual orientation upon women's experiences. Students will study the contributions of various individual women and groups of women in creating the modern United States, and will analyze social, political, economic, and cultural forces affecting women to both join and resist movements for social change. Students will also learn to apply contemporary feminist theory to traditional historical approaches. ADVISORY: English 250

HIST 7A History of Western Civilization

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:HIST2, HIST SEQ A

A study of major elements in Western heritage from the ancient world to the eighteenth century. Course will survey intellectual, political, social, economic and cultural development of the Western World. (C-ID: HIST 170) ADVISORY: Eligible for English 1A.

HIST 7B History of Western Civilization

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:HIST4, HIST SEQ A

A study of major elements in western heritage from Renaissance Europe to the present. Emphasis is on ideas, attitudes and institutions basic to western civilization of enduring interest. (C-ID: HIST 180) ADVISORY: Eligible for English 1A.

HIST 12 Mexican American Cultural History

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D3, D6, IGETC:3B, 4F; GAV-GE:D2, F

The Mexican American experience as influenced by society in the United States. Emphasis will be on the historical and contemporary contributions made by the Indian, Spanish, Mexican, and Mexican American. Emphasis will also be on the social, economic, and political milieu of the Mexican American within the context of the American society. This course has the option of a letter grade or pass/no pass. This course is also listed as HUM 12. ADVISORY: Eligible for English 1A.

HIST 21 Ancient Americas: A History through Art

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C2, F

A critical survey of history through the arts of pre-Columbian natives of North, Central and South America. The course will cover major societies and events from the appearance of major civilizations through the initial colonization efforts of European nations. Due to the distinct history of the Americas, this course uses the arts - architecture, sculpture, ceramics and painting, among others - of ancient societies as a primary source material. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 21. ADVISORY: Eligible for English 250.

HIST 98 Special Topics

Units: .5 TO 3.0 Hours: .5 TO 3.0 Lecture

Transferable: CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topical content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. May be repeated for credit with different topics.

HORTICULTURE

HORT 20 Principles of Horticulture

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory

Transferable: CSU

This course will provide an introduction to horticulture and crop science. It will cover the biological principles of basic plant processes, classification, anatomy, physiology, and biotechnology. The course will also evaluate the global ecological/environmental and socioeconomic value of plants. Topics will also include the effect of the environment of plants and how we control it, an introduction to plant growth including propagation, media, irrigation, nutrition, management, harvest, and post harvest handling, and people's use of plants. Field trip required.

HUMANITIES

HUM 3 Introduction to Cinematic Arts, Film and Television

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2

This course provides an introduction to the cinema. The course will examine broad questions of form and content, aesthetics and meaning, and history and culture. Using a wide variety of films, filmmakers, and film movements, the course explores the diverse possibilities presented by the cinematic art form. Topics include modes of production, narrative and non-narrative forms, visual design, editing, sound, genre, ideology, and critical analysis. ADVISORY: Eligible for English 250 and 260.

HUM 4 Introduction to American Cinema

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2

This introductory course in film studies is a survey of the American film industry as an art form, as an industry, and as a system of representation and communication. The course explores how Hollywood films work technically, aesthetically, and culturally to reinforce and challenge America's national self-image. ADVISORY: English 440

HUM 6 Contemporary World Cinema

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F

This class introduces contemporary foreign cinema and includes the examination of genres, themes, and styles. Emphasis is placed on cultural, economic, and political influences as artistically determining factors. Film and cultural theories such as national cinemas, colonialism, and orientalism will be introduced. The class will survey the significant developments in narrative film outside Hollywood. Differing international contexts, theoretical movements, technological innovations, and major directors are studied. The class offers a global, historical overview of narrative content and structure, production techniques, audience, and distribution. Students screen a variety of rare and popular films, focusing on the artistic, historical, social, and cultural contexts of film production. Students develop critical thinking skills and address issues of popular culture, including race, class gender, and equity.

HUM 10 Approaches to Contemporary Film

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C1, C2, IGETC:3B; GAV-GE:C1, C2

Approaches to Contemporary Film examines theories of film criticism as they apply to films from 1960 to the present. Students learn technical, visual, classical, historical, cultural, ideological, and aesthetic approaches to film and sample from a representative list of foreign and domestic movies. Special emphasis is given to new voices from non-American sources and to emerging voices in American cinema. ADVISORY: Eligibility for English 250 and 260.

HUM 12 Mexican American Cultural History

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D3, D6, IGETC:3B, 4F; GAV-GE:D2, F

The Mexican American experience as influenced by society in the United States. Emphasis will be on the historical and contemporary contributions made by the Indian, Spanish, Mexican and Mexican American. Emphasis will also be on the social, economic, and political milieu of the Mexican American within the context of the American society. This course has the option of a letter grade or pass/no pass. Also listed as HIST 12. ADVISORY: Eligible for English 1A.

HUM 25A Film Production

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory

Transferable: CSU, UC

In this class students are introduced to basic theory, concepts, and practice of video and film production, both in the studio and in the field. Students learn skills in camera operation, lighting, audio, and editing. Students will learn the tools of the narrative film/video director's art. Working in production groups, students learn to break down scripted material in order to prepare to shoot dramatic scenes and sequences on camera. Students learn techniques for working with actors on camera. Students apply production planning and management skills. Students learn the basics of production lighting design, including script analysis, basic 3 point lighting, fill, key, differences between perceived light, and recorded light (video, film). Students learn the basics of production sound design, including the recording of sound, foley, looping, and postproduction.

HUM 98 Special Topics

Units: .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture

Transferable: CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topic content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. This course may have the option of a letter grade or pass/no pass.

INDUSTRIAL TECHNOLOGY

IT 115 Introduction to the Construction Industry

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU

This course is an introduction to the construction industry. It will cover the basic skill sets required to earn an entry-level position in various trades in construction. Students will learn basic math, vocabulary, blue print reading and safety skills along with the soft skills required to gain employment. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

IT 116 Introduction to Process Improvement

Units: 2.0 **Hours:** 2.0 Lecture

Transferable: CSU

An introduction to quality environment in the work place. Students will learn how to work as a team, solve problems, communicate effectively, gather and record data and interpret a variety of charts. ADVISORY: Mathematics 205.

IT 117 Statistical Methods for Improving Performance

Units: 2.0 **Hours:** 2.0 Lecture

Transferable: CSU

An introductory course to improving performance in the work place. Students will learn to work as a team to apply statistical methods in business and industry. These methods include data collection, cause and effect analysis, frequency distributions, and the construction and interpretation of control charts. ADVISORY: Mathematics 205

Information Science: see CSIS

Intercollegiate Athletics: see Kinesiology ATH

JAPANESE

JPN 1A Elementary Japanese

Units: 5.0 **Hours:** 5.0 Lecture
Transferable: CSU, UC; CSU-GE:C2; GAV-GE:C2, F

Beginning course with emphasis on understanding and speaking Japanese; introduction to reading and writing Japanese. This course will also introduce students to Japanese culture and institutions. This course has the option of a letter grade or pass/no pass.

JPN 1B Elementary Japanese

Units: 5.0 **Hours:** 5.0 Lecture
Transferable: CSU, UC; CSU-GE:C2, IGETC:6A; GAV-GE:C2, F

Continue Japanese 1A with an emphasis on understanding, speaking, reading, and writing Japanese. This course will continue to introduce students to Japanese culture and institutions. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** Japanese 1A or equivalent.

JOURNALISM

JOUR 10 Mass Media and Society

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:C2, D0, IGETC:4J; GAV-GE:C2, D2; CAN:JOUR4

This course helps students understand the 20th century revolution in mass media by focusing on the history, economics and social impact of the newspaper, book publishing, magazine, film, television, public relations, advertising and music industries. Students will study audience, propaganda and mass communication theory; and discuss new technology, ethnic media in the United States, ethical issues and attempts to regulate or control the media. Honors students will complete more in-depth analysis of media issues and will finish a media-related research project. This course is also listed as SOC 10. This course has the option of a letter grade or pass/no pass. **ADVISORY:** English 250, English 260. (C-ID: JOUR 100)

JOUR 16A Writing for Print and Digital Media

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; GAV-GE:C1; CAN:JOUR2

Fundamentals of journalistic writing and analysis of news values and news writing. This course stresses organization and structure of news stories; the language and style of news writing; the basic lead and story types for print and broadcast media. This course offers students an opportunity to practice the fundamental skills of print news writing, learning to use news judgment and to follow a set journalism format for the construction of news stories. (C-ID: JOUR 110) **ADVISORY:** Typing skill; English 1A eligibility.

JOUR 18A Print and Digital News I

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Students interview, write, photograph and do computer assisted design and graphics for the college newspaper, The Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about the first amendment rights and responsibilities, and acquire journalistic skills, ethics, and habits. (C-ID: JOUR 130). **ADVISORY:** Eligible for English 1A. Typing ability.

JOUR 18B Print and Digital News II

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Students will take leadership roles and be placed in a deadline-driven newsroom environment with close attention to teamwork, responsibility and objectivity. Students will interview, write, photograph and do computer-assisted design and graphics for the college newspaper and/or online Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about first amendment rights and responsibilities and acquire journalistic skills, ethics and habits. **PREREQUISITE:** Journalism 18A. (C-ID: JOUR 131)

JOUR 18C Working on the Newspaper

Units: 2.0 TO 5.0 **Hours:** 2.0 Lecture and .0 TO 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Students interview, write, photograph and do computer assisted design and graphics for the college newspaper, The Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about the first amendment rights and responsibilities and acquire journalistic skills, ethics and habits. **ADVISORY:** Journalism 18B.

JOUR 18D Working on the Newspaper

Units: 2.0 TO 5.0 **Hours:** .0 TO 2.0 Lecture, .0 TO 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Students interview, write, photograph and do computer assisted design and graphics for the college newspaper, The Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about the first amendment rights and responsibilities and acquire journalistic skills, ethics and habits. **ADVISORY:** Journalism 18C.

JOUR 190 Occupational Work Experience / Journalism

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

JPA FIRE TECHNOLOGY

The application and registration process for JPA Fire Technology classes are completed at the South Bay Regional Public Safety Training Consortium located on the Evergreen Valley College campus in San Jose. Classes are open to the public, however the majority of courses are intended to support public safety training demands and serve the "already employed" student.

If you have questions about courses offered by The Academy, or would like additional information about public safety career training, please call (408) 270-6458 or visit the webpage at www.theacademy.ca.gov.

JFT 1A Fire Command 1A

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course provides fire personnel an introduction to human resource management and an overview of the organizational structure used within the fire service. Students will size up emergency situations and identify the strategies, tactics and methods necessary to manage given scenarios. Common causes of fire fighter deaths and injuries, appropriate safety measures to protect personnel will also be covered. **PREREQUISITE:** Fire Fighter 1 Certification A & B, or equivalent. **ADVISORY:** Eligible for English 250 and English 420.

JFT 1B Fire Command 1B

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course is designed for first-in incident commander and company officers. It provides instruction in tactics and strategies and scene management principles for incidents involving hazardous materials. The course includes areas of discussion on identification and hazard mitigation, decontamination, protective clothing, environmental concerns, and legal issues. **PREREQUISITE:** Fire Command 1A - Command Principles for Company Officers, I-220 (Basic ICS). **ADVISORY:** Eligible for English 250 and English 420.

JFT 3 Fire Mgmt I - Management/Supervisor for Company Officers

Units: 1.0 **Hours:** .2 Lecture and 2.1 Laboratory
Transferable: CSU

This is a required course for Level 1 Fire Officer certification. The curriculum includes management styles of leadership; promoting group cooperation; types of verbal orders; interpreting and implementing policies; methods of dealing with subordinates; duties and responsibilities of rank; line and staff function; emotional and behavioral characteristics of individuals and working groups; group behavior within the organization; personnel procedures; types of corrective action, personnel interviews and counseling. **PREREQUISITE:** Fire Fighter 1 Certification A & B or equivalent. **ADVISORY:** Eligible for English 250 and English 420.

JFT 4A Fire Mgmt 2A - Organizational Development & Human Relations

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course provides information on the foundation of individual behavior, personality and emotions, motivational concepts, and individual decision making. It also provides group behavior, work teams, group dynamics, group communication, conflict and negotiations, power and politics, leadership and creating trust. Organizational structure, human resource policies and practices, organizational culture, and organizational change and development will be addressed. **PREREQUISITE:** Fire Management 1 **ADVISORY:** Eligible for English 250 and English 420.

JFT 5A Fire Investigation 1A

Units: 1.0 **Hours:** .2 Lecture and 2.1 Laboratory
Transferable: CSU

This 40 hour course provides an introduction and basic overview of fire scene investigative tools required to collect, document and preserve evidence. The focus of the course is to provide information on fire scene indicators and to determine the fire's origin. **PREREQUISITE:** Fundamentals of Fire Protection or equivalent. **ADVISORY:** Eligible for English 250 and English 420.

JFT 5B Fire Investigation 1B - Techniques of Fire Investigation

Units: 1.0 **Hours:** 40.0 Lecture
Transferable: CSU

This course provides a deeper understanding of fire investigation and builds on Fire Investigation 1A. Topics include: the juvenile fire setter, report writing, evidence preservation and collection, interview techniques, motives, and fire fatalities. **PREREQUISITE:** Fire Investigation 1A **ADVISORY:** Eligible for English 250 and English 420.

JFT 7A Fire Apparatus Drive-Operator 1A

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course is designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance of emergency vehicles, including actual driving exercises under simulated emergency conditions. **ADVISORY:** Eligible for English 250 and English 420.

JFT 7B Driver Operator 1B

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course provides the student with information, theory, methods, and techniques for operating fire service pumps. Subjects include: types of pumps, engine and pump gauges, maintenance, unsafe pumping conditions, pressure relief devices, cooling systems, water supplies, drafting, field hydraulics, and pumping operations. **ADVISORY:** Eligible for English 250 and English 420

JFT 8 Fire Fighter I Academy

Units: 10.0 TO 15.0 **Hours:** 8.2 TO 20.6 Lecture, 19.2 TO 20.6 Laboratory
Transferable: CSU

This academy includes instruction on basic fire fighting skills, laws and regulations affecting the fire service. The course will provide the student with knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks, basic rescue, basic fire prevention and fire investigation tasks and to use, inspect, and maintain fire fighting and rescue equipment. Curriculum is intended to provide the minimum required training required for the State of California Fire Marshal in the field of Fire Technology as it relates to firefighters. This course is 480 - 720 hours, 10 - 15 units. **ADVISORY:** Eligible for English 250 and English 420.

JFT 9A Fire Instructor 1A - Instructional Techniques Part I

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course curriculum includes the identification of training needs; utilizing the occupational analysis; determining measurable student objectives in learning manipulative skills; development of levels of instruction; preparation and presentation of manipulative lesson plans; preparation of supplementary instruction sheets and methods of manipulative skills. **PREREQUISITE:** Fire Fighter I Classification **ADVISORY:** Eligible for English 250 and English 420

JFT 9B Fire Instructor 1B - Instructional Techniques Part II

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This is a required course for Level 1 Fire Officer Certification. The curriculum identifies and provides the training needs with the emphasis on technical subjects; identification of course objectives and content; establishment of levels of instruction; development of measurable student performance goals; development of technical lesson plans' teaching technical subject. **PREREQUISITE:** Fire Instructor 1A **ADVISORY:** Eligible for English 250 and English 420

JFT 9C Fire Instructor 1C

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This instructor training will assist and help prepare students to become instructors who can provide effective training programs. Students will identify elements of a course outline, develop lesson plans and create audiovisual training aids. May be repeated three times for credit.

JFT 11 Rescue Systems I Basic Rescue Skills

Units: 1.0 **Hours:** .5 Lecture and 1.8 Laboratory
Transferable: CSU

This course familiarizes the student with the requirements for the California Urban Search and Rescue (US and R) Basic and Light Operational Levels. The manipulative portion of the course concentrates on techniques to operate safely and effectively at structural collapse incidents involving the collapse or failure of light-frame construction and basic rope rescue operations. The Urban Search and Rescue Operational System Description includes four different levels of operational capability, training and equipment. The course uses the Incident Command System (ICS) to apply common terminology and resource management practices to provide supervision and control of essential functions at incidents that involve technically demanding rescue operations. **PREREQUISITE:** Fire Fighter Certification **ADVISORY:** Eligible for English 250 and English 420.

JFT 13 Low Angle Rope Rescue Operational Course

Units: .5 **Hours:** .2 Lecture and 1.1 Laboratory
Transferable: CSU

The Low Angle Rope Rescue Operational course is designed to provide training for responders in low angle rope rescue operations. This course will also provide training in a subject element required for the California Urban Search and Rescue (US and R) Basic and Light Operational Level.

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.

JFT 14 Fire CDF Academy

Units: 2.0 TO 4.0 **Hours:** 1.8 TO 3.7 Lecture, 2.7 TO 5.5 Laboratory
Transferable: CSU

This course provides a basic firefighter course oriented toward the equipment utilized on CDF engines. Fundamentals of wildland fire control, pumping skills, incident command and techniques of controlling other emergency incidents are covered with a strong safety perspective. The course is structured with a maximum emphasis on demonstration, student application and performance examinations. **ADVISORY:** Eligible for English 250 and English 420.

JFT 15 CDF Fire Academy Refresher

Units: .5 TO 2.0 **Hours:** .7 TO 2.3 Lecture, .7 TO 2.3 Laboratory
Transferable: CSU

This is a refresher course for the Basic CDF Firefighter Academy. Returning firefighters must pass the returning firefighter written examination before working on an emergency incident. The subjects are intended to give the Firefighter 1 a basic knowledge which is needed prior to emergency response. Students are required to meet the minimum standard as noted in the behavioral objective for each subject/topic. Candidates for qualification under this course must meet the basic requirements for employment as a CDF Firefighter 1. **ADVISORY:** Eligible for English 250 and English 420.

JFT 17 Emergency Medical Technician

Units: 3.0 TO 5.0 **Hours:** .6 TO 1.2 Lecture, 6.8 TO 10.5 Laboratory
Transferable: CSU

This 125-200 course is designed to prepare personnel to render pre-hospital basic life support services, including cardiopulmonary resuscitation, with emphasis on field application, practices, and techniques vital to the interaction of EMT-1 personnel with all levels of emergency medical personnel. This course is a variable course so we may accommodate multiple agency requirements for course hours. May be repeated three times for credit. **PREREQUISITE:** CPR Emergency Responder **ADVISORY:** Eligible for English 250 and English 420.

JFT 18A Haz Mat 1A Basic Chemistry of Hazardous Materials

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

Designed to provide the students with a basic foundation in chemistry and physics as they relate to hazardous materials incidents. Topics include an overview of chemical and physical properties, chemical structures and formulas, covalent and ionic bonding, different types of chemical compounds, the DOT hazard classes, and the combustion process as it relates to hazardous materials. **PREREQUISITE:** OSFM approved Hazardous Materials First Responder (Operations Level) **ADVISORY:** Eligible for English 250 and English 420.

JFT 18B Haz Mat Technician 1B - Applied Chemistry-Field ID of Chem

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

Designed for hazardous materials emergency responders. Emphasizes application of topics learned in Hazardous Materials 1A. Includes the use of field monitoring and detection devices, sample collection of equipment, and field identification procedures for verifying identifying and classifying unknown chemicals. **PREREQUISITE:** Hazardous Materials 1A (JFT 18A). **ADVISORY:** Eligible for English 250 and English 420.

JFT 20 HAZ MAT First Responder

Units: .5 TO 1.0 **Hours:** .3 TO .8 Lecture, .6 TO 1.5 Laboratory
Transferable: CSU

This 8-24 hour variable course is designed for fire department personnel who may respond to releases or potential releases of hazardous materials as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. This course will provide defensive tactics to contain the release from a safe distance, keep it from spreading, and prevent exposures without trying to stop the release. Meets and exceeds the requirements for CFR 29 1910.120 and CCR Title 8. **ADVISORY:** Eligible for English 250 and English 420.

JFT 26A Fire Prevention 1A Fire Inspection

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This is a required course for Level 1 Fire Prevention Officer 1 Certification. Curriculum includes organization and function of fire prevention; fire and life safety inspections; codes and ordinances relating to the use and storage and use of flammable, combustible, toxic, reactive and radioactive materials; engineering and enforcing a solution of a fire hazard; fire extinguisher and fixed systems requirements. **PREREQUISITE:** Firefighter 1A and 1B Certification or equivalent. **ADVISORY:** Eligible for English 250 and English 420.

JFT 26B Fire Prevention 1B Code Enforcement

Units: 1.0 **Hours:** .2 Lecture and 2.1 Laboratory
Transferable: CSU

This is a course in relationship of Life Safety Codes and requirements to building construction principles and building occupancy classifications. Curriculum includes fire rated construction; fire doors, windows, and shutters; stairwells and smokeproof enclosures; flame spread, smoke production and interior finish considerations for various occupancies; existing and egress requirements; basic electrical theory, electrical hazards and inspection considerations; basic heat, smoke and flame detection systems; sprinkler and fixed protection systems; municipal/residential alarm systems; fire drills and emergency evacuation procedures; inspection reports and filing techniques; processing of plans and specifications; handling fire prevention complaints. **ADVISORY:** Eligible for English 250 and English 420.

JFT 30 Paramedic Core

Units: 11.0 TO 14.0 **Hours:** 7.5 TO 9.6 Lecture, 17.6 TO 22.4 Laboratory
Transferable: CSU

This course is designed to guide students to successful completion of the National Registry EMT-Paramedic exam and meets the training requirements mandated by the State of California, California Code of Regulations Title 22. The didactic instruction represents the delivery of primarily cognitive material. This is the first part of a three-part program. Students must successfully complete the didactic portion of training prior to progressing to Clinical training (part two). May be repeated three times for credit. **PREREQUISITE:** JFT 17 EMT

JFT 31 Paramedic - Clinical

Units: 4.0 TO 7.0 **Hours:** 2.7 TO 4.8 Lecture, 6.4 TO 11.2 Laboratory
Transferable: CSU

Upon completion of the didactic phase of paramedic training, the paramedic intern is required to complete a clinical rotation. Clinical training will be conducted at local contracted hospitals for a minimum of 160 hours to maximum of 280 hours. Students will be assigned a specific hospital. Clinical internship must be completed within three months of the student's first clinical rotation. Field internship may not begin until the clinical internship is completed and the student successfully completes a clinical closeout meeting. May be repeated three times for credit. This is a pass/no pass course. **PREREQUISITE:** Emergency Medical Technician Certificate Successful completion of the Paramedic Core Course, JFT 30.

JFT 32 Paramedic - Internship

Units: 12.0 TO 18.0 **Hours:** 27.4 TO 41.1 Laboratory
Transferable: CSU

Students will be assigned a field internship following successful completion of their clinical internship. The intern returns to a Paramedic mobile intensive care unit (ambulance) where he/she will perform on-the-job duties, under supervision, for a minimum of 480 hours and a maximum of 720 hours. The field internship portion of training must be completed within 6 months of the student's first shift date in their internship. This course is a pass/no pass course. May be repeated three times for credit. **PREREQUISITE:** Emergency Medical Technician certificate, Successful completion of JFT 30, Paramedic - Core, and successful completion of JFT 31, Paramedic - Clinical.

JFT 33 Emergency Medical Technician - Refresher

Units: .5 TO 1.0 **Hours:** .5 Lecture and .9 TO 1.8 Laboratory
Transferable: CSU

EMT-Basic Refresher curriculum consists of 24-40 hours. The refresher training program is divided into six modules and follows the National Standards Curricula. This refresher course is competency based. EMTs who successfully complete this course must demonstrate competency over the knowledge and skills outlined in this refresher education program. May be repeated three times for credit. This is a pass/no pass course. **PREREQUISITE:** Must be a current EMT.

JFT 35 Fire Fighter Survival

Units: .5 **Hours:** .5 Lecture and .5 Laboratory
Transferable: CSU

This 16 hour Fire Fighter Survival course was developed in the continuing effort to reduce the number of fire fighter injuries and fatalities that occur on an annual basis. The course will supply the student with a greater understanding of the need for situational awareness, fire fighter survival skills, and the technical survival skills to help avoid committing fatal errors on the fireground. This course is a pass/no pass course. May be repeated three times for credit. **ADVISORY:** Employed as a Fire Fighter.

JFT 202 I-300 Intermediate Incident Command System

Units: .5 **Hours:** .5 Lecture and 1.1 Laboratory
Transferable: No

A 27 hour class in the Incident Command System designed for Fire Officers who have a working knowledge of ICS. The class consists of five modules developed by the National Wildfire Coordinating Group to meet the needs of command officers managing complex emergency incidents. Intermediate ICS expands upon Basic ICS, but does not repeat any information. It provides more description and details of the organization and operation of the ICS, covers management of resources, describes the duties of all positions including the Air Operations organization, and provides examples of how the essential principles are used in incident event planning. This class may be repeated 3 times for credit. This is a pass/no pass course. **PREREQUISITE:** I-200, Basic ICS or an equivalent working knowledge of ICS. Chief Officer rank or Captains who are qualified by their agency to serve as Acting Battalion Chief. **ADVISORY:** Eligible for English 250 and English 420.

JFT 203 I-400 Advanced Incident Command System

Units: .5 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: No

This 24 hour Incident Command System course is designed for Chief Officers. Consists of four modules developed by the National Wildfire Coordinating Group to meet the needs of command officers managing complex emergency incidents. Advanced ICS expands upon much of the material covered in the I-300 class. Emphasizes large-scale development; roles and relationships of primary staff, the planning, operational, logistical and fiscal considerations related to large and complex incident and event management. Describes the application of Area Command and the importance of interagency coordination on complex incidents and events. This class may be repeated 3 times. This is a pass/no pass course. **PREREQUISITE:** I-300, Intermediate ICS or an equivalent working knowledge of ICS. Chief Office rank or Captains who are qualified by their agency to serve as Acting Battalion Chief. **ADVISORY:** Eligible for English 250 and English 420.

JFT 204 ICS-334 Strike Team Leader

Units: .5 **Hours:** 24.0 Lecture
Transferable: No

This 24 hours course is designed to meet the training requirements outlined in the Wildland Fire Qualification Subsystem Guide and the Position Task Book developed for the positions of Task Force Leader and Strike Team Leader. Curriculum is specific to wildland fire suppression. This is a pass/no pass course. **PREREQUISITE:** ICS-200 and ICS-300 **ADVISORY:** Eligible for English 250 and English 420.

JFT 205 Fire Continued Professional Training

Units: .5 TO 5.0 **Hours:** .1 TO 2.9 Lecture, .3 TO 8.6 Laboratory
Transferable: No

This course provides training which is required by the California State Fire Marshall to keep firefighters current with new equipment, policies, laws and skills needed to be prepared in the line of duty. This course is repeatable for credit. This is a pass/no pass course. **PREREQUISITE:** Graduation from a California State Fire Academy.

JFT 206 Auto Extrication

Units: .5 **Hours:** .3 Lecture and .6 Laboratory
Transferable: No

Familiarization and knowledge of automobile construction technology and the equipment used at auto accidents to free trapped patients are essential factors in the safe performance of basic firefighter duties. It is the responsibility of the firefighter to operate tools and equipment in the most efficient and safe manner possible on the emergency scene. This is a pass/no pass course. **ADVISORY:** Eligible for English 250 and English 420.

JFT 207 First Responder

Units: 1.0 TO 2.0 **Hours:** 1.1 TO 2.3 Lecture, 1.1 TO 2.3 Laboratory
Transferable: No

This course presents an exciting opportunity to develop emergency medical skills and knowledge that will enable the student to assist people who have sustained an accidental injury or have a medical problem. This course fully addresses the objectives in the U.S. Department of Transportation (DOT) First Responder National Standard Curriculum and will provide the knowledge and skills needed to work as a first responder. This is a pass/no pass course. This course may be repeated three times for credit.

JFT 208 Rapid Intervention Crew Operation

Units: .5 **Hours:** .2 Lecture and 1.1 Laboratory
Transferable: No

The Rapid Intervention Crew Operations course trains firefighters to rescue a downed firefighter in an immediately dangerous to life and health environment, in the continuing effort to reduce the number of firefighter injuries and deaths that occur regularly. The course will focus on the three phases of a RIC operation. This course is a pass/no pass course. May be repeated three times for credit. **PREREQUISITE:** Firefighter Academy

JFT 209 Wildland Fire Origin and Cause Determination FI-210

Units: .5 **Hours:** .6 Lecture and 1.4 Laboratory
Transferable: No

This 36 hour course is designed to meet the requirements of the National Wildfire Coordinating Group (NWCWG) for Wildland Fire Investigator certification, as outline in the Wildland and Prescribed Fire Qualifications System Guide (PMS 310-1), and the Position Task Book. This course provides the necessary knowledge and basic skills required for the position. The concepts taught in this course meet the minimum national performance standards for a Wildland Fire Investigator. The course consists of eight formal classroom lecture/discussion units, three practical exercises, one practical examination, and a final written examination. Students will have the opportunity to practice in the exercise portions of the class. This is a pass/no pass course. **ADVISORY:** Eligible for English 250 and English 420.

JFT 215 Fire Officer Supervisor Academy

Units: 2.0 **Hours:** 1.6 Lecture and 3.0 Laboratory
Transferable: No

This is an 80 hour management program designed to teach supervision and management skills to current first line officers in the fire service. Candidates are chosen from amongst eligible supervisors by department administrators. This is a pass/no pass course. **PREREQUISITE:** Employment with a Fire Department as a full time first line officer. **ADVISORY:** Eligible for English 250 and English 420.

JPA LAW ENFORCEMENT

Also see: Administration of Justice

The application and registration process for JPA Law Enforcement classes are completed at the South Bay Regional Public Safety Training Consortium located on the Evergreen Valley College campus in San Jose. Classes are open to the public, however the majority of courses are intended to support public safety training demands and serve the "already employed" student.

If you have questions about courses offered by The Academy, or would like additional information about public safety career training, please call (408) 270-6458 or visit the webpage at www.theacademy.ca.gov.

JLE 100 Basic Police Academy

Units: 22.0 TO 27.0 **Hours:** 5.1 TO 6.4 Lecture, 45.5 TO 57.1 Laboratory
Transferable: CSU

This 880 - 1080 variable unit course satisfies all minimum required training mandates governed by the Commission on Peace Officer Standards and Training (POST) entry level Peace Officers. The course includes fundamental principles, procedures and techniques of law enforcement, including: Criminal Law, Patrol procedures, Cultural Diversity, Investigative procedures, Report Writing, Defensive Tactics, Firearms, Leadership, Ethics, Community Relations, Police Vehicles Operations, Traffic Enforcement, Accident Investigation and First Aid/CPR. This course is open to those students who meet and satisfy entry requirements including written examination, physical fitness examination, DOJ fingerprint clearance and medical clearance. This course requires significant time commitments and outside course work including uniform preparation, homework assignments and equipment maintenance. This course may be repeated for credit. **PREREQUISITE:** 1. POST approved pre-entry English skills assessment examination provided by the Academy. 2. Penal Code Section 13511.5 requires that each applicant for admission to the basic course of training certified by the Commission (including the P.C. 832 course) that includes the carrying and use of firearms, and who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by the state or local agency, department, or district, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her, from owning, possessing, or having under his or her control a firearm. 3. Medical clearance by a licensed physician.

JLE 101 Supervision and Leadership - Recruit Training Officer

Units: 12.0 **Hours:** 1.7 Lecture and 38.3 Laboratory
Transferable: CSU

This twenty-four week course consists of 960 hours of practicum work. The course is designed to certify the completion of standards required of the Recruit Training Officer (RTO) as governed by the Commission on Peace Officer Standards and Training and/or Basic Course requirements. The course focuses on practicum skill development in the area of supervision and leadership including the RTO as role model, instructor, evaluator, counselor, problem solver, supervisor and agency liaison. This is a pass/no pass course. **ADVISORY:** POST certified as a California Peace Officer

JLE 102 Police Supervisor Course

Units: 2.0 **Hours:** 4.2 Laboratory
Transferable: CSU

Elements of supervision, teacher training, conference leadership, and related law enforcement subjects as outlined by Peace Officer Standards and Training. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. **ADVISORY:** JLE 100

JLE 103 Supervisor Course Update

Units: .5 TO 1.0 **Hours:** .3 TO .8 Lecture, .6 TO 1.5 Laboratory
Transferable: CSU

Provides law enforcement and correctional supervisors to develop and refine their leadership skills. Students will review how to apply basic leadership knowledge, communication skills, team building, conflict management, legal responsibilities, stress management, workplace diversity, sexual harassment, performance skills, briefing skills, and situational decision-making in order to obtain the highest level of performance and accountability. This course will be updated regularly for currency according to POST and California Corrections Standard Authority. This is a pass/no pass course. **ADVISORY:** JLE 102

JLE 105 Correctional Officer Basic Academy

Units: 4.0 TO 12.0 **Hours:** 6.3 TO 19.2 Lecture, 2.9 TO 8.2 Laboratory
Transferable: CSU

This 160-480 hour variable course is designed to meet the California Corrections Standard Authority (CSA) requirements for entry level training of Correctional Officers for adult institutions. The course includes lecture and practical application skills and knowledge including roles and responsibilities of the adult corrections officer, Title 15, Title 24, professionalism and ethics, and proper techniques to maintain the safety and security of inmates. May be repeated once for credit. **ADVISORY:** Eligible for English 250 and English 420.

JLE 107 Basic Academy Requalification

Units: 3.0 **Hours:** 3.4 Lecture and 4.5 Laboratory
Transferable: CSU

The Commission on Peace Officer Standards and Training (POST) certifies this 137 hour course of training. It meets the content and hour requirement established by POST for re-qualification of former officers who have not been working as full time enforcement officers in California for a period exceeding three (3) years. May be repeated three times for credit.

JLE 110 CIT Academy

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course will provide law enforcement officers with the proper techniques for safe and secure detainment and transport of individuals with mental disorders (Welfare and Institution Code section 5150) to appropriate designated mental health facilities. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. **ADVISORY:** JLE 100

JLE 111 Background Investigation

Units: .5 **Hours:** 36.0 Lecture
Transferable: CSU

A POST certified course designed to develop law enforcement officers with the skills to be an accomplished Background Investigator. This course includes the fundamentals of background investigation, interviewing, the use of psychological screening, Polygraphs, legal aspects of background investigation, and verbal/non-verbal communication.

JLE 112 Sexual Assault

Units: .5 TO 1.0 **Hours:** .5 TO .8 Lecture, .9 TO 1.5 Laboratory
Transferable: CSU

The course is a balance between a police officer's duties in handling sexual assault cases and being sensitive and aware of the victim's needs. Attention is given to the psychological as well as physical trauma a rape victim encounters. The legal aspects of the case will also be emphasized. Course may be repeated 3 times for credit once every 2 years due to significant updating of content as prescribed by changes in law, regulations and procedures. This is a pass/no pass course. **ADVISORY:** JLE 100

JLE 114 Child Abuse Investigations

Units: .5 **Hours:** .5 Lecture and .9 Laboratory
Transferable: CSU

An intensive study in causes, recognition, identification of abuse, neglect and sexual exploitation of children. Emphasis will be placed on laws, procedure of handling cases, effective interviewing/investigative techniques and action/referral. Course may be repeated 3 times for credit once every 2 years due to significant updating of content as prescribed by changes in law, regulations and procedures. This is a pass/no pass course. **ADVISORY:** JLE 100

JLE 115 Livestock Theft-Rural Crime

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This 40 hour course includes instruction on basic livestock theft investigation, breed and brand recognition, individual case studies, rural crime, criminal law, expert testimony, crop and commodity enforcement, livestock killings and slaughter, fish & game and enforcement. This is a pass/no pass course.

JLE 118 Field Training Officer Seminar

Units: 1.0 **Hours:** 32.0 Lecture and 8.0 Laboratory
Transferable: CSU

This course is designed for police officers that have been or will be accepted into field training officer programs in their respective law enforcement agencies. This course has certification from the California Commission on Peace Officers Standard and Training and follows the guidelines and standards under 832.3 of the Penal Code. It covers methods of teaching, training and evaluation of Police Officers. **ADVISORY:** JLE 100

JLE 119 Field Training Officer Update

Units: .5 **Hours:** 12.0 Lecture and 12.0 Laboratory
Transferable: CSU

This 24-hour course is designed for peace officers who are serving as Field Training Officers in their respective agencies. The course examines mandated training required by the Commission on Peace Officer Standards and Training (POST). Areas of study include role and responsibility of the FTO, legislative and training updates, principles of learning, and standards of documentation. This course satisfies the state requirement for triennial certification of the Field Training Officer according to POST. [POST administrative manual 1004 (d) (2)]. May be repeated three times for credit. **ADVISORY:** JLE 118

JLE 121 Advanced Officer Training

Units: .5 TO 2.0 **Hours:** .3 TO .6 Lecture, 1.6 TO 3.0 Laboratory
Transferable: CSU

This course is designed to provide a mechanism whereby agencies may insure that the necessary new skills required of police officers have been provided and those previously learned skills are maintained and reinforced. New information and the changes in the Criminal Justice System affecting police officers and, when necessary, a review of previously acquired materials will be provided. This course satisfies Advanced Officer Training requirements from the Commission on Peace Officer Standards and Training (POST). This is a pass/no pass course. **ADVISORY:** Eligible for English 250 and English 420.

JLE 122 Drug Investigation - 11550 H & S

Units: .5 **Hours:** .5 TO 1.4 Lecture
Transferable: CSU

This course 8 - 24 unit course is designed for law enforcement officers desiring to upgrade, refine, or develop an expertise in field recognition, identification and apprehension of individuals under the influence of narcotics and dangerous drugs. The course includes updated information and identification of narcotics, narcotics users, abuses of controlled substances, use and development of informants, development of probable cause, testifying in court, organization and execution of arrests, and officer survival during drug arrests. May be repeated three times for credit. This is a pass/no pass course. **ADVISORY:** JLE 100

JLE 124 Latent Print

Units: .5 TO 1.0 **Hours:** .3 TO .8 Lecture, .6 TO 1.5 Laboratory
Transferable: CSU

Law enforcement agencies have a continual need to have employees trained in the identification and classification of fingerprints. Students will have a need to know how to take legible fingerprints, how to compare and identify fingerprints and present expert testimony in a court of law, and have a basic understanding how to locate, develop, and recover latent print impressions. The history, printing procedures, fingerprint forms, filing, classification, comparison prints, comparison testimony, identification and laboratory practice are presented. This is a pass/no pass course. **ADVISORY:** JLE 100 or Field Evidence Technician.

