

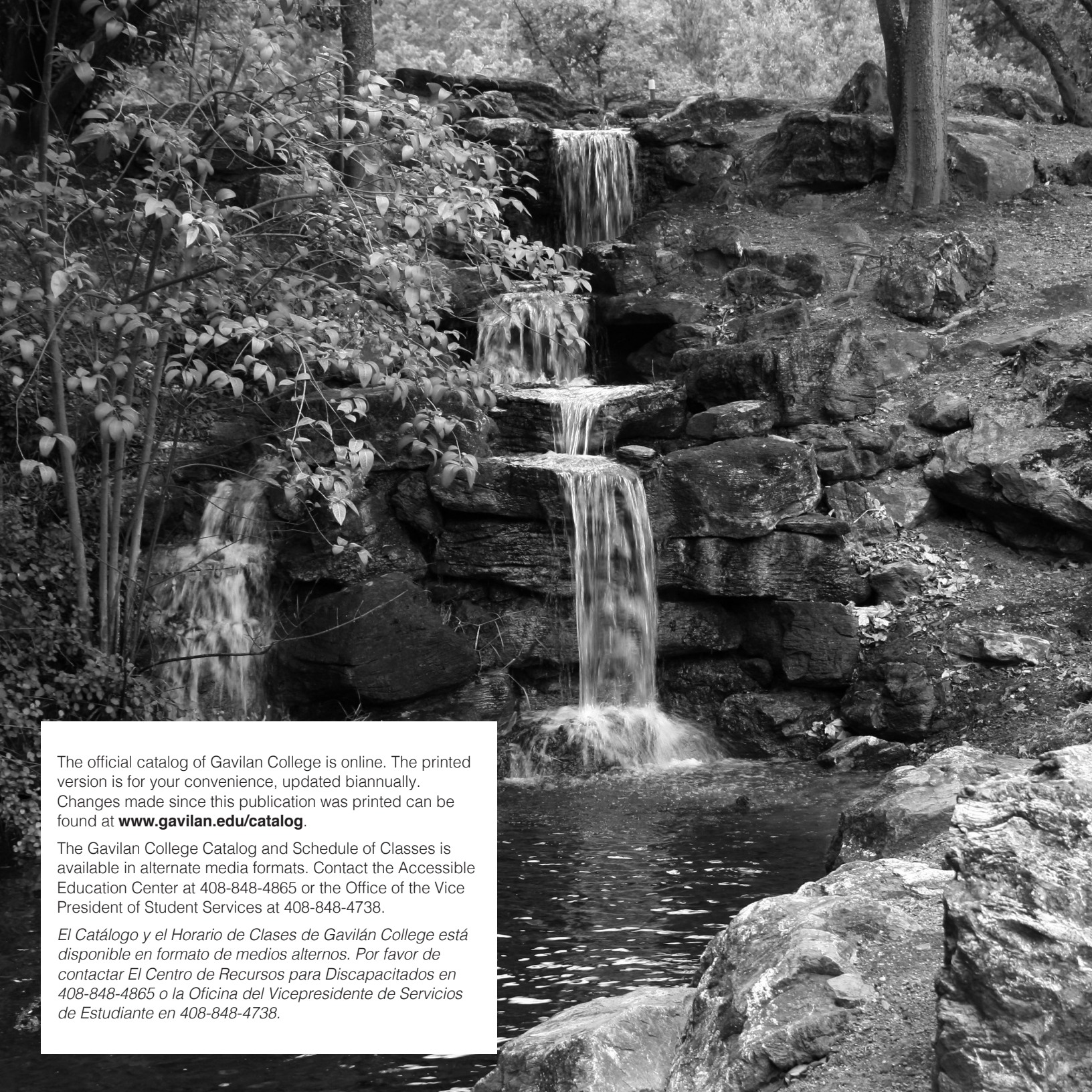


GAVILAN COLLEGE

Catalog



Fall 2017 - Summer 2019



The official catalog of Gavilan College is online. The printed version is for your convenience, updated biannually. 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 Accessible Education 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.



Your college, your success.

Greetings and welcome to Gavilan College!

Our goal is to help you achieve your goals. We've improved the main campus -- with new furniture and a new look for the Welcome Center and Student Center, opened new locations in Coyote Valley and San Martin, and created new instructional programs in Drone Technology, Hospitality and Tourism Management, and more.

As your Superintendent / President I am committed to your success, whether you plan to complete an Associate Degree program or an Associate Degree for Transfer, or get right to work with a Career Technology certificate program. Use our resources to get ahead: meet with a counselor to design an Education Plan that will keep you on track, visit the Tutoring Center, the Writing Center, the Math Lab, and the Learning Commons to get academic support, and investigate MESA, TRiO, the Veterans Resource Center, the Food Pantry, EOPS, or other services to help you be your best.