JLE 126 Advanced Latent Print

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course ensures employees of federal, state, and local law enforcement agencies are properly trained to compare and identify latent palm and fingerprint impressions recovered from evidence. Furthermore, the employees need to be trained concerning how to present expert testimony in a court of law. This is a pass/no pass course. **ADVISORY:** JLE 124

JLE 128 Police Chemical Agents

Units: .5 **Hours:** 8.0 Lecture
Transferable: CSU

This course of instruction includes types of non-lethal chemical agents, methods of dispersal and delivery, safety, first aid, tactics, use of gas masks and applicable penal codes sections. This course meets the requirements of PC 13514. This is a pass/no pass course. May be repeated one time for credit. **ADVISORY:** JLE 100, AJ 106, AJ 108

JLE 131 PC 832 - Firearms

Units: .5 **Hours:** 8.0 Lecture and 16.0 Laboratory
Transferable: CSU

This course is designed for public personnel attending annual updates, re-certification, or remediation mandated by the Commission on Peace Officer Standards and Training. (POST). Course covers the legal requirements for carrying and using a firearm within the scope of their job related duties. Participants are instructed in the safe handling of firearms and techniques of shooting. This is a pass/no pass course. **ADVISORY:** Eligible for English 250 and English 420. **PREREQUISITE:** Penal code 13511.5 requires that each applicant carrying and using a firearm, and is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him/her from owning, possessing, or having under his/her control a firearm.

JLE 132 PC 832 - Laws of Arrest / Search & Seizure

Units: 1.0 **Hours:** 32.0 Lecture and 8.0 Laboratory
Transferable: CSU

This 40 hour course curriculum covers professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does not include the firearms portion. This course may be offered as a component of Correctional Officer Core Course or as part of an 18 unit approved certificate for Reserve Police Officer. May be repeated three times for credit. **ADVISORY:** Eligible for English 250 and English 420.

JLE 135 Defensive Tactics Instructor

Units: 1.0 TO 2.0 **Hours:** .8 TO 1.6 Lecture, 1.5 TO 3.0 Laboratory
Transferable: CSU

This is a 40 - 80 variable unit course that meets the training requirements of The Commission on Peace Officers Standards and Training (P.O.S.T.). It covers Control Techniques, Weapon Retention, Legal Issues, plus topics designed to provide training for currently employed law enforcement officials to become instructors in defensive tactics. This course may be replaced for new content, ongoing training or updating. This course is a pass/no pass course. May be repeated three times for credit. **ADVISORY:** Employed as a law enforcement official.

JLE 136 Firearms Instructor Training

Units: 2.0 **Hours:** 1.6 Lecture and 3.0 Laboratory
Transferable: CSU

Designed for the experienced firearms person who wants to qualify for rangemaster. Students must supply equipment and ammunition. The course is P.O.S.T. certified. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. **ADVISORY:** JLE 100

JLE 140 Special Weapons and Tactics (SWAT)

Units: 1.0 TO 2.0 **Hours:** .9 TO 1.8 Lecture, 1.4 TO 2.7 Laboratory
Transferable: CSU

This Special Weapons and Tactics (SWAT) course is designed to provide the student with current tactics and techniques associated with planning, entries, searching, and evacuating in high risk police actions. Topics include tactical movements and entries, hostage situations, tactical assaults. Multi-weapon use, sniper tactics, combat tactics, and use of gas masks and other personal protective equipment. May be repeated for credit. This is a pass/no pass course. **ADVISORY:** JLE 100 or possess POST basic training certificate to qualify for peace officer status.

JLE 140S Special Weapons and Tactics (SWAT)

Units: 1.0 TO 2.0 **Hours:** .9 TO 1.8 Lecture, 1.4 TO 2.7 Laboratory
Transferable: CSU

This Special Weapons and Tactics (SWAT) course is designed to provide the student with current tactics and techniques associated with planning, entries, searching, and evacuating in high risk police actions. Topics include tactical movements and entries, hostage situations, tactical assaults, multi-weapon use, sniper tactics, combat tactics, and use of gas masks and other personal protective equipments. May be repeated for credit. This is a pass/no pass course. **ADVISORY:** JLE 100 or possess POST basic training certificate to qualify for peace officer status.

JLE 141 Investigation Core Course

Units: 2.0 **Hours:** 1.6 Lecture and 3.0 Laboratory
Transferable: CSU

The 80 hour course is designed to improve the effectiveness of individual investigators through the use of a contemporary curriculum, and use of technology. Students will gain practical skills and knowledge necessary for today's rapidly changing world. Students are immersed in a learning environment that closely mirrors their real world. Role play, simulated crime scenarios, major case studies, all ensure an active and practical learning environment. **PREREQUISITE:** Basic Academy matriculation process OR employment with an approved agency. **ADVISORY:** Eligible for English 250 and English 420

JLE 142 Basic Police Academy Modular Level III

Units: 4.0 **Hours:** 5.4 Lecture and 4.0 Laboratory
Transferable: CSU

This is a 164 hour course is certified by the Commission on Peace Officers Standards and Training (POST) and meets the content and hour requirements established by POST for Level III Reserve Police Officers. This course combined with current PC 832 certificate, Level I and Level II certificates meet the regular basic academy requirements. **PREREQUISITE:** Successful completion of POST course entry requirements for Level I, Academy medical clearance, CA driver's license and medical insurance. Penal code section 13511.5 DOJ clearance per Penal Code section 13511.5 requires DOJ clearance for each applicant to a basic course of training certified by the commission that includes carrying and use of firearms, and who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification. POST Read/Write Exam and The Academy WSTB Physical Agility Exam.

JLE 143 Basic Police Academy Modular, Level II

Units: 6.5 **Hours:** 9.2 Lecture and 6.1 Laboratory
Transferable: CSU

This is a 260 hour course satisfies California Peace Officer Standards and Training (POST) minimum training mandates for Basic Academy Modular Level II. The course covers fundamental principles, procedures and techniques of law enforcement including criminal law, patrol procedures, cultural diversity, investigative procedures, report writing, community relations, defensive tactics and firearms. **PREREQUISITE:** Completion of POST Basic Police Academy Modular Level III course Completion of POST Level II course entry requirements Medical insurance Valid California drivers license DOJ clearance per Penal Code 13511.5

JLE 144 Basic Police Academy Modular, Level I

Units: 13.0 **Hours:** 3.9 Lecture and 26.7 Laboratory
Transferable: CSU

This 536 hour course is certified by the Commission on Peace Officers Standards and Training (POST) and meets the content and hour requirements established by POST for Level I Reserve Police Officers. This course combined with Level III and Level II certificates meets the regular basic academy requirements. **PREREQUISITE:** Successful completion of POST Level I course entry requirements; POST entry reading and writing exam; Academy physical agility test; Medical insurance; Valid California Drivers License; Medical exam clearance by a licensed physician; DOJ clearance per Penal Code 13511.5; BAM III, BAM II

JLE 150 Traffic Investigations

Units: 1.0 **Hours:** 1.7 Lecture and .6 Laboratory
Transferable: CSU

This course is designed to provide officers with necessary investigative skills which will enable them to properly conduct thorough preliminary and follow-up investigations of vehicular collisions. The course is structured to augment training in vehicle accident investigation which officers have already received in the basic academy course, and to provide specialized, advanced training in more sophisticated concepts and techniques of vehicle collision investigation which are applicable to follow-up investigations. This is a pass/no pass course. May be repeated three times for credit. **PREREQUISITE:** Completion of Basic Police Academy **ADVISORY:** Eligible for English 250 and English 420

JLE 152 Skills and Knowledge

Units: .5 TO 3.0 **Hours:** .2 TO 2.4 Lecture, .3 TO 17.5 Laboratory
Transferable: CSU

This course offers in-service training curriculum, on an ongoing basis, for public safety personnel attending annual updates, re-certification or remediation, and assorted legal skills-related seminars mandated by the Commission on Peace Officer Standards and Training, the State Board of Corrections Standards in Training for Corrections and the Office of the State Fire Marshal on an ongoing basis. May be repeated a maximum of three times for credit. This is a pass/no pass course. **ADVISORY:** JLE 100

JLE 152S Skills and Knowledge

Units: .5 TO 3.0 **Hours:** .2 TO 2.4 Lecture, .3 TO 17.5 Laboratory
Transferable: CSU

This course offers in-service training curriculum, on an ongoing basis, for public safety personnel attending annual updates, re-certification or remediation, and assorted legal skills-related seminars mandated by the Commission on Peace Officer Standards and Training, the State Board of Corrections Standards in Training for Corrections and the Office of the State Fire Marshal on an ongoing basis. May be repeated a maximum of three times for credit. This is a pass/no pass course. **ADVISORY:** JLE 100

JLE 154 Instructor Development Techniques

Units: .5 TO 1.0 **Hours:** .5 TO .8 Lecture, .9 TO 1.5 Laboratory
Transferable: CSU

The goal of this course is to prepare the experienced law enforcement officer to be an effective instructor for his agency. The course focuses on principles of learning, the police officer as an adult learner, determining training needs, and defining instructional objectives. The student will become familiar with effective communication and teaching strategies and will make presentations using lesson plans, visual support materials, and contemporary teaching techniques. The contents of this course can be applied to the beginning or experienced instructor of law enforcement topics. This is normally conducted as a 40-hour course. This is a pass/no pass course. **ADVISORY:** JLE 100

JLE 155 Officer Safety / Field Tactics

Units: .5 TO 1.0 **Hours:** .3 TO .8 Lecture, .6 TO 1.5 Laboratory
Transferable: CSU

This course focuses on officer safety tactics and skills including basic field techniques of officer safety, defensive driving, firearms, arrest and control techniques and physical fitness. The course will examine contemporary and safe techniques, legal mandates and new laws relative to each topic. May be repeated for credit to meet legally required training mandates.

JLE 155S Officer Safety / Field Tactics

Units: .5 TO 1.0 **Hours:** .3 TO .8 Lecture, .6 TO 1.5 Laboratory
Transferable: CSU

This course focuses on safety tactics and skills including basic field techniques of officer safety, defensive driving, firearms, arrest and control techniques and physical fitness. The course will examine contemporary and safe techniques, legal mandates and new laws relative to each topic. May be repeated for credit to meet legally required training mandates.

JLE 156 Homicide Investigation

Units: .5 TO 1.0 **Hours:** 24.0 TO 40.0 Lecture
Transferable: CSU

A course to train investigators in the highly specialized field of Homicide Investigation. It will cover the legal aspects of death investigation, homicide crime scene procedures, autopsy, psychological profiling, criminal psychology, laboratory work, gunshots, asphyxia, drowning, burning, cutting, and stabbing, and interviewing techniques. **ADVISORY:** JLE 100

JLE 157 Firearms Update

Units: .5 TO 1.0 **Hours:** .0 TO 15.0 Lecture, .0 TO 25.0 Laboratory
Transferable: CSU

This is a variable 16-40 hour course designed for law enforcement officers to provide instruction in the basic and advanced principles and techniques necessary in the use of handguns, shotguns, and/or rifles. Emphasis is on safety, knowledge of weapons and manipulative skills testing. This course may be repeated for credit. Students repeating the course will expand their knowledge of firearm safety, knowledge of weaponry and meet legally required training mandates.

JLE 158 Canine Update**Units:** .5 TO 4.0 **Hours:** .2 TO .3 Lecture, 1.6 TO 3.0 Laboratory**Transferable:** CSU

Students will learn basic and advanced techniques to properly develop K-9 performance and problem solving. The student will also learn the proper use of hard and soft sleeves, hidden sleeve, muzzle, and bite suit. The student will also learn safety techniques in working with Law Enforcement K-9s. Students repeating the course will meet legally mandated training requirements. This is a pass/no pass course. May be repeated for credit.

JLE 162 Search Warrant Investigations**Units:** .5 **Hours:** 15.0 Lecture and 9.0 Laboratory**Transferable:** CSU

The course will cover search warrant law and procedure, knock notice, affidavit preparation, problems of search warrant preparation, the actual preparation of a search warrant by each participant, knock and talk. In addition, the course will provide the knowledge, skills and tactics necessary to properly serve and execute a search warrant effectively and safely. The student will develop a sound operational plan for the execution of a search warrant. This course may be repeated three times for credit. This is a pass/no pass course. ADVISORY: JLE 100

JLE 163 Special Threats**Units:** .5 **Hours:** .7 Lecture and .2 Laboratory**Transferable:** CSU

This course is designed to give the student a heightened state of awareness, both on and off duty. This class explores the times that officers can be most vulnerable, how to avoid deadly confrontations, accidents, and compromising situations while at the same time elevating awareness and maintaining vigilance. The curriculum includes viable options for the officer to avail themselves of beginning with the recognition of threats, transitions, hostile and aggressive behaviors and the different forms of complacency. The student will be exposed to safety issues involving environments in the office, field, courtroom, institutions and off duty. The student will look at techniques to survive the aftermath of a critical incident. A variety of resources are explored during the class session for the student to utilize. May be repeated three times for credit. This is a pass/no pass course.

JLE 164 Crime Scene Investigation**Units:** 1.0 **Hours:** 1.3 Lecture and .9 Laboratory**Transferable:** CSU

This course is designed for recently-assigned technicians or those personnel who desire an introduction to the basic tasks and responsibilities of an Evidence Technician. Students will be provided with the basic knowledge and skills needed to identify, process, collect and preserve various types of physical evidence. This is a pass/no pass course. May be repeated three times for credit.

JLE 165 Philosophy of Leadership**Units:** .5 TO 3.0 **Hours:** .5 TO 4.6 Lecture, .5 TO 2.3 Laboratory**Transferable:** CSU

This course is designed to assist the student in identifying leadership styles and in developing skills. Topics include: leadership inventory, personal vs. position power, personality types and how they relate to supervisory and leadership skills, positive self-talk, and the impact of good leadership on an organization. This is a pass/no pass course, .5 - 3 units, 16 - 120 hours. This course may be repeated three times for credit.

JLE 166 Crime Scene and Forensic Photography**Units:** .5 **Hours:** .5 Lecture and .9 Laboratory**Transferable:** CSU

This course provides the student with extensive knowledge and practical experience pertinent to crime scene and forensic photography of physical evidence, and latent prints found or developed on evidence. Equipment and procedures pertinent to crime scene and forensic photography and the detection and preservation of physical evidence will also be covered. Additional topics included in this course are: the proper selection of cameras, lenses, tripods, films, filters, specialized lighting techniques and high energy forensic lights. This is a pass/no pass course. May be repeated three times for credit.

JLE 175 Basic Public Safety Dispatcher Academy**Units:** 3.0 **Hours:** 1.7 Lecture and 5.7 Laboratory**Transferable:** CSU

This 120 hour Basic Course satisfies the Commission on Peace Officers Standards and Training (POST) minimum training requirements for entry level dispatchers. The course also prepares each student for the fundamental principles, procedures, techniques, and duties of a public safety dispatcher within the law enforcement agency including: Ethics and Professionalism, Criminal Justice System, Workplace Communication, Telephone Technology and Procedures, Missing Persons, Domestic Violence, Community Policing, Cultural Diversity, Law enforcement Technologies, Radio Technologies and Procedures, Critical Incidents, and an overview of many other aspects of public safety. May be repeated three times for credit. ADVISORY: Eligible for English 250 and English 420

JLE 176 Basic Public Safety Dispatcher - Update**Units:** 1.0 TO 5.0 **Hours:** .9 TO 1.4 Lecture, 4.7 TO 6.7 Laboratory**Transferable:** CSU

This variable unit course is designed to provide necessary and required continuing professional training to public safety dispatchers as required by The Commission on Peace Officers Standards and Training (POST). Students will learn radio procedures, radio systems, telephone procedures, legal updates and emergency dispatching techniques. May be repeated three times for credit. ADVISORY: Eligible for English 250 and English 420

JLE 178 Probation Officer Core**Units:** 5.0 **Hours:** 3.2 Lecture and 8.2 Laboratory**Transferable:** CSU

This course provides the trainee with the basic concepts, tools, skills, etc. necessary to perform the job of probation officer within the state of California and prepares the graduate for the job. Certified by the State Board of Corrections, Training, and Standards for corrections (STC). Testing on the various topics will be both written and practical in nature. This course includes 208 hours of training.

JLE 179 Juvenile Counselor Core**Units:** 4.0 **Hours:** 30.0 Lecture and 10.0 Laboratory**Transferable:** CSU

The Juvenile Counselor Core Course is designed to meet the California Board of Corrections requirements, entry level. Also listed as AJ 179P.

JLE 180 Law Enforcement Seminar**Units:** .5 TO 2.0 **Hours:** .2 TO 1.6 Lecture, .3 TO 3.0 Laboratory**Transferable:** CSU

Selected topics are delivered as a symposium in Law Enforcement. Topics are designed for the in-service education and training of personnel employed by criminal justice agencies. May be repeated three times for credit.

JLE 185 Field Training Program**Units:** 1.0 TO 12.0 **Hours:** .0 TO 40.0 Laboratory**Transferable:** CSU

This course is a two to twenty-four week program certified to Law Enforcement Agencies in the state of California. The program is designed to certify the completion of specifications described in the "Field Training Officer Guide" from the Commission on Peace Officer Standards and Training. Students will be assigned in a patrol car, one-on-one with a certified Field Training Officer. The Field Training Program introduces a newly assigned officer to the personnel procedures, policies, and purposes of the individual law enforcement agency and provides the initial formal and informal training specific to the agency and the day-to-day duties of its officers. This program is one unit of credit for every 80 hours of participation. PREREQUISITE: POST certified as a California Peace Officer. ADVISORY: Eligible for English 250 and English 420.

Formerly called Physical Education
Adapted Physical Education classes, page 199

KINESIOLOGY

KIN 1 Orientation for Student-Athlete Success

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU; CSU-GE:E; GAV-GE:E1

This course identifies and clarifies issues relevant to student-athletes. Students will be exposed to the student services available to them and learn practical skills which will assist them in obtaining their educational objectives. Time management techniques, goal setting, test and note taking skills, academic eligibility, and transfer rules will be covered. Previously listed as PE 1.

KIN 2 Introduction to Kinesiology

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC

This course is designed to examine the field of Kinesiology from a historical, ethical, philosophical, and contemporary viewpoint. The broad spectrum of kinesiology, using the interdisciplinary approach to the study of human movement will be discussed. Sub-disciplines in the field along with career options will be introduced. This course has the option of a letter grade or pass/no pass. Previously listed as PE 2. (C-ID: KIN 100) ADVISORY: Eligible for English 250 and English 260.

KIN 3 Introduction to Athletic Training

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC

An introductory course in athletic training/sports medicine. This course will familiarize the student with the six domains of athletic training: prevention; clinical evaluation and diagnosis; immediate care; treatment, rehabilitation, and reconditioning; organization and administration; and professional responsibility. Also included is hands-on experience in the training room and at athletic events. Previously listed as PE 3. ADVISORY: Allied Health 30 (may be concurrent) and eligible for English 260.

KIN 3A Athletic Training Field Experience

Units: 2.0 **Hours:** 6.0 Laboratory
Transferable: CSU

This course is designed to provide the prospective athletic trainer, physical therapist, or physical educator with a practical hands-on experience. This course will apply the concepts and terminology learned in KIN 3, Introduction to Athletic Training. This course has the option of a letter grade or pass/no pass. Previously listed as PE 3A. ADVISORY: KIN 3 Introduction to Athletic Training.

KIN 5 Individual and Dual Sports

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; GAV-GE:E1

Designed for those planning to work with children in the field of physical education or recreation. Activities such as badminton, bowling, golf, tennis, and archery may be covered. This course has the option of a letter grade or pass/no pass. Previously listed as PE 5. ADVISORY: Eligible for English 250 and English 260.

KIN 6 Games and Rhythms for Children

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; GAV-GE:E1

Nature, function and organization of physical activities for the pre-school 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. This course has the option of a letter grade or pass/no pass. Also listed as Child Development 6. Previously listed as PE 6. ADVISORY: Eligible for English 250 and English 260.

KIN 7 Theory of Sports Management

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This course introduces the theory of organizing, planning, directing and controlling a sports program. Areas such as budgeting, fundraising, advertising, marketing, and studying contract law will also be included. Previously listed as PE 7.

KIN 8 Introduction to Sports Psychology

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

A course designed to provide the student with some of the theoretical and practical knowledge of applying psychological techniques within sport situations and to better understand the relevance of mental factors necessary to maximize athletic performance. Some of the areas that will be addressed are motivation, goal setting, the use of mental imagery, time management, and deal with stress. The relationship between life in sport and life outside of sport and how each affect performance will also be covered. This class has the option of a letter grade or pass/no pass. Previously listed as PE 8.

KIN 15 Sports and Society

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; GAV-GE:F

This course examines the role of sports in society. It will look at how sports influences and shapes the world by investigating the historical, social, economic and political impact of sports on society.

KIN 16A Swimming - Beginning

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Co-educational activity designed for the beginning swimmer. Instruction on floating, rhythmic breathing, freestyle, elementary backstroke, and backstroke is included. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 16.

KIN 16B Swimming - Intermediate

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for the intermediate swimmer. Instruction on the sidestroke and breaststroke is included as well as continued improvement on the freestyle, elementary backstroke and backstroke. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 16.

KIN 16C Swimming - Advanced

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for the advanced swimmer. Continued improvement on all strokes. Variations of the sidestroke and the butterfly will be covered. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 16.

KIN 17A Golf - Beginning

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity stressing the basic rules and etiquette with emphasis on the 7 iron, putting, and the 3 wood. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 17.

KIN 17B Golf - Intermediate

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity with emphasis on low iron play, wedge play, and the driver. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 17.

KIN 17C Golf - Advanced

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity with emphasis on all irons, wedges, and woods. Includes course play. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 17.

KIN 18A Tennis - Beginning

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity stressing the basic tennis forehand, backhand, serve, and volley along with an introduction to the court markings. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 18.

KIN 18B Tennis - Intermediate

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity stressing various tennis stroke techniques, such as a topspin and slice forehand, backhand, and serve. The lob, overhead and rules of the game, including scoring and etiquette will be introduced. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 18.

KIN 18C Tennis - Advanced

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity which incorporates tennis skills into game play, utilizing singles and doubles strategies. Introduces the drop shot, half volley, a tiebreak, and no-ad scoring. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 18.

KIN 19A Badminton - Beginning

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for beginning badminton students. Includes the fundamentals of the badminton forehand, backhand, overhead clear, and serve as well as the court markings. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 19.

KIN 19B Badminton - Intermediate

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for intermediate badminton students. Includes the fundamentals of the clear, drive, smash, drop shot, net play, and the rules for singles and doubles games. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 19.

KIN 19C Badminton - Advanced

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for advanced badminton students. Includes the techniques for the advanced skills of the around the head clear, smash and drop shot, variation of the net shot and serve, as well as strategies of the game. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 19.

KIN 20A Bowling - Beginning

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity for beginning bowling students. Includes the benefits, rules, safety, and etiquette of bowling. Also includes the acquisition and application of motor skills appropriate to beginning bowling. Previously listed as KIN 20.

KIN 20B Bowling - Intermediate

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for intermediate bowling students. This course is designed to review the fundamentals of bowling and to introduce more ball delivery skills and lane strategy. Previously listed as KIN 20.

KIN 20C Bowling - Advanced

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for advanced bowling students. Includes the 3-6-9 spare system and adjustments required on lane conditions. Previously listed as KIN 20.

KIN 24A Individualized Weight Training - Level 1

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized strength training program using the stations from the resistance machines. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 24.

KIN 24B Individualized Weight Training - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized strength training program using the stations from the resistance machines and hand weights as well as body weight exercises using stability equipment. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 24.

KIN 24C Individualized Weight Training - Level 3

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized strength training program using strength and strength endurance training including plyometrics. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 24.

KIN 24D Individualized Weight Training - Level 4

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized strength training program using Olympic lifts and the kettle ball to develop maximum strength, hypertrophy, and power. This course has the option of a letter grade or pass no/pass. Previously listed as KIN 24.

KIN 39 Fencing

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course will explore the offensive and defensive fencing skills with a foil. This course has the option of a letter grade or pass/no pass. Previously listed as PE 39.

KIN 44A Aerobics - Level 1

Units: .5 TO 1.0 **Hours:** 1.5 TO 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course utilizes a variety of activities to improve one's aerobic fitness. Emphasis will be on student's exercising at a moderate exertion level. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 44.

KIN 44B Aerobics - Level 2

Units: .5 TO 1.0 **Hours:** 1.5 TO 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course utilizes a variety of activities to improve one's aerobic fitness. Emphasis will be on student's exercising at an intermediate exertion level. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 44.

KIN 44C Aerobics - Level 3

Units: .5 TO 1.0 **Hours:** 1.5 TO 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course utilizes a variety of activities to improve one's aerobic fitness. Emphasis will be on student's exercising at a high intensity level. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 44.

KIN 61A Swim for Fitness - Level 1

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Designed to develop endurance and improve swimming skills in order to work on one's cardiovascular fitness. Includes use of the dolphin kick and alternate breathing. Intermediate swimming ability is recommended. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 61.

KIN 61B Swim for Fitness - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Designed to improve endurance in order to maintain one's cardiovascular fitness. Includes use of streamlining and flip turns. Intermediate swimming ability is recommended. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 61.

KIN 61C Swim for Fitness - Level 3

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Designed to provide the student with a lap swimming experience to maintain their physical fitness. Intermediate swimming ability is recommended. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 61.

KIN 62A Yoga - Beginning

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for beginning yoga students. The emphasis will be on physical alignment and form, accessing postures through the use of props. This is a program designed to improve flexibility and reduce stress by learning a series of poses and focusing on the proper breathing techniques. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 62.

KIN 62B Yoga - Intermediate

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for intermediate yoga students. Emphasis will be on strength, stamina, and flexibility. This is a program designed to improve flexibility and reduce stress by learning a series of poses and focusing on proper breathing techniques. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 62.

KIN 62C Yoga - Advanced

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for advanced yoga students. Emphasis will be on linking the breath, drishti, and mudras with the appropriate pose. This is a program designed to improve flexibility and reduce stress by learning a series of poses and focusing on proper breathing techniques. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 62.

KIN 64A Individualized Cardiovascular Fitness - Level 1

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized cardiovascular fitness training program of moderate exertion using the FITTE principles. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 64.

KIN 64B Individualized Cardiovascular Fitness - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an intermediate level fitness program utilizing an individualized cardiovascular training approach. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 64.

KIN 64C Individualized Cardiovascular Fitness - Level 3

Units: .5 OR 1.0 **Hours:** 1.5 TO 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized cardiovascular fitness training program of high intensity activities using the FITTE principles. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 64.

KIN 64D Individualized Cardiovascular Fitness - Level 4

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized cardiovascular fitness program utilizing the FITTE principles. High intensity training programs such as stage training and circuit training will be included. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 64.

KIN 66A Dance Fundamentals - Beginning

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course is designed to develop the student's technique of Dance Fundamentals (Ballet, Modern, Jazz) at the beginning level. Emphasizes enjoyment of dance as a form of exercise and will include some conditioning. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 66.

KIN 66B Dance Fundamentals - Intermediate

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course is designed to develop the student's technique of Dance Fundamentals (Ballet, Modern, Jazz) at the intermediate level. Basic choreography skills will be included. Emphasizes enjoyment of dance as a form of exercise and will include some conditioning. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 66.

KIN 66C Dance Fundamentals - Advanced

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course is designed to develop the student's technique of Dance Fundamentals (Ballet, Modern, Jazz) at the advanced level. Choreography assignments will be included. Emphasizes enjoyment of dance as a form of exercise and will include some conditioning. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 66.

KIN 70A Pilates - Level 1

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This class utilizes the Pilates exercise system focused on improving the total body through a series of controlled movements. Emphasis will be on developing core awareness, physical alignment, and form. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 70.

KIN 70B Pilates - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This class utilizes the Pilates exercise system focused on improving the total body through a series of controlled movements. Emphasis will be on strength, stamina, and flexibility. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 70.

KIN 70C Pilates - Level 3

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This class utilizes the Pilates exercise system focused on improving the total body through a series of controlled movements. Emphasis will be on performing all thirty-four (34) exercises in the complete Pilates mat routine. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 70.

KIN 71A Self-Defense - Level 1

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course is an introduction and exploration of self-defense and personal safety. Emphasis on basic physical combative skills such as punches, strikes, blocks, and escape holds. It will also include basic non-combative skills such as risk reduction techniques, body language, positioning tactics, and verbal responses to threats. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 71.

KIN 71B Self-Defense - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course will focus on increasingly complex self-defense situations such as attacks on the ground, counter tactics to a variety of advance chokes, bear hugs, hair pulls, and headlocks. Emphasis will be placed on distraction and de-escalation techniques as well as clinch and close-range fighting and survival skills. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 71.

KIN 71C Self-Defense - Level 3

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course will cover more depth into defenses against a variety of advanced attacks including submission holds, throws, and a diverse range of weapons. Includes defensive falling techniques, use of personal weapons, tactics against multiple attackers, and third party protection. Increased focus on mind-body balance, awareness and avoidance capabilities, kicking and striking techniques, and adrenaline and trauma management. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 71.

KIN 73A Fitness Through Dance - Level 1

Units: .5 TO 1.0 **Hours:** 1.5 TO 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course introduces the student to the elementary skills of movement and dance through fitness. Focus will be on alignment and coordination. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 73.

KIN 73B Fitness Through Dance - Level 2

Units: .5 TO 1.0 **Hours:** 1.5 TO 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course continues to develop the student's skills of movement and dance through fitness. Focus will be on intermediate movements in a variety of dance styles. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 73.

KIN 73C Fitness Through Dance - Level 3

Units: .5 TO 1.0 **Hours:** 1.5 TO 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course develops the student's skills of movement and dance through fitness by utilizing more advanced movements in a variety of dance styles. Focus will be on cardiovascular fitness as the dance routines increase in length. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 73.

KIN 74 Hiking

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Introduces the Santa Clara and San Benito County parks, trails, and surrounding areas. Includes fun, challenging hikes which average 5 - 8 miles on moderate to steep terrain. This course has the option of a letter grade or pass/no pass. Previously listed as PE 74.

KIN 79 Indoor Racket Sports

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This coeducational class will include lessons in the net games of badminton, pickleball and table tennis. Instruction in the basic skills, rules, strategies, and application to game situations will be provided. This course has the option of a letter grade or pass/no pass. Previously listed as PE 79.

KIN 80 Ultimate Frisbee

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

A coeducational activity designed for all skill levels. Includes instruction in throwing, catching, and the passing skills in ultimate frisbee. Team strategy, team play and the rules will be presented. Other disc activities, such as frisbee golf, may be included. This course has the option of a letter grade or pass/no pass. Previously listed as PE 80.

KIN 81 Kickboxing for Fitness

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course utilizes basic kickboxing techniques and physical conditioning in a cardio exercise program. This course has the option of a letter grade or pass/no pass. Previously listed as PE 81.

KIN 82 Circuit Training

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E; GAV-GE:E1

This class is a combination of aerobic exercise and resistance training designed to simultaneously improve mobility, strength, and stamina. Students will rotate from station to station, alternating between cardio and muscle toning exercises. This course has the option of a letter grade or pass/no pass. Previously listed as PE 82.

KIN 83 Karate

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC

An introduction to the basic skills and techniques of Japanese Karate. Emphasis will be on the fundamentals of martial arts, including safety skills and etiquette, kicking, punching, striking, blocking, and Kata forms. This course has the option of a letter grade or pass/no pass.

KIN 84 Assessment of Fitness Techniques

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU

This course is designed to provide the student with a foundation of the principles and techniques of conducting assessments for each of the health related components of fitness. This includes health screening details, how to use them in the determination of program design, and medical referral prior to exercise participation testing. This course provides practical lab application of the material presented in lecture.

KIN 85 Concepts / Program Design of Strength / Cardiovascular Fitness

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This course is designed for the fitness specialist who wants knowledge of all aspects of resistance training and cardiovascular fitness. Emphasis will be on developing a physiologically sound and client-centered exercise prescription program. Students will learn program design, periodization training, effective exercises and stretches to improve client goals.

KIN 87 Indoor Soccer

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU

Coeducational activity designed for all skill levels. Instruction will be provided in individual and team indoor soccer skills and strategies. This course has the option of a letter grade or pass/no pass.

**Formerly called Physical Education
 Adapted Physical Education classes, page 199**

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.

INTERCOLLEGIATE ATHLETICS

ATH 9A Fundamentals of Soccer

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers basic instruction in the theory, strategies, and techniques of soccer for the purpose of preparing the individual student in the fundamental aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 9A and KIN 9A.

ATH 9B Fundamentals of Soccer

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers review and advanced instruction in the theories, strategies and techniques of soccer for the purpose of preparing the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 9B and KIN 9B.

ATH 10A Fundamentals of Softball

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Basic theory, strategies, technique, practice and conditioning of softball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 10A and KIN 10A.

ATH 10B Fundamentals of Softball

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers review and advanced instruction in the theory, strategies, and techniques of softball for the purposes of preparing the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 10B and KIN 10B. ADVISORY: PE 10A or KIN 10A or ATH 10A.

ATH 11A Fundamentals of Baseball

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Theory, strategy, technique, practice and conditioning of baseball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 11A and KIN 11A.

ATH 11B Fundamentals of Baseball

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers review and advanced instruction in the theory, strategies, and techniques of baseball for the purpose of preparing the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 11B and KIN 11B. ADVISORY: PE 11A or KIN 11A or ATH 11A.

ATH 12A Fundamentals of Football

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Basic organization and administration of a football program involving equipment, practice schedules, personnel, conditioning, scouting, weight training, and football specific drills. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 12A and KIN 12A.

ATH 12B Fundamentals of Football

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

The administration and organization of a football program involving practice schedules, personnel, equipment, scouting, conditioning, weight training, and football drills. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 12B and KIN 12B. ADVISORY: PE 12A or KIN 12A or ATH 12A.

ATH 13A Fundamentals of Volleyball

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers basic instruction in the theory, strategies, and techniques of volleyball for the purpose of preparing the student in the fundamental aspects of playing and coaching the game. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 13A and KIN 13A.

ATH 13B Fundamentals of Volleyball

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers review and advanced instruction in the theory, strategies, and techniques of volleyball for the purpose of preparing the student in all aspects of playing and coaching the game. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 13B and KIN 13B. ADVISORY: PE 13A or KIN 13A or ATH 13A.

ATH 14A Fundamentals of Basketball

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Basic theory, strategy, technique, practice, and conditioning involved in basketball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 14A and KIN 14A.

ATH 14B Fundamentals of Basketball

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

More in-depth and advanced instruction in the theory, strategy, practice and conditioning in basketball to better prepare the individual student in all aspects of playing and coaching the sport. Designed for the student who has already completed ATH 14A. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 14B and KIN 14B. ADVISORY: PE 14B or KIN 14B or ATH 14B.

ATH 21 Volleyball

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This is a sport specific course designed for our student-athletes. Fundamentals, strategy and rules of the game of volleyball are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 25 Soccer

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This is a sport specific sport designed for our student-athletes. Fundamentals, strategy and rules of the game of soccer are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 27 Basketball

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This is a sport specific course designed for our student-athletes. Fundamentals, strategy and rules of the game of basketball are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 35 Intercollegiate Basketball

Units: 1.0 TO 3.0 **Hours:** 3.3 TO 10.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate basketball. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 37 Softball

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This is a sport specific course designed for our student-athletes. Instruction is in the fundamentals of softball. Fundamentals, rules, strategy and game play are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 38 Intercollegiate Baseball

Units: 2.0 **Hours:** 10.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate baseball for men. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 42 Intercollegiate Football

Units: 2.0 **Hours:** 10.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate football. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 45 Intercollegiate Softball

Units: 2.0 **Hours:** 10.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate softball for women. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 46 Intercollegiate Volleyball

Units: 2.0 **Hours:** 10.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate volleyball for women. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 47 Intercollegiate Soccer

Units: 2.0 **Hours:** 10.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate soccer. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 48 Agility and Strength Development

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This conditioning class is designed to improve and increase agility and strength development of the student-athlete through various exercises and exercise programs. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 46 and KIN 46.

ATH 65 Baseball

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This is a sport specific course designed for our student-athletes. Fundamentals, mechanics, strategy and rules of the game of baseball are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 75 Sports Conditioning

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This activity class is designed to improve the physical condition of our male and female student-athletes. It includes strength training, cardiovascular endurance, plyometric training, and sport specific techniques through an open lab format. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 75 and KIN 75.

ATH 77 Football

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This is a sport specific course designed for our student-athletes. Instruction is in the fundamentals of football. Includes skills, rules and strategy with emphasis on the application of skills and strategies in game play. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

LIBRARY**LIB 3 Research Skills**

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

Research and evaluation skills using the Internet and other electronic resources, as well as traditional printed materials. Also listed as CSIS 3. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and 260.

LIB 6 Web Page Authoring I

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU; GAV-GE:E2

An introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites, background color or patterns, graphics, tables, and mailto links. Principles of design and color as they apply to screen presentations will be included. This course has the option a letter grade or pass/no pass. Also listed as CSIS 6 and DM 6. ADVISORY: CSIS 1 or CSIS 2 or CSIS/LIB 3 advised.

LIB 140 Online Health Research

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

A beginning course on how to find reliable and current health-related information, using the Internet and other electronic resources. This course is also listed as AH 140.

MANAGEMENT**MGMT 101 Introduction to Management**

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This is a basic course in management introducing a variety of modern management concepts. This course includes the basic management functions of planning, organization, staffing, leadership, and control. In addition, such concepts as team development, communication, business ethics, and global management perspectives will be discussed. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

MGMT 102 Retail Management**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Principles and practices used in management of retail businesses such as foods, motels, service stations, and direct channels. Includes site selection, layout, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the critical buying function. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

MGMT 104 Leadership / Human Relations in Business**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is designed to aid future employees and employers to understand and utilize human relations concepts as they apply to the business environment. It will cover such area as morale, personal efficiency, leadership, personality, motivation, and communication. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

MGMT 120 Human Resource Management**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course introduces human resource management as a staff function in the administration of an organization. The course examines techniques of human resource planning, recruiting, selecting, training, and evaluating personnel; compensation and benefits administration; and union/management relations. This course has the option of a letter grade or pass/no pass.

MGMT 190 Occupational Work Experience / Management-Supervision**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

MARKETING**MKTG 100 Principles of Marketing****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

An introduction to the economic and social problems involved with moving goods and services from the producer to the consumer. This course covers topics such as marketing institutions, channels of distribution, pricing, and government relationships. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

MKTG 190 Occupational Work Experience / Marketing**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

MASS COMMUNICATIONS & TELEVISION**Mass Media: also see JOUR 10, Theatre Arts****MCTV 6 Introduction to Audio Production****Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

The theory and practice of audio techniques in radio, television, film and multimedia including acoustics, audio language and terms, signal flow, use of microphones, use of mixers, use of mixers and related audio production and digital recording equipment and the aesthetic aspects of sound mixing and post production. Students will be able to apply knowledge and gain hands-on experience recording, editing, mixing and mastering audio. This course has the option of a letter grade or pass/no pass. This course is also listed as THEA 6.

MCTV 16 History and Culture of Television, Film and New Media**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C1, F

This course provides an introduction and history of electronic media including radio, television, film, the internet, and other new media. The impact on and reflection of the current social environment is explored through review and analysis of television programs, films, internet webisodes, and other electronic media programming. This course is also listed as THEA 16. **ADVISORY:** Eligible for English 250 and 260.

MCTV 17A Television and Video Workshop**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Introduction to theory, terminology and operation of a multi-camera television studio and control room. Including: production, studio signal flow, directing, camera theory and operation, audio equipment set-up, switcher operation, fundamentals of lighting, graphics, video control and recording and live video production. This course is also listed as THEA 17A. **ADVISORY:** Theatre Arts 16 Intro to TV or consent of instructor.

MCTV 17B Television and Video Workshop**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Emphasis placed on production and post-production techniques in video production. Student knowledge and skills are increased by participating in live to tape projects. May be repeated twice for credit. This course is also listed as THEA 17B. **ADVISORY:** Completion of Theatre Arts 17A.

MCTV 19 Acting and Voice for TV / Film / Media**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

Theory and practice of acting, performance and development of voice, articulation and pronunciation for TV, film, and media. Learning experiences include project in broadcasting, reporting, commercials, public service announcements (PSA), comedy and drama. This course has the option of a letter grade or pass/no pass. This course is also listed as THEA 19.

MATHEMATICS**MATH 1A Single-Variable Calculus and Analytic Geometry****Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH18, MATH SEQ BC

Limits and continuity, analyzing the behavior and graphs of functions, derivatives, implicit differentiation, higher order derivatives, related rates and optimization word problems, Newton's Method, Fundamental Theorem of Calculus, and definite and indefinite integrals. (C-ID: MATH 210) **PREREQUISITE:** Mathematics 8B with a grade of 'C' or better.

MATH 1B Single-Variable Calculus and Analytic Geometry**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH20, MATH SEQ BC

This course is a standard second semester Calculus course covering methods of integration, applications of the integral, differential equations, parametric and polar equations, and sequences and series. (C-ID: MATH 220) (C-ID: MATH 900S: Math 1A + Math 1B) **PREREQUISITE:** Mathematics 1A with a grade of 'C' or better.

MATH 1C Multivariable Calculus**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH22, MATH SEQ BC

A standard third semester Calculus course covering functions of several variables, vectors, surfaces, vector-valued functions, partial derivatives, multiple and line integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem. (C-ID: MATH 230) PREREQUISITE: Mathematics 1B with a grade of 'C' or better.

MATH 2 Linear Algebra**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH26

A standard one semester Linear Algebra course covering systems of linear equations, vectors and matrices, determinants, vector spaces, linear transformations, eigenvalues, and eigenvectors. Graphing calculators and computers will be used. (C-ID: MATH 250) PREREQUISITE: Mathematics 1C with a grade of 'C' or better.

MATH 2C Differential Equations**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH24

An introductory course in differential equations that covers: first, second, and higher order equations involving linear, separable, exact, homogeneous, linear systems, Euler's numerical, method of undetermined coefficients, variation of parameters, reduction of order, Laplace Transforms, series solutions, and Fourier Analysis; and applications thereof. PREREQUISITE: Mathematics 1C with a grade of 'C' or better.

MATH 5 Introduction to Statistics**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:STAT2

Descriptive analysis and presentation of either single-variable data or bivariate data, probability, probability distributions, normal probability distributions, sample variability, statistical inferences involving one and two populations, analysis of variance, linear correlation and regression analysis. Statistical computer software will be extensively integrated as a tool in the description and analysis of data. PREREQUISITE: Mathematics 233 or 240 with a grade of 'C' or better. The instructor will be using and supporting a TI-83 Plus graphing calculator in all classroom demonstrations.

MATH 6 Calculus for Business / Social Science**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH34

This course applies the fundamental principles and techniques of calculus to problems in business, economics, the life sciences and the social sciences. Topics will include limits, and differentiation and integration of linear, quadratic, polynomial, exponential and logarithmic functions. This course is not intended for students majoring in engineering, the physical sciences or math. Using a calculator is required. Graphing calculator is recommended. PREREQUISITE: Mathematics 233 with a grade of 'C' or better.

MATH 7 Finite Mathematics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH12

Systems of linear equations and matrices, introduction to linear programming, finance, counting techniques and probability, properties of probability and applications of probability. PREREQUISITE: Mathematics 233 with a grade of 'C' or better.

MATH 8A First Half of Precalculus**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Math 8A prepares the student for the study of calculus by providing important skills in algebraic manipulation, interpretation, and problem solving at the college level. Topics will include basic algebraic concepts, complex numbers, equations and inequalities of the first and second degree, functions, and graphs, linear and quadratic equations, polynomial functions, exponential and logarithmic functions, systems of equations, matrices and determinants, right triangle trigonometry, and the Law of Sines and Cosines. PREREQUISITE: Mathematics 233 with a grade of 'C' or better. The instructor will be using and supporting TI-83 Plus graphing calculator in all classroom demonstrations.

MATH 8B Second Half of Precalculus**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Math 8B prepares students for the study of calculus by providing important skills in algebraic manipulation, interpretation, and problem solving at the college level. Topics will include trigonometric functions, identities, inverse trigonometric functions, and equations; applications of trigonometry, vectors, complex numbers, polar and parametric equations; conic sections; sequences, series, counting principles, permutations, mathematical induction; analytic geometry, and an introduction to limits. PREREQUISITE: Mathematics 8A with a grade of 'C' or better. ADVISORY: Math 208 Survey of Practical Geometry.

MATH 12 Mathematics for Elementary Teachers**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4; GAV-GE:B4

This course is intended for students preparing for a career in elementary school teaching. Emphasis will be on the structure of the real number system, numeration systems, elementary number theory, and problem solving techniques. Technology will be integrated throughout the course. PREREQUISITE: High School Geometry and Math 233 (Intermediate Algebra), or, Math 208 (Plane Geometry) and Math 233 (Intermediate Algebra). All courses must be completed with a grade of 'C' or better.

MATH 14 Math for the Liberal Arts**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Survey of selected topics from contemporary mathematics to introduce the student to mathematical thinking for the non-specialist. Topics include systems of numeration, algebraic modeling, linear programming, trigonometry, math of finance, probability and statistics, and an introduction to calculus. PREREQUISITE: Math 233 with a grade of 'C' or better.

MATH 205 Elementary Algebra**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This course is a standard beginning algebra course, including algebraic expressions, linear equations and inequalities in one variable, graphing, equations and inequalities in two variables, integer exponents, use of a scientific calculator, polynomials, rational expressions and equations, radicals and rational exponents, and quadratic equations. Mathematics 205, 205A and 205B, and 206 have similar course content. This course may not be taken by students who have completed Mathematics 205B or 206 with a grade of "C" or better. This course may be taken for Mathematics 205B credit (2.5 units) by those students who have successfully completed Mathematics 205A with a grade of "C" or better. PREREQUISITE: MATH 402 with a grade of 'Pass' or with a 'C' or better, or assessment test recommendation.

MATH 205A First Half of Elementary Algebra**Units:** 2.5 **Hours:** 4.0 Lecture**Transferable:** No

This course is the first half of the Elementary Algebra course. It will cover signed numbers, evaluation of expressions, ratios and proportions, solving linear equations, and applications. Graphing of lines, the slope of a line, graphing linear equations, solving systems of equations, basic rules of exponents, and operations on polynomials will be covered. PREREQUISITE: Math 402 with a grade of 'Pass' or with a 'C' or better, or assessment test recommendation. ADVISORY: Concurrent enrollment in Guidance 563A is advised.

MATH 205B Second Half of Elementary Algebra**Units:** 2.5 **Hours:** 4.0 Lecture**Transferable:** No

This course contains the material covered in the second half of the Elementary Algebra Course. It will cover factoring polynomials, solving quadratic equations by factoring, rational expressions, radicals, and solving quadratic equations. In addition, the course will review applications involving linear equations of one and two variables, finding slopes and graphing linear equations, solving systems of equations with two variables, and solving linear inequalities. Math 205, 205A and 205B, and 206 have similar course content. This course may not be taken by students who have completed Math 205 or 206 with a grade of 'C' or better. PREREQUISITE: Math 205A with a grade of 'C' or better. ADVISORY: Concurrent enrollment in Guidance 563B is advised.

MATH 208 Plane Geometry**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** No

This course introduces the vocabulary and principles of Euclidean Geometry. Methods of proof including inductive and deductive reasoning will be developed. Concepts of congruence and similarity, angles, lines, polygons, and circles will be covered. Additional topics such as solid geometry, analytical geometry, transformations, and basic trigonometry may be included as time allows. **PREREQUISITE:** Math 205 or Math 205A and Math 205B with a grade of 'C' or better.

MATH 233 Intermediate Algebra**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No; GAV-GE:B4

Review of basic concepts, linear equations and inequalities, graphs and functions, systems of linear equations, polynomials and polynomial functions, factoring, rational expressions and equations, roots, radicals, and complex numbers, solving quadratic equations, exponential and logarithmic functions, and problem solving strategies. Mathematics 233, 233A, and 233B have similar course content. This course may not be taken by students who have completed Mathematics 233B with a grade of 'C' or better. This course may be taken for Mathematics 233B credit (2.5) units by those students who have successfully completed Mathematics 233A with a grade of 'C' or better. **PREREQUISITE:** Mathematics 205 or Mathematics 205A and 205B or Mathematics 206 with a grade of 'C' or better. The instructor will be using and supporting TI-83 Plus graphing calculator in all classroom demonstrations.

MATH 233A First Half of Intermediate Algebra**Units:** 2.5 **Hours:** 4.0 Lecture**Transferable:** No

The course will start with a review of basic concepts and then cover the following topics with an emphasis on applications and problem solving strategies: solving linear and absolute value equations; solving linear and compound inequalities; equations and graphs of lines; functions and function notation including composition of functions; solving systems of linear equations and inequalities; operations with polynomials; factoring polynomials; and solving polynomial equations. **PREREQUISITE:** Completion of Mathematics 205 or the equivalent with a grade of 'C' or better.

MATH 233B Second Half of Intermediate Algebra**Units:** 2.5 **Hours:** 4.0 Lecture**Transferable:** No; GAV-GE:B4

This course will start with a review factoring polynomials, and then cover the following topics with an emphasis on applications and problem solving strategies: solving polynomial equations by factoring; adding, subtracting, multiplying, dividing and simplifying rational expressions and solving rational equations; adding, subtracting, multiplying, dividing and simplifying roots, radicals and complex numbers and solving radical equations; working with composition of functions and inverse functions, working with exponential and logarithmic functions, equations and expressions; employing various methods of solving quadratic equations and inequalities; and graphing quadratic functions. **PREREQUISITE:** Completion of MATH 233A with a grade of 'C' or better.

MATH 235 Integrated Algebra**Units:** 10.0 **Hours:** 10.0 Lecture**Transferable:** No

This course is a blend of standard elementary and intermediate algebra courses with a focus on linear equations and inequalities, graphs and functions, systems of equations, polynomials and polynomial functions/ equations, factoring, rational expressions and equations, roots, radicals, and complex numbers, exponential and logarithmic functions, and problem solving strategies. **PREREQUISITE:** MATH 402 with a grade of "Pass" or assessment test recommendation.

MATH 240 Algebra II**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU

This is a second course of algebra and is designed for STEM and other math based majors. It will cover solving systems of equations with matrices, graphs and functions, absolute value equations and inequalities, radical, quadratic, exponential and logarithmic expressions and functions, complex numbers, conic sections, and problem solving strategies. **PREREQUISITE:** Math 430 with a grade of C or better, or Math 205, Math 205B, or Math 233A with a grade of C or better, or assessment test recommendation.

MATH 400 Elements of Arithmetic**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory**Transferable:** No

This course covers essential arithmetic operations, whole numbers, integers, fractions, decimals, ratio, proportion, percent, applications of arithmetic, and critical thinking, as well as math-specific study skills. This is a pass/no pass course, with pass being given for mastery of the content. Units earned in this course do not count toward the associate degree and/or other certain certificate requirements.

MATH 402 Pre-Algebra**Units:** 3.0 **Hours:** 3.0 Lecture and 2.0 Laboratory**Transferable:** No

This course covers operations with integers, fractions, decimals and associated applications, ratio, proportion, geometry, and measurements with the emphasis on critical thinking and applications. Elementary algebra topics such as variables, expressions, and solving equations are introduced. This is a pass/no pass course where pass is given for mastery of the above topics. The mastery level is set by the department. **PREREQUISITE:** Completion of Math 400 with a grade of 'C' or better OR completion of Math 400 with a grade of 'P' OR appropriate assessment test score.

MATH 411 Integrated Pre-Algebra**Units:** 6.0 **Hours:** 6.0 Lecture and 1.0 Laboratory**Transferable:** No

This course is a blend of standard Elements of Arithmetic and Pre-Algebra courses with the focus on operations with whole numbers, fractions, percentages, proportions, and signed numbers. Algebraic topics such as variables, expressions, and solving basic linear equations and applications are introduced. This is a pass/no pass course where pass is given for mastery of the above topics. The mastery level is set by the department. **ADVISORY:** MATH 414

MATH 414 Math Boot Camp 1**Units:** 1.0 TO 3.0 **Hours:** 1.0 TO 3.0 Lecture**Transferable:** No

A remedial mathematics course designed for those students who need to learn, re-learn, or re-fresh the fundamental concepts of math. The primary emphasis is on whole numbers, fractions, decimals, signed numbers, linear equations, and algebraic structures. This course is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. May be repeated until 3 units are accrued.

MATH 415 Math Boot Camp 2**Units:** 1.0 TO 3.0 **Hours:** 1.0 TO 3.0 Lecture**Transferable:** No

A remedial mathematics course designed for those students who need to learn, or re-learn the fundamental concepts of math. The primary emphasis is on algebraic expressions, linear/quadratic equations and applications, polynomials, graphing, and functions. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

MATH 430 Algebra I**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This is the first course of algebra. It will cover simplifying algebraic expressions, linear equations and inequalities, linear functions and their graphs, systems of equations, polynomials, factoring, rational expressions, and applications of all of the above. **PREREQUISITE:** Math 402 with a grade of "Pass", or Math 411 or Math 205A with a grade of C or better, or assessment test recommendation.

Medical Terminology: see Business Office Technology

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.

MUSIC

MUS 1A Music History and Literature

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1; CAN:MUS8

A survey of the development of music in western civilization including representative composers from the Medieval to the present. Music 1A will study the music and styles from the Medieval to the Romantic period. ADVISORY: Eligible for English 250 and English 260.

MUS 1B Music History and Literature

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1

A survey of the development of music in western civilization including representative composers from the Medieval period to the present. Music 1B will study the music and styles from late Romanticism to the present. ADVISORY: Eligible for English 250 and English 260.

MUS 3A Harmony / Theory / Musicianship I

Units: 4.0 Hours: 3.0 Lecture and 3.0 Laboratory

Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1

Fundamentals of music, beginning harmony. ADVISORY: Must be taken in sequence.

MUS 3B Harmony / Theory / Musicianship II

Units: 4.0 Hours: 3.0 Lecture and 3.0 Laboratory

Transferable: CSU, UC; GAV-GE:C1

Fundamentals of music, intermediate harmony, and musicianship. ADVISORY: Must be taken in sequence.

MUS 3C Harmony / Theory / Musicianship III

Units: 4.0 Hours: 3.0 Lecture and 3.0 Laboratory

Transferable: CSU, UC; GAV-GE:C1

Continuation of Music 3AB. Chromatic harmony, analysis and composition. ADVISORY: Music 3B

MUS 3D Harmony / Theory / Musicianship IV

Units: 4.0 Hours: 3.0 Lecture and 3.0 Laboratory

Transferable: CSU, UC; GAV-GE:C1

Continuation of Music 3C. Analysis and composition. ADVISORY: Music 3C

MUS 4A Beginning Piano

Units: 3.0 Hours: 2.0 Lecture and 2.0 Laboratory

Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1

Introduction to music fundamentals and keyboard technique. Development of beginning keyboard skills including note reading in bass and treble clef, fingering, rhythm, key signatures, primary chords and inversions. ADVISORY: Must be taken in sequence.

MUS 4B Beginning Piano

Units: 2.0 Hours: 1.0 Lecture and 2.0 Laboratory

Transferable: CSU, UC; GAV-GE:C1

Continuation of Music 4A. ADVISORY: Music 4A

MUS 5A Intermediate Piano

Units: 2.0 Hours: 1.0 Lecture and 2.0 Laboratory

Transferable: CSU, UC; GAV-GE:C1

Development of intermediate keyboard skills through means of scales, chords, and technical studies. Continuation of music fundamentals and beginning keyboard harmony; introduction of easier classical and standard piano literature. ADVISORY: Music 4B

MUS 5B Intermediate Piano

Units: 2.0 Hours: 1.0 Lecture and 2.0 Laboratory

Transferable: CSU, UC; GAV-GE:C1

Development of intermediate keyboard skills through means of scales, chords and technical studies. Continuation of music fundamentals and beginning keyboard harmony; introduction of easier classical and standard piano literature. ADVISORY: Music 5A

MUS 5C Advanced Piano

Units: 2.0 Hours: 1.0 Lecture and 2.0 Laboratory

Transferable: CSU, UC; GAV-GE:C1

Development of advanced keyboard skills through means of scales, chords and technical studies. Continuation of music fundamentals and keyboard harmony; introduction of moderately difficult classical and standard piano literature. ADVISORY: Music 5B

MUS 5D Advanced Piano

Units: 2.0 Hours: 1.0 Lecture and 2.0 Laboratory

Transferable: CSU, UC; GAV-GE:C1

Development of advanced keyboard skills through means of scales, chords and technical studies. Continuation of music fundamentals and keyboard harmony; introduction of moderately difficult classical and standard piano literature. ADVISORY: Music 5C

MUS 6 Introduction to World Music

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F

This course explores a broad and diverse survey of different non Western music cultures, helping students develop listening skills to identify, distinguish and appreciate the elements and richness of each culture's music. The course will cover a rich diversity of styles through informed listening, analysis and discernment of musical elements, form and repertoire. Music of various cultures will be explored, for example: India, China, Japan, the Middle East, Indonesia, Africa, Europe and the Americas.

MUS 7 Songwriting and Composition

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU

This course is an introduction to modern song writing techniques. Students will learn to create their own musical compositions. Approaches to contemporary issues in song writing including development of melodic, lyrical, and rhythmic ideas will be studied. In addition, students will learn strategies for promoting their songs in the contemporary music marketplace as well as basic concepts of intellectual property right protection. While recommended, no prior formal musical education is required.

MUS 8A Beginning Voice

Units: 2.0 Hours: 2.0 Lecture and 1.0 Laboratory

Transferable: CSU, UC; GAV-GE:C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development. ADVISORY: Continues in sequence or by demonstrated proficiency.

MUS 8B Beginning Voice

Units: 2.0 Hours: 2.0 Lecture and 1.0 Laboratory

Transferable: CSU, UC; GAV-GE:C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development. ADVISORY: Music 8A or demonstrated proficiency.

MUS 8C Intermediate Voice

Units: 2.0 Hours: 2.0 Lecture and 1.0 Laboratory

Transferable: CSU, UC; GAV-GE:C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development. ADVISORY: Music 8B or demonstrated proficiency.

MUS 8D Intermediate Voice

Units: 2.0 **Hours:** 2.0 Lecture and 1.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development. **ADVISORY:** Music 8C or demonstrated proficiency.

MUS 9A Guitar

Units: 1.0 **Hours:** 3.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

An introduction to playing the guitar. Basic staff notation, correct fingering and chord arpeggios are covered. Emphasis is also placed on developing musical listening skills. Students must provide their own guitars. **ADVISORY:** Students must provide their own guitars.

MUS 9B Guitar

Units: 1.0 **Hours:** 3.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

An introduction to playing the guitar. Basic staff notation, correct fingering and chord arpeggios are covered. Emphasis is also placed on developing musical listening skills. Students must provide their own guitars. **ADVISORY:** Music 9A; students must provide their own guitars.

MUS 11A Applied Music / Piano

Units: .5 TO 2.0 **Hours:** 1.5 TO 6.0 Laboratory
Transferable: CSU

Individual studio instruction in piano for the development of performance skills. Each week students will take individual lessons and complete an on-campus practice appropriate for the number of units taken. Additionally, each semester students will perform at least once for a juried performance for a faculty committee as a final exam. Designed for Music majors who are able to perform at college level. May be taken for a maximum total of 2 units. **ADVISORY:** Concurrent enrollment in MUS 3A, MUS 3B, MUS 3C or MUS 3D.

MUS 11B Applied Music / Guitar

Units: .5 TO 2.0 **Hours:** 1.5 TO 6.0 Laboratory
Transferable: CSU

Individual studio instruction in Guitar for the development of performance skills. Each week students will take individual lessons and complete an on-campus practice appropriate for the number of units taken. Additionally, each semester students will perform at least once for a juried performance for a faculty committee as a final exam. Designed for Music majors who are able to perform at college level. May be taken for a maximum total of 2 units. **ADVISORY:** Concurrent enrollment in MUS 3A, MUS 3B, MUS 3C or MUS 3D.

MUS 12 Vocal Ensemble

Units: 1.0 TO 4.0 **Hours:** 3.0 TO 12.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

The day Vocal Ensemble will focus on individual and group performance of popular and alternative commercial music, and will rehearse and perform with a backup band. The evening Vocal Ensemble will study, rehearse and perform choral music in a broad spectrum of musical genre and styles. Included will be the study of vocal and rehearsal techniques as they relate to ensemble performance.

MUS 13 Concert Choir

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

The Concert Choir will study, rehearse and perform choral music from the 15th century to the present in a variety of musical styles with emphasis on the larger choral works and their preparation for public concert. **ADVISORY:** Previous choral experience is preferred but not required. The student should have the ability to match a given pitch.

MUS 14 Instrumental Ensemble

Units: 1.0 TO 4.0 **Hours:** 3.0 TO 12.0 Laboratory
Transferable: CSU; GAV-GE:C1

Instruction for the experienced musician with emphasis on the study and performance of a wide variety of musical styles from Renaissance to 20th Century music for traditional ensembles, and extensive consideration of contemporary commercial and alternative repertoire, and performance techniques for popular ensembles. This course was previously listed as MUS 14A.

MUS 14B Instrumental Ensemble

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Instruction for the experienced musician with emphasis on the study and performance of a wide variety of musical styles from Renaissance to 20th century music for traditional ensembles, and extensive consideration of contemporary commercial and alternative repertoire, and performance techniques for popular ensembles.

MUS 14C Instrumental Ensemble

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Instruction for the experienced musician with emphasis on the study and performance of a wide variety of musical styles from Renaissance to 20th century music for traditional ensembles, and extensive consideration of contemporary commercial and alternative repertoire, and performance techniques for popular ensembles.

MUS 14D Instrumental Ensemble

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Instruction for the experienced musician with emphasis on the study and performance of a wide variety of musical styles from Renaissance to 20th century music for traditional ensembles, and extensive consideration of contemporary commercial and alternative repertoire, and performance techniques for popular ensembles.

MUS 16A Introduction to Audio Recording Techniques

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Survey of basic audio recording techniques and materials including acoustics, signal flow, block diagrams, cue systems, punch-ins, microphones and mic placement, frequency response, reverb, delay and outboard effects, stereo mixing, pre-mixing and actual recording.

MUS 21 Electronic Music / Sound Design

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Fundamentals of electronic music synthesis using computers. Midi sequencing, digital sound processing, sampling, digital multi-track recording utilizing the college's state of the art midi studio. **ADVISORY:** Eligible for English 250, 260 and Mathematics 205.

MUS 26 Symphony

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

Study and performance of orchestral literature. Individual and sectional skills development. Perform in public concerts each semester. **ADVISORY:** Demonstrated proficiency on individual's instrument and ability to read music.

MUS 98 Special Topics

Units: .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture
Transferable: CSU; GAV-GE:C1

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topical content information, consult with appropriate department chairperson. For transfer status, check with a counselor. This course may have the option of a letter grade or pass/no pass.

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 All courses are not offered every semester. Check the Class Schedule for current offerings.

MUS 190 Occupational Work Experience / Commercial Music**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

Nursing: see Allied Health**Nutrition: see Biological Sciences****Performing Arts: see Mass Communications & TV,
or Theatre Arts****PHILOSOPHY****PHIL 1 Introduction to Philosophy****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:PHIL2

Philosophy 1 is intended as a survey of the major areas and traditions of philosophy. The course examines central and significant questions about the meaning of life, who determines what is morally right or wrong, the ideal society, the various notions social justice, what is reality, and many other ideas. In pursuing these questions, students will be asked to read texts from writers around the world, both contemporary and ancient, discuss current events, and apply 'theory' to movies such as "The Matrix" trilogy, novels, and any other relevant application of the student's own choice. (C-ID: PHIL 100) **ADVISORY:** Eligible for English 1A.

PHIL 2 Introduction to Logic**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:A3; GAV-GE:C2; CAN:PHIL6

Logic is the study of good reasoning. This course will explore two important modes of reasoning: deduction and induction. We will use formal methods from sentential logic, including truth tables and proofs, to test for correct or 'valid' inferences. Common mistakes in reasoning (i.e., fallacies) will be examined, as well as language and scientific reasoning. Practical application in logic outside the classroom will be emphasized. (C-ID: PHIL 210) **ADVISORY:** Eligible for English 1A.

PHIL 3A Ethics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:PHIL4

Philosophy 3 is intended as a survey of the major areas and traditions of ethical and moral theories. The course examines central and significant questions about who determines what is morally right or wrong, the ideal society, the various notions social justice, moral agency and action in our lives and community, as well as many other topics. In pursuing these questions, students will be asked to read texts from writers around the world, both contemporary and ancient, discuss current events, and apply 'theory' to movies, novels, and any other relevant application of the student's own choice. (C-ID: PHIL 120) **ADVISORY:** Eligible for English 1A.

PHIL 3B Contemporary Moral Issues**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, E2

Contemporary Moral Issues in an applied ethics class that covers major ethical theories and contemporary moral issues in a pluralistic manner. This course will cover such issues as abortion and euthanasia, cloning, experimentation on human subjects, capital punishment, race/ethnicity, sexual orientation and sexual morality, world hunger and poverty, colonialism and post-colonialism, and so forth. **ADVISORY:** Eligible for English 1A.

PHIL 4 Critical Thinking and Writing**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:A3, IGETC:1B; GAV-GE:C2

This course is designed to introduce the relationship between critical thinking and critical writing in a way that will be both enjoyable to the student and helpful in other aspects of life. The student will learn techniques of critical thinking, playing close attention to the current events, movies and popular media, music lyrics, as well as the textbook. Students will learn to identify deductive and inductive arguments and be able to evaluate their strength, create a strong argument of their own on a given topic, as well become experts in the area of critical analysis. The goal is to enable students to become strong, well informed, articulate members of the community as well as individuals with an empowered sense of self as an agent of change. **PREREQUISITE:** English 1A

PHIL 6 Comparative Religions**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, F

Religion is a topic that ignites controversy -- most societies engage in religious practices, believe strongly in that tradition, and find a sense of identity within it. The controversy arises when differences are misunderstood, misrepresented, or placed in a hierarchy of assumed supremacy of one religion as superior to others. In this class, students explore the underlying commonality of various religious traditions, explore the uniqueness of the religions with which they are unfamiliar, and learn to see that diversity among beliefs doesn't have to create hostility. Students will explore religions from Indigenous Peoples throughout the world, East Asia (e.g. India), China, the Middle East, as well as some more recent trends in religion. Previously known as PHIL 6A. **ADVISORY:** Eligible for English 1A.

PHIL 7A History of Philosophy: Ancient to Medieval Times**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Philosophy 7A is a survey of the history of philosophy from the ancient to the medieval periods. It is a great class to take along with World History or a literature course. (C-ID: PHIL 130) **ADVISORY:** Eligible for English 1A.

PHIL 7B History of Philosophy: Renaissance to Modern Periods**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is a survey of the history of Western philosophy from the Renaissance to the modern period, i.e., the philosophy of the 16th through the 18th century. Particular attention will be paid to the metaphysics and epistemology of the 'rationalists' (Descartes, Leibniz, and Spinoza), the 'empiricists' (Locke, Berkeley, and Hume), and Kant. **ADVISORY:** Eligible for English 1A.

PHIL 9 Philosophy of Religions**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, E1

A reflective examination and analysis of the meanings and beliefs involved in religion and the religious experience. Introductory study of such topics as the nature and grounds of religious belief, relation between religion and ethics, nature and existence of god, problem with evil, and what can be learned from the religious experience. Additionally, the student will discuss the impact of religion on society, social norms, and the political impact of religion. Previously known as PHIL 6B. **ADVISORY:** Eligible for English 1A.

PHIL 12 Introduction to Political Thought**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course provides students with an introduction to and grounding in classical and modern political thought. Students will be introduced to theorists such as Plato, Aristotle, Machiavelli, and Marx. Students will also examine such timeless questions as: "What is justice?" "What is the good life?" and "What is power?" among others. This course is also listed as POLS 12.

PHIL 15 Asian Philosophies**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:F

This course is designed to introduce the student to the minor Asian philosophical traditions. This will consist of reviewing major East, South East, and South Asian philosophical traditions (e.g. Hinduism, Buddhism, Taoism, Confucianism) and the non-Western approach to epistemology, ethics, metaphysics, and logic. We shall attempt to evaluate, examine, and compare many important theoretical principles and the ways they have influenced each other as well as Asian and Asian-American cultures and societies. **ADVISORY:** Eligible for English 1A.

Photography: see Art, CSIS or Digital Media

PHYSICAL EDUCATION - ADAPTED

For other Physical Education classes: see Kinesiology

APE 34 Adapted Aquatic Exercise**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This course is designed to help individuals who by the nature of their disability such as wheelchair use, back injury, cardiovascular impairment, multiple sclerosis or other disabling condition require a specific aquatic exercise program that will contribute to their physical well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass. Previously known as PE 34.

APE 35 Adapted Swimming for Total Fitness**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

An individualized program of activities designed for students with physical disabilities to improve flexibility and range-of-motion, increase joint movement, improve circulation, and improve control of body movement through water adjustment and activities. Develops an appreciation of physical activity as a regular planned contribution to one's basic overall well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass. Previously known as PE 35.

APE 36 Adapted Physical Education**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

An individualized program of adaptive physical education activities designed to meet the needs of students with physical disabilities. Develops an appreciation of physical activity as a regular planned contribution to one's overall well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass. Previously known as PE 36.

APE 38 Adapted Cardiovascular Conditioning and Training**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

An individualized program of adapted exercises in weight training, stretching and cardiovascular conditioning for those individuals who have been disabled through stroke, cardiovascular accident, arthritis, multiple sclerosis, or other condition. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass. Previously known as PE 38.

APE 534 Adapted Aquatic Exercise**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** No

Designed to help individuals who by the nature of their disability such as wheelchair use, back injury, cardiovascular impairment, multiple sclerosis or other disabling condition require a specific aquatic exercise program that will contribute to their physical well being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This is a pass/no pass course. Previously known as PE 534.

APE 535 Adapted Swimming for Total Fitness**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** No

An individualized program of activities designed for students with physical disabilities to improve flexibility and range-of-motion, increase joint movement, improve circulation, and improve control over body movement through water adjustment and activities. Develops an appreciation of physical activity as a regular planned contribution to one's overall well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course is pass/no pass. Previously known as PE 535.

APE 536 Adapted Physical Education**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** No

An individualized program of adaptive physical education activities designed to meet the needs of students with physical disabilities. Develops an appreciation of physical activity as a regular planned contribution to one's physical well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This is a pass/no pass course. Previously known as PE 536.

APE 538 Adapted Cardiovascular Conditioning and Training**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** No

An individualized program of adapted exercises in weight training, stretching and cardiovascular conditioning for those individuals who have been disabled through stroke, cardiovascular accident, arthritis, multiple sclerosis, or other condition. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This is a pass/no pass course. Previously known as PE 538.

PHYSICAL SCIENCE

PSCI 1 Principles of Physical Science**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B1, IGETC:5A; GAV-GE:B1

An introduction to the physical sciences for the non-science major. Attention is focused on fundamental laws of nature, their development and relation to the physical world. **ADVISORY:** Mathematics 205 and eligible for English 250 and 260.

PSCI 2 Introduction to Meteorology**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B1, IGETC:5A; GAV-GE:B1

An introductory course in Meteorology that is both descriptive and analytical on the physical principles affecting the earth's weather. Topics covered include the nature of the atmosphere, solar energy, heat, temperature, pressure, stability, moisture, wind, storms, severe weather and forecasting. The course introduces climatology as a scientific study and will look at the earth's climatic history, current research in climate modeling and the possibility of global climate change. **ADVISORY:** MATH 205.

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.

PSCI 3 Ocean Studies**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B1, IGETC:5A; GAV-GE:B1

Online Ocean Studies is a introductory oceanography course provided by the American Meteorological Society to undergraduates. The course is prepared by an experienced team of oceanographers and science educators. AMS Ocean Studies is produced in cooperation with the National Oceanographic and Atmospheric Administration. AMS Ocean Studies examines the world ocean from an Earth system perspective. The course emphasizes (1) the flow and transformations of water and energy into and out of the ocean, (2) the physical and chemical properties of seawater, (3) ocean circulation, (4) marine life and its adaptations, (5) interactions between the ocean and the other components of the Earth system (i.e., hydrosphere, atmosphere, geosphere, and biosphere), and (6) the human/ societal impacts on and response to those Earth system interactions. AMS Ocean Studies is modeled after the highly successful AMS Weather Studies course. **ADVISORY:** MATH 205.

PHYS 4C Physics for Scientists and Engineering - Heat, Optics, Modern Physics**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:PHYS SEQ

An introduction to the principles of physics using calculus. Topics include light, optics, interference, diffraction, thermal energy, the Laws of Thermodynamics, the kinetic theory of gases, and an introduction to relativity and modern physics. (C-ID: PHYS 215) (C-ID: PHYS 200S: Phys 4A + Phys 4B + Phys 4C) **PREREQUISITE:** Completion of MATH 1B with a grade of 'C' or better, AND completion of PHYS 4A with a grade of 'C' or better.

Physiology: see Biological Sciences**POLITICAL SCIENCE****PHYSICS****PHYS 1 Introduction to Physics****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3

This course is an introduction to the fundamental physical principles that control the world around us. Students will explore the fundamental principles of physics, their historical development, their application to everyday phenomena, and their impact upon political, social, and environmental issues. Laboratory exercises will explore the everyday world. **ADVISORY:** Mathematics 205.

PHYS 2A General Physics I**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory

Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:PHYS2, PHYS SEQ A
An introduction to the principles of physics using algebra and trigonometry. Topics include kinematics in one and two dimensions, vectors, equilibrium and non-equilibrium applications of Newton's Laws, work and energy, momentum, rotational kinematics and dynamics, simple harmonic motion, elasticity, thermal physics, thermodynamics, and waves. **PREREQUISITE:** MATH 8A **ADVISORY:** Eligible for English 250 and English 260. (C-ID: PHYS 105; C-ID: PHYS 100S: PHYS 2A + PHYS 2B)

PHYS 2B General Physics II**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory

Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:PHYS4, PHYS SEQ A
An introduction to the principles of physics using algebra and trigonometry. Topics include electricity and magnetism, light and optics, modern physics, and an introduction to relativity. **PREREQUISITE:** Physics 2A with a grade of 'C' or better. **ADVISORY:** Eligible for English 250 and English 260. (C-ID: PHYS 110; C-ID: PHYS 100S: PHYS 2A + PHYS 2B)

PHYS 4A Physics for Scientists and Engineers - Mechanics**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:PHYS SEQ

An introduction to the principles of physics using calculus. Topics include kinematics in one, two and three dimensions, vectors, equilibrium and non-equilibrium applications of Newton's Laws, work and energy, momentum, systems of particles, rotational kinematics and dynamics, simple harmonic motion, elasticity, and waves. (C-ID: PHYS 205) (C-ID: PHYS 200S: Phys 4A + Phys 4B + Phys 4C) **PREREQUISITE:** Completion of Mathematics 1A with a grade of 'C' or better, AND completion of PHYS 2A with a grade of 'C' or better OR High School Physics with a grade of 'B' or better.

PHYS 4B Physics for Scientists and Engineering - Electricity and Magnetism**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:PHYS SEQ

An introduction to the principles of physics using calculus. Topics include charge, electric fields, Gauss' Law, electric potential, capacitance, current and resistance, circuit analysis, magnetic fields, Ampere's Law, Faraday's Law, and electromagnetic waves. (C-ID: PHYS 210) (C-ID: PHYS 200S: Phys 4A + Phys 4B + Phys 4C) **PREREQUISITE:** Completion of MATH 1B with a grade of 'C' or better, AND completion of PHYS 4A with a grade of 'C' or better.