Stay connected! Remember to check your college email for weekly bulletins with deadlines and upcoming events. This is how your instructors and college offices will communicate with you as well. I also invite you to attend monthly President's Forums so we can get to know each other -- these gatherings give you a chance to speak to me directly about your concerns, and give me a chance to let you know about the things I am working on. Together with our respected faculty and dedicated staff, we form the college community. Thank you for being a part of it.

I look forward to seeing you on campus.

Kathleen A. Rose, Ed.D.

Superintendent / President

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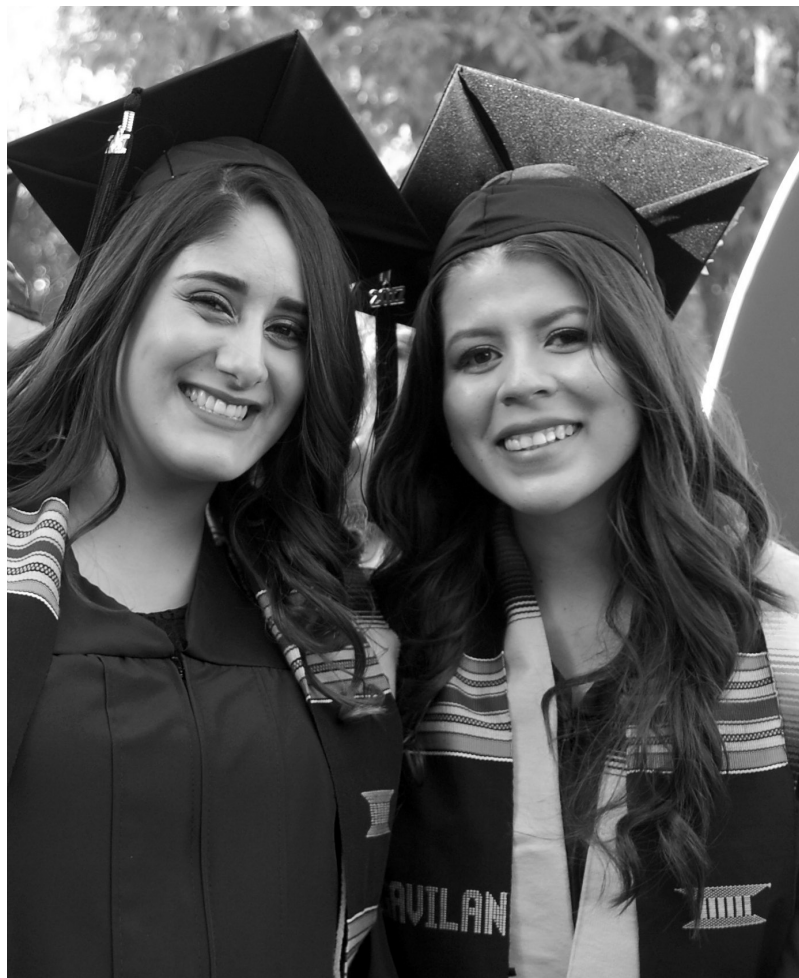
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DIRECTORY

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
 Discrimination/Harassment Complaints (HR) 408-848-4715
 Distance Education Coordinator (LI) 408-848-4885
 ESL Computer Lab (BU 119) 408-848-4856
 Extended Opportunity Programs and Services (EOPS) 408-848-4740
 Evening Office 408-852-2814
 Financial Aid (SC 124) 408-848-4727
 Foundation 408-852-2826
 Gilroy Early College Academy 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 408-852-2824
 Outreach and Recruitment (tours) (Li139) 408-848-4763
 Public Information Office 408-848-4724
 Puente Project (SC 105) 408-848-4807
 Research (PS 104) 408-848-4852
 S. Bay Regional Public Safety Training Consortium 408-270-6458
 Theater Arts Box Office (TH 111) 408-846-4973
 TRiO Support Services (MA 115) 408-846-4981
 Tutoring Center (LI 116) 408-848-4838
 Veteran's Resource Center (LI 109) 408-848-4734
 Writing Center (LI 120) 408-848-4811

To contact college employees 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

COYOTE VALLEY CENTER

560 Bailey Avenue, San Jose, CA 95141 408-229-4201

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

SAN MARTIN - AVIATION

13021 Murphy Ave., San Martin, CA 95056 . 408-695-0017

Security Office 408-848-4703

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

Admissions and Records Office (SC111) 408-848-4735
 or 408-846-4954
 Accessible Education Center (LI 117) 408-848-4865
 TTY for the Deaf and Hard of Hearing 408-846-4924
 Allied Health (HOB) 408-848-4883
 Assessment Office (MP 100) 408-846-4992
 ASGC - Student Body Office (SC 158) 408-848-4777
 ASGC Advisor 408-848-4826
 Aviation Program (San Martin Airport) 408-852-2861
 Bookstore (SC) 408-848-4742
 Business Skills Center (BU 110) 408-848-4786
 CalWORKs (LI 101A) 408-848-4740
 CARE - Cooperative Agencies Resources for Education (LI101A)
 408-848-4790
 Career/Transfer Center (Li 139) 408-848-4818
 Clubs and Activities (SC 161) 408-846-4777
 Community Education 408-229-4201
 Computer Place (LI 168/LI 171) 408-848-4729
 Contract Education 408-229-4201