POLS 1 Introduction to American Government**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D8, IGETC:4H, 7A; GAV-GE:D1, D2; CAN:GOV2

Explores the development of American political institutions and their utilization in dealing with issues arising at the international, national and state levels. Emphasis is placed on those problems which have defined our federal system of government. California government and appropriate state institutions will be included as a vital part of our federal system of government. **ADVISORY:** Eligible for English 250 and English 260.

POLS 3 Introduction to Comparative Politics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D8, IGETC:4H; GAV-GE:D2, F

Comparative survey of political institutions and processes around the globe. Selected nations may include, but are not restricted to: the United Kingdom, France, Germany, Japan, Russia, India, Nigeria, and Mexico. **ADVISORY:** Eligible for English 250 and English 260.

POLS 4 Introduction to International Relations**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D8, IGETC:4H; GAV-GE:D2, F

This course provides an introduction to key contemporary international problems and the means to analyze them. Major parts of the course cover such topics as war and peace, foreign policymaking, the international economy, and future trends in world politics.

POLS 5 Introduction to Modern International Terrorism**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D8, IGETC:4H; GAV-GE:D2

This course centers on conceptually defining terrorism (all types-foreign and domestic, left and right-wing, religious, environmental, and political, state and non-state), tracing the history and beginnings of modern international and domestic terrorism, critically examining the various U.S.- global responses to the 9-11-01 attacks, as well as generally evaluating and assessing how countries and people around the world try to cope with, prevent and/or respond to attacks by terrorist organizations, groups, or acts of terrorism perpetrated by nation-states or groups working with nation-states. This course has the option of a letter grade or pass/no pass. This course is also listed as AJ 5.

POLS 6 Introduction to Conflict Resolution**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; CSU-GE:D7; GAV-GE:D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as PSYC 6 and CMUN 6. **ADVISORY:** English 250 and English 260.

POLS 8 Field Work in Politics**Units:** 1.0 TO 6.0 **Hours:****Transferable:** CSU

An intern program in practical politics and government administration offering students an opportunity to learn by doing. Interns are placed in the offices of public officials, government agencies, or political campaigns on the local, state and national levels. This is a pass/no pass course. **ADVISORY:** Consent of instructor. This is essential due to the necessity of screening intern applicants; completion of Political Science 1 or Political Science 3.

POLS 9 Global Social Change**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D0, D8, IGETC:4H, 4J; GAV-GE:D2, F

This course examines the social, economic and political forces that have led to a process known as "globalization." It explores how the global integration of societies, economies, and cultures fundamentally transforms human life with specific emphasis on: the global economy and economic development; transnational political organizations; culture and identity; the effect of globalization on social stratification, including gender/race/ethnic inequalities; transnational migration; environmental change; and transnational social movements. Also listed as SOC 9. **PREREQUISITE:** English 250 **ADVISORY:** English 1A

POLS 12 Introduction to Political Thought**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D8, IGETC:4H; GAV-GE:D2

This course provides students with an introduction to and grounding in classical and modern political thought. Students will be introduced to theorists such as Plato, Aristotle, Machiavelli, and Marx. Students will also examine such timeless questions as: "What is justice?" "What is the good life?" and "What is power?" among others. This course is also listed as PHIL 12. Previously POLS 2.

POLS 27 Contemporary Leadership**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:E2

A cross-disciplinary approach to the theory and practice of leadership. Includes effective communication styles including issues related to gender and culture. Class includes topics on ethics, power, and how to run effective meetings including the use of parliamentary procedure. Skills directly applicable to work, personal and college environments. Also listed as PSYC 27 and GUID 27. **ADVISORY:** Eligible for English 250 and English 260.

PSYCHOLOGY**PSYC 2 Early Child Development****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D9, E, IGETC:4I; GAV-GE:D2, 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 CD 2. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 1A; transfer student consult with advisor.

PSYC 3 Child Growth and Development During the School Years**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D9, E, IGETC:4I; GAV-GE:D2, 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 CD 3. **ADVISORY:** Eligible for English 1A; transfer students consult with advisor.

PSYC 5 Self-Assessment and Career Development**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; CSU-GE:E2; GAV-GE:E2

A course designed to assist the student in learning more about personal values, personality, interests, exploration of career choice, and occupational opportunities through the use of various personal assessment instruments. The delivery options for this course include online and self-paced formats. This course is also listed as GUID 1. **ADVISORY:** Eligible for English 250 and English 260. \$12 fee will be charged for career assessment materials.

PSYC 6 Introduction to Conflict Resolution**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; CSU-GE:D7; GAV-GE:D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as POLS 6 and CMUN 6. **ADVISORY:** English 250 and English 260.

PSYC 7 Cultural Context of Child and Family in a Diverse Society**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; CSU-GE:D7; GAV-GE:D2, F

Examines cultural influences on child-rearing practices, family values, and human development. Perspectives from social sciences are 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 CD 7. **ADVISORY:** Eligible for English 250 and English 260.

PSYC 10 Introduction to Psychology**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D9, IGETC:4I; GAV-GE:D2, F

The nature, scope, methods, presuppositions, history, and fields of psychology together with the scientific study of factors influencing human behavior, human development, perception, learning, memory, emotion, personality, frustration, and psychotherapy. This course was previously listed as PSYC 1A. (C-ID: PSY 110) **ADVISORY:** Eligible for English 250 and English 260.

PSYC 11 Biological Psychology**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D9, IGETC:4I; GAV-GE:D2

This course stresses the biological basis of behavior including: neuroanatomy, the senses, perception, learning, thinking, and psychological disorders. This course was previously listed as PSYC 1B. (C-ID: PSYC 150) **PREREQUISITE:** Completion of PSYC 1A or PSYC 10 with a grade of 'C' or better.

PSYC 27 Contemporary Leadership**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:E2

A cross-disciplinary approach to the theory and practice of leadership. Includes effective communication styles including issues related to gender and culture. Class includes topics on ethics, power, and how to run effective meetings including the use of parliamentary procedure. Skills directly applicable to work, personal and college environments. Also listed as POLS 27 and GUID 27. **ADVISORY:** Eligible for English 250 and English 260.

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PSYC 52 Peer Counseling

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

An overview of the principles, skills, and methods used in peer counseling. Course emphasizes using communication skills, goal setting, intervention techniques and evaluation for peer counselors and others. **ADVISORY:** Eligible for English 250 and English 260.

PSYC 98 Special Topics

Units: .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture
Transferable: CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topic content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. This course may have the option of a letter grade or pass/no pass.

Public Speaking: see Communication Studies

Skin Care: see COS 220, 221

SOCIOLOGY

SOC 1A Introduction to Sociology

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:D0, IGETC:4J; GAV-GE:D2; CAN:SOC2

Analysis of the structure and dynamics of human society focusing on the development of culture, the socialization process, group behavior, social inequality, deviance, sexism, racism, and ageism, major social institutions, and human ecology. Emphasizes contemporary American society. (C-ID: SOCI 110) **ADVISORY:** Eligible for English 250 and English 260.

SOC 1B Introduction to Sociology: Social Problems

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:D0, IGETC:4J; GAV-GE:D2; CAN:SOC4

This course provides an overview of how sociologists understand, identify, and address social problems. Students will be introduced to and critically evaluate various theories to explain and analyze social problems, their presence in our lives, and the extent to which they can be defined as social problems. In addition to identifying contemporary social problems, students will explore the root causes of these social problems and search for potential solutions. Some issues that may be examined are: economic globalization, immigration, poverty, inequalities in educational and employment opportunities, race and gender inequality, and the decline in social connections. (C-ID: SOCI 115) **ADVISORY:** Sociology 1A.

SOC 3 Sociology of Race, Ethnicity and Cultural Identity

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:D0, D3, IGETC:4J; GAV-GE:D2, F

This course is designed to introduce students to the basic sociological concepts and theories of race, ethnicity and cultural identity in U.S. society. Students will examine race, ethnicity and cultural identity as social constructs that permeate social structures and institutions, and how they change over time and space. Over the semester students will critically analyze the ways which race, ethnicity, class, and gender/sexuality continually shape people's lives and experiences. While the class focuses on U.S. societies, students will also critically compare and contrast race and ethnicity in other societies. (C-ID: SOCI 150) **ADVISORY:** Eligible for English 250 and English 260.

SOC 4 Sociology of Women and Men

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:D0, D4, IGETC:4J; GAV-GE:D2

This course is designed to introduce students to gender as a basic organizing principle of social life. Students will examine how gender is socially constructed and how these constructions affect self identity, interpersonal interactions, and inequality in society. Students will critically analyze the interactions of gender with race, class, and sexuality. (C-ID: SOCI 140) **ADVISORY:** Eligible for English 250 and English 260.

SOC 9 Global Social Change

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:D0, D8, IGETC:4H, 4J; GAV-GE:D2, F

This course examines the social, economic and political forces that have led to a process known as "globalization." It explores how the global integration of societies, economics, and cultures fundamentally transforms human life with specific emphasis on: the global economy and economic development; transnational political organizations; culture and identity; the effect of globalization on social stratification, including gender/race/ethnic inequalities; transnational migration; environmental change; and transnational social movements. Also listed as POLS 9. **PREREQUISITE:** English 250 **ADVISORY:** English 1A

SOC 10 Mass Media and Society

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:C2, D0, IGETC:4J; GAV-GE:C2, D2

This course helps us understand the 20th century revolution in mass media by focusing on the history, economics and social impact of the newspaper, book publishing, magazine, film, television, public relations, advertising and music industries. We will study audience, propaganda and mass communication theory; we will discuss new technology, ethnic media in the U.S., ethical issues and attempts to regulate or control the media. Honors students will complete more in-depth analysis of media issues, and will finish a media-related research project. This course is also listed as JOUR 10. This course has the option of a letter grade or pass/no pass. (C-ID: JOUR 100) **ADVISORY:** English 250, English 260

SOC 21 Marriage and the Family

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; CSU-GE:E2; GAV-GE:E2

Survey of information for preparation for marriage, including dating, courtship, engagement, mate selection, gender roles and rules, adjustment and parenthood. The course will also cover the study of families and how they function. Special attention will be given to how our changing culture and work demands bring about added stress and change to the family, causing increased dysfunction and crisis. **ADVISORY:** Eligible for English 250 and English 260.

SPANISH

SPAN 1A Elementary Spanish

Units: 5.0 **Hours:** 5.0 Lecture
Transferable: CSU, UC; CSU-GE:C2; GAV-GE:C2, F; CAN:SPAN2, SPAN SEQ A

Beginning course with emphasis on understanding and speaking Spanish; introduction to reading and writing Spanish. This course will also introduce students to Hispanic culture and institutions. This course has the option of a letter grade or pass/no pass.

SPAN 1B Elementary Spanish

Units: 5.0 **Hours:** 5.0 Lecture
Transferable: CSU, UC; CSU-GE:C2, IGETC:6A; GAV-GE:C2, F; CAN:SPAN4, SPAN SEQ A

Continuation of Spanish 1A. Further development of the four skills of understanding, speaking, reading and writing Spanish. This course will continue to emphasize the study of Hispanic culture and institutions. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Spanish 1A or equivalent.

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SPAN 2A Intermediate Spanish**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B, 6A; GAV-GE:C2, F; CAN:SPAN8, SPAN SEQ B

This course teaches culture and facilitates language acquisition through listening, speaking, reading and writing. Students will continue to interact with authentic language in context. Content is expanded beyond "survival" needs of the immediate environment in order to express personal meaning and to apply different strategies and techniques to go beyond casual conversation and express opinions, make suggestions on familiar topics, as well as some abstract issues and plans. Students demonstrate an increased awareness of cultural norms, values, and culturally relevant appropriate customs and events. Accuracy becomes quite high for high frequency structures and vocabulary but more complex discourse is still developing and requires a somewhat sympathetic listener or reader. Students will demonstrate the ability to think critically by analyzing linguistic structures and reflecting on and making cross-cultural comparisons. This course is taught primarily in Spanish. This course has the option of a letter grade or pass/no pass. ADVISORY: Spanish 1B or equivalent.

SPAN 2B Intermediate Spanish**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B, 6A; GAV-GE:C2, F; CAN:SPAN10, SPAN SEQ B

This course continues to expand upon culture and facilitate language acquisition through listening, speaking, reading and writing. Students will interact with more sophisticated authentic language in context. Content continues to expand in order to express more complex ideas, in order to express personal meaning and to apply different strategies and techniques to go beyond casual conversation and express opinions, make suggestions on familiar topics, as well as some abstract issues and plans. Students demonstrate an increased awareness of cultural norms, values, and culturally relevant appropriate customs and events. Accuracy becomes quite high and for high frequency structures and vocabulary but more complex discourse is still developing and requires a somewhat sympathetic listener or reader. Students will continue to demonstrate the ability to think critically by analyzing linguistic structures and reflecting on making cross-cultural comparisons. This course is taught primarily in Spanish. This course has the option of a letter grade or pass/no pass. ADVISORY: Spanish 2A or equivalent.

SPAN 8A Conversational Spanish**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C2

This course is a beginning Spanish course, focusing on the Spanish sound system, basic grammar and vocabulary, and cultural elements. Although emphasis is on listening and speaking, basic reading and writing skills will be developed. This course has the option of a letter grade or pass/no pass.

SPAN 8B Conversational Spanish**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C2

This course requires knowledge of Spanish pronunciation, basic vocabulary, and present tense grammar. More advanced grammar and vocabulary, and cultural elements will be taught in the development of listening, speaking, basic reading and writing skills. This course has the option of a letter grade or pass/no pass. ADVISORY: Spanish 8A or equivalent.

SPAN 8C Conversational Spanish**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C2

This course requires considerable knowledge of Spanish pronunciation, vocabulary, grammar and syntax. More advanced grammar and vocabulary will be taught in the development of listening, speaking, reading and writing skills. ADVISORY: Spanish 8B or equivalent.

SPAN 8D Conversational Spanish**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C2

This course requires fluency in spoken and written Spanish. Advanced grammar and vocabulary will be presented while the course concentrates on polishing the student's oral and written skills and develops a sense of style. ADVISORY: Spanish 8C or equivalent.

SPAN 12A Spanish for Spanish Speakers**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:6A; GAV-GE:C2, F

This course is designed for heritage speakers of Spanish or other linguistically qualified students. It provides instruction that builds upon the existing reading, writing, speaking and listening skills and the cultural heritage and knowledge of these students. The course will increase awareness of linguistic registers, discuss items beyond the familiar routine and develop an appreciation for Hispanic cultures as manifested in Spanish speaking countries and in the United States. This course is taught entirely in Spanish. ADVISORY: Basic Spanish reading and writing skills.

SPAN 12B Spanish for Spanish Speakers**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:6A; GAV-GE:C2, F

This course continues to provide instruction that builds upon the existing reading, writing, speaking and listening skills and cultural heritage and knowledge of these students. The course will continue to increase awareness of linguistic registers, discuss items beyond the familiar routine and expand upon their appreciation for Hispanic cultures as manifested in Spanish speaking countries and in the United States. This course has the option of a letter grade or pass/no pass. ADVISORY: Basic Spanish speaking skills.

SPAN 98 Special Topics**Units:** .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture, .5 TO 3.0 Laboratory**Transferable:** CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topical content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. May be repeated for credit with different topics. This course may have the option of a letter grade or pass/no pass.

Speech: see Communications**Statistics: see Mathematics****Television: also see Mass Media****THEATRE ARTS / DRAMA / TELEVISION****THEA 1 Theatre History****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F

A survey of the history of theatrical performance, production and dramatic literature, including: early Greek, Roman, Asian, the Renaissance, Italian, English, modern European to contemporary American theatre. (C-ID: THTR 113) ADVISORY: Eligible for English 250 and English 260.

THEA 2A Children's Theatre Repertory**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

This course focuses on formal dramatic presentations for child audiences. Activities will include acting, set design, costuming and makeup. May be taken out of sequence.

THEA 2B Children's Theatre Repertory**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Preparation and performance of touring plays for young audiences. Special activities in creative dramatization, improvisation and script development will be studied. May be taken out of sequence.

THEA 3 El Teatro Campesino**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F

Reading, viewing and discussing the development of the Chicano (Mexican American) culture in American Society reflected in the works of playwright and director Luis Valdez and El Teatro Campesino (The Farm Worker's Theatre) are the focus of this course. It traces the historical and cultural influences of the theatrical company from its creation in 1965 to the present. Students will read actos, plays and view live theatrical production, film and video produced by El Teatro Campesino. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

THEA 4 Oral Interpretation**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1; GAV-GE:C1

An introduction to the analysis, preparation and dramatic presentation of literature, including classical and contemporary prose, poetry and drama. Students prepare, analyze, interpret and present great works of theatre and literature for an audience. This course is also listed as CMUN 2. ADVISORY: Eligible for English 250 and English 260.

THEA 6 Introduction to Audio Production**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

The theory and practice of audio techniques in radio, television, film and multimedia including acoustics, audio language and terms, signal flow, use of microphones, use of mixers and related audio production and digital recording equipment and the aesthetic aspects of sound mixing and post production. Students will be able to apply knowledge and gain hands-on experience recording, editing, mixing and mastering audio. This course has the option of a letter grade or pass/no pass. This course is also listed as MCTV 6.

THEA 7 Theatre Appreciation**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1

This survey course will foster a student's appreciation of theatre and the Performing Arts. The course examines the duties and responsibilities of the various creative artists such as director, actor, designers, and playwrights and the process of creating live performances. (C-ID: THTR 112)

THEA 11 Dance and Movement for the Theatre**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

A survey and introduction to basic dance genres and movement techniques suitable for Theatre Arts, including ballet, modern, jazz, social dance, musical theatre, improvisation and yoga. Emphasis on body awareness, movement in space, focus, breathing techniques, pantomime, choreography, musicality, rhythm and timing. This course has the option of a letter grade or pass/no pass.

THEA 12A Acting I**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:C1; GAV-GE:C1; CAN:DRAM8

This course explores the physical and psychological resources of the actor. Students achieve proficiency in individual and group contact, collaboration, theatre games, improvisation, basic theatre vocabulary, and sound and movement dynamics. Students emerge in formal scene presentations as well as critique live theatrical productions. (C-ID: THTR 151)

THEA 12B Acting II**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

This course follows Acting I and continues the exploration and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scenes. This course has the option of a letter grade or pass/no pass. PREREQUISITE: Theatre Arts 12A.

THEA 13A Actor's Workshop**Units:** 1.0 TO 3.0 **Hours:** 3.0 TO 9.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Audition, rehearsal and performance of a theatrical production for public performance. Repeatable for a maximum of 3 units. (C-ID: THTR 191)

THEA 13B Actor's Workshop**Units:** 1.0 TO 3.0 **Hours:** 3.0 TO 9.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Audition, rehearsal and performance of a theatrical production for public performance.

THEA 13C Actor's Workshop**Units:** 1.0 TO 3.0 **Hours:** 3.0 TO 9.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Audition, rehearsal and performance of a theatrical production for public performance. ADVISORY: THEA 13B.

THEA 13D Actor's Workshop**Units:** 1.0 TO 3.0 **Hours:** 3.0 TO 9.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Audition, rehearsal and performance of a theatrical production for public performance. ADVISORY: Theatre Arts 13C

THEA 14 Stage Production**Units:** 2.0 TO 3.0 **Hours:** 6.0 TO 9.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

An introduction to technical theatre and the creation of scenic elements. Includes basic concepts of design, painting techniques, set construction, set movement, prop construction, backstage organization, and career possibilities. May include state management, lighting and/or sound techniques. Lecture, reading, projects, and practical experience. ADVISORY: Eligible for English 250 and English 260.

THEA 15 Introduction to Design for Stage, Television and Film**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; GAV-GE:C1

Students will be offered a survey of scenery, lighting, sound, costumes, makeup, properties, theatrical equipment and construction techniques through demonstrations, and laboratory experience. Information is applicable to all formal theatrical applications. (C-ID: THTR 172) ADVISORY: Eligible for English 250 and English 260.

THEA 16 History and Culture of Television, Film and New Media**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C1, F

This course provides an introduction and history of electronic media including radio, television, film, the internet, and other new media. The impact on and reflection of the current social environment is explored through review and analysis of television programs, films, internet webisodes, and other electronic media programming. This course is also listed as MCTV 16. ADVISORY: Eligible for English 250 and 260.

THEA 17A Television and Video Workshop**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Introduction to theory, terminology and operation of a multi-camera television studio and control room. Including: production, studio signal flow, directing, camera theory and operation, audio equipment set-up, switcher operation, fundamentals of lighting, graphics, video control and recording and live video production. This course is also listed as THEA 17A. ADVISORY: Theatre Arts 16 Intro to TV or consent of instructor.

THEA 17B Television and Video Workshop

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Emphasis placed on production and post-production techniques in video production. Student knowledge and skills are increased by participating in live to tape projects. This course is also listed as MCTV 17B. **ADVISORY:** Completion of Theatre Arts 17A.

THEA 19 Acting and Voice for TV / Film / Media

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

Theory and practice of acting, performance and development of voice, articulation and pronunciation for TV, film and media. Learning experiences include project in broadcasting, reporting, commercials, public service announcements (PSA), comedy and drama. This course has the option of a letter grade or pass/no pass. Also listed as MCTV 19.

THEA 20 Introduction to Scriptwriting

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; CSU-GE:C1

An introductory course on script development and writing for film, television and electronic media. Emphasis on preparing scripts in proper formats, conceptual and stylistic issues related to writing fiction and non-fiction scripts. This course has the option of a letter grade or pass/no pass. **ADVISORY:** English 250

THEA 21 Mexican Dance and Folklore

Units: 1.0 TO 2.0 **Hours:** 1.0 Lecture and .0 TO 3.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1, F

Selected regional dances of Mexico, taught for technical and cultural understanding. Emphasis is given to the origin, development and styling of the material. Students are afforded the opportunity of appearing in performances. May be repeated until a maximum of 8 units are accrued.

THEA 98 Special Topics

Units: .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture
Transferable: CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topical content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. This course may have the option of a letter grade or pass/no pass.

VOCATIONAL PREP STUDENTS: DISABILITY

AE 600 Vocational Training I

Units: .0 **Hours:** .0 Lecture and 30.0 Laboratory
Transferable: No

Prevocational skills for adults with impaired cognitive functioning. Entry level work preparation is emphasized. Skills taught include basic work routine orientation, communication skills, job ability assessment, and self-management skills.

AE 602 Vocational Training III

Units: .0 **Hours:** .0 Lecture and 30.0 Laboratory
Transferable: No

Practical training and on-the-job work experience for students with disabilities. This course also provides preparation for entry level employment utilizing a number of work alternatives and settings.

AE 603 Vocational Training IV

Units: .0 **Hours:** 3.0 Laboratory
Transferable: No

AE 603 is a job readiness course which provides opportunities for individuals with disabilities to participate in service-learning activities and job readiness training leading to job development and placement in a community setting.

AE 605 Vocational Training VI

Units: .0 **Hours:** .5 Lecture and 1.0 Laboratory
Transferable: No

This course is designed for students with disabilities. The purpose of this course is to improve the student's ability to participate in the community, by increasing independence through acquisition of survival vocabulary, structured practice in functional reading utilizing phonics and content recognition, and increased enjoyment in reading for pleasure. Students will read stories written or revised specifically for adults with limited reading skills.

AE 613 Independence Training IV

Units: .0 **Hours:** .5 Lecture and 1.0 Laboratory
Transferable: No

This course is designed for students with disabilities. The purpose of this course is to improve the student's ability to build math competencies related to independence in daily living and the work site. The focus of the class is basic computation, consumer awareness, money management, banking and purchasing.

AE 636 Adapted Physical Education

Units: .0 **Hours:** .0 Lecture and 3.0 Laboratory
Transferable: No

An individualized program of adapted physical education activities designed to meet the needs of students who have physical limitations or disabilities. The course assists in the development and appreciation of physical activity as a regular planned contribution to one's overall well-being. This course is for the non-matriculating student, is not graded and is without college credit. **ADVISORY:** Students must be able to document a physical disability.

WATER RESOURCES MANAGEMENT

WTRM 101 Introduction to Water / Wastewater Technology

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This course constitutes an introduction to Water-Wastewater-Distribution Industry. Topics include industry careers, required certifications, hydrologic cycle, watersheds, water/wastewater treatment methods, valves and equipment, as well as industry standard math formulas and conversion factors. **ADVISORY:** Eligible for Mathematics 205.

WTRM 102 Beginning Water / Wastewater / Distribution Math

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This course covers basic math concepts used in the water- wastewater-distribution industry. Topics include industry standard formulas, conversion factors, fractions, decimals, percentages, ratios, area and volume. **ADVISORY:** Eligible for Mathematics 205.

WTRM 103 Introduction to Electrical and Instrumentation Processes

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Introduction to basic electrical theory, applications, common uses and real world examples of control systems and instrumentation used in water distribution, water, and wastewater treatment plants including switches, relays, alarms, motors, instrumentation, valve actuators, computers and communications. **ADVISORY:** WTRM 101 Introduction to Water-Wastewater Technology; WTRM 102 Beginning Water-Wastewater Mathematics.

WTRM 104 Motors and Pumps / Operation and Maintenance

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Theory of pumps and motors, identification of problems encountered, causes of problems, corrective solutions and repair procedures. Implementation of maintenance programs including scheduling and record keeping. **ADVISORY:** WTRM 101 Introduction to Water-Wastewater Technology; and WTRM 102 Beginning Water-Wastewater Mathematics.

WTRM 105 Water Distribution 1**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This is a comprehensive course that teaches basic principles of operation and maintenance of a water distribution system. It covers the sources of water; principles of design; installation, operation and maintenance of pipes, pumps, valves, meters, and other regulated hydraulic units. Operation and maintenance safety considerations are emphasized. This course is designed to prepare the student to take the State of California Water Distribution Operator exam. **ADVISORY:** WTRM 101 Introduction to Water/Wastewater Technology; WTRM 102 Beginning Water/Wastewater Mathematics.

WTRM 106 Beginning Water Treatment Plant Operation**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This is a comprehensive course that teaches basic principles of operation and maintenance of water treatment plant. The course covers sources of water; public health aspects of water supply; physical and bacteriologic standards of water quality; types of water treatment plants, water treatment procedures, operation, storage and distribution. This course is designed to prepare the student to take the State of California Water Treatment Operator exam. (T1, T2) **ADVISORY:** WTRM 101 Introduction to Water/Wastewater Technology; WTRM 102 Beginning Water/Wastewater Mathematics.

WTRM 107 Beginning Wastewater Treatment Operations**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course covers an introduction to the operations and maintenance of a wastewater treatment facility. Topics include industry careers, certifications, advanced wastewater treatment methods, valves and equipment, as well as industry standard math formulas and conversion factors. **ADVISORY:** Eligible for Math 205.

WTRM 108 Water Distribution 2**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Designed as the second part of an integrated sequence of two courses covering water distribution systems. Enables students to gain a more comprehensive understanding of the operation and maintenance of waterworks distribution system, including advanced calculations, management, safety and emergency response issues. Contemporary issues facing the water and wastewater industry are also explored in depth. This course is part of a series required for eligibility to take the State certification examinations; supports certification examinations for CDPH grade levels D3, D4 and D5. **ADVISORY:** WTRM 105 Water Distribution 1; WTRM 102 Beginning Water/Wastewater Mathematics.

WTRM 109 Advanced Water Treatment Plant Operation**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course focuses on advanced water quality control and treatment with emphasis on state regulations, EPA regulations, advanced mathematics and water chemistry. The course will include an in-depth study of treatment plant processes and their relation to current water quality regulations. This course will be helpful to those preparing for the CDPH Grade T3 and T4. **ADVISORY:** WTRM 102 Beginning Water/Wastewater Mathematics; WTRM 106 Beginning Water Treatment Plant Operation.

WTRM 110 Advanced Water / Wastewater / Distribution Math**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is a continuation of the Beginning Water/Wastewater Mathematics course WTRM 102 and covers advanced math concepts used in the Water/Wastewater/Distribution industry. Topics include industry standard formulas, conversion factors, MCRT, SVI, waste/return, horsepower, well drawdown, capacitance, yield, belt press cake/filtrate, SDI, sludge age, gas production and digestion rates. **ADVISORY:** Math 205 Elementary Algebra and WTRM 102 Beginning Water/Wastewater Mathematics.

WTRM 111 Advanced Wastewater Treatment Plant Operation**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is designed to familiarize students with advanced wastewater treatment systems, including secondary and tertiary treatment, solids handling, disinfection, reclamation of wastewater, as well as laboratory study. The course prepares students for the CSWRB Wastewater Treatment Plant Operator examinations. **ADVISORY:** WTRM 101 Introduction to Water/Wastewater Technology; WTRM 107 Beginning Wastewater Treatment Plant Operation.

WTRM 112 Applied Hydraulics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Study of the hydraulics necessary in the operation of water and maintenance plants and systems. Consideration of the types of pumps used in water/wastewater service, their operational characteristics, required maintenance and the problems common to their use. **ADVISORY:** WTRM 101 Introduction to Water/Wastewater Technology; WTRM 102 Beginning Water/Wastewater Mathematics.

WTRM 113 Beginning Wastewater Collection**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course covers the proper installation, inspection, operation, maintenance and repair of wastewater collection systems. It provides the knowledge and skills required to effectively operate and maintain collection systems. This course also provides knowledge as to why collection systems affect treatment facilities and how they have a significant impact on the operation and maintenance costs and effectiveness of these systems. **ADVISORY:** WTRM 101 Introduction to Water/Wastewater Technology; WTRM 102 Beginning Water/Wastewater Mathematics.

WTRM 114 Laboratory Analysis for Water / Wastewater**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is designed to support and understanding and application of water quality laboratory basics in a practical setting. It prepares students to perform chemical, physical and bacteriological examination of water and wastewater. **ADVISORY:** WTRM 102 Beginning Water/Wastewater Mathematics or Eligible for Mathematics 205.

WTRM 115 Supervision**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Supervisory aspects of public agencies and investor-owned utilities, including organization, decision-making, coordination, communication and public relations. Personnel supervision, including coaching, training, evaluation, discipline, team building, morale and grievances. Safety programs, as well as encouragement of safe conditions, actions and attitudes is also covered. **ADVISORY:** WTRM 101 Introduction to Water/Wastewater Technology.

WTRM 116 Advanced Wastewater Collections**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course provides an in-depth understanding of the components of wastewater collection systems and includes the design, operation, monitoring, maintenance and repair of lift pump stations as well as equipment maintenance, safety/survival systems, administration and organization principles. **ADVISORY:** WTRM 101: Introduction to Water/Wastewater Technology, WTRM 113: Beginning Wastewater Collections

WTRM 117 Water Use Efficiency Practitioner**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course focuses upon the efficient use and conservation of water in the following contexts: overall supply and demand; utility operations and measures; residential uses and measures; commercial, institutional uses and measures; and landscape uses and measures.

WTRM 118 Introduction to Occupational Health and Safety**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course covers the fundamentals of the health and safety associated with water treatment, distribution and waste water treatment operations. Subjects covered include introduction to safety, confined space, lockout- tagout, respiratory protection, heat stress, fall protection and traffic control. Each section will satisfy existing Cal/OSHA and other water industry related training requirements.

WTRM 119 Industrial Wastewater Management & Treatment**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Industrial Wastewater Management and Treatment reviews various industries and their associated wastewater. The course introduces the characteristics of wastewater such as pH, total suspended solids, total dissolved solids, etc., and then reviews basic treatment methods that are used to remove the particular characteristic from the water. By the end of the course, students will be able to design a wastewater treatment plant by developing block flow diagrams which utilize basic treatment methods to achieve the desired wastewater quality. **ADVISORY:** WTRM 101: Introduction to Water/Wastewater Technology, WTRM 107: Beginning Wastewater Treatment Plant Operation

WTRM 120 Pollution Prevention and Storm Water Management**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Pollution Prevention and Storm Water Management reviews methods and regulations to prevent pollutants from reaching the waters of our rivers, streams and aquifers. It reviews methods of reducing pollutants in industrial wastewater, water reuse and water recycling. Additionally, it reviews the methods and regulations for storing hazardous wastes and materials. Lastly, it reviews the general stormwater permits for municipalities, industry and construction. At the end of this course, the student will have a fundamental knowledge of how to reduce pollution in our wastewater through effective water and process management, as well as appropriate hazardous materials and waste storage. This course also covers the implementation of methods required by the State's general permits to prevent pollution from entering stormwater runoff. **ADVISORY:** WTRM 101: Introduction to Water/Wastewater Technology; WTRM 107: Beginning Wastewater Treatment Plant Operation.

WTRM 121 Mechanical Maintenance**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is designed to familiarize students with the basic principles of mechanical equipment design, installation, operation, maintenance, repair, overhaul and replacement. The course emphasizes understanding the value of preventative maintenance techniques such as equipment monitoring, lubrication analysis, machine alignment and scheduled overhaul. **ADVISORY:** WTRM 101: Introduction to Water/Wastewater Technology.

WTRM 190 Occupational Work Experience / Water / Wastewater Technology**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA **REQUIRED:** Declared vocational major.

Word Processing: see CSIS

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.

WORK EXPERIENCE**CWE 190 Occupational Work Experience****Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

CWE 192 General Work Experience Education**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

General work experience for students who have a job unrelated to their major. General work experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. 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. May be taken for a maximum of 4 units. Minimum 2.00 GPA.

CWE 290 Occupational Work Experience**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** No

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. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

NONCREDIT CLASSES

All courses are free of charge. Registration will take place in the Admissions and Records Office or on site at the first class meeting.

For more information, contact the Noncredit Office at (408) 852-2824.

ALLIED HEALTH**AH 743 Healthier Living Through Tobacco Cessation****Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

This course is designed to provide the opportunity to obtain valuable education, support, and build the skills necessary to quit tobacco and live a healthier lifestyle. This course will also serve as a preventative measure for those who are considering smoking or using other tobacco related products. Discussion will focus on developing healthy coping skills, learning healthy lifestyle alternatives to smoking, and learning strategies such as Behavioral Modification Techniques and the use of Nicotine Replacement Therapy to help stop smoking. The physiological effects of tobacco on the human body will also be discussed. The course will be offered in both English and Spanish.

AH 793 Personal and Career Development**Units:** .0 **Hours:** 1.0 TO 32.0 Laboratory**Transferable:** No

A wide variety of lectures on general themes offered to students throughout the academic year who want short-formatted content to augment their personal, academic and career development. General themes to be explored are: Communication, Interpersonal Skills, Pre-employment, Decision-Making, Financial Literacy, Career and Personal Development and Self-Management with Nutrition. This noncredit course is a combination of lecture, self-assessments, group activities and individual modules.

ENGLISH

ENGL 747 Film and Literacy

Units: .0 **Hours:** 3.5 Lecture
Transferable: No

This course utilizes film to build college-level reading, writing, and critical thinking skills.

ENGL 748 Development of Writing Skills

Units: .0 **Hours:** 1.0 Laboratory
Transferable: No

A series of workshops and directed learning activities allowing individuals to study specific writing strategies and points of grammar and punctuation use. Individuals develop a plan of study as suggested by instructor recommendation and diagnostic assessment.

ENGL 749 Writers' Workshop

Units: .0 **Hours:** 1.0 TO 22.5 Laboratory
Transferable: No

Writers' Workshop is an open enrollment class that allows community members and students from all disciplines to participate in a regularly scheduled, instructor-facilitated writing response group. Activities include focused response to participants' writing, generative writing games and prompts and interaction with visiting writers and scholars.

ENGL 756 GED Preparation

Units: .0 **Hours:** 1.0 TO 8.0 Laboratory
Transferable: No

This course is designed to prepare the student to pass the five General Education Development (GED) tests in Writing, Social Studies, Science, Literature and Mathematics. English grammar and usage, reading comprehension, writing, vocabulary and computational skills are emphasized. The course is designed for students who are 18 years of age or older and elect to take the High School Equivalency Examination. This course may be repeated three times.

ENGL 758A CAHSEE Preparation A English-Language Arts

Units: .0 **Hours:** 3.0 Laboratory
Transferable: No

This course is designed to prepare non-high school graduates for the successful completion of the CAHSEE (California High School Exit Examination) English-Language Arts by providing them study skill and test taking strategies for answering multiple choice questions and tips on essay writing. This course will focus on word analysis, reading comprehension, literary response, writing strategies, writing conventions and writing applications.

ENGLISH AS A SECOND LANGUAGE

Also see: credit ESL classes

ESL 702A ESL Citizenship

Units: .0 **Hours:** 3.0 Lecture
Transferable: No

This course is designed for second language learners that want to prepare for the United States Citizenship test given by the Department of Immigration and U. S. Naturalization Services. The focus will be on communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States. Readings are at the high-beginning/low-intermediate ESL level and will focus on the historical period beginning in the 1600's on through to 1980.

ESL 702B ESL Citizenship

Units: .0 **Hours:** 3.0 Lecture
Transferable: No

This course is designed for second language learners that want to prepare for the United States Citizenship test given by the Department of Immigration and Naturalization Services. The focus will be on communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States. Readings are at the high-beginning/low intermediate ESL level and will focus on American Government with the review of the Constitution, the study of the branches of government and state/local governments.

ESL 704A ESL for the Workplace

Units: .0 **Hours:** 1.0 TO 10.0 Laboratory
Transferable: No

This is part A of a content-based integrated skills course for ESL students who want to prepare for immediate entry into the job force. Students expand their language skills within the realm of the work world and specific vocational career of interest while also developing the soft skills needed in the workplace. This course is a combination of lecture, lab, and self-paced instruction. This course may be repeated three times.

ESL 704B ESL in the Workplace

Units: .0 **Hours:** 10.0 Laboratory
Transferable: No

This is a content-based integrated skills course for ESL students who want to prepare for immediate entry into the job force. Students expand their language skills within the realm of the work world and specific vocational career of interest while also developing the soft skills needed in the workplace. This course is a combination of lecture, lab, and self-paced instruction. ADVISORY: ESL 704A

ESL 775 ESL Literacy I

Units: .0 **Hours:** 5.0 Lecture
Transferable: No

This is a pre-ESL survival course that is designed for students with very limited reading/writing skills. The focus is on letter formation, sight-sound recognition and decoding skills. ADVISORY: Placement by the CASAS test.

ESL 776 ESL Literacy II

Units: .0 **Hours:** 5.0 Lecture
Transferable: No

This is the second part of a pre-ESL survival course that is designed for students with very limited reading/writing skills. The focus is on letter formation, sight-sound recognition and decoding skills. ADVISORY: Placement by the CASAS test or by successful completion of ESL 775.

ESL 777 ESL Lifeskills 1

Units: .0 **Hours:** 5.0 Lecture
Transferable: No

This is the first course in a series of survival English classes for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as the family, food, health, and occupations to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. ADVISORY: Placement into ESL Lifeskills by the CASAS placement test.

ESL 778 ESL Lifeskills 2

Units: .0 **Hours:** 5.0 Lecture
Transferable: No

This is the second course in a series of classes in survival English for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as the family, food, health, and occupations to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. ADVISORY: Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 777.

ESL 779 ESL Lifeskills 3**Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the third in a series of classes in survival English for students with little oral or written English competency. It will give students expanded basic vocabulary and familiarity in life skill areas such as the weather, transportation, employment, and American holidays and customs to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 778.

ESL 780 ESL Lifeskills 4**Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the fourth course in a series of survival English for students with little oral or written English competency. It will give students expanded basic vocabulary and familiarity in life skill areas such as weather, transportation, employment, and American holidays and customs to manage in the real world. The course emphasizes oral communication and integrates listening, reading, writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 779.

ESL 781 ESL Lifeskills 5**Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the fifth course in a series of survival English for students with beginning oral or written English competency. It will reinforce basic skills learned and continue to develop vocabulary and ease of communication in life skill areas such as the family, the larger community, health, employment, and leisure activities to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 780.

ESL 782 ESL Lifeskills 6**Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the sixth and final course in a series of survival English for students with beginning oral or written English competency. It will reinforce basic skills learned and continue to develop vocabulary and ease of communication in life skill areas such as the family, the larger community, health, employment, and leisure activities to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 781.

ESL 784 NC ESL Lifeskills 1A**Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

This is the first course in a series of English classes for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as family, food, health, and occupations to manage in the real world. This course emphasizes oral communication and integrates listening, speaking, reading and writing. **ADVISORY:** Placement into ESL Level 1 by the CASAS placement test.

ESL 785 NC ESL Lifeskills 1B**Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

This is the second course in a series of English classes for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as weather, transportation, employment, and American holidays and customs to manage in the real world. This course emphasizes oral communication and integrates listening, speaking, reading and writing. **ADVISORY:** Placement into ESL Level 2 by the CASAS placement test.

All noncredit classes are open entry / exit and free of charge.

For more information about the Noncredit Program,
call (408) 852-2824

ESL 786 NC ESL Fundamentals 2A**Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

This is the third course in a series of English classes for students with little oral or written English competency. Through listening, speaking, reading and writing activities, students learn to use grammatical structures of English with increasing accuracy while gaining basic life skills. This course begins to prepare students for transfer into the ESL credit program. **ADVISORY:** Placement into ESL Level 3 by the CASAS placement test.

ESL 787 NC ESL Fundamentals 2B**Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

This is the fourth course in a series of English classes for students with little oral or written English competency. Through listening, speaking, reading and writing activities, students will learn to use grammatical structures of English with increasing accuracy while gaining basic life skills. This course prepares students for transfer into the ESL credit program **ADVISORY:** Placement in ESL Level 4 by the CASAS placement test.

GUIDANCE**GUID 700 Online Basic Academic Skills****Units:** .0 **Hours:** 1.0 TO 6.0 Lecture**Transferable:** No

This course is designed for elementary students who want to improve their basic academic skills through the use of appropriate online software. The online program is a comprehensive resource for diagnosing and remediating students' basic skill. Modules include: Reading (Comprehension and Vocabulary), Language Arts, Math, Science, and Writing. Course content is based on individual student need. This course may be repeated.

GUID 710 Parent Advocacy**Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

This course is designed to help parents understand the transition from high school to college. Parents will develop techniques on how to better support their college student at home by creating a college going environment and increase potential involvement to enhance academic achievement. Parents will also develop a general understanding of the challenges and obstacles students face on a daily basis.

HUMANITIES**HUM 767 Film Classics****Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

This class is designed to study the facts, fantasy, history and trivia of classic and modern films. The background and history of each film and its performance will be compared and contrasted.

LIBRARY**LIB 732 Introduction to Online Gavilan****Units:** .0 **Hours:** 1.0 TO 42.0 Laboratory**Transferable:** No

Introduction to the online classes and student services at Gavilan College. This course will show students how to log into their online courses, find lectures, assignments and exams, take part in online class discussions, submit attachments, and view their grades. The course will also cover all the online student services available to the distant student, including counseling, library resources, records and grades, financial aid, tutoring and technical support.

LIB 735 Library Research - Research Basics**Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

Students jump start their research skills with this introductory course and learn to supplement their basic course readings with the library's extensive array of materials, including electronic books, print materials, audio books, and specialized magazine databases. Students save time, learn to be information literate, and be able to mine for quality information.

LIB 736 Library Research: Develop a Topic**Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

Designed for entry-level students, this introductory course provides bite-sized exercises using a variety of library sources to show effective methods for developing quality research papers. These include brainstorming a topic, concept mapping, evaluating the validity of a topic for a paper, finding supporting evidence for a thesis statement, making effective use of evidence from online and print sources and established citation style rules regarding use published materials.

LIB 737 Library Research: Avoid Plagiarism**Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

Designed for entry-level student research. Beginners are introduced to rules of college research, strategies to avoid accidental plagiarism, Gavilan's plagiarism policy, best methods of planning and organizing notes and supporting your research topic.

LIB 740 Information Competency for Nursing Assistants**Units:** .0 **Hours:** 1.0 TO 8.0 Lecture**Transferable:** No

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH 180 (Fundamentals of Nursing - Convalescent).

LIB 741 Information Competency for the Life Cycle**Units:** .0 **Hours:** 1.0 TO 8.0 Lecture**Transferable:** No

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH3 (The Person in the Life Cycle).

LIB 742 Information Competency for Nutrition**Units:** .0 **Hours:** 1.0 TO 8.0 Lecture**Transferable:** No

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH11 (Nutrition).

MATHEMATICS**MATH 758B CAHSEE Preparation B Mathematics****Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

This course is designed to prepare non-high school graduates for the successful completion of the CAHSEE (California High School Exit Examination) Mathematics Test by providing them with study skills and test taking strategies for answering multiple choice questions. The course will focus on basic arithmetic, statistics, data analysis, measurement, Geometry, Algebra, and mathematical reasoning.

All noncredit classes are open entry / exit and free of charge.

MUSIC**MUS 763 Music Encounters****Units:** .0 **Hours:** 1.0 TO 4.0 Lecture**Transferable:** No

A class for older adults that provides musical activities to stimulate and sustain their auditory function, discernment of sounds and manual dexterity. Students will enjoy music, new and old, by listening, singing, playing and creating music in a group setting.

**COMMUNITY
EDUCATIONAL
RESOURCES**

Community Education

Contract Education

Gavilan College Educational Foundation

Gilroy Early College Academy (GECA)

High Step

Noncredit Program

Regional Occupational Programs (ROP)

Community Education

Community Education is designed to meet the lifelong learning needs of the community. Short-term, not-for-credit classes for adults provide fun and enrichment in a number of areas.

We offer business, management, career training, art and hobby classes, programs to improve health and fitness, computer applications to enhance school and work skills and so much more. Over 300 online courses offered as well. You'll find something for everyone here at Gavilan. Check out our website at www.GavilanCE.com for our current classes or to register.

Community Education classes are not supported by taxpayers. Fees are charged to cover program expenses.

Contract Education

If your organization needs training, Contract Education can help. We can train your employees at your site or ours, at a time that is convenient for you and targeted to your business needs. From leadership to customer service or English as a Second Language to supervision, we have trainers that are experts in the field and can bring real-world experience to your organization.

If your employees are too busy to leave the office for training, our top-of-the-line online classes can fit your needs.

Call 408-852-2801 to find out how we can help you positively impact employee performance and improve the bottom line of your business.

Gavilan College Educational Foundation

This nonprofit organization exists to raise money and enhance community support for college programs, often generating private support for needs which cannot be met through the general fund. GCEF raises money for student scholarships, which are distributed each year at a Scholarship Awards Ceremony. In recent years, they have brought in sponsorships and raised money for athletics and the Puente program through Golf Tournaments, Casino Nights, an annual Dinner, and other events.

Gilroy Early College Academy

The Dr. TJ Owens Gilroy Early College Academy (GECA) at Gavilan College is an innovative, highly supportive and academically challenging program designed to serve strongly motivated high school students with high potential for future academic and career success.

The academy is an educational partnership between Gilroy Unified School District and Gavilan Community College District, and is one of the cutting-edge Early College High Schools that are being envisioned and funded all across the United States through the Bill and Melinda Gates Foundation. GECA is the number one top CAHSEE scoring school in California. It boasts an API score of 931, and was recognized in 2013 with the State of California's highest honor of **California Distinguished School**.

Students who qualify will attend four years of high school on the Gavilan College campus and may receive both their high school diploma and an Associate of Arts Degree or 60 transferrable units at the end of 4 years.

Students may take up to 11 units per semester of college classes for which they receive both college and high school credit. Tuition and books are free.

Applicants are not required to be in a Gilroy Unified school or live in the Gilroy Unified District. For additional information, call 408-846-4909.

High Step Program High School Enrichment Opportunity

Gavilan College, in conjunction with area high school districts, offers transfer level courses each fall and spring semester at the area high schools. In recent semesters this has included course offerings at Gilroy, Christopher and San Benito High Schools. All courses offered in the High Step program are transfer-level courses accepted at most any university or college. This program is coordinated through the office of Outreach and Recruitment. For general information, call 408-846-4993. The courses selected for offering at the high school campuses varies by semester.

The High Step program is designed for high school juniors and seniors. All students are required to take the placement assessment prior to enrolling. All concurrent enrollment documents (high school contract forms and requirements) are required. Please contact the Gavilan Assessment Office at 408-848-4992 or your high school counselor for information or a schedule of the placement assessment tests offered at the high school campuses.

There are many reasons to enroll in the High Step program which include:

- Starting college while enrolled in high school!
- Earning a maximum of 12 college units in two years.
- Courses conveniently offered at the high school.
- Meeting college and university requirements while still in high school.

The Benefits:

- The enrollment fee, campus center use fee, health fee and student representation fee are waived for High Step students.
- Experience college level work.
- Reduce four-year university expense.
- Advance academically.
- Be competitive in the 4-year college and university admission process.

While courses offered through this program are open to all college-aged students, High Step benefits are only included for those who apply through their area high school.

Students must purchase their own textbooks and materials. Check out the Gavilan College bookstore website at www.gavilan.bkstr.com. If you are unable to afford your textbook, please check with your high school.

Noncredit Program

Noncredit courses are offerings designed to meet the special needs and capabilities of those students who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities. These courses and programs are further defined categorically under the Education Code, Section 84711, whereby state funding is authorized for ten specific categories.

All courses are free of charge. Registration will take place in the Admissions and Records Office or on site at the first class meeting. Students should contact the Noncredit Office directly with any questions or for further information at (408) 852-2824.

Basic Skills Program: Instruction in elementary and secondary basic skills and other courses such as remedial academic courses in reading, mathematics and language arts. Instruction serves adults with limited or no formal education, native and non-native speakers of English who wish to improve their basic skills; adults with difficulties in learning; unemployed or displaced workers who lack skills required for entry-level jobs or job training programs; persons referred by mandated programs and adults unable to read, write or compute.

ESL Program: Courses are designed to meet the needs of students whose first language is other than English. The mission of ESL programs for adults in California is to equip students with the language and cultural proficiencies required for the eventual fulfillment of personal, vocational, academic, and citizenship for participation in American Society.

Health and Safety Program: Instruction in health and safety are designed to both prolong life and add to the quality of living. Courses in this category emphasize the positive aspects of maintaining physical, mental and emotional well being.

Immigrant Program: Courses are provided to persons eligible for educational services in citizenship, English as a Second Language (ESL), and work force preparation courses in the basic skills of speaking, listening, reading, writing, mathematics, decision making and problem solving skills, and other courses required for preparation to participate in job-specific training.

Short-Term Vocational Program: Noncredit and adult education programs in vocational education consist of organized educational programs directly related to the preparation of individuals for paid or unpaid employment, additional preparation for a career, upgrading needed skills and retraining for new jobs and careers.

MATRICULATION SERVICES

Matriculation is a process that enhances student access to California Community Colleges and promotes and sustains the efforts of students to be successful in their educational goals. Noncredit matriculation services include:

- Assessment (English, math skills or career interests)
- Orientation (for noncredit programs and procedures)
- Counseling (to assist students in identifying educational and career goals and developing an appropriate program of study)

ADMISSIONS POLICY

Anyone 18 years or older can enroll in a noncredit course. Students may enroll in most courses by attending the first class meeting, space permitting and throughout the semester because these courses are designed to be open entry/open exit. Course and program information is published in the Gavilan College Schedule, other publications and through the off-site locations. There are no fees for noncredit courses.

GRADING

Grades are not issued for noncredit courses; however, students can request progress reports or Certificates of Completion in enhanced noncredit courses.

COURSES

A noncredit course is designed to meet the special needs and capabilities of those student populations who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities. Noncredit courses offered in the following noncredit categories are listed beginning on page 207:

Basic Skills Courses

ESL Courses

Immigrants Courses

Short-Term Vocational Classes

Regional Occupational Programs

Mission Statement: ROP training is offered to residents of Santa Clara and San Benito Counties by the Santa Clara County Office of Education. Some classes are offered at Gavilan College. In some of the classes, students may earn high school or college credit*, and upon completion they may be eligible for advanced placement at Gavilan College. ROP provides students with training to secure jobs, upgraded skills, or preparedness for advanced career education. Students must be 16 years of age or older to participate. Classes are free for both high school students and adults.

Gavilan College Regional Occupational Program (ROP) provides career development and workforce preparation opportunities. ROP offers classes in diverse areas such as: accounting, business, computer science, health careers, public safety, and public and human services. ROP courses focus on the training that students need to compete in today's technical job market. The skills acquired help students attain employment, upgrade their skills, and/or pursue higher levels of education in their chosen occupation. Following completion of classes, students receive an ROP Certificate of Completion. ROP classes may have additional fees for textbooks and supplies.

*Gavilan College fees are charged for Gavilan College credit. For most current course listings, contact the ROP Specialist.

ROP CLASSES

Accounting

General Office Accounting

This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. For college credit, enroll in Gavilan's ACCT 103.

Advisory: Eligible for Mathematics 205

Hours: 1.5 Lecture, 1.5 Laboratory

Computerized Accounting - QuickBooks

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. For college credit, enroll in Gavilan's ACCT/CSIS 120.

Advisory: CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.

Hours: 1 Lecture, 3 Laboratory

Payroll Accounting

An introduction to the calculating, journalizing, paying and reporting of employee earnings, employee withholding and employer payroll tax expenses. The course emphasizes procedures which conform to federal and state legal requirements. For college credit, enroll in Gavilan's ACCT 105.

Advisory: Eligible for Mathematics 205, completion of Accounting 101.

Hours: 2 lecture

Computer Classes

Computer Literacy - MS Office

An introduction to terminology, design, operation for the novice user. Student will gain experience using the Internet for searches and email. They will complete projects using various software including word processing, spreadsheets, database, presentation graphics, and integration. This course has the option of a letter grade or pass/no pass. For college credit, enroll in Gavilan's CSIS 1.

Advisory: Eligible for English 250 and English 260; completion of CSIS 122.

Hours: 2 lecture

Word Processing - MS Word

This introductory course for word processing with Windows is designed for business and non-business majors. Students will develop word processing skills to create a document, select and edit text, move and copy text, use the spelling, grammar and thesaurus features, format text and create headers and footnotes for a research paper. This course has the option of a letter grade or pass/no pass and may be repeated for credit when the software changes. For college credit, enroll in Gavilan's CSIS 126.

Advisory: Eligible for English 260 and basic keyboarding skills.

Hours: 2 lecture

Spreadsheet - MS Excel

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands and applications of a spreadsheet program. This course will help prepare students for taking the Excel MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass and may be repeated for credit when the software changes. For college credit, enroll in Gavilan's CSIS 121.

Advisory: CSIS 1 or CSIS 2 or equivalent computer experience.

Hours: 2 lecture

Clinical Medical Assisting

Basic Clinical Medical Assisting

Course provides a basic introduction to clinical medical assisting. Emphasizes principles, understanding of skills necessary to perform basic clinical medical assisting procedures safely and effectively. For college credit, enroll in Gavilan's AH 170.

Prerequisites: Eligible for English 250, English 260 and Math 205

Hours: 4 Lecture, 6 Laboratory

Advanced Clinical Medical Assisting

Course provides instruction and clinical experience in advanced concepts of clinical medical assisting including specialty procedures and treatments. For college credit, enroll in Gavilan's AH 171.

Prerequisites: AH 170 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.

Hours: 4 Lecture, 6 Laboratory

Home Health Aide

Home Health Care

Course is designed to prepare students to provide basic health care in the home. Includes interpretation of medical / social needs, personal care services, cleaning tasks, nutrition, and the scope of limitations of a home health aide. All students who achieve a grade of **C** or better will be eligible for a Home Health Aide certificate from the State of California. For college credit, enroll in Gavilan's AH 182.

Prerequisite: California CNA certification or concurrent enrollment in AH 180 or equivalent. Equivalency determined by written and performance exams. Also, eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement.

Hours: 1.5 Lecture, 1.5 Laboratory

Medical Office Procedures

Medical Billing - MediSoft

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. For college credit, enroll in Gavilan's BOT 181.

Advisory: Eligible for English 250. Some computer experience.

Hours: 1 Lecture, 3 Laboratory

Medical Coding

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. For college credit, enroll in Gavilan's BOT 183.

Advisory: BOT 180

Hours: 1 Lecture, 3 Laboratory

Medical Office Procedures

This specialized course includes medical office procedures, patient record management, coding / billing for private / government health insurance programs, and professional ethics. For college credit, enroll in Gavilan's BOT 182.

Prerequisites: 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.

Hours: 2 Lecture, 3 Laboratory

Medical Terminology for the Office

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. For college credit, enroll in Gavilan's BOT 180.

Advisory: Eligible for English 250 and English 260.

Hours: 3 Lecture

Nursing Assistant

Fundamentals of Nursing - Convalescent

A course to provide a basic introduction to patient care in the convalescent setting. Emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. Includes introduction to health care, planning, safety, infection control, personal care, basic procedures, rehabilitation, nutrition and clients' rights and needs. At the completion of this course students will qualify for state certification as a nursing assistant. For college credit, enroll in Gavilan's AH 180.

Prerequisites: Eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement.

Hours: 6 Lecture, 7 Laboratory

GLOSSARY



OF COMMON COLLEGE TERMS

Ability to Benefit

In order to apply for federal financial aid, a student who has not graduated from high school or does not have a GED or the equivalent must take an ***ability to benefit*** assessment. The government believes that students who score at a certain level are probably more serious about college and, therefore, better choices for receiving financial aid.

Add

The act of adding a course or courses to your enrollment for any single semester or term.

Advisory

A strongly suggested recommendation for you to consider before registering for a particular class. The chances of success in a desired class are significantly better when you have mastered the skills in a preparatory class. See the course listings in this catalog for additional information.

Application for Admission

Is a document required to establish your status as a student at the college. This form is available online and at the Admissions and Records Office. Completing and submitting an application is the first step in becoming a student.

Articulation

To help make the transfer process smoother, Gavilan College has an articulation agreement with many four-year colleges and universities which benefits students who are going to transfer. The four-year / receiving colleges have agreed in writing that a variety of Gavilan courses will fulfill many or all of the lower division requirements at the four-year school. The articulation officer, counselors and the Career Center staff have lists of participating institutions.

Assessment Evaluation

Also called the Assessment Program or Assessment Test, this is an evaluation of skill levels in math and English.

Associate's Degree

The Associate of Arts (A.A.) degree or Associate of Science (A.S.) degree is a college degree awarded to a student when 60 units have been completed within a specific major program. These degrees can be in a career and technical area or in a transfer area. This is commonly referred to as a two-year college degree, although it is common for a student to take more than two years to complete the program. The catalog lists 70 A.A. and A.S. degrees available to Gavilan College students.

Associated Student Body (ASB)

ASB is the official student organization on campus. It represents the student body and student issues to the board of trustees, administration, faculty and staff. This representative group of students provides leadership opportunities to students through the weekly student senate, a leadership course (Poli Sci/ Psychology 27), and through participation on campus committees. Through the fees collected on student body card sales, student representatives plan educational, cultural, political, and social events for the student body. For additional information, see the Student Activities section in this catalog.

Bachelor's Degree

The Bachelor of Arts (B.A.) degree and the Bachelor of Science (B.S.) degree are awarded by four-year colleges and universities upon successful completion of an organized program of study. This is commonly referred to as a four-year college degree, although it is common for students to take more than four years to earn it. Many students begin their college education at a community college and transfer to a four-year college for their junior and senior years.

Basic Skills

Students whose skills in reading, writing, language or mathematics are below college level may be required to take foundational, skill-building courses to improve mastery of basic skills in these areas.

Catalog

The book (also found on the web) that contains course descriptions, certificate and degree requirements, and general information about the college and being a student.

Career and Technical Courses

Courses that are designed to aid the student in developing entry-level skills to be used in the job market.

Certificate

A certificate is awarded to a student who completes a planned course of study in a technical or occupational area. The certificate requires fewer units than an A.A. degree and verifies competence in a specialized area of study without the general education requirements. A student can complete a certificate program and then continue on for an A.A. or A.S. in some areas. There are approximately 57 certificates available at Gavilan College.

Challenge

A student can petition to enroll in a class where there are prerequisites and corequisites. A challenge is a college process where a student provides evidence that he / she has satisfactorily met the necessary prerequisite. The Admissions and Records Office has the required forms.

Community College

A community college provides a variety of educational opportunities to community members. Admission is open to all people 18 years or older. Students can select technical and vocational programs that provide or upgrade job skills (certificate programs); transfer programs that provide the general education or the first two years of a four-year education; and the Associate of Arts (A.A.) two-year degree programs. Others return to a community college for personal enrichment. Community colleges were informally referred to as junior colleges when their scope was narrower.

Concurrent Enrollment

Courses that are designed to aid the student in developing entry-level skills to be used in the job market.

Corequisite

A course which must be taken at the same time as another because the skills and the content in one are needed for success in the other.

Counselors

Faculty members who provide a variety of counseling services, including academic, personal and career counseling for new and continuing students. Students can schedule appointments at the kiosks outside the Counseling Office, Student Center 113, or call 408-848-4723.

Course

A prescribed series of classes; a number of classes in a particular field of study. Sometimes course in used interchangeably with class.

DegreeWorks

A web-based degree planning and progress system where students have 24/7 access to their educational plan.

Disruptive Behavior

Willful disobedience, habitual profanity or vulgarity or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

Drop

The act of officially removing a course from your enrollment. It is the student's responsibility to drop any courses that are not desired or where a student has ceased to attend.

Educational Goal

An educational outcome identified by the student. Examples: A.A. degree, certificate, general education for transfer, etc.

Educational Plan

A multi-semester academic plan, designed by a student with a counselor, which moves a student towards his / her educational goal in an efficient yet flexible manner.

Exemption

The right of a student to seek self-initiated exclusion from orientation or assessment testing services. This, however, does not allow a student to be exempt from prerequisites.

Fee

A monetary charge, in addition to enrollment fee (tuition) charges, that the college requires for service.

Full-Time Student

A student who is enrolled for at least 12 units during a long semester (fall and / or spring) or for at least 5 units for a summer term.

G Number

An identification number assigned when a student enrolls. This number is utilized for all registration activities, access to certain college web functions, and when accessing certain services on campus.

General Education Requirements

An educated person has been exposed to wide range of subjects and ideas in a lifetime. Within the educational system, general education classes provide a foundation for this exposure. Approximately 40 units of coursework in the areas of written and oral communication, math, physical and natural sciences, social science, arts, humanities, and personal development comprise general education requirements. All associate degrees require general education, in addition to the student's major course of study. Certificate programs do not require general education, only the specific area of study.

GPA

Grade Point Average. A system to compute grades earned in your courses (see grades and transcripts).

Lecture / Lab

In the schedule of classes, the abbreviation L/L appears as part of the description of many classes. This means that there are required hours in a lecture or classroom setting and additional hours in a lab setting (computer, language, science, etc.)

Lower Division

The classes taken during the first and second years of college are referred to as lower division classes. Community colleges only offer lower division classes. When a student transfers to a four-year college, the third and fourth-year courses are referred to as upper division. In the Gavilan College catalog, lower division classes that transfer to a four-year college are numbered 1-99. (Always check with the transferring school for confirmation on the acceptance of particular classes at their four-year institution.)

Major

A group or series of courses in a specific area that is designed to provide an intensive education or study in that area. A major in a technical or career area prepares a student for employment after community college. A transfer major at the community college begins the specialized area of study that will continue at the four-year level. Transfer students are expected to declare a major in order to transfer, as they apply to both the four-year college and a particular department at that college as upper division students.

MyGav

Is a web portal where students can access their course and registration information, financial aid status, register for courses, pay fees, and obtain unofficial transcripts. Many other web-based functions are available 24/7.

Noncredit Course

A noncredit course is designed to meet the special needs and capabilities of those student populations who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities.

Orientation

An important part of the matriculation process which increases a student's comfort and familiarity with the academic environment and programs. Orientation may be done in a group, one-to-one or through specific programs or delivery models (ie., online, video).

Part-Time Student

A student who is enrolled for less than 12 units in a long semester (fall and / or spring) or less than 5 units in a summer term.

Payment Deadline

Dates established on the registration calendar when enrollment and other fees are due to the Admissions and Records Office. These dates are published each semester in the Schedule of Classes. Failure to pay all fees due on your payment deadline will result in you being de-registered from all of your courses.

Placement Assessment

A standardized assessment test is given by the college to assist a student in selecting the most appropriate math and English courses. It is administered throughout the school year. It is one measure for placement.

Prerequisite

A course that must be completed in order for a student to advance to another course. The material and skill achieved in the previous course (with a C grade or equivalency) are the signs that a student is ready for the following course. The prerequisite must be validated through research to be used.

President's Council

Community colleges are required by Assembly Bill 1725 to practice shared governance. Gavilan College has a college council made up of representatives from the students, faculty, staff and administration. This group recommends actions on policies and practices that affect students, faculty and staff to the president / superintendent.

Probation

A warning for students who academic work is unsatisfactory. Students on academic probation will be required to work with a counselor to plan for improved academic performance.

Registration

The official process for enrolling in courses. This involves selecting courses with the help of a counselor, completing all registration forms, enrolling either in person or on myGav / Self-Service Banner, and paying fees.

Semester

Colleges divide the academic year into either semesters, quarters or sessions. Gavilan has two semesters: fall and spring. Winter intersession and summer session may also be offered. If a student has attended colleges which use different systems, the units are recalculated for consistency. To learn about semester to quarter conversions, refer to page 37.

Student Senator

A student who has chosen to become a voting member of the student body government. The student represents student opinion in the senate, allocates money for campus events and services and participates on campus-wide committees as the student voice.

Syllabus

A course syllabus is an outline of expectations, major projects, test and assignment due dates, attendance policies, and other pertinent information established for an individual course by the instructor. Students should read and review their course syllabus for each course and keep it handy throughout the semester for quick reference. Course syllabi are available online at Self-Service Banner. Log on from the Gavilan homepage at www.gavilan.edu.

Transcript

The official record of a student's academic coursework. If a student has attended any other colleges, a transcript must be requested from each college previously attended so that Gavilan College has the student's complete academic history. Transcripts showing academic work at Gavilan are sent to four-year colleges at a student's request. The first two transcripts are free of charge.

Unit

The measurement of college credit given for each course. In general, one unit of credit, or one unit, requires one hour of lecture per week for each week of the semester. For example, an English class that meets one hour, three times per week is awarded three units of credit. Courses with lab sections are calculated differently. The unit value for each course is listed in the college catalog and Schedule of Classes as part of the course description.

Upper Division

These are the courses that are part of the junior and senior years of college and are provided by the four-year institutions.

Waiver

A student may formally decide not to participate in Matriculation services by filing a waiver. Obtain the form from the Admissions and Records Office.

Withdrawal

The act of ending enrollment in classes. A student withdrawing must go through a formal process to relinquish enrollment. Dates are established each term defining when courses are eligible for withdrawal. See the college's Schedule of Classes for withdrawal deadlines. It is the student's responsibility to officially withdraw.

English as a Second Language

New students who want to take ESL classes at the Gilroy campus will register at the Admissions & Records Office for a placement assessment appointment when completing an application. Call 408-848-4737 or 408-848-4751 to make an appointment or come into Admissions & Records.

Students interested in taking ESL courses in Hollister should call 831-636-3783 or go to the Briggs Building in Hollister to schedule an assessment appointment.

WHO SHOULD TAKE THE ESL ASSESSMENT?

- Students who do not know any English.
- Students who know some English but have not received formal classes in the English language or who took ESL classes more than three years ago.
- Students who attended high school in this country for less than a year.
- Students who attended high school in this country for a few years but are unsure about their level of proficiency in English.

PLACEMENT ASSESSMENT AND ORIENTATION FOR ESL APPLICANTS

Students who want to enroll in ESL classes must:

- Complete a Gavilan College application at Admissions & Records or at the sites.
- Sign up for a testing appointment at Admissions & Records.
- Return for testing, which includes oral and written exams.

The interview information and the test results will be used to advise and place students into the ESL classes that best match their needs. Students will be ready to register for ESL classes at the end of this three-hour placement assessment appointment.

Orientation for new ESL students will be offered several times during the first two weeks of the semester and will be given in English and Spanish in the classroom setting. New students will be contacted for orientation by their ESL instructors.

Inglés como Segunda Lengua (ESL)

Los nuevos estudiantes que deseen tomar clases de Inglés como Segunda Lengua (ESL) deben inscribirse en la Oficina de Admisiones y Archivos para hacer una cita y tomar la evaluación apropiada después de llenar una solicitud. Llame al telefono 408-848-4737 o 408-848-4751 para hacer una cita o venga a la Oficina de Admisiones y Archivos.

Aquellos estudiantes que desean estudiar en Hollister, deberán hacer una cita para tomar el examen de colocación en la oficina en Hollister en el Briggs Building o llamar al 831-636-3783.

¿QUIÉN NECESITA TOMAR EL EXAMEN DE EVALUACIÓN DE ESL?

- Los estudiantes que no saben nada de inglés.
- Los estudiantes que saben un poco de inglés pero que no han tomado clases formalmente o que tomaron clases hace más de tres años.
- Los estudiantes que asistieron a la secundaria (high school) en este país por menos de un año.
- Los estudiantes que asistieron a la secundaria (high school) en este país por algunos años pero que no están seguros de su nivel de proficiencia en el inglés.

ASESORAMIENTO, COLOCACIÓN Y ORIENTACIÓN PARA ESTUDIANTES ESL

Los estudiantes que deseen inscribirse en clases de ESL (Inglés como Segundo Idioma) deben hacer lo siguiente:

- Completar una solicitud de admisión en la Oficina de Admisiones y Archivos.
- Obtener una cita para el examen de colocación en la Oficina de Admisiones y Archivos.
- Presentarse al examen de colocación de acuerdo con la cita obtenida para tomar el examen escrito y oral.

Los resultados del examen y la información de la entrevista serán usados para recomendar y colocar a los estudiantes en las clases de Inglés como Segunda Lengua (ESL) más apropiados. Los estudiantes estarán listos para inscribirse en las clases adecuadas al final de esta evaluación de tres horas. Los nuevos estudiantes en el Programa de Inglés como Segunda Lengua (ESL) recibirán una orientación sobre los servicios y regulaciones del Colegio Gavilán en sesiones ofrecidas durante las primeras dos semanas del semestre. Las orientaciones serán dadas en inglés y en español y los maestros se comunicarán con los nuevos estudiantes para asistirlos en seleccionar la sesión más apropiada.

INFORMACIÓN EN ESPAÑOL

NUESTRA MISIÓN

En un ambiente que cultiva la creatividad, estimula la curiosidad y hace énfasis en el aprendizaje del estudiante, el Colegio de Gavilán sirve a su comunidad, ofreciendo servicios de gran calidad y apoyo, que preparan a los estudiantes para carreras de transferencia a la universidad o técnicas y de servicio público, educación para toda la vida y la participación en una sociedad global y diversa.

¿QUIERE TOMAR CLASES DE INGLÉS?

Quando los estudiantes se presenten en la oficina de Inglés como Segunda Lengua (ESL) de acuerdo con su cita, tomarán un examen escrito y sostendrán una entrevista oral. Los resultados del examen y la información de la entrevista serán usados para recomendar y colocar a los estudiantes en las clases de Inglés como Segunda Lengua (ESL) que mejor les convengan.

Reglas y Procedimientos

Estacionamiento Estudiantil

Hay dos tipos de permisos de estacionamiento - diario y por semestre.

Se pueden comprar permisos diarios de estacionamiento en las máquinas ubicadas en los solares de estacionamiento **A** y el estanque al sur.

Los estudiantes deberán estacionarse solamente en áreas designadas. Las reglas de tráfico se pueden conseguir en el Departamento de Seguridad de Gavilán College. Las reglas de estacionamiento son impuestas estrictamente. El colegio cobra una cuota para un Permiso de Estacionamiento semestral, que se compra por el internet.

El colegio también reserva el derecho de cambiar la cuota y las regulaciones sobre estacionamiento.

Formas Alternativas

El Catálogo y el Horario de Clases de Gavilán College está disponible en formato de medios alternos.

Por favor comuníquese con El Centro de Recursos para Personas Inhabilitadas al telefono (408) 848-4865 o a la Oficina del Vicepresidente de Servicios de Estudiante al telefono (408) 848-4738.

Inhabilidades

SERVICIOS PARA ESTUDIANTES CON INHABILIDADES

El Centro de Recursos de Inhabilidades (DRC) provee servicios y cursos que igualan las oportunidades académicas de estudiantes con inhabilidades durante su jornada para adquirir sus metas educacionales o vocacionales.

Aquellos estudiantes que requerirán acomodaciones académicas o físicas a causa de inhabilidades visuales, de aprendizaje y/o otras inhabilidades verificadas, deberán comunicarse con la oficina de DRC, al número (408) 848-4865

Los servicios incluyen ayuda para tomar notas en clase, consejos académicos y de carreras vocacionales, referencia para servicios, evaluación de habilidades de aprendizaje, cursos vocacionales, tutoría especializada, asistencia para registrarse, asistencia para movilidad, preparación vocacional y colocación de trabajo, facilitación para tomar exámenes, interpretación de lenguaje de señas, captión de tiempo-real, instrucción para preparación para entrevistas de trabajos, tecnología y entrenamiento de computadora asistiva, y servicios de medio alternativo.

DE ACUERDO A LA LEY DE AMERICANOS CON INHABILIDADES (ADA)

Si usted tiene una inhabilidad y necesita materiales académicos en un formato alternativo o otros servicios, comuníquese con la oficina de DRC llamando al teléfono 408-848-4865 o con el Vice Presidente de Servicios Estudiantiles para asistencia.

Discriminación

AVISO DE NO DISCRIMINACIÓN

El Distrito está comprometido a proveer igualdad de oportunidades en programas educativos, empleo, y acceso a programas y actividades de la institución.

PROHIBICIÓN DE ABUSO Y OFENSAS POR DISCRIMINACIÓN

Referencia: Secciones 212.5; 66252; 66281.5 del Código Educativo

El Distrito está comprometido a proveer un ambiente de enseñanza y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de ofensa y persecución sexual y todas las formas de intimidación sexual y abuso. También estará libre de otros abusos y ofensas por discriminación incluyendo aquellas ofensas basadas en cualquiera de los siguientes estados: raza, religión, ancestro, origen, impedimento, sexo (género), orientación sexual, o la percepción de que una persona tenga alguna de las características mencionadas.

TÍTULO VI, TÍTULO IX, Y NORTEAMERICANOS CON IMPEDIMENTO/SECCIÓN 504/508

Para presentar una queja en cualquiera de las siguientes áreas, por favor comuníquese con Eric Ramones, Director de Recursos Humanos, HR 103 al teléfono (408) 848-4753.

Las áreas son las siguientes:

- Quejas por violación de derechos civiles (Título VI)
- Quejas por violación de igualdad de género, discriminación sexual, o abuso (Título IX)
- Quejas por violación contra personas con impedimentos (ADA/Sección 504/508)

Derechos Educativos y Privacidad

Gavilan College está en cumplimiento de los Derechos Educativos Federales y Acto de 1974 (también llamado el Buckley Amendment) y las regulaciones del Título V de California (SB 182). Las siguientes reglas están en efecto:

1. Toda la documentación académica, documentación relacionada con problemas disciplinarios, y cualquiera otra documentación oficial es mantenida para todos los estudiantes que han solicitado admisión a Gavilan College.
2. La documentación oficial es mantenida por y localizada en la Oficina de Admisiones y Registros.
3. La documentación oficial será proveída únicamente cuando la solicitud o permiso sea hecha por escrito por parte del estudiante previo pago de cualquier cargo o costo a la institución, excepto en los casos provistos en ley.
4. La siguiente información puede ser proveída por Gavilan College sin consentimiento escrito por parte del estudiante:
 - a. el nombre del estudiante
 - b. las fechas de matriculación / asistencia a Gavilan College
 - c. la fecha de graduación y título o certificado recibido

La entrega de cualquier otra información requerirá consentimiento escrito del estudiante, excepto en los casos provistos en ley. Los estudiantes que no desean que los puntos ennumerados en a), b) y c) sean distribuidos, pueden notificar su deseo por escrito a la Oficina de Admisiones y Registros durante la primera semana de cada sesión de estudios.

5. Los estudiantes tienen derecho a revisar sus propios archivos y la documentación que esté en ellos. Cualquier objeción a éstos archivos debe ser presentada por escrito al Vicepresidente de Servicios al Estudiante. Las objeciones serán resueltas por dicho vicepresidente, y la resolución será inserta en el archivo del estudiante pero no entregada con el resto de la documentación. En caso de desacuerdo sobre éste punto, la Póliza de Quejas de la institución estará en efecto.

Copias de las regulaciones federales y estatales y del Proceso de Resolución de Problemas Estudiantiles son disponibles a través de la Oficina de Admisiones y Registros y pueden ser revisadas por los estudiantes haciendo una cita con el Vicepresidente de Instrucción y Servicios Estudiantiles o el Director de Admisiones y Registros. El Proceso de Resolución de Problemas Estudiantiles también está disponible en éste catálogo, en línea, y en el Manual Estudiantil.

Póliza para Niños Visitantes en el Campo Colegio

El Colegio Gavilan les da la bienvenida a los niños a nuestro campo, cuando se encuentran inscritos en algún curso o estén acompañados por uno de los padres, un tutor o un adulto a su cargo y bajo supervisión apropiada. Nuestras instalaciones están abiertas al público, cuya situación puede presentar un riesgo para los niños. Es la meta del Colegio mantener un ambiente de bienvenida y seguro, tanto para los niños como para los adultos.

Tenemos la siguiente guía en existencia:

- Un niño quien todavía no se encuentre en la preparatoria deberá estar bajo la supervisión de un adulto quien a su vez asuma su responsabilidad, a menos que el niño se encuentre oficialmente inscrito o participando en un curso o programa en Gavilan.
- A excepción de las situaciones en las que los jóvenes se encuentren oficialmente inscritos o participando, los padres, tutores y adultos a su cargo serán los responsables de mantener a los niños a su lado en todo momento y deberán vigilar todas las actividades y conducta de sus niños mientras se encuentren dentro del campus.
- Cualquier niño que se encuentre sin atención, será reportado a la Oficina de Seguridad de Gavilan y/o a la Oficina del Sheriff.
- Los estudiantes adultos y los empleados deberán planear por el cuidado de sus niños puesto que no se intenta que estos sean parte del ambiente de aprendizaje del salón de clases o lugar de trabajo en el Colegio Gavilan.

Habilidad en inglés para la Estudios Vocacionales

Habilidad limitada en Inglés no será obstáculo para ser admitido y participante en programas educativos vocacionales.

Póliza de Anuncios en el Campus

Referencia: AP 5550

A los estudiantes se les proporcionarán pizarrones para que lo utilicen para sus anuncios y se encontrarán en ubicaciones convenientes. Todos los materiales exhibidos deberán indicar claramente el autor o la agencia responsable de su producción y la Oficina del Vicepresidente de Servicios estudiantiles, el asesor ASB o la persona designada, deberán poner la fecha del día en que fué colocado. Los anuncios deberán ser removidos después de haber pasado diez (10) días.

Honestidad Academica

La honestidad académica depende de la integridad de los estudiantes y de la facultad. El Colegio por si mismo es defraudado si su facultad y/o sus estudiantes a sabiendas o inconcientemente permiten que actos deshonestos sean premiados académicamente. Es la responsabilidad de la facultad el hacer todo esfuerzo razonable para promover una conducta académica que sea honesta. Si un miembro de la facultad considera que hay suficiente evidencia de que un estudiante está siendo académicamente deshonesto es la responsabilidad del miembro de la facultad el tomar la acción apropiada según lo que indiquen estos procedimientos.

Los estudiantes de Gavilan College tienen el derecho de saber que es lo que constituye el ser deshonestos académicamente en el colegio y en cada clase que están inscritos.

- Los miembros de la facultad deberán informar a sus alumnos sobre el estándar de ética requerido en sus clases y de los procedimientos permitidos en el salón durante horas de clases y pruebas.
- Una declaración escrita relacionada a esta póliza y su relación con cada clase será incluida en el resumen de la clase (hoja verde)* y/o en la prueba individual.
- Se informará a los estudiantes sobre las consecuencias de violar estos estándares y de su derecho a apelar, así como de los procedimientos que deben seguirse durante la apelación.

PROCEDIMIENTOS PARA HONESTIDAD ACADEMICA

Referencia: BP 5500

El propósito de estos procedimientos es ampliar, clarificar y fijar niveles claros de autoridad y de protocolos de disciplina en respuesta a violaciones en contra del Estándar de Conducta Estudiantil, específicamente de su relación con la deshonestidad académica. Estos procedimientos garantizan que el estudiante o estudiantes hagan valer sus derechos legales que les concede las protecciones de la constitución estatal y federal. Estos procedimientos se utilizarán de forma justa y equitativa y no para propósitos de represalia.

Definición de Deshonestidad Académica: El acto de deliberadamente exhibir una serie de comportamientos inaceptables que atentan en contra de los estándares de ética y de becas. Los ejemplos incluyen, pero no se limitan a:

- El permitir deliberadamente que un estudiante copie de otro durante una prueba.
- El dar tareas, ensayos de fin de semestre, o cualquier otro trabajo académico a otro estudiante para que lo plagie
- El someter el trabajo de otra persona a nombre de otra persona.
- Mentir a un instructor o empleado de el colegio para mejorar una calificación.
- Alterar un trabajo que ya ha sido regresado, y después volverlo a entregar con una calificación para ser archivado, (sin el consentimiento del instructor)
- Remover prueba (s) del salón de clases o de cualquier otro lugar sin el consentimiento del instructor.
- Robarse pruebas o llaves de acceso a las pruebas.
- Falsificar firmas en los formularios de salirse/agregar clases o en otros documentos del colegio.

Definición de hacer trampa: El acto de obtener o intentar obtener crédito para trabajos académicos a través de medios deshonestos, engañosos, o fraudulentos. Los ejemplos incluyen, pero no se limitan a:

- Copiar en parte o completamente, la prueba de otra persona, o cualquier instrumento de evaluación o el obtener respuestas de otra persona para estos fines sin el consentimiento del instructor.
- Someter trabajos previamente entregados en otra clase, si así lo indican los

reglamentos por escrito de esa clase.

- Utilizar o consultar, durante una prueba, con fuentes o materiales que no haya previamente autorizado el instructor.
- Intencionalmente alterar, cambiar, mal usar documentos o archivos. Deliberadamente otorgar información falsa o de forma habitual interferir en los procedimientos de calificaciones o en la instrucción de la clase.
- Cualquier otro acto cometido por el estudiante (s) durante su trabajo académico, que defraude o mal represente, incluyendo ayudar o encubrir cualquiera de las acciones descritas arriba.

Definición de Plagio: El acto de incorporar ideas, palabras, oraciones, párrafos, o partes de éstos, que pertenezcan a otros trabajos sin dar crédito apropiado al autor, y presentar el trabajo como propio. Ejemplos incluyen, pero no están limitados a:

- Representar el trabajo artístico/académico tal como composiciones musicales, escrituras, programas de cómputo, pinturas, dibujos, escrituras, ó trabajos similares como propios.

PROCEDIMIENTOS PARA EL REPORTE

Cuando un miembro de la facultad de Gavilan, responsable de la clase, tiene razón para creer, y cuenta con evidencia para sustanciar, que el comportamiento de un estudiante ó estudiantes caen en una ó en dos de las definiciones descritas arriba, es la responsabilidad del instructor el tomar las siguientes acciones:

1. Hacer una cita para una conferencia en la oficina con el estudiante y durante esa reunión informar al estudiante de las acusaciones y asegurarse que él ó ella estén conscientes de la evidencia que sustenta la acusación, y de las consecuencias probables. Cualquier confrontación que se pudiera dar en la clase debe ser lo más discreta posible. Si como resultado de la reunión, el instructor considera que la respuesta por parte del estudiante es insuficiente para contrarrestar los cargos de deshonestidad académica a un nivel que el estudiante pudiera ser disculpado, el instructor le informará al estudiante de las sanciones que recomendará o que serán asesoradas según lo dicta esta póliza.
2. A la discreción del instructor, un reporte escrito de dicha infracción y de la sanción tomada puede ser sometido al Vicepresidente de Instrucción con una copia al decano del departamento apropiado.
3. Cuando un estudiante, que ha sido informado de una conferencia pendiente para hablar sobre la supuesta deshonestidad, falla y no asiste a la reunión, o cuando una aparente deshonestidad es detectada al final del semestre y el instructor hace un intento de buena fe para contactar al estudiante pero no lo logra, el instructor puede imponer sin haber tenido la conferencia, las sanciones recomendadas y archivar un reporte escrito al decano del área en cuestión y al Vicepresidente de Instrucción. En cualquiera de los casos, el derecho de apelación del estudiante permanece vigente.

SANCIÓNES

Debe de haber dos tipos de clasificaciones principales para las sanciones que puedan ser impuestas por Violaciones a la Honestidad Académica: Académica y Administrativas. La imposición de un tipo de sanción (Académica o Administrativa) no impide la imposición de la otra.

- Sanciones Académicas serán definidas como todas aquellas acciones relacionadas con los trabajos de clases y calificaciones. La facultad es responsable de los tipos de sanciones académicas que se apliquen a los estudiantes involucrados en incidentes relacionados con hacer trampa o de plagio. Usualmente, se utilizará una "modificación de calificación".
- Sanciones Administrativas son aquellas que tienen que ver con el estado del estudiante en el colegio, y éstas son aplicadas por el Vicepresidente de Instrucción.

Discreción de la Facultad: Los casos que tengan que ver con una actitud irresponsable o el uso descuidado de trabajos de autoría, pero que no caen dentro de la definición de hacer trampa/plagio como se define en esta póliza, pueden ser manejados a la discreción del miembro de la facultad afectado.

Sanciones Académicas: Antes de que se pueda aplicar una sanción, el miembro de la facultad debió de haber verificado el hecho (s) de la deshonestidad académica ya sea a través de la observación y/o con documentación. En todos los casos, la violación se debe de reportar al decano del área en cuestión. Un estudiante está sujeto a ser:

1. Fustigado verbalmente. Un estudiante puede ser recomendado para recibir una consejería, pero no puede ser obligado a participar en una consejería.
2. Reprobado en su evaluación de la clase (ensayo o prueba).
3. Que su calificación sea reducida, incluyendo probablemente el ser reprobado de la clase.
4. Recomendar una sanción administrativa. Un miembro de la facultad puede seleccionar el recomendar a un estudiante al Vicepresidente de Instrucción para que se le aplique una acción disciplinaria como la sanción académica única o como una adición a la acción que el miembro de la facultad ya ha tomado.

Sanciones Administrativas: Tal como lo estipula el Código Administrativo de California, Sanción 41301, el hacer trampa o el plagiar en un programa académico en el colegio puede llevar a la expulsión, suspensión, libertad condicional o una sanción menor. Acciones administrativas relacionadas con la deshonestidad académica en Gavilan son la responsabilidad del Vicepresidente de Instrucción según lo estipulan los Estándares de Conducta Estudiantil (Procedimientos de Disciplina Estudiantil, AP5520). El Vicepresidente de Instrucción notificará al miembro de la facultad una vez que se haya tomado la acción.

El Vicepresidente de Instrucción responderá a:

1. recomendaciones giradas por los decanos
2. violaciones claras de los estándares académicos; y
3. violaciones repetidas que sean reportadas a él o ella por la facultad o a través de reportes escritos que han sido archivados con anterioridad con el Vicepresidente de Instrucción y Servicios Estudiantiles.

PROTECCIÓN DE LOS DERECHOS

No hay nada en estos procedimientos que pretenda negar a los estudiantes que se encuentren en esta situación su derecho legal de defenderse. Los estudiantes tienen el derecho de ser informados de los cargos, la naturaleza de la evidencia que sustenta los cargos, y de tener una reunión con el miembro de la facultad, Vicepresidente de Instrucción, o con cualquier otra persona con autoridad. Los estudiantes tienen el derecho de apelar cualquier decisión que resulte de dicha reunión.

1. Las sanciones académicas pueden ser apeladas a través del Vicepresidente de Instrucción y de acuerdo al Proceso de Resolución para Problemas con Estudiantes.
2. Cuando una suspensión disciplinaria o expulsión se recomienda como una sanción administrativa, el estudiante tiene el derecho a una audiencia formal tal y como lo indica el Código de Conducta Estudiantil (Procedimientos de Disciplina Estudiantil, AP5520) (Código de Educación 66017).

Las sanciones administrativas que resulten de una suspensión disciplinaria o de una expulsión pueden ser apeladas a través del Procedimiento de Disciplina Estudiantil.

Estandares De Conducta Estudiantil

Gavilan College está comprometido a promover un ambiente social y de aprendizaje que sea armonioso y que esté caracterizado del respeto mutuo para todos los estudiantes, personal y miembros de la comunidad. Un estudiante que se inscriba en Gavilan College asume la obligación de actuar de una manera que sea compatible con la función del colegio como una institución educativa. Los estudiantes y las visitas deben de comportarse y obedecer todas las leyes federales relacionadas con el comportamiento en un colegio, ó en eventos patrocinados por un colegio.

Los siguientes estándares de conducta representan un comportamiento inapropiado de los estudiantes y cualquier violación puede constituir una causa para una acción disciplinaria, incluyendo pero no limitadas a la remoción, suspensión o expulsión de un estudiante.

1. Causar, intentar causar, ó amenazar con causar un daño físico a otra persona.
2. Posesión, venta, facilitar un arma de fuego, cuchillo, explosivo o cualquier otro objeto peligroso, incluyendo pero no limitado a, cualquier arma de fuego que no sea verdadera, cuchillo o explosivo, al menos que en cualquier caso de posesión de estos objetos, el estudiante haya con anterioridad obtenido permiso por escrito para poseer estos objetos por parte de un empleado del distrito, que a su vez haya sido autorizado por el Superintendente/Presidente del Colegio.
3. La manufactura, posesión, uso, venta, oferta de venta, o facilitar, estar bajo la influencia de cualquier sustancia controlada que esté en la lista del capítulo 2 (comenzando con la Sección 11053) de la División 10 del Código de Salud y Seguridad de California, una bebida alcohólica, cualquier intoxicante, o posesión ilegal de, o ofrecer, arreglar, o negociar la venta de cualquier instrumento para el uso de estupefacientes, tal y como lo define la Sección 11014.5 del Código de Salud y Seguridad de California.
4. Cometer ó intentar cometer un robo ó extorsión.

5. Causar ó intentar causar un daño a la propiedad del distrito ó a una propiedad privada que se encuentre en el colegio.
6. Robar ó intentar robar propiedad del distrito ó una propiedad privada que se encuentre en el colegio, ó deliberadamente recibir propiedad privada robada del distrito ó propiedad privada que se encuentra en el colegio.
7. Deliberadamente y persistentemente fumar en áreas en donde se prohíbe fumar por ley, ó por reglamentos del colegio ó del Distrito.
8. Cometer hostigamiento sexual como lo define la ley, ó las pólizas y procedimientos del Distrito.
9. Involucrarse en conductas de acoso ó discriminación, basadas en una discapacidad, género, identidad sexual, expresión sexual, raza ó grupo étnico, religión, orientación sexual ó cualquier otro estatus protegido por la ley.
10. Involucrarse en conductas que intimidación ó acoso hacia otro estudiante, a través de palabras ó actos que incluyan el contacto físico directo y la agresión verbal, tal como bromear ó usar apodos, el aislamiento social ó la manipulación y acoso cibernético.
11. Mala conducta intencional la cual resulte en lesiones ó hasta la muerte de un estudiante ó de alguien del personal del colegio ó que incluya dañar, desfasar ó cualquier otro daño a la propiedad real ó personal, cuyo propietario sea el distrito ó que se encuentre dentro del campus.
12. Conductas que interrumpen como desobediencia intencional, obscenidades ó vulgaridades habituales ó falta de respeto a la autoridad ó el abuso persistente hacia el personal escolar.
13. Engaño ó cualquier deshonestidad (incluyendo el plagio ó copiado intencional de la publicación de un estudiante) ó involucrarse en cualquier acto académico deshonesto.
14. Deshonestidad, falsificación ó mal uso de los documentos del colegio, archivos ó identificaciones; ó entrega de información falsa al distrito.
15. Entrada ó uso no autorizado a las instalaciones del colegio.
16. Conducta indecente, libidinosa u obscena dentro de la propiedad del distrito ó propiedad controlada ó durante funciones patrocinadas ó supervisadas por el distrito.
17. Involucrarse en expresiones obscenas, libidinosas ó difamatorias; ó que las cuales inciten a los estudiantes a crear un peligro claro y presente al haber cometido actos ilegales dentro de la propiedad del colegio ó de violación ilegal de los procedimientos administrativos del distrito, ó de la substancial operación de orden del distrito.
18. Mala conducta y persistente cuando otros medios de corrección hayan fallado para dar lugar a una conducta apropiada.
19. Preparar de manera ilegal, proporcionar, vender, transferir, distribuir ó publicar con propósito comercial, cualquier grabación contemporánea de una presentación académica, dentro de un salón de clases, ó en un lugar alternativo de instrucción, incluyendo, pero sin limitarse, a las notas de la clase, escritas a mano ó en máquina, excepto como sea permitido por la política del distrito ó del procedimiento administrativo.

(Referencia: BP 5500 Normas de Conducta, Código de Educación Sección 66300 y 66301. Para información adicional comuníquese con la Oficina del Vicepresidente del Departamento de Servicios Estudiantiles.

Procedimientos Para La Disciplina Estudiantil

El propósito de estos procedimientos es ofrecer los medios rápidos y apropiados para tratar con violaciones al Estándar de Conducta Estudiantil (BP5500). El procedimiento garantiza que el estudiante o estudiantes hagan valer sus derechos legales para defenderse que les otorga las protecciones constitucionales estatales y federales. Estos procedimientos serán utilizados de una forma equitativa y justo, pero no se aplica para reemplazar los procedimientos civiles o criminales que pudieran ser iniciados por otras agencias.

Violaciones en contra del Estándar de Conducta Estudiantil (BP 5500) son sujetos a acciones disciplinarias y procedimientos que tome el distrito. En todas las acciones disciplinarias, el estudiante será notificado de la naturaleza de los cargos en contra de él o de ella, para que él o ella puedan tener la oportunidad de defenderse, y para que la institución no sea arbitraria en la ejecución de la acción.

ACCIONES DISCIPLINARIAS Y PROCEDIMIENTOS

El tipo de sanción que se aplique por haber violado el Estándar de Conducta deberá ser determinada por los representantes apropiados del colegio o por un comité. Las penalidades están enumeradas dependiendo del grado de severidad, y no por orden administrativo. Estas son:

1. Amonestación: Una amonestación verbal en contra del estudiante que ha violado las leyes del colegio.
2. Aviso: Una notificación entregada al estudiante, ya sea por escrito o verbal, en la que se le indica que de continuar con la conducta indebida podría ser causa para una acción disciplinaria. Los avisos escritos se pueden considerar en los casos de futuras violaciones.
3. Reprimenda: Declaración escrita que especifica la violación de una regulación específica, incluyendo la posibilidad de acciones disciplinarias más severas. Las reprimendas pueden considerarse en los casos de futuras violaciones.
4. Acción Disciplinaria: La exclusión de participar en ciertos privilegios o actividades recreacionales tal y como se indique en la notificación de la acción disciplinaria.
5. Restitución: Reembolso por parte del estudiante por el mal uso de propiedad. El reembolso puede ser en servicio especificado para reparar o para compensar por daños.
6. Remoción de la Clase: [Sección del Código de Educación 76032] Un instructor puede retirar de la clase un estudiante en los casos que él o ella haya interrumpido el proceso de instrucción. El término de la remoción será por el día de la clase en cuestión y para la siguiente clase.
 - a. El instructor debe de completar la forma de Remoción del Estudiante de la Clase y someterla al decano de su departamento.
 - b. El decano/a debe de hacer una cita para una reunión entre el estudiante y el instructor para hablar sobre la remoción. Ante la petición del instructor o del estudiante, el decano puede asistir a la conferencia.
 - c. El estudiante no debe regresar a la clase durante el periodo indicado de remoción de la misma, sin que el instructor así lo autoriza. Nada previene al decano a recomendar acciones disciplinarias adicionales

que estén de acuerdo con estos procedimientos y que estén basadas en los hechos que llevaron a la remoción.

7. Suspensión Corta: Una suspensión corta tiene el propósito de dar tiempo para investigar. A través de este medio, el colegio podrá librarse de tensiones debido a la mala conducta de la persona, el retiro de una amenaza en contra del bienestar de los estudiantes, o remoción de un estudiante o estudiantes cuya presencia previene la continuación de una conducta normal dentro del colegio. Una suspensión corta está limitada a un periodo de tiempo necesario para realizar la investigación. La suspensión corta no debe de exceder los diez (10) días escolares.
8. Suspensión Disciplinaria: Exclusión de las clases y de otros privilegios o actividades indicadas en la notificación de suspensión por tiempo definido. Las condiciones para ser readmitido serán descritas en la notificación de suspensión.
 - Una suspensión de corto tiempo de una o más clases es por un periodo de diez (10) días de escuela consecutivos.
 - Una suspensión de largo tiempo es una exclusión de una o más clases por lo que resta del semestre o de las clases y actividades del colegio por uno o más semestres.
9. Expulsión: La terminación del estado de un estudiante por tiempo indefinido. Las condiciones para ser readmitido, deben ser indicadas en la orden de expulsión

MEDIDAS ADMINISTRATIVAS DE CORRECCIÓN PARA LA MALA CONDUCTA

1. Suspensión Inmediata Interina [Sección del Código de Educación 66017]: El Presidente del Colegio o persona designada puede ordenar la suspensión inmediata de un estudiante cuando él o ella concluye que se requiere de una suspensión inmediata para proteger la vida de otras personas, o de propiedad y para asegurarse que se mantenga el orden. En los casos que se ha ordenado una suspensión inmediata, los límites de tiempo descritos en estos procedimientos no se aplican. El derecho a una Audiencia de Apelación Disciplinaria (cuando se recomienda una suspensión o expulsión de largo tiempo) se le otorgará al estudiante dentro de un término de diez (10) días escolares.
2. Renuncia del Consentimiento de Permanecer en el Colegio. El Vicepresidente de Servicios Estudiantiles o su designado, pueden notificar a cualquier persona de la cual se cree que hay una creencia razonable de que está interrumpiendo deliberadamente las operaciones ordenadas en el colegio, que el consentimiento para permanecer en el colegio se le ha sido retirado. Si la persona se encuentra en el colegio en ese momento, él o ella debe abandonarlo rápidamente o ser escoltado fuera del colegio. Si el consentimiento fue retirado por el Vicepresidente de Servicios Estudiantiles, se debe de elaborar un reporte escrito dirigido al Presidente del Colegio. La persona que le fue retirado el consentimiento puede someter una petición escrita para una Audiencia de Apelación Disciplinaria dentro de un término de diez (10) días escolares a partir de la fecha en que se le retiró el consentimiento.

La audiencia será conducida de acuerdo a las provisiones de estos procedimientos relacionadas con la Inmediata Suspensión Interina. En ningún caso, el consentimiento para permanecer en el colegio puede ser negado por más de veinte (20) días escolares a partir de la fecha en que el permiso fue negado originalmente. Cualquier persona que se le haya negado el consentimiento para estar en el colegio y que deliberadamente vuelva a ingresar al colegio durante el periodo de tiempo en el cual el consentimiento fue retirado, excepto para asistir a una reunión o audiencia, está sujeto a ser arrestado [Sección del Código Penal 626.4]

PROCEDIMIENTOS PARA LA AUDIENCIA DE APELACIÓN DISCIPLINARIA

1. Petición de la Audiencia. Dentro de cinco (5) días escolares a partir de la fecha en que recibió la decisión relacionada con la suspensión o expulsión por largo tiempo, el estudiante puede solicitar una audiencia formal. La petición por escrito tiene que ser dirigida al Presidente del Colegio o su designado. Las apelaciones solamente se llevan a cabo en los casos de suspensión o expulsión por largo tiempo.
2. Fecha de la Audiencia. La audiencia formal debe llevarse a cabo dentro de cinco (5) días escolares a partir de la fecha en la que se recibió la petición para la audiencia.
3. Selección de los Miembros del Panel de la Audiencia. El Presidente del Colegio, el Presidente del Senado Académico, y el Presidente de la Junta Estudiantil ASB, deben cada uno al principio de cada año académico, establecer una lista de por lo menos cinco (5) personas que puedan participar en el panel de audiencias de disciplina estudiantil. El Presidente del Colegio debe nombrar a los miembros del panel de la audiencia de la lista de nombres proporcionados. Sin embargo, ningún administrador, miembro de la facultad, o estudiante que tenga un interés personal en el asunto en cuestión a decidirse, quien podría ser un testigo necesario, o que bien no pudiera actuar de manera neutral puede participar en el panel de la audiencia.
4. Composición del Panel de la Audiencia. El panel de la audiencia para cualquier acción disciplinaria debe de estar compuesto de un administrador, un miembro de la facultad, y un estudiante.
5. Presidente del Panel de la Audiencia. El Presidente del Colegio debe nombrar a un miembro del panel para que funja como presidente del mismo. La decisión del presidente del panel en todos los asuntos relacionados con la conducta en cuestión será la decisión final, al menos de que haya una votación por los otros dos miembros del panel que indique lo contrario.
6. Proceso de la Audiencia. Los miembros del panel de la audiencia deben recibir antes de que inicie la audiencia una copia de la acusación en contra del estudiante y cualquier respuesta escrita que haya entregado el estudiante. Un representante del colegio, que debe ser el Vicepresidente de Servicios Estudiantiles, debe de presentar los hechos que apoyan la acusación.
 - a. El Vicepresidente de Instrucción y Servicios Estudiantiles pueden llamar a testigos e introducir testimonio oral y escrito que sea relevante al asunto en cuestión.
 - b. No aplican las reglas formales de evidencia. Cualquier evidencia que sea relevante al caso debe ser permitida. Al menos que el panel de la audiencia determine lo contrario, el representante del colegio y el estudiante deben ser permitidos a presentar sus argumentos de apertura. El Vicepresidente de Servicios Estudiantiles deberá hacer la primera presentación, seguido del estudiante. El Vicepresidente de Instrucción y Servicios Estudiantiles puede presentar evidencia contraria una vez que el estudiante haya terminado de presentar su evidencia. La responsabilidad recae en el representante del colegio al tener que comprobar con evidencia sustancial que los hechos argumentados son verdaderos.
7. Representación. El estudiante puede representarse a él o a ella, o también tiene el derecho de ser representado por una persona de su elección. El estudiante no puede ser representado por un abogado, al menos que en la opinión del panel de la audiencia, el caso incluya temas legales complejos. Si el estudiante opta por ser representado por un abogado, debe hacer una petición por escrito no menos de cinco (5) días escolares antes de la fecha de la audiencia. Si se le permite al estudiante ser representado por un abogado, el representante del colegio puede también solicitar asistencia legal. El panel de la audiencia también puede solicitar asistencia legal; cualquier asesor legal que sea proporcionado para el panel, puede sentarse con ellos, con el fin de servir como asesor y ofrecer consejos legales, pero no debe de ser miembro del panel, ni tampoco votar dentro de éste.
8. Confidencialidad. Las audiencias deben ser cerradas y confidenciales, al menos que el estudiante solicite que sean abiertas al público. Cualquier petición de este tipo debe ser sometida no menos de cinco (5) días escolares antes de la fecha de la audiencia.
 - a. En una audiencia cerrada, los testigos no deben de estar presentes durante la audiencia mientras no estén testificando, al menos que ambas partes y el panel acuerden lo contrario.
 - b. La audiencia debe ser grabada por el Distrito, ya sea en grabación de audio, o por estenógrafo, y debe ser el único tipo de grabación. Ningún testigo que se rehúse a ser grabado, debe ser permitido a dar su testimonio. En caso de que la audiencia sea grabada en audio, el presidente del panel debe, al principio de la audiencia, pedirles a las personas presentes que se identifiquen con su nombre, y después hacer lo mismo con los testigos. Las grabaciones en audio deben de permanecer bajo custodia del Distrito en todo momento, al menos que sean entregadas a una compañía de servicios de transcripción profesional. El estudiante puede solicitar una copia de la grabación.
 - c. Todo testimonio debe ser tomado bajo juramento; el juramento debe ser administrado por el presidente del panel de la audiencia. Las declaraciones por escrito de testigos bajo juramento de perjurio no deben de ser utilizadas al menos que al testigo no le sea posible testificar. Un testigo que se rehúsa a ser grabado, no es una persona que no esté disponible.
9. Decisión. Dentro de un lapso de diez (10) días escolares después de que haya concluido la audiencia, el panel de la audiencia debe preparar y enviar al Presidente del Colegio una decisión por escrito. La decisión debe incluir hechos verídicos que fueron encontrados en relación a la acusación, y debe incluir conclusiones específicas sobre las secciones del Estándar de Conducta Estudiantil que fueron violadas. La decisión también debe incluir

las recomendaciones específicas relacionadas con la acción disciplinaria impuesta, de ordenarse una. La decisión debe permanecer sólo para el expediente de dicha audiencia y no utilizarse para ningún otro asunto fuera de ese archivo. El expediente consiste de la acusación original, la respuesta por escrito, de existir, del estudiante, y la evidencia oral y escrita que fue producida durante la audiencia.

PROCESO DE APELACIÓN DESPUES DE LA DECISIÓN DEL PANEL DE LA AUDIENCIA

Suspensión por largo-tiempo. Dentro de un período de diez (10) días escolares después de la fecha en que se recibió la decisión recomendada por el panel de la audiencia, el Presidente del Colegio debe emitir una decisión final por escrito. El Presidente del Colegio puede aceptar, modificar o rechazar los resultados, decisiones y recomendaciones del panel de la audiencia. Si el Presidente del Colegio modifica o rechaza la decisión del panel de la audiencia, el Presidente del Colegio debe revisar el expediente de la audiencia, y debe preparar una nueva decisión por escrito, que contenga resultados específicos y conclusiones. La decisión del Presidente del Colegio será final y absoluta.

Expulsión. Dentro de un período de diez (10) días escolares después de la fecha en que se recibió la decisión recomendada por el panel de la audiencia, el Presidente del Colegio debe presentar a la Junta de Fideicomisarios del Colegio su decisión por escrito. El Presidente del Colegio puede aceptar, modificar, o rechazar los resultados, decisiones y recomendaciones del panel de la audiencia. Si el Presidente del Colegio modifica o rechaza la decisión del panel de la audiencia, él o ella deben revisar el expediente de la audiencia, y debe preparar una nueva decisión por escrito, que contenga los resultados verídicos y conclusiones. La decisión emitida por el Presidente del Colegio debe ser remitida a la Junta de Fideicomisarios.

La Junta de Fideicomisarios debe considerar cualquier recomendación por parte del Presidente del Colegio para una expulsión en la siguiente reunión programada de la Junta a partir de la fecha en que se haya recibido la decisión recomendada.

- La Junta debe considerar una recomendación para una expulsión en reunión a puerta cerrada, al menos que el estudiante haya solicitado que el asunto se trate en una reunión pública de acuerdo a estos procedimientos. (Sección del Código de Educación 72122)
- El estudiante debe recibir notificación por escrito, ya sea por correo verificado o certificado o por servicio de entrega personal, al menos tres (3) días antes de la reunión, información sobre la fecha, horario y lugar de la reunión de la Junta.
- El estudiante puede, dentro de un periodo de cuarenta y ocho horas después de que se haya recibido la notificación, solicitar que la reunión se sostenga como reunión pública.
- Aún cuando el estudiante le solicite a la Junta tratar la recomendación para una expulsión en una reunión pública, la Junta sostendrá a puerta cerrada cualquier discusión que esté en conflicto con el derecho de privacidad de cualquier otro estudiante, aparte del estudiante que solicitó la reunión pública.

- La Junta puede aceptar, modificar, rechazar los resultados, decisión y recomendaciones del Presidente del Colegio y/o de la audiencia del panel. Si la Junta modifica o rechaza la decisión, la Junta debe revisar el expediente de la audiencia, y debe preparar una nueva decisión por escrito, que contenga los resultados verídicos y conclusiones. La decisión de la Junta es final y absoluta.

La Junta debe tomar su acción final en relación a la expulsión en una reunión pública, y el resultado de la acción debe ser tratado como archivo público del Distrito.

Proceso De Resolución Para Problemas De Estudiantes

Los conflictos y la mala comunicación, son desafortunadamente parte de la vida cotidiana. El seleccionar la manera en que reaccionaremos a situaciones difíciles se convierte en una decisión personal que todos debemos tomar en cualquier momento. En un ambiente educacional, también hay ocasiones en que los estudiantes y personal del colegio (facultad/maestro/instructor/ empleado de apoyo o administrador) pueden presentar problemas o diferencias que necesitan ser aclaradas y solucionadas. Por esa razón, Gavilan College cuenta con un procedimiento para asistir a los estudiantes a solucionar sus problemas y buscar soluciones que ojala sean para el beneficio de todas las personas involucradas.

El siguiente proceso para resolver problemas se llama EL PROCESO DE RESOLUCIÓN PARA PROBLEMAS DE ESTUDIANTES y se aplica a situaciones específicas que se presentan en el colegio.

También suele haber situaciones en que los intentos de un estudiante por querer resolver problemas deben de adherirse a los reglamentos que ha determinado la Oficina Federal sobre Derechos Civiles.

Estas situaciones incluyen supuestas discriminaciones u hostigamientos relacionados con la raza/etnicidad, hostigamiento sexual, incapacidad, religión, género, color de piel, origen nacional y edad. Si usted considera que ha sido víctima de discriminación por cualquiera de estas razones, usted debe de seguir ciertos procedimientos que están disponibles vía el oficial de acción afirmativa de Gavilan College. Consulte al personal de la oficina del Vicepresidente de Negocios, ubicada en HR 101.

Las áreas que cubre EL PROCESO DE RESOLUCIÓN PARA PROBLEMAS DE ESTUDIANTES pueden incluir inconformidad con una calificación (dentro de los límites del Código de Educación 76224), mala comunicación, o comportamiento negativo entre usted y un miembro del personal del colegio, etc. Le pedimos que hable con un consejero para recibir asistencia en aclarar las diferencias y entender mejor el proceso adecuado que debe seguir.

Si su problema surge con un miembro de la facultad, usted debe de estar consciente de los conceptos y derechos relacionados con la "libertad académica".

LIBERTAD ACADEMICA

La póliza del Colegio debe ser el mantener y promover una total libertad para que la facultad pueda enseñar, investigar y promover el aprendizaje dentro de las provisiones aplicables de la ley.

En la ejecución de esta libertad, el miembro de la facultad puede, tal y como lo indica las Constituciones de los EEUU y de California y otras leyes que se aplican, discutir su área de especialización y de competencia en el salón, así como otros temas relacionados, incluyendo temas controversiales, siempre y cuando él o ella, haga la distinción entre su opinión personal e información verídica.

La facultad debe estar libre de hostigamiento ilegal o de interferencia ilegal o de restricciones basadas en sus creencias políticas.

La facultad debe ser libre de cualquier o de todas formas de métodos electrónicos de grabación, excepto con su permiso expreso y específico, al menos que la ley dicte lo contrario.

La Junta no debe ilegalmente indagar, ni predicar cualquier acción adversa en contra de un miembro de la facultad debido a sus creencias personales, políticas o actividades en organizaciones o preferencias.

La Junta no debe intervenir con el derecho de expresión de cualquier miembro de la facultad o en contra de los materiales de instrucción que utilice en su enseñanza, excepto en casos que lo permita la ley.

La intención es permitir aquellas actividades que están protegidas por el derecho constitucional a la libre expresión y por la libertad académica que está protegida por las leyes del Estado de California y por las leyes de los Estados Unidos. (Contrato de Facultad de Gavilan College, Artículo VII, Libertad Académica.)

El colegio reconoce y entiende las dudas que usted pueda tener al momento de considerar dar a conocer algún problema. Usted puede tener miedo a que su calificación en su clase sea afectada, o que usted tenga en un futuro que tener que tomar otra clase con el mismo instructor, o que piense que nada va a cambiar, entonces, ¿por qué molestarse a hacer algo?.

Por estas percepciones equivocadas, usted puede llegar a pensar que no vale la pena intentar aclarar un malentendido o resolver un conflicto. Esperamos que usted sí intente resolver cualquier problema, ya que los problemas no solucionados pueden restarle energía a otros aspectos de su vida.

La premisa básica para resolver cualquier problema es el hablar sobre el problema con la persona que está directamente involucrada. Aunque, esto a veces suele ser difícil, es la mejor manera de resolver un problema.

Este PROCESO DE RESOLUCIÓN DE PROBLEMAS también requiere de este primer paso:

La preparación para su sesión de resolución de problemas incluye el preguntarse a si mismo lo siguiente:

1. ¿Cuál fue el comportamiento específico con el que tengo un problema?
2. ¿Cómo me hizo sentir este comportamiento?
3. ¿Qué acciones específicas quiere ver como parte de una posible resolución?

Muy frecuentemente, nuestras reacciones emocionales a un incidente empañan el comportamiento actual al que estamos reaccionando. Estas reacciones comunes también pueden prevenir que no podamos especificar lo que deseamos como parte de la resolución.

Usted puede identificar el problema por si sólo o tratar de hacerlo con la ayuda de un consejero, miembro del personal o una amistad. Este razonamiento preliminar debe de ayudarle a presentar sus preocupaciones de una manera clara y concisa.

Pasos Del Proceso De Resolución Para Problemas De Estudiantes

El propósito de este procedimiento es ofrecer los medios adecuados y equitativos para poder emitir quejas relacionadas con asuntos académicos, administrativos, y de instrucción relacionadas con los estudiantes, e incluyendo, pero sin estar limitadas, a cualquier queja que tenga que ver con personal certificado, clasificado o empleados supervisores de Gavilan College.

Las áreas que cubren estos procedimientos pueden incluir, pero no están limitadas a mala comunicación, o comportamientos negativos entre el estudiante y un representante del colegio. Los estudiantes que tengan inconformidades con sus calificaciones deben de estar conscientes de la Sección del Código de Educación 76224 (a), el cual dicta los reglamentos relacionados con las calificaciones. El código especifica: "Cuando se otorga una calificación por cualquier curso de instrucción impartido en un distrito de colegio comunitario, la calificación que se otorga a cada estudiante debe de ser la que haya determinado el instructor de la clase, y la determinación que hace el instructor de la calificación del estudiante, en la ausencia de errores, fraude, mala fe, o incompetencia debe ser final y absoluta".

Este procedimiento no es apropiado en las situaciones relacionadas con discriminación o con hostigamiento por raza/ etnicidad, hostigamiento sexual, incapacidad, religión, género, color de piel, origen nacional y edad (por favor referirse a AP 5530).

Este procedimiento garantiza al estudiante o estudiantes involucrados su derecho a defenderse que les concede las protecciones de la constitución del estado y del gobierno federal. Estos procedimientos serán aplicados de una manera justa y equitativa, y no para propósitos de represalia. No se intenta sustituir los procedimientos penales criminales o civiles que pudieran ser entablados por otras agencias.

PASO 1. Dentro de un periodo de diez (10) días escolares de haber ocurrido el incidente, el estudiante debe reunirse con la persona con la que tiene el problema. El estudiante puede traer a un acompañante a la reunión, (por ejemplo, personal del colegio, amistad, otro estudiante). Esta persona no podrá opinar en nombre del estudiante y sólo jugará el rol de apoyo al permanecer en silencio.

Si el estudiante aún está inconforme, el estudiante debe notificar al personal del colegio que desea abordar el problema en el siguiente paso.

PASO 2. Dentro de un periodo de diez (10) días escolares de que se haya realizado el paso 1, el estudiante se debe reunir con el director del departamento o con el supervisor de la persona con la cual tiene el problema. El director del departamento o supervisor puede pedirle al estudiante, a su acompañante, y al miembro del personal del colegio que se reúnan juntos o por separado con el estudiante o con el empleado con el cual surgió el problema. El director del departamento/supervisor pueden reunirse con el estudiante una vez más para hablar sobre el problema, revisar lo ocurrido en la junta anterior, (Paso 1) y

discutir la resolución propuesta por el estudiante. El estudiante puede traer como acompañante para apoyo moral a la misma persona que lo acompañó para este fin en la primera reunión.

Si el estudiante aún permanece insatisfecho, el estudiante podrá avanzar al Paso 3 del proceso.

PASO 3. El estudiante debe reunirse con el decano del departamento afectado en un periodo de diez (10) días escolares desde el paso 2. Esta reunión debe incluir al estudiante, director del departamento/supervisor, al decano del departamento afectado. Durante esta reunión, los resultados de las reuniones anteriores se discutirán así como las resoluciones recomendadas.

Si el estudiante aún permanece insatisfecho, el estudiante podrá avanzar al Paso 4 del proceso.

PASO 4. Dentro de un periodo de diez (10) días, el estudiante debe reunirse con el Vicepresidente de la área en cuestión. Durante esta reunión, los resultados de las reuniones anteriores se discutirán así como las resoluciones recomendadas.

Si el estudiante aún está insatisfecho, dentro de un periodo de cinco (5) días escolares, el estudiante debe notificar al Vicepresidente con el cual se reunió en el paso 4, que solicita que se lleve a cabo una revisión por el comité de audiencias para poder resolver el caso. Esta solicitud será enviada al Superintendente/Presidente del Colegio, el cual dentro de un lapso de cinco (5) días de haber recibido la petición, convocará un comité de audiencia en una fecha que será determinada por el Presidente del Colegio.

PASO 5. Dentro de un periodo de cinco (5) días de haber recibido la petición, el Superintendente/Presidente del Colegio convocará a un comité de audiencia para escuchar el problema.

El comité estará compuesto:

- Un estudiante nombrado por la Junta Estudiantil ASB
- Un miembro de la facultad de una disciplina no relacionada nombrado por el Senado de la Facultad
- Un miembro de la facultad nombrado por el Director del Departamento de Consejería
- Un miembro del personal clasificado de un área no relacionada nombrado por el Presidente del Personal de Apoyo Profesional
- Un decano de un departamento o vicepresidente de un departamento no relacionado que sea nombrado por el Superintendente/Presidente del Colegio.
- El director del departamento o supervisor del área involucrada.

El Comité de la Audiencia conducirá la audiencia en privado. Ellos llamarán al estudiante o al personal involucrado si consideran que ayudará a resolver el problema. El comité hará una recomendación que sea satisfactoria para todas las partes, y enviará estas recomendaciones a todas las partes involucradas y al Superintendente/Presidente del Colegio.

Si el estudiante o el miembro del personal del colegio no están satisfechos con las recomendaciones del Comité de la Audiencia, el siguiente paso, una apelación, le seguirá. El estudiante debe solicitar una apelación dentro de un periodo de cinco (5) días escolares a partir de la fecha en que el estudiante

y el miembro del personal del colegio recibieron la recomendación por parte del Comité de la Audiencia. De no ser así, el proceso de resolución se da por cerrado y no hay apelación.

PASO 6. Se puede hacer una apelación al Superintendente/Presidente del Colegio.

Este paso requiere que el estudiante o el otro miembro del personal involucrado escriban una carta especificando la acción que se ha tomado y la resolución que esperaban. El Superintendente/Presidente del Colegio revisará esta carta y las recomendaciones hechas por el Comité de la Audiencia. El o ella fijarán y tendrán una reunión privada con el estudiante para hablar y tratar de resolver el problema satisfactoriamente.

Si el estudiante o el miembro del personal no se sienten satisfechos con la resolución del Presidente, se puede recurrir al paso final.

PASO 7. Una apelación por escrito se puede hacer a la Junta de Fideicomisarios del colegio.

La Junta debe responder por escrito dentro de treinta y cinco (35) días escolares a partir de haber recibido la apelación escrita. Este es el último paso del Proceso que tiene el colegio para la Resolución de Problemas. Las decisiones de este nivel son finales y absolutas.

Matriculación

El matricularse significa que usted se inscribió como estudiante con la intención de graduarse ó terminar un programa de estudios. Como parte de los esfuerzos que hace el estado para mejorar el éxito de los estudiantes é incrementar las posibilidades de transferir a una institución de cuatro años, el Colegio Gavilan le ofrece una variedad de servicios de matriculación, los cuales ayudan a los estudiantes a identificar y terminar con éxito sus metas educativas.

Los servicios de matriculación incluyen:

- Un proceso de ADMISIÓN que es claro y accesible
- Una ORIENTACIÓN sobre el colegio y los servicios que ofrecemos
- Una EVALUACIÓN de su nivel académico, a través de un examen de colocación y la consideración de otros factores relacionados
- CONSEJERÍA Y ASESORÍA, para que puedas terminar su programa lo más rápido posible y con los requisitos correctos
- SEGUIMIENTO de su progreso para su seguridad y éxito

Lo anterior es nuestro compromiso con usted. Su parte para cumplir es:

- Identificar y declarar una meta educativa y carrerar
- Consultar con un consejero para formular y actualizar un plan educativo para mantener el camino correcto
- Hacer uso de los servicios en el campus, los cuales le apoyarán y le ayudarán a continuar en la escuela
- Continuar progresando hacia su meta

LA ORIENTACIÓN

Todos los estudiantes deberán asistir a la orientación para nuevos estudiantes antes de matricularse en su primer semestre. El Colegio ofrece dos maneras de satisfacer este importante requisito. Durante el año se planean programas de orientación y ofrece la información más completa, y algunas actividades para estudiantes nuevos, para que se vayan aclimatando al campus y al proceso de prepararse y asistir al Colegio Gavilan. También ofrecemos una orientación por internet. Es una forma fácil, conveniente y productiva de familiarizarse con el Colegio Gavilan.

En la orientación se le informará sobre las diferencias del colegio, las expectativas, y los retos a los que se va a enfrentar. Si esta planeando transferirse a una universidad de cuatro años hay algunas cosas importantes que necesitas saber antes de empezar. Los cursos requeridos de educación general, los problemas con las transferencias, el certificado, los requisitos de una carrera, las expectativas de la tarea, los servicios de apoyo, son solo algunos de los aspectos incluidos en la orientación. Los que reciben la orientación, tendrán una entrada más fácil al colegio y continuarán hacia sus metas con más confianza y dentro de un tiempo razonable.

Para obtener información sobre la orientación dentro del campus ó la orientación por internet, visite la página de Internet en: www.gavilan.edu/orientation. Para aquellos que hayan asistido a la orientación, se les permitirá el Acceso a Registrarse antes que los demás. Para los que decidan retrasar el proceso ó no asistir a la orientación a tiempo, no serán incluidos dentro del proceso de registro previo. Este proceso les permite un gran acceso a nuestros cursos de mayor popularidad y a los horarios de clases.

EVALUACIÓN DE CONOCIMIENTOS ACADÉMICOS (EVALUACIÓN DE COLOCACIÓN)

La evaluación de colocación asegura que los estudiantes se inscriban en los cursos que van de acuerdo a sus habilidades en lenguaje y computación. Los resultados, junto con otros indicadores de la capacidad del estudiante, son utilizados por los consejeros para recomendar los cursos apropiados. Se espera que los estudiantes que entran por primera vez al colegio presenten la evaluación de habilidades, diseñada para medir su aprovechamiento en lectura, el uso del lenguaje y las matemáticas. Esta evaluación se administra en inglés y no es para los estudiantes que desean tomar el programa de Inglés como Segundo Idioma (ESL). Estos estudiantes deberán haber terminado el grado 8 para ser elegibles para los servicios de evaluación.

SESIONES DE RE-EVALUACIÓN:

Los estudiantes que hayan tomado la evaluación para la colocación podrán volver a hacer el examen de 15 a 90 días después de haber hecho el examen inicial. Estos resultados son validos por dos años. Bajo circunstancias especiales, pudiera requerirse volver a hacer el examen. Los estudiantes deberán consultar con un consejero y someter una petición para consideración, a la Oficina de Admisiones y Archivos.

CAPACIDAD DE RECIBIR SERVICIOS (ATB):

El Reglamento Federal requiere que los estudiantes que reciben ayuda financiera, obtengan un diploma de preparatoria, un certificado de educación general (GED) ó que tomen el Examen de Dominio de Conocimientos de Preparatoria de California (CHSPE), para poder ser elegibles para la Beca Pell (Pell Grant), la Beca de Oportunidad Educativa Suplementaria, la Beca Federal para Trabajo en el Lugar de Estudio (Federal Work Study), los Prestamos Federales para Estudiantes (Federal Student Loans) y las Becas de California (Cal Grants). Los estudiantes que no cuenten con un diploma de preparatoria, GED ó CHSPE Y que estén inscritos en un programa de estudios después del 1º de julio del 2012, ya no serán elegibles para recibir la ayuda federal bajo ATB, CELSA ó cursos de colegio equivalentes a 6 unidades. Los estudiantes que se registren en una escuela de Título IV antes del 1º de julio del 2012 y quienes no tengan un diploma de preparatoria, GED ó CHSPE continuarán con la elegibilidad para los programas de Título IV con cualquiera de los siguientes puntos:

- Una calificación de pase en el Exámen de la Capacidad de Recibir Servicios (ATB) ó la Evaluación CELSA.
- Haber terminado 6 unidades que sean parte de una carrera.

Para confirmar su elegibilidad, favor de comunicarse a la Oficina de Ayuda Financiera al (408) 848-4727.

SUPERVISOR DE EXÁMENES (PROCTORING)

La Oficina de Servicios Estudiantiles del Colegio Gavilan y la Oficina de Evaluaciones se han comprometido a ofrecer un servicio excepcional a sus clientes. Queremos formar parte de su éxito educativo. La Oficina de Evaluaciones ofrece servicios de Supervisores de Exámenes para los estudiantes matriculados en otras instituciones, en programas por correspondencia ó cursos por internet. Estos servicios se ofrecen a través de una cuota por hora. Para mayores informes comuníquese a la Oficina de Evaluaciones.

PLANES EDUCACIONALES Y CONSEJERÍA

Antes de matricularse, los consejeros están disponibles para consultar con el estudiante e interpretar los resultados de las evaluaciones, hablar sobre la selección de cursos y ayudarlo en el desarrollo de un plan educacional. El plan educacional es un factor importante para promover un bien progreso, en camino a obtener de un certificado, grado ó programa de transferencia. El estudiante y el consejero formulan un plan educacional, cuando el estudiante se ha registrado por primera vez en el Colegio Gavilan y después el estudiante deberá consultar regularmente con el consejero para actualizar su plan y revisar su progreso. Una vez creado el plan, se puede encontrar disponible por internet. Durante el año, los consejeros se encuentran disponibles para consultar con los estudiantes y hablar sobre sus dudas académicas y personales y ser referidos a otras formas de asistencia.

SERVICIOS DE APOYO

Es de gran importancia para nosotros poder ayudarles a continuar en el colegio. Nos hemos dado cuenta que existen muchas razones por las cuales los estudiantes se quedan atrás en su trabajo, se dan de baja de sus clases y su desempeño académico se encuentra por debajo de lo aceptable. Los consejeros y demás personal de apoyo trabajarán con aquellos que estén pasando

por alguna dificultad. Existen otros programas especiales (TRIO, EOPS, DRC, MESA, etc.) que le ayudarán a mantener su plan académico hasta alcanzar sus metas educativas. Con todo esto, y aún así, habrá estudiantes que se queden rezagados en su progreso académico requerido ó en los niveles requeridos—2.0 de promedio (GPA) y terminar por lo menos el 50% de las unidades intentadas. Se revisarán con los estudiantes las normas para un período de prueba ó suspensión académica y se formulará un plan para restablecer una buena situación educativa. Para cumplir con este requisito, se deberán llevar a cabo varias consultas con un consejero, quien les proveerá las estrategias y apoyo necesarios. También se incluirá en el plan para tomar ventaja de los servicios de apoyo: la ayuda financiera, el cuidado de niños, los servicios de consejería personal, tutoría, laboratorio de escritura y matemáticas, computadoras, etc.

EXCEPCIÓN DE SERVICIOS

Algunas veces, un estudiante no desea tomar ventaja de los servicios de matriculación. Ese es su derecho. Para estar exento de evaluaciones y de la orientación, deberás satisfacer uno de los siguientes criterios:

- Tener una carrera técnica (associate's degree) ó mayor
- Haber acumulado menos de 12 unidades en cursos de transferencia
- Estar matriculado actualmente en menos de seis unidades

Servicios Estudiantiles y Programas de Apoyo para la Instrucción

Resultados Del Aprendizaje Estudiantil

La División de Servicios Estudiantiles ofrece numerosos programas y servicios para ayudar a los estudiantes a tener éxito. Tomando ventaja de estos servicios, los estudiantes podrán:

- Puedan identificar y utilizar los programas de apoyo y servicios apropiados.
- Se fijen una meta educativa que puedan lograr.
- Puedan identificar y abogar por sus necesidades personales y educativas.

Servicios de Asesoría

Inscribirse y tener éxito en clases a nivel post-secundario requieren dedicación y tiempo. A veces ocurren problemas personales y familiares que distraen a los estudiantes de sus tareas y clases y en estos casos, la única solución parece ser abandonar los estudios. Antes de tomar esta decisión tan difícil, por favor consulte a un consejero. Una buena plática puede ayudar a poner la situación en perspectiva, identificar posibles soluciones, y dar el apoyo necesario para hacer modificaciones necesarias en el horario y las clases. Gavilán College provee consejeros que hablan español y las citas con ellos pueden ser hechas para el día o para la tarde. No hay que pagar por este servicio. Por favor llame al (408) 848-4723 para hacer una cita.

Servicios para Carreras

Los servicios están a la disposición de los estudiantes y de la comunidad para ayudar a investigar las diferentes posibilidades de carreras, planificar una carrera, obtener entrenamiento especializado, entrar en un programa académico o vocacional. El Centro para Carreras ofrece una biblioteca sobre carreras que incluye libros y videos de carreras, información acerca de los varios elementos de la exploración de carreras, tendencias en el mercado del trabajo y las técnicas de buscar un empleo.

Centro de Desarrollo Infantil / Programa Preescolar

El Centro de Desarrollo Infantil ofrece cuidado de niños en edad preescolar, en dos programas financiados por el estado y para familias cuyo ingreso mensual va de acuerdo al criterio establecido. Además, ofrecemos un programa preescolar, disponible a todos los padres, a bajo costo. Estos programas sirven a niños con necesidades especiales o con alguna incapacidad, así como a niños que no hablan inglés.

Servicios De Salud

El Colegio Gavilan cuenta con una Enfermera de tiempo completo quien provee servicios de salud, información y referencias a los estudiantes que se encuentran tomando clases con créditos. El Servicio de Salud es un centro extenso que ofrece varios servicios de salud y se encuentra localizado en el Centro Estudiantil 118. Estos servicios son gratuitos y están disponibles de lunes a viernes.

Los estudiantes reciben de una Enfermera Titulada, asesoría sobre salud personal en numerosos problemas de salud, por ej. Control de la Natalidad, enfermedades de transmisión sexual, hábitos saludables, cambios de estilo de vida, etc. Los Servicios de Salud ofrecen tratamiento de primeros auxilios, exámenes de presión arterial, prueba de tuberculosis para estudiantes participando en el programa estudio/trabajo, referencias para la prueba del SIDA, condones y medicamentos que no requieran receta medica, como la aspirina.

El Centro ofrece folletos de salud con más de 100 tópicos. Se ofrecen clases y talleres sobre nutrición, hepatitis, manejo del estrés, SIDA y otros temas de salud, presentados en pequeños grupos. También se ofrecen referencias para problemas de salud incluyendo intervención contra el alcoholismo y la drogadicción. En la página de Internet <http://www.gavilan.edu/health> encontrarán un Centro para Enfermedades Virales.

El Servicio de Salud ofrece equipos de primeros auxilios para uso de los estudiantes y responde a las llamadas de emergencia del colegio. También se ofrece información referente a seguro médico a bajo costo para estudiantes del colegio. Se recomienda que los estudiantes hagan uso del Centro de Salud.

La cuota de salud pagada como parte de la cuota de inscripción apoya estos servicios, además de ofrecer un seguro contra accidentes para los estudiantes.

PROGRAMAS DE PREVENCIÓN Y INTERVENCIÓN CONTRA EL USO DE DROGAS

Gavilan College, en colaboración con agencias de servicios en contra del consumo del alcohol y drogas de los condados de Santa Clara y San Benito ofrecen a los estudiantes programas de educación y prevención en contra del uso de las drogas.

Mediación Estudiantil

Servicios de Mediación ayudan a que los estudiantes tengan una oportunidad de resolver sus problemas dentro de un ambiente seguro. Estudiantes que están capacitados como mediadores ayudarán a dos o más estudiantes que tienen problemas entre ellos a resolver sus conflictos para llegar a una solución mutuamente acordada. Los servicios de mediación son gratuitos y confidenciales. La mediación no es apropiada para los siguientes casos: problemas con personal del colegio, comportamiento criminal, abuso infantil, amenazas de violencia, hostigamiento sexual, discriminación sexual o racial.

Los estudiantes que desean ser mediadores pueden inscribirse en la clase Introducción a la Resolución de Conflicto (Psicología 6). Para obtener servicios de mediación, favor de contactar al Departamento de Consejería.

Servicios de Transferencia

El Centro de carreras/transferencia ofrece servicios para apoyar a estudiantes interesados en transferirse a colegios y universidades de cuatro años. Los servicios incluye: requerimientos específicos para transferirse, información acerca de carreras ofrecidas en universidades, y requerimientos de graduación, asistencia para llenar aplicaciones, y un número de talleres.

Ayuda Financiera

El Colegio Gavilan participa en varios tipos de programas de ayuda financiera. Estos programas están diseñados para asistir a los estudiantes que necesitan apoyo financiero para poder continuar su educación universitaria. Se encuentran financiados a través de varias fuentes: federal, estatal y agencias privadas.

PROCEDIMIENTO PARA LA SOLICITUD

La Solicitud Gratuita para Ayuda Financiera Federal (FAFSA) determina su elegibilidad para los siguientes programas. Los estudiantes pueden llenar y presentar la solicitud a FAFSA por escrito o en línea a www.fafsa.ed.gov. Asegúrense de incluir el código escolar del Colegio Gavilan en su FAFSA para que la Oficina de Ayuda Financiera pueda recibir una copia de su solicitud procesada. Nuestro código es 001202.

La solicitudes para cada ciclo escolar están disponibles en enero. La fechas de entrega para los diferentes programas varían considerablemente. Para mas información comuníquese con o visite la Oficina de Ayuda Financiera.

BECAS

- Federal Pell
- Federal de Oportunidad de Ayuda Educativa Suplementaria
- Federal por Trabajo en el Estudio
- Cal B
- Cal C
- Chafee
- Beca para la Carrera de Desarrollo Infantil

EXCLUSIÓN DE CUOTA DE LA MESA DIRECTIVA (BOG)

La Mesa Directiva (BOG) no requerirá el pago de matriculación de los residentes de California quienes satisfagan las reglas del programa. Si desea mayores informes, los puede encontrar en la página de Internet: <http://www.gavilan.edu/finaid/apply/waiver.html>.

PRÉSTAMOS

- Préstamos Otorgados
- Préstamos no subsidiados
- Prestamos para los Padres (Parent Plus)

EVALUACIÓN DE HABILIDAD DE BENEFICIO (ATB) Y EVALUACIÓN DE INCAPACIDADES COMBINADAS DE LENGUAJE (CELSA)

Los reglamentos federales para los estudiantes que no tengan un diploma de preparatoria, un certificado de educación general (GED) o que no hayan hecho el Exámen de Proficiencia de Preparatoria de California (CHSPE), deberán tomar y pasar una evaluación que satisfaga los requisitos y ser elegibles para ciertos programas de ayuda financiera.

A los estudiantes que hablan inglés y que no tengan un diploma de la preparatoria, un GED o el CHSPE, se les requiere que tomen una evaluación ATB. Deberán comunicarse a la Oficina de Ayuda Financiera y hacer una cita para tomar el exámen.

A los estudiantes con incapacidades limitadas del Lenguaje Inglés, quienes se encuentren registrados en los cursos de Inglés como Segunda Lengua y no tengan el diploma de la preparatoria, un GED o el CHSPE, se les requerirá que tomen y pasen el exámen CELSA. Deberán comunicarse a la Oficina de Ayuda Financiera para programar una cita para tomar el exámen CELSA.

PROCESO DE REVISIÓN

En cuanto se revisa el progreso académico del estudiante, la Oficina de Ayuda Financiera determina si el estudiante está alcanzando los requisitos establecidos en la Póliza de SAP (Satisfactorio Progreso Académico). Los estudiantes quienes no alcanzan los tres requisitos son descalificados y se les notifica por escrito acerca del Proceso de Apelación para Ayuda Financiera.

BECAS PRIVADAS

Las becas privadas están financiadas por muchas organizaciones y requieren una solicitud por separado. Las becas privadas se otorgarán basadas en el aprovechamiento académico o la necesidad financiera del estudiante. La información sobre las oportunidades para obtener una beca privada se encuentra disponible en la Oficina de Ayuda Financiera así como en su página de Internet: <http://www.gavilan.edu/finaid/>. El Colegio Gavilan ofrece becas a través de la Solicitud de Becas Privadas de la Fundación Educativa la cual es publicada en el otoño.

CAPACIDAD DE RECIBIR SERVICIOS (ATB):

El Reglamento Federal requiere que los estudiantes que reciben ayuda financiera, obtengan un diploma de preparatoria, un certificado de educación general (GED) o que tomen el Examen de Dominio de Conocimientos de Preparatoria de California (CHSPE), para poder ser elegibles para la Beca Pell (Pell Grant), la Beca de Oportunidad Educativa Suplementaria, la Beca Federal para Trabajo en el Lugar de Estudio (Federal Work Study), los Prestamos Federales para Estudiantes (Federal Student Loans) y las Becas de California (Cal Grants). Los estudiantes que no cuenten con un diploma de preparatoria, GED o CHSPE Y que estén inscritos en un programa de estudios después del 1º de julio del 2012, ya no serán elegibles para recibir la ayuda federal bajo ATB, CELSA o cursos de colegio equivalentes a 6 unidades. Los estudiantes que se registren en una escuela de Título IV antes del 1º de julio del 2012 y quienes no tengan un diploma de preparatoria, GED o CHSPE continuarán con la elegibilidad para los programas de Título IV con cualquiera de los siguientes puntos:

- Una calificación de pase en el Exámen de la Capacidad de Recibir Servicios (ATB) o la Evaluación CELSA.
- Haber terminado 6 unidades que sean parte de una carrera.

Para confirmar su elegibilidad, favor de comunicarse a la Oficina de Ayuda Financiera al (408) 848-4727.

Programas De Exito Estudiantil y Servicios

CalWORKs

CalWORKs ayuda a los estudiantes que reciben asistencia pública, a llegar a ser autosuficientes a través de obtener educación, empleo y servicios de apoyo. Los programas ocupacionales para estudiantes de CalWORKs responden a las demandas del mercado laboral y apoyan a los estudiantes a obtener una carrera para poder lograr eventualmente el poder obtener un ingreso para el sostenimiento de su familia. Los servicios de apoyo que CalWORKs ofrece incluyen, asesoría personal y académica, libros de texto, ayuda paratrabajo, colocación de trabajo y sirven de enlace con los departamentos de servicios sociales del condado. CalWORKs 75/25, es un programa de empleos subsidiados disponible para ayudar a los estudiantes a obtener incapacidades relacionadas con un trabajo.

CARE

Las Agencias de Cooperación de Recursos para la Educación (CARE por sus siglas en inglés) es un programa especial diseñado para asistir a los padres solteros que asisten o desean asistir a Gavilan College. CARE es un esfuerzo conjunto entre el Departamento de Servicios Sociales, EOPS y Gavilan College. Para ser elegible para CARE, el estudiante debe de tener por lo menos 18 años de edad, ser padre soltero/a a cargo del hogar, recibir asistencia monetaria y tener por lo menos un hijo que sea menor de 14 años de edad.

Los servicios incluyen transferencia, educación vocacional, consejería, prioridad para la inscripción, asesoría académica, ayuda financiera, guardería, ayuda para la compra de libros, útiles escolares, gastos de transportación y otros servicios de apoyo.

Los estudiantes que estén interesados en participar en el programa EOPS o en CARE deben de contactar a la oficina de EOPS de Gavilan College para reunirse con personal de la oficina. Hay personal bilingüe disponible.

El Centro de Recursos para Personas Inhabilitadas (DRC)

El Centro de Recursos para Personas Inhabilitadas provee una variedad de servicios para igualar las oportunidades educacionales de estudiantes con inhabilidades temporales o permanentes. Los servicios incluyen consejos académicos, vocacionales y de carreras, orientación del colegio, tutorial especializado, asistencia para transferirse a universidades, preparación y colocación de trabajo, evaluación de habilidades de aprendizaje, persona relacionada con el Departamento de Rehabilitación Del Estado, asistencia de movilidad, ayuda para tomar notas en el salón, servicios de referencia, interpretación de lenguaje de señas, capción de tiempo-real, clases de apoyo, ayuda para tomar exámenes y entrenamiento de tecnología de computadora asistiva, y servicios de medio alternativo.

ACCESIBILIDAD

El Colegio Gavilan es un colegio accesible. Todos los edificios de los salones, la biblioteca, el centro de tutoría, los edificios de la administración y el Centro Estudiantil son accesibles para las personas con inhabilidades físicas. Las rampas proveen acceso a los niveles superiores e inferiores. Se proporciona ayuda con la movilidad para los estudiantes Inhabilitados, el estacionamiento se ofrece a vehículos mostrando el permiso o placa para Inhabilitados autorizada por el estado. Llame al (408) 848-4823 o al (408) 848-4865 para servicio de transporte.

CLASES Y PROGRAMAS

Educación Física Adaptada - Una gran cantidad de clases son específicamente diseñadas para los estudiantes con inhabilidades, para incrementar su flexibilidad y fuerza, facilitar el movimiento y ayudar a mejorar la condición física relacionada con varios movimientos y la flexibilidad de las articulaciones y ayudarles a mejorar su condición cardiovascular y con asuntos de salud relacionados. Estas clases son ofrecidas por instructores calificados a través de un número de actividades acuáticas y en el gimnasio. Vea el horario de las clases para las fechas y horas.

Entrenamiento en Tecnología de Computadoras Asistiva – El Centro de Tecnología ofrece entrenamiento de tecnología avanzada de computadora asistiva para aquellos estudiantes de inhabilidades verificadas. El equipo avanzado y un personal competente ayuda a los estudiantes a lograr sus metas educacionales. Las habilidades y conocimientos que aprende el estudiante en el centro de tecnología avanzada, le ayudaran a ser exitoso en futuros esfuerzos educacionales o profesionales.

Preparación para una Carrera - Este programa esta ofrecido dentro del colegio, para los estudiantes graduados de preparatoria y de educación especial quienes requieran educación especial adicional y entrenamiento vocacional para el nivel apropiado, para el ingreso al mercado laboral en la comunidad. Se le da énfasis a las inhabilidades prácticas de trabajo así como a las inhabilidades interpersonales, en una serie de clases diseñadas para el progreso individual.

Evaluación para Acceso a la Computadora - El curso CSIS 570 ofrece al estudiante una evaluación profunda para el acceso a la computadora, para poder determinar un ambiente de acceso apropiado para un estudiante con una o múltiples inhabilidades.

Evaluación de Habilidades de Aprendizaje – El curso numero GUIA 557 (GUID 557) provee una evaluación individual de las fuerzas y debilidades del estudiante en las areas de lectura, matematicas, razonamiento en escritura de lenguaje, lenguaje oral, percepción, y memoria. Los resultados son usados para determinar la elegibilidad para servicios del laboratorio de habilidades de aprendizaje y otras acomodaciones de DRC.

Laboratorio de Aprendizaje de Habilidades - Este laboratorio ofrece servicios de apoyo y instrucción a los estudiantes con inhabilidades verificadas. Instrucción individualizada y en pequeños grupos, tutoría y apoyo para los estudiantes quienes estan tomando cursos de universidad en Library 116.

Habilidades de Desarrollo Vocacional para Adultos con Inhabilidades Intelectual – Este programa promueve la autodependencia en actividades de máxima independencia y trabajo. Las clases son ofrecidas en las instalaciones de Rehabilitación HOPE en Gilroy y en Hollister en conjunto con un programa de actividades de trabajo.

El Programa "WorkAbility III" – Centro de Colocación de Empleos - Este programa provee preparación para el trabajo y colocación de estudiantes elegibles para los Servicios del Departamento de Rehabilitación. El programa responde a las necesidades de los patrones locales igualando los intereses y habilidades para trabajos específicos.

Programas y Servicios de Oportunidad Adicional (EOPS)

La oficina de Programas y Servicios de Oportunidad Adicional (EOPS) provee apoyo a estudiantes que experimentan desafíos económicos, sociales, y educativos. La intención del programa es asistir a éstos estudiantes a alcanzar sus metas educativas incrementando el acceso, la retención, y la transferencia a otras instituciones de enseñanza. Para calificar para el programa de EOPS, los estudiantes deben demostrar necesidad financiera y educativa y matricularse en un mínimo de 12 unidades.

Hay consejeros que proveen asistencia académica con la elección de clases, carreras, programas vocacionales, problemas personales, y intervención en situaciones de crisis. El programa de EOPS incluye servicios de orientación de los recursos educativos de la institución, ayuda para libros de texto, servicio de préstamo de libros, prioridad en la inscripción, visitas a universidades de cuatro años y seminarios para estimular el éxito estudiantil.

La oficina de EOPS está localizada en Library 101A. Hay personal de habla hispana.

Estudiantes De Primer Año

Gavilan College ofrece el programa "primera vez" para los estudiantes nuevos que desean reforzar su lectura, escritura, y hábitos de estudio a la vez que se familiarizan con el colegio y sus recursos. Maestros y consejeros trabajan conjuntamente para ayudar a que los estudiantes desarrollen una conexión entre sus clases y su experiencia colegial. La meta es que los estudiantes construyan una fundación sólida para dirigirse hacia el camino del éxito en el colegio.

Comunidades De Aprendizaje

Los estudiantes aprenden mejor cuando aprenden juntos. En los cursos de comunidades de aprendizaje (learning communities), el estudiante trabaja y estudia con otros estudiantes para poder tener más éxito en la clase. Además, al juntar dos o más clases, el estudiante empezará a notar la conexión entre las diversas disciplinas. Los estudios señalan que cuando el estudiante toma unas clases de aprendizaje comunitario, el estudiante aprende mejor y como resultado hacen mejor en sus otras clases en el colegio.

Realización en Matemáticas, Ingeniería y Ciencias (MESA)

El programa de Realización en Matemáticas, Ingeniería, y Ciencias (MESA) es un programa académico que provee servicios de apoyo a estudiantes elegibles que desean transferirse a una universidad y tengan intención de especializarse en las ciencias o matemáticas (química, ciencia en computación, e ingeniería.) Los estudiantes interesados en MESA deben calificar para el programa. MESA ofrece un Centro de Estudio, talleres académicos, visitas a universidades, y consejeros académicos.

Para más detalles visítenos en el Centro de Estudio (PH 115), o visita nuestra página en <http://www.gavilan.edu>.

Proyecto PUENTE - El PUENTE Hacia el Exito

La misión del Proyecto Puente es incrementar el número de estudiantes quienes no tienen los servicios educativos adecuados y que planean transferirse a una universidad o colegio de cuatro años, obtener un título y regresar a su comunidad como líderes y mentores para futuras generaciones. Las investigaciones indican que los estudiantes de Puente se transfieren en un porcentaje mayor y tienen más éxito académico. El programa está abierto para todos los estudiantes.

Instrucción en Inglés: Los estudiantes de Puente toman dos clases consecutivas de escritura, English 250 (Escritura Práctica) y English 1A (Composición).

Estas clases ofrecen un ambiente de apoyo y de estímulo la cual está basada en la confianza de sus habilidades de escritura, explorando la experiencia Latina/México-Americana.

Consejería: Los estudiantes Puente trabajan muy de cerca con su consejero hasta que se gradúan, explorando opciones de carreras, desarrollando un plan académico y identificando sus metas a largo plazo. Los estudiantes visitan los campus de la Universidad de California y de la Universidad Estatal de California y asisten a una conferencia anual de transferencia de estudiantes Puente. Se requiere que todos ellos se inscriban en las clases de Guidance 6 (Habilidades para una Mayor Educación) y Guidance 1 (Auto Evaluación y Desarrollo de una Carrera).

Mentores: A cada estudiante de Puente se le asigna un mentor de la comunidad empresarial o profesional. Los mentores comparten sus experiencias personales, académicas y de la carrera y les ofrecen una ventana hacia los ambientes de trabajo en la vida real. La red de mentores entrenados de Puente ofrecen muchos recursos a los estudiantes, sus familias, sus colegios y sus comunidades.

Programa de TRIO

TRIO es un programa de Servicios de Apoyo para Estudiantes, financiado por el estado federal, diseñado para asistir a 160 personas de primera generación, de ingresos bajos, y/o estudiantes inhabilitados, mientras se preparan para obtener un diploma asociado y/o transferirse a la Universidad. TRIO esta cometido a crear un ambiente amigable y seguro para aquellos estudiantes que se sientan aislados o desconectados durante su estancia en el colegio, y en esta forma, aumentar el numero de estudiantes que logren graduarse y/o transferirse.

TRIO provee una variedad de servicios, incluyendo consejos academicos, de carreras y personales, ayuda financiera suplemental, prestamo de computadoras y calculadoras, programa de Puente de Verano, talleres informativos, actividades sociales y culturales, lugar para descansar o estudiar y mucho mas.

Apoyo Para La Instrucción

Laboratorio de Computadoras de ESL

El programa de ESL tiene su propio laboratorio de computadoras con una variedad de programas para todos los niveles y clases. Los programas de software permiten a los estudiantes practicar y mejorar el lenguaje aprendido en clase. El ambiente amistoso les permite obtener práctica adicional cuando es conveniente. Trabajar con programas de software en las computadoras estimula la auto-confianza porque los estudiantes trabajan independientemente e interactúan con una computadora en vez de hacerlo con una persona, y además porque tienen múltiples oportunidades de ver un punto de lenguaje específico para mejorar habilidades de comprensión auditiva, comprensión de lectura, gramática, escritura, y pronunciación. Somos afortunados de poder ofrecer éste maravilloso recurso a nuestros estudiantes del programa de ESL.

Biblioteca y Recursos Electrónicos

La Biblioteca de Gavilán "College" ofrece varios recursos electrónicos y de imprenta para la comunidad universitaria. Además de la colección de 60,000 libros, la biblioteca cuenta con 24,000+ libros electrónicos, y 2,500 revistas que son disponibles bajo el control de una computadora central. Los empleados de la biblioteca están orgullosos de su liderazgo en proyectos de instrucción en el uso de acceso a información electrónica. La biblioteca ha recibido varias becas del estado para apoyar este esfuerzo. Los estudiantes llegan al recinto universitario con diversos niveles de experiencia en el uso de computadoras e informática, y la facultad de la biblioteca está dispuesta a proveer asistencia personal en todo momento. La facultad de la biblioteca también enseña varios cursos y trabaja con otros instructores en la planificación y revisión de cursos con el componente de información electrónica. El "website" de la Biblioteca de Gavilán tiene una descripción detallada de todos sus recursos y provee un catálogo de libros conectados a varias de las clases que se ofrecen en el colegio Gavilán. El sitio es <http://www.gavilan.edu/library>.

Laboratorio de Matemáticas

El laboratorio ofrece tutoría, programa de computadora de matemáticas, y ayuda con computadoras.

Servicios De Tutoria

Los Servicios de Tutoría están diseñados para ayudar a los estudiantes a incrementar su éxito en los cursos universitarios y en el desarrollo de sus habilidades de aprendizaje. Esto se logra a través de ofrecer a los estudiantes, oportunidades para trabajo con tutores entrenados quienes los involucran en el examen de conceptos y procesos; en discusión de ideas y teorías; en practicas manuales y resumen de los resultados. Es en el ambiente de colaboración en donde los estudiantes desarrollan su confianza e independencia como estudiantes. Los servicios de tutoría son gratuitos a todos los estudiantes de Gavilan.

Centro de Escritura

El Centro de Escritura de Gavilan College sirve a la comunidad escolar a través de fomentar, felicitar y animar a los escritores en los múltiples y variados propósitos y las audiencias a las que sirve.

Vengan al centro para consultar con nuestros ayudantes quienes están especialmente entrenados. Ellos les ayudarán a los escritores a iniciar y a reforzar toda clase de trabajos, poesía y pequeñas historias, letras de canciones, cartas empresariales y cursos de estudios. Gocen de una taza de café o té en la reconfortante atmósfera del centro y conozcan a otros escritores de todo el campus. El centro también ofrece espacio para discusiones sobre la escritura, juntas, talleres y grupos de estudio. Los eventos especiales incluyen actividades con aclamados escritores y maestros en los programas de residencia. Llamen o pasen al centro de información para conocer los horarios. También podemos ofrecer mini lecciones autodirigidas y temas para escritura. Trabajen a su propio paso y aprendan como plasmar sus ideas en una hoja. Escriban con más poder, sean creativos, gocen de la escritura y practiquen usando gramática, ortografía y puntuación correctas.

El centro también colabora con los maestros en todo el programa educativo, para incrementar las oportunidades de hablar con el personal sobre el progreso académico del estudiante, proporcionándoles las ligas de las tareas, la investigación efectiva y las estrategias de escritura. Ofrecemos talleres de apoyo con asistencia especial como usted lo solicite. Encuéntrenos en la página de Internet en: <http://www.gavilan.edu/writing/>.

Actividades Estudiantiles

Gavilan College provee oportunidades para estudiantes que participen en el gobierno estudiantil, gobierno colegial, clubs del colegio, y actividades atléticas intercolegiales.

EL CUERPO ASOCIADO ESTUDIANTIL (ASB) es una organización oficial estudiantil que provee información de interés para la mayoría de los estudiantes acerca de asuntos críticos del colegio.

Actividades sociales y culturales de todo el colegio son patrocinadas por los fondos coleccionados a través de la venta de tarjetas de descuento de ASB. La compra de la tarjeta de ASB le da derecho a descuentos en el colegio y en varios negocios de la comunidad.

CLUBS EN EL CAMPUS Se han establecido una gran variedad de clubes y organizaciones que ofrecen a los estudiantes la búsqueda de oportunidades escolares, sociales, políticas, culturales y recreativas. Las actividades están coordinadas y apoyadas por un Senado Estudiantil. Recomendamos que los estudiantes inicien un club si es que existe un interés en particular, el cual no esté representado actualmente dentro del campus.

PUBLICACIONES *The Gavilan Press*, el periódico estudiantil de Gavilan, provee oportunidades periodísticas para todos los estudiantes interesados. El periódico, ahora totalmente por internet, cubre eventos, temas, y es una plataforma de información para estudiantes, opiniones, y ideas.

ACTIVIDADES ATLÉTICAS INTERCOLEGIALES Los equipos atléticos de Gavilan College participan en competencia de juegos atléticos intercolegiales con otros colegios de la comunidad.

PRODUCCIONES TEATRALES El Teatro del Colegio Gavilan ofrece una variedad de producciones desde obras infantiles, musicales y hasta obras de Shakespeare. Además de experimentar la actuación en el escenario, los estudiantes aprenden a trabajar detrás del escenario y adquieren conocimientos sobre producción técnica. Para mayores informes visite la página de Internet: www.gavilan.edu/theatre.

Producciones TADA – El Club Teatral ASB de Gavilan patrocina varios eventos sociales y culturales durante el ciclo escolar, los cuales incluyen: “Fiesta Mexicana”, un concierto folklórico; “Historias de mi Madre”, un evento de la Agencia “Community Solutions”, para el Mes de la Violencia Domestica; Función de una Noche(s), talleres en vivo de otoño y primavera y Noche(s) de Comedia; y otras presentaciones generadas por estudiantes.

Educación Para la Comunidad

Educación Comunitaria

La Educación Comunitaria esta diseñada para la comunidad. Las Clases cortas o sin créditos para adultos ofrecen enriquecimiento y diversión en muchas áreas.

Para los adultos, ofrecemos entrenamiento empresarial y de manejo de empresas, clases de artes y pasatiempos, programas para mejorar la salud y el acondicionamiento físico, aplicaciones en computadora para mejorar la escuela y habilidades de trabajo, la clase que les ayudará a hacer dinero y mucho más. Si usted no pueden atender el colegio, tenemos clases en línea que le ayudarán a satisfacer su necesidades personales. Ustedes siempre encontrarán algo para todos aquí en Gavilan. Vea nuestra página de Internet en www.Gavilan.CE.com para nuestras clases actuales.

Las clases de Educación Comunitaria no reciben fondos de impuestos locales o estatales. Las cuotas han cambiado para cubrir los gastos del programa.

Programa de No-Credito

Clases de No-Crédito son ofrecidas y diseñadas para responder a las necesidades específicas e intereses de aquellos estudiantes que no desean obtener créditos por unidades. Estas clases ofrecen oportunidades para mejorar en materias, crecimiento del desarrollo, poder aprender ocupaciones y para aprender otras áreas de educación general. Estos cursos y programas están definidos categóricamente bajo el Código de Educación, Sección 84711, mientras que los fondos del estado se permiten en diez categorías específicas.

Todas las clases son gratuitas. Las inscripciones se realizan a través de la Oficina de Admisiones y Archivos o en el lugar en donde se vaya a impartir la clase, durante la primera sesión de la clase. Los estudiantes deben de contactar directamente a la Oficina de No-Crédito si tienen preguntas o si necesitan más información, telefono numero (408) 852-2824.

SERVICIOS DE MATRICULACIÓN

La matriculación es un proceso que facilita el acceso de los estudiantes a los Colegios Comunitarios de California y promueve y mantiene los esfuerzos de los estudiantes para que puedan tener éxito en sus metas educativas. Los servicios de matriculación para clases de no-crédito incluyen:

- Asesoría (inglés, matemáticas, o intereses de carreras)
- Orientación (para programas de no-crédito y procedimientos)
- Asesoría Académica (asiste a los estudiantes a identificar sus metas educativas y de carreras y desarrollar un programa de estudio apropiado)

PÓLIZA DE ADMISIÓN

Cualquier persona mayor de 18 años puede inscribirse en clases de no-crédito. Los estudiantes pueden inscribirse en la mayoría de las clases con sólo asistir a la primer clase, si hay espacio, y en cualquier momento del semestre ya que estas clases están diseñadas como inscripción abierta/salida abierta. La información de las clases y de los programas se publica en el Horario de Clases de Gavilan Collage, en otras publicaciones y a lo largo de las instalaciones que se encuentran fuera del colegio. No hay cuotas para las clases de no-crédito.

CALIFICACIONES

No se otorgan calificaciones para las clases de ESL, que no sean vocacional/ para carreras técnicas o que no sean parte de un programa de Estudios para el Diploma de Transición de la Preparatoria.

CURSOS

Una clase de no-crédito está diseñada para responder a las necesidades y aptitudes de aquellos grupos de estudiantes que no desean o necesitan obtener unidades de crédito. Las clases de no-crédito se ofrecen en las siguientes categorías de no-crédito:

CURSOS DE CONOCIMIENTOS BÁSICOS

Instrucción de clases de conocimientos básicos de primaria y secundaria así como otros cursos para mejorar materias como lectura, matemáticas e idiomas. La instrucción se ofrece a los adultos que cuenten con poco o nada de estudios, personas cuyo idioma principal es el inglés y también para aquellos que no lo dominan y que desean ampliar sus conocimientos del idioma; adultos con dificultades para el aprendizaje; trabajadores desempleados o desplazados que no cuentan con los conocimientos para obtener empleos de nivel de principiantes o para participar en programas de entrenamiento; personas recomendadas por programas obligatorios y para los adultos que no pueden leer, escribir o hacer cuentas.

CURSOS DE ESL

Las clases están diseñadas para satisfacer las necesidades de los estudiantes cuyo idioma natal es otro que el inglés. La misión del programa de ESL para adultos de California es fortalecer a los estudiantes con los conocimientos del idioma y de la cultura que requieren para que puedan lograr tener una mejor vida personal, vocacional, académica y poder obtener la ciudadanía dentro de la Sociedad Americana.

CURSOS DE SALUD Y SEGURIDAD

La instrucción en el área de la salud y seguridad están diseñados para prolongar y mejorar la calidad de la vida de las personas. Las clases en esta categoría recalcan los aspectos positivos de mantener una buena salud física, mental y emocionalmente.

CURSOS PARA INMIGRANTES

Las clases se ofrecen a personas que son elegibles para recibir servicios educativos en las materias de ciudadanía, Inglés como Segundo Idioma (ESL) y preparación para la fuerza laboral en las áreas básicas de oratoria, escuchar, lectura, escritura, matemáticas, toma de decisión, y resolución de problemas y otros cursos requeridos para poder participar en entrenamientos específicos para ciertos empleos.

PROGRAMAS VOCACIONALES DE CORTO-TIEMPO

Los programas de no-créditos y de educación para adultos en las áreas vocacionales consisten de una serie de programas encaminados a preparar a las personas para que adquieran empleos pagados o no reenumerados, puedan adquirir preparación adicional para incursionar a una carrera, adquirir un nuevo conocimiento o destreza específica para participar en un reentrenamiento laboral para obtener nuevos empleos o empezar carreras nuevas.

Programa de Ocupación Regional (ROP)

Misión –La Oficina de Educación del Condado de Santa Clara ofrece entrenamiento de ROP a los residentes de los condados de Santa Clara y San Benito. Algunas clases se ofrecen en Gavilan College. En algunas clases, los estudiantes pueden obtener créditos para la preparatoria o para el colegio, y una vez que terminen el curso pudieran ser elegibles para inscribirse en clases avanzadas en Gavilan College. ROP ofrece un entrenamiento a los estudiantes para que puedan asegurar empleos, adquirir nuevos conocimientos, o prepararse para una educación en una carrera avanzada.

Los estudiantes deben ser mayores de 16 años para participar. Las clases son gratuitas para los estudiantes de preparatoria y para los adultos. El Programa de Ocupación Regional (ROP) de Gavilan College ofrece desarrollo para carreras y oportunidades de preparación para la fuerza laboral. ROP ofrece clases en áreas tan diversas como: contabilidad, negocios, ciencias de computación, carreras de salud, seguridad pública y servicios públicos y humanos. Los cursos de ROP se enfocan en el entrenamiento que requieren los estudiantes para poder competir en el mercado laboral técnico de hoy día.

Las destrezas adquiridas ayudan a los estudiantes a obtener empleos, reforzar sus conocimientos, y/o buscar una educación superior en el área de su especialización. Una vez que se concluyan los cursos, el estudiante recibirá un Certificado de Constancia de ROP. Las clases de ROP pudieran incluir gastos adicionales para la compra de libros y útiles escolares.

*Las cuotas que cobra Gavilan College son para las clases de crédito de Gavilan College. Para información más actualizada sobre los horarios y clases, favor de contactar a un especialista de ROP.

ADMINISTRATION



Full-Time Faculty

If you wish to contact administrators or faculty members by email, the majority of addresses are as follows:

First initial of first name, followed by last name@gavilan.edu (i.e., contact Debra Amaro at damaro@gavilan.edu)

Superintendent/President

Steven M. Kinsella (2003)

B.S., Hawaii Pacific University; M.B.A., Southern Illinois University; C.P.A. (California), D.B.A., Golden Gate University

Executive Vice President, Chief Instructional Officer

Kathleen Rose (2009)

B.A., State University of New York at Geneseo; M.Ed., University of Arizona; Ed.D., University of Arizona

Vice President, Student Services

John Pruitt (2005)

B.M.E., M.Ed., University of Oklahoma

Senior Director, Administrative Services

Terry Newman (2005)

B.A., Webster University; M.A., University of South Dakota

Dean, Career Technical Education

Sherrean Carr (1985)

B.A., University of California, Santa Barbara; M.A., San Jose State University

Dean, Liberal Arts and Sciences

Frances Lozano (1995)

B.A., University of California, Berkeley; M.A., California State University, Fresno

Dean, Kinesiology & Athletics

Ron Hannon (2001)

A.A., Gavilan College; B.A., M.A., San Jose State University

Associate Dean, Community Development/Grants Management

Rachel Perez (1998)

B.A., M.A., San Jose State University

Associate Dean, Disability Resource Center

Frances Lopez (1996)

B.A., M.A., San Jose State University

Associate Dean, EOPS, CalWORKs & CARE

Anne Ratto (1999)

B.A., Sonoma State University; M.A., University of San Francisco

Executive Director, South Bay Regional Public Safety Training Consortium

Steven Cushing (2007)

B.S., San Jose State University; M.S., University of San Francisco

Achterman, Douglas (2012) 408-848-4809
Library

B.S., University of California, Berkeley; M.A., California State University, Dominguez Hills; MLIS, San Jose State University; Ph.D., University of North Texas

Amaro, Debra (1999) 408-848-4841
Allied Health

B.S.N., M.S.N., San Jose State University

Amirkhanian, Maria (2006) 408-848-4796
Music

B.M., Komitas State Conservatory of Music, Yerevan, Armenia; M.A., California State University, Fresno; Ph.D., Tchaikovsky State Conservatory of Music, Moscow, Russia

Andrade, Neal (2006) 408-846-4916

Head Baseball Coach, Kinesiology Instructor

A.A., Gavilan College; B.S., Portland State University; M.A., Nova Southeastern University

Arteaga, Blanca (2007) 408-848-4747

Counseling, EOPS, CalWORKs

A.A., Gavilan College; B.A., M.A., San Jose State University; Ed.D., San Francisco State University

Bedell, Kaye (1983) 408-848-4866

Allied Health

R.N., Jefferson Medical College Hospital, Philadelphia, PA; B.S.N., California State University, Sacramento; M.S.N., University of California, San Francisco; F.N.P., University of California, Davis

Beede, Robert (2001) 408-848-4843

Digital Media

A.S., Cabrillo College; B.S., San Francisco State University; M.S., San Jose State University

Besson-Silvia, Denise (2001) 408-848-4831

Communication Studies

B.A., Stanislaus State University; M.A., San Jose State University

Brown, Cheryl S (2001) 408-842-0334

CareerPrep, HOPE, Disability Resource Center

A.A., West Valley College; B.A., San Jose State University; M.S.W., San Jose State University

Burgman, Lori (2008) 408-848-4861

Disability Resource Center

A.A., Gavilan College; B.A., M.A., San Jose State University

- Campbell, Kathleen** (2001) 408-846-4982
English as a Second Language
B.A., University of California, Riverside; M.A., San Jose State University
- Cisneros, Nicole** (2007) 408-852-2829
English as a Second Language
B.A., University of the Pacific, Stockton, CA; M.A. TESOL, Monterey Institute of International Studies; Language Program Administration Certificate, Monterey Institute of International Studies, Monterey, CA; California Single Subject Teaching Credential (Spanish), Chapman University
- Clark, Dale** (2000) 408-848-4836
Chemistry
B.S., California State University, Bakersfield; Ph.D., University of California, Santa Cruz
- Cribb, Gary D** (1993) 408-852-2806
Computer Place
A.A., San Jose City College; B.A., M.A., San Jose State University
- Crook, Erin** (2001) 408-846-4913
English
A.A., A.S., Cabrillo College; B.A., M.A., Stanford University
- Dachkova, Elena** (2001) 408-848-4708
Mathematics
B.S., M.S., Moscow Institute of Petrochemical and Gas Industry
- Dequin, Nikki** (2007) 408-848-4894
Head Softball Coach, Kinesiology Instructor
A.A., Gavilan College; B.S., M.S., San Jose State University
- Dresch, Marla** (2001) 408-846-4915
Mathematics
B.S., California State University, Chico; M.A., University of California, Davis; M.S., California State University, Hayward
- Dufresne-Reyes, Alice** (1996) 408-848-4791
Health Nurse
A.A., A.S., Chaffey Community College, Alto Loma; B.S., Nursing, Sonoma State University; M.S., University of California, San Francisco
- Edberg, Jane** (1998) 408-846-4946
Art, Photography
B.A., M.F.A., University of California, Davis
- Flippen, Travis** (1995) 408-852-2818
Aviation
California Community College Life Credential
- Franklin, Lisa** (1999) 408-848-4851
WorkAbility III, Disability Resource Center
B.A., M.A., San Jose State University
- Garcia, Mari** (2008) 408-848-4853
EOPS
A.A., Hartnell Community College; B.A., California State University, Monterey Bay; M.A., San Jose State University
- Giacalone, Shelley** (2007) 408-852-2830
Communication Studies
B.A., University of California, Los Angeles; M.A., San Jose State University
- Halper, Leah** (1990) 408-848-4846
History
B.A. History; B.A. English, Stanford University; M.A. Journalism, New York University
- Henrickson, Pat** (2011) 408-848-4817
Child Development
B.A., South Dakota State University; M.A., Chapman University; California Lifetime Credentials: CA Children's Center Permit; Lifetime Instructional Permits: Early Childhood Education, Social Science Psychology, Counseling, Lifetime Community College Counseling Credential
- Hooper, Jessica** (2006) 408-848-4854
English
B.A., San Francisco State University; M.A., San Jose State University
- Jukl, Hope** (1998) 408-846-4947
Mathematics
B.A., Queens College; M.S., Courant Institute of Mathematical Sciences at New York University
- Kearns, Julian** (2011) 408-852-2868
Economics
B.A., University of California, Los Angeles; M.A., San Diego State University
- Klein, Debra Lynn** (2005) 408-848-4834
Anthropology
B.A., Brown University; M.A., Ph.D., University of California, Santa Cruz;
- Kramer, Kevin** (2007) 408-848-4896
Kinesiology, Athletics
A.A., Chabot College; B.A., University of California, Santa Barbara; M.A., National University
- Lango, John** (2001) 408-848-4875
Strength and Conditioning Coach, Kinesiology Instructor
B.S., M.A., San Jose State University
- Lawn, Beatriz Cofiño** (1997) 408-848-4844
English as a Second Language
J.D., Universidad Francisco Marroquin, Guatemala; M.A., University of Illinois at Urbana-Champaign
- Lawrence, Sabrina** (2008) 408-848-4885
Distance Education Coordinator
A.A., Cabrillo Community College; B.A., California State University, Monterey Bay; M.A., San Jose State University
- Lawton-Haehl, John** (2006) 408-848-4860
Theatre Arts
B.A., University of California, Berkeley; Ph.D., University of California, Davis
- Lee, Russell** (1996) 408-848-4881
Engineering, Mathematics, Physics
B.S., University of California, Santa Cruz; B.E., M.S., Dartmouth College
- Luna, Enrique** (1996) 408-848-4864
History
B.A., California State University, Chico; M.A., California State University, Los Angeles; Ed.D., University of San Francisco
- Machado, Maria** (1992) 408-848-4867
Allied Health
A.A., Liceu Nacional da Horta, Portugal; A.S., Gavilan College
- Maringer-Cantu, Jane** (1988) 408-848-4722
High Tech Center, Disability Resource Center
B.S., Indiana University of Pennsylvania; M.S., San Jose State University
- Marques, Albert** (1996) 408-848-4794
Spanish
B.A., M.A., California State University, Fresno; Certificate of Spanish, University of Barcelona, Spain
- Marquez, Celia** (1991) 408-848-4807
Counseling, Puente
B.A., M.A., San Jose State University
- Merrill, Tamara** (1996) 408-842-0334
CareerPrep, HOPE, Disability Resource Center
A.A., De Anza College; B.A., San Diego State University; M.A., United States International University, San Diego
- Morales, Rey** (2004) 408-848-4872
Biology
B.S., University of California, Davis; M.S., California State University, Hayward
- Nari, Jennifer** (2008) 408-848-4897
Mathematics
B.A., University of California, Berkeley; M.A., University of California, Santa Cruz
- Oler, Carlton** (2006) 408-852-2808
Psychology
B.A., San Francisco State University; M.S., California State University, Hayward; Ph.D., University of Cincinnati; Licensed Psychologist, State of California

- Overson, Robert** (2008) 408-848-4832
Disability Resource Center
California Commission on Teacher Credentialing & Licensing (Mild/Moderate Disabilities and Multiple Subjects); B.A., M.A., San Jose State University
- Paige, Robin** (2007) 408-848-4862
Sociology
B.A., University of California, Davis; M.S. Ph.D., Cornell University
- Perez, David** (1999) 408-848-4842
Spanish
B.A., San Jose State University; M.A., California State University, Sacramento
- Ramirez, Gilbert** (2007) 408-846-4961
Cosmetology
A.A., Gavilan College; B.S., M.A., San Jose State University
- Richards, Grant** (1997) 408-848-4710
English
B.A., California State University, Chico; B.A., M.A., California State University, Sacramento
- Rivera-Sharboneau, Rosa** (1991) 408-848-4758
Counseling
B.A., M.A., San Jose State University; Ed.D., University of LaVerne
- Rosette, Arturo** (2000) 408-846-4974
Art
B.A., California State University, Stanislaus; M.F.A., California State University, Fullerton; Ed.D., University of California, Santa Cruz
- Salvin, Christina** (1998) 408-848-4830
English
B.A., University of California, Santa Cruz; M.A., San Jose State University
- Sandler, Scott** (2007) 408-846-4979
English
B.A., California State University Northridge; M.A., University of Southern Mississippi
- Sanidad, Mary Ann** (2001) 408-846-4945
English as a Second Language
B.A., Saint Mary's College; M.A., San Jose State University
- Sato, Karen** (1984) 408-848-4878
Adapted Physical Education, Disability Resource Center
A.A., Gavilan College; B.A., M.A., San Francisco State University
- Smith, Kimberly** (2001) 408-848-4889
English, Journalism
B.F.A., California Institute of the Arts; M.S., Columbia University
- Smith, Steven** (2001) 408-848-4879
Administration of Justice
Certificate of Completion, Gavilan College; A.A., Northwestern Michigan College; B.A., California State University, Sacramento
- Spenner, Herbert** (2011) 408-852-2819
Aviation Maintenance Technology
B.S., Purdue University; FAA Airframe and Powerplant Certificate, Gavilan College; Private Pilot License
- Stewart, Johanna** 408-846-4972
Counseling, ASB Advisor
B.A., St. Mary's College; M.A., San Jose State University
- Stubblefield, Linda** (2003) 408-848-4869
Allied Health, Licensed Vocational Nurse
B.S.N., University of Pennsylvania
- Tenney, Leslie** (2000) 408-846-4951
Counseling
B.A., University of Massachusetts, Amherst; M.A., San Jose State University
- Turetzky, Marc** (1999) 408-848-4704
Political Science
B.A., M.A., San Diego State University; M.S., Ph.D., Florida State University
- Turner, Susan** (2004) 408-848-4874
Allied Health, Registered Nursing Program
BSN California State University, Bakersfield; MSN San Jose State University; FNP State University of New York at Stony Brook
- Van Tassel, Dennie** (1998) 408-782-0863
Computer Science and Information Systems
A.A., El Camino Community College, Torrance; B.A., University of Southern California; M.A., California State University, Los Angeles
- Venable, Ellen** (2000) 408-846-4965
Computer Science and Information Systems
B.S., University of California, Santa Cruz; B.A., M.A., University of California, San Diego
- Wagman, Ken** (1990) 408-848-4808
Mathematics
B.A., M.A., University of California, Santa Cruz
- Warren, Karen** (1995) 408-848-4850
English
B.A., M.A., San Francisco State University
- Wolowitz, Jason** (2000) 408-848-4781
Accounting, Business
B.S., California State University, Long Beach; M.B.A., San Jose State University
- Young, Dana** (2006) 408-848-4806
Library
B.A., University of Minnesota; M.L.S., Texas Woman's University

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MAIN CAMPUS, GILROY

5055 Santa Teresa Blvd.
 Gilroy, CA 95020
 408-848-4800 or
 831-637-1158 (from Hollister)

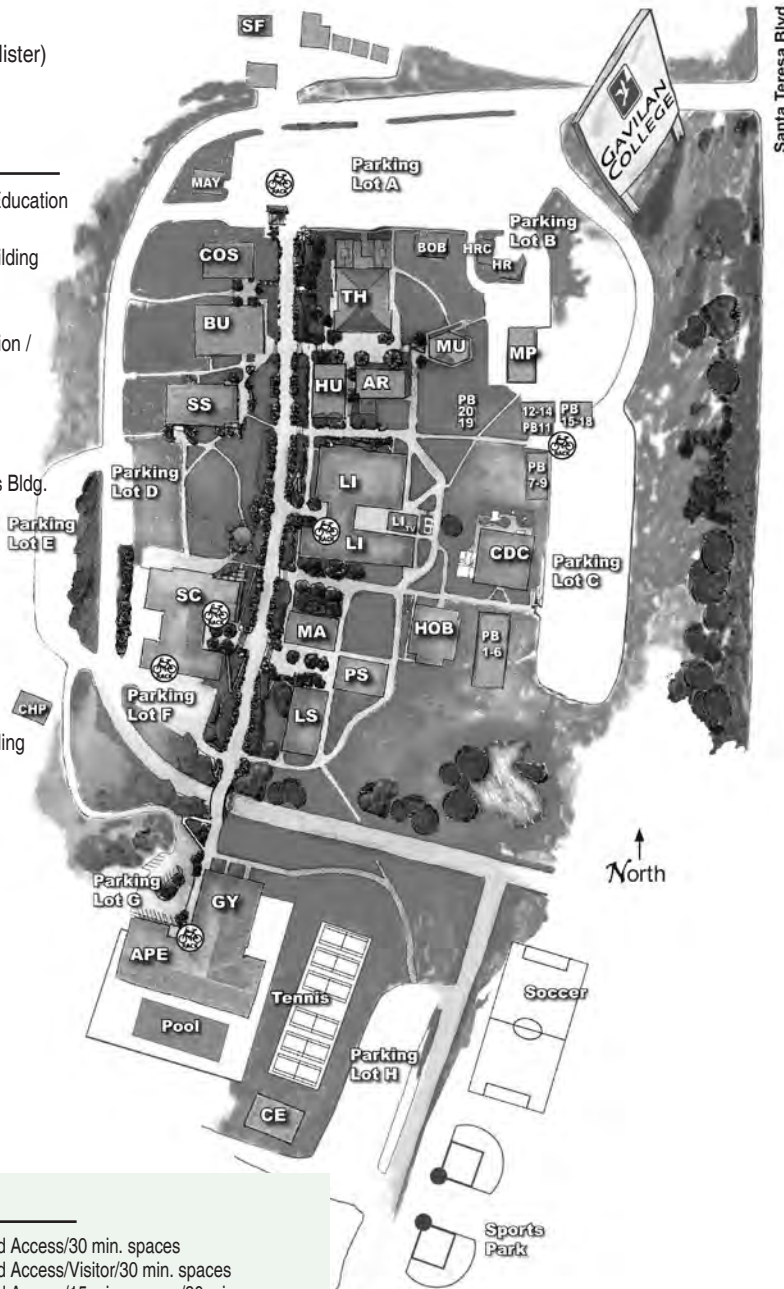
BUILDING GUIDE

- APE Adapted Physical Education
- AR Art
- BOB Business Office Building
- BU Business
- CD Child Development
- CE Community Education / Classrooms
- CHP Chapel
- COS Cosmetology
- GY Gym
- HOB Health Occupations Bldg.
- HR Human Resources
- HRC Human Resources Conference Center
- HU Humanities
- LI Library
- LS Life Science
- MA Mathematics
- MAY Mayock House
- MP Multi-Purpose Building
- MU Music Hall
- PB Portable Buildings
- PS Physical Sciences
- SC Student Center / Administration
- SF Security / Facilities
- SS Social Science
- TH Theater

 Bicycle Racks

PARKING LOTS

- A Student/Staff/Disabled Access/30 min. spaces
- B Student/Staff/Disabled Access/Visitor/30 min. spaces
- C Student/Staff/Disabled Access/15 min. spaces/30 min. spaces
- D Staff/Disabled Access
- E Student/Staff/Motorcycle
- F Staff/Disabled Access/Visitor/Motorcycle/30 min. spaces
- G Staff/Disabled Access
- H Student/Staff/Disabled Access/Motorcycle/30 min. spaces



KEY TO GAVILAN COLLEGE

- Administration SC
- Admissions & Records SC
- Art Gallery LI
- ASB SC
- Assessment Center MP 100
- Athletics / Kinseiology GY
- Aviation Department MP 129
- Bookstore SC
- Business Office BOB
- Cafeteria SC
- CalWORKs LI
- Career/Transfer Resource Center PB 11
- Cashier BOB
- Cashier (Student Accounts) SC
- Child Development Center CD
- Children's Preschool CD
- Community Education CE
- Computer Graphics & Design LI
- Computer Place LI
- Counseling Offices SC
- Disability Resource Center LI
- English / ESL SS
- EOPS / Special Services LI
- Financial Aid Office SC
- GECA-Early College Academy PB 17
- Kinesiology / Athletics GY
- Lounges, North and South SC
- Math Lab PH 101
- MESA PH 115
- Music MU
- Noncredit Program PB 2
- Nursing HOB
- Police Academy MP
- Public Information Office PB 2
- Researcher CH 104
- ROP BU
- Security SF
- Student Health Nurse SC
- Student Senate Office SC
- Student Success Center PB 11
- TRIO Program LI
- Tutoring Center LI
- TV Studio LI
- Welcome Center SC 107A

MAPS



DIRECTIONS TO GAVILAN COLLEGE:

FROM SAN JOSE...Take Highway 101 south.

Exit at Castro Valley Road. At Santa Teresa Blvd., turn right. Gavilan College will be on the left.



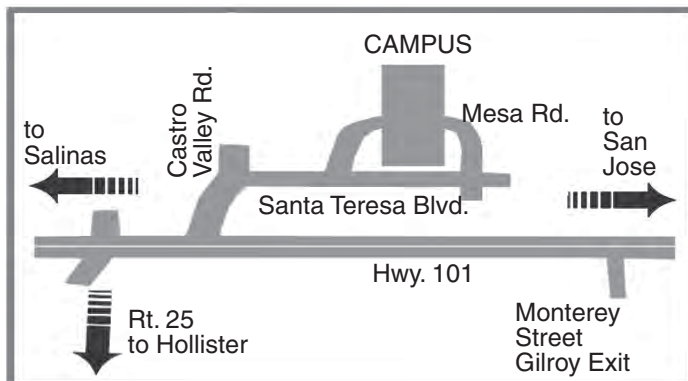
FROM SANTA CRUZ, APTOS, WATSONVILLE...The straighter, less mountainous route - Take Highway 1 to the Riverside Drive exit (Highway 129).

Go east approximately 15 miles to Highway 101, then north to Gilroy. In Gilroy, take the Monterey Road exit. Go left (west) on Monterey Road. After going under the overpass, get back on Highway 101 going south. Exit at Castro Valley Road. At Santa Teresa Blvd., turn right. Gavilan College will be on the left.

SCENIC ROUTE FROM SANTA CRUZ COUNTY...

Take the Airport Blvd. exit off Highway 1. It will become Holohan Road and run into Route 152. Turn left on 152 and go over Hecker Pass.

At the first light, Santa Teresa Blvd., turn right. The College will be approximately two miles on the right.



Parking Fees:

All cars parked on campus must display a parking permit.

Visitors may park in Lot F in a 30 minute spot without a permit, or request a guest pass from the staff member they are visiting. Staff passes are required for all staff areas.

Student Parking Information:

Student parking is permitted in marked spaces in Lots A, C, E or H, except where restricted to persons with disabilities, staff or visitors.

Day parking permits can be obtained for \$1.00 from coin operated machines in Lot A, E, H and at the South entrance to the campus.

Students with Physical Disabilities:

The buildings on campus are accessible. Campus maps indicating the locations of ramps are available in the Student Center near Administrations and Record, the Disability Resource Center Office (LI 117) and on large kiosks located throughout the campus.

2013 - 2015 Catalog Production Staff

Catalog designed and produced by the Catalog Committee:

Pablo Balancio, Jan Bernstein Chargin, Grace Cardinali, Bonnie Donovan, Noemi Naranjo, Jesus Olivas, Dave Phillips, John Pruitt, Kathleen Rose, Candice Whitney

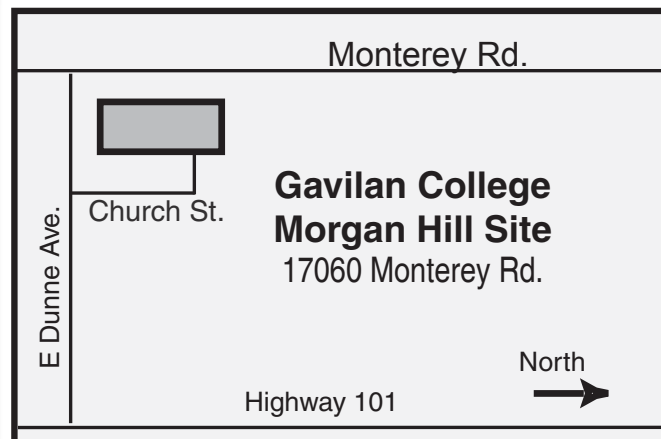
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Statement of Accuracy

The Gavilan Community College District has made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the Gavilan Joint Community College District. The district and the college further reserve the right to add, amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.





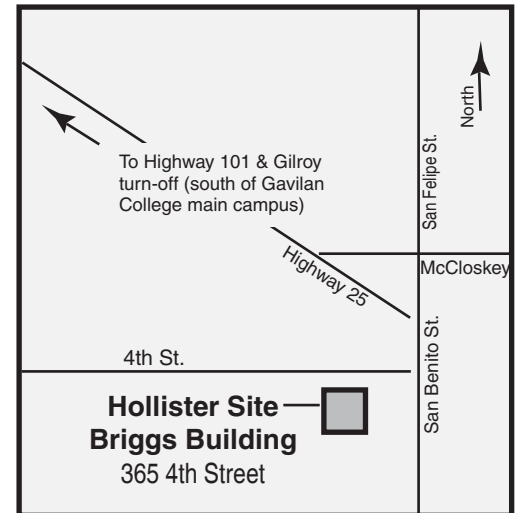
GAVILAN COLLEGE MORGAN HILL SITE COMMUNITY & CULTURAL CENTER

17060 MONTEREY ROAD, MORGAN HILL, CA 95037 408.782.2873

We are pleased to provide the following services for your convenience at the Morgan Hill site:

Admissions & Records	Accept applications for admission Distribute class schedules Class registration (pay fees, clear holds, etc.) Cash, Visa, MasterCard and checks accepted Add/drops Dispense forms: Transcript Requests, Repeated Course Requests, Progress Reports, High School Contracts, etc. Sell Student Body IDs (photos taken and cards distributed).
Orientations Placement / Assessment	Online / or by appointment Assessment tests on a regular basis Check website for times and locations Schedule an appointment for an Assessment at www.gavilan.edu /admit/assess.html Schedule an appointment for an Ability to Benefit test at the Financial Aid Office Call (408) 848-4727
Counseling	Call (408) 848-4723 for information

Tutoring	Thursday from 3:00 - 6:00 PM for Math, English and other subjects. Free to all Gavilan students.
Health Services	First aid supplies and health education materials
Financial Aid	Assistance with BOG Fee Waiver forms and filling out FAFSA on the website
Bookstore	Purchase scantrons and green books. Buy textbooks for your Morgan Hill classes the first week of each new semester. Order textbooks online at efollett.com
Computer Use	Student drop-in lab available to all students registered at Gavilan College Open during office hours
Access	Purchase GoPrint cards and reloads
Library	A resource lab consisting of computers for students to do research, search ebooks, databases and much more. Open during office hours. Library faculty on duty Monday - Tuesday, 9:30 - 11:30 AM. Help also available via email, chat and phone.
Career/Transfer	College catalogs, EUREKA career assessment



GAVILAN COLLEGE HOLLISTER SITE BRIGGS BUILDING

365 4TH STREET, HOLLISTER, CA 95023 831.636.3783

We are pleased to provide the following services for your convenience at the Hollister site:

Admissions & Records	Accept applications for admission Distribute class schedules Class registration (pay fees, clear holds, etc.) Cash, Visa, MasterCard and checks accepted Add/drops Assessment test results Dispense forms: Transcript Requests, Repeated Course Requests, Progress Reports, High School Contracts, etc. Sell Student Body IDs (photos taken and cards distributed).
Orientations	Online / or by appointment
Placement / Assessment	Assessment tests on a regular basis Check website for times and locations Schedule an appointment for an Assessment at www.gavilan.edu/admit/assess.html Schedule an appointment for an Ability to Benefit test at the Financial Aid Office call (408) 848-4727
Counseling	Call (408) 848-4723 for information
Tutoring	Once a week for Math, English and other subjects. Free to all Gavilan students. Call (831) 636-3783 for an appointment or more information.
Health Services	First aid supplies and health education materials

Financial Aid	Assistance with BOG Fee Waiver forms Assistance with filling out FAFSA on the website
Bookstore	Purchase scantrons and green books. Buy textbooks for your Hollister classes the week before and the first week of the semester. Order textbooks online at efollett.com
Computer Use	Student drop-in lab available to all students registered at Gavilan College Open during office hours
Access Library	Purchase GoPrint cards and reloads A Library resource lab consisting of seven computers allows students to do research, search e-books, databases and much more. Open during office hours. Library faculty on duty on Thursday mornings (9-1). Help also available via email, chat and phone.
Career/Transfer	College catalogs, EUREKA career assessment
CalWORKs/CARE	For an appointment or for more information call (408) 848-4740
DRC	Call (408) 848-4865 for times available in Hollister

Gavilan College
5055 Santa Teresa Blvd.
Gilroy, CA 95020

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www.gavilan.edu