Administration

- Superintendent/President 408-848-4711
 Dr. Kathleen A. Rose 408-848-4712
Gavilan College Educational Foundation, Institutional Research, Physical Education/Athletics, Public Information Office, Human Resources
- Vice President Academic Affairs 408-848-4761
 Dr. Michele Bresso 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
 Kathleen Moberg 408-848-4732
Admissions & Records, Articulation, Assessment, Basic Skills, Career/Transfer Center, Counseling/Guidance Courses, Accessible Education Center, Extended Opportunity Programs & Services, Enrollment Management, Financial Aid, Health Services, Hollister and Morgan Hill Sites, Student Success Services and Programs (SSSP), Outreach & Recruitment, Puente, Retention, Schedule/Catalog Production, Student Activities, Student Discipline, Student Government, TRIO
- Vice President, Administrative Services 408-848-4731
 Frederick E. Harris 408-848-4715
Risk Management, Facility Construction, Health and Safety, and Internal/External Contract Management, Facilities' Services, IT and Security & Support Services
- Associate Vice President, Administrative Services
 Wade Ellis 408-848-4739
Accounting, Accounts Payable, Budget Development, Cashier, Payroll, Purchasing/Contract Support, Facilities Use Scheduling, Mail, Parking, Reprographics, Security, Switchboard/Information Center, Warehouse and Receiving
- Associate Vice President, Human Resources
 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, Computer Labs, Computer Place, Cooperative Work Experience (CWE), Cosmetology, Digital Media, Mass Communications and Television, Media Services, Tech Prep, 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), Library, Media Services, Math-Engineering-Science-Achievement (MESA), Natural Sciences, Online Course Development/Distance Learning, Puente, Social Sciences, Teaching and Learning Center, Television Services
- Dean, Kinesiology and Athletics, Ron Hannon 408-848-4895
Intercollegiate Athletics, Kinesiology (Academic), Kinesiology (Activities)
- Associate Dean, Accessible Education Center,
 Dr. Brooke Boeding 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, Community Development and Grants
 Management, Randy Brown 408-848-4847

Noncredit Instruction, Special Projects

- Associate Dean, EOPS/CalWORKs, 408-848-4772 . .
 Carina Cisneros
- Director, Community Education and Career Pathways
 Susan Sweeney 408-229-4206
- Director, Admissions and Records,
 Candice Whitney 408-848-4754
Admissions, Enrollment Verification, Grades, International Students, Registration, Residency Determination, Transcripts, Tuition and Fee Payment
- 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, Information Technology,
 Kyle Billups 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, Dr. Peter Wruck 408-848-4852
- Coordinator, MESA/ TRiO, Eduardo Cervantes 408-846-4968
- Site Director, Hollister, Judy Rodriguez 831-636-3783
- Site Director, Morgan Hill, Linda Bernabe 408-782-2873

Board of Trustees

- Kent Child, Trustee Area 5
A.A., College of San Mateo; B.A., M.A., San Jose State University
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- Lois Locci, Trustee Area 7
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- Daniel Chavez, Student Trustee

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.

Currently, more than 11,000 day, evening and online students are enrolled at Gavilan College, and approximately 1,000 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. 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.

Background

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 main campus in Gilroy 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 and Cultural Center. The Aviation Maintenance Technology program also has a dedicated site at the San Martin Airport. In 2017 the college opened the Coyote Valley Center. In addition selected credit classes are offered at local high schools, and noncredit classes are offered at 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

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.

Academic Freedom

It is 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 **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/

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.)

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 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 Accessible Education 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 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)

Americans With Disabilities Act (ADA)

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

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 refuses 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.

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).

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

The unlawful possession, use of distribution of any illicit drug or alcohol by students or employees on college property or at college-sponsored activities or events is prohibited. Violation may constitute criminal conduct which could result in criminal prosecution under state and/or federal law. It is the policy of the college to impose appropriate disciplinary sanctions on employees and students for the unlawful possession, use or distribution of illicit drugs or alcohol. Appropriate disciplinary sanctions may include suspension or expulsion for students or suspension or termination for employees, and may also include requiring the completion of a rehabilitation program. The standards of conduct for students and the applicable sanctions for violating the standards are contained in the Student Rights, Responsibilities, and Academic Standards Handbook and BP 5500. The standards of conduct and sanctions applicable to employees are contained in Gavilan College's AP 3550, Drug-Free Workplace.

The use of drugs and alcohol may pose significant health risks including hangovers, blackouts, general fatigue, impaired learning, dependency, and death. Students may not smoke or use medical marijuana while in district facilities for any reason.

Further detailed information on the state penalties and risks associated with the use of drugs and alcohol may be found at the following campus office locations: Vice President of Student Services, Health Services, Financial Aide, Admissions & Records, Human Resources.

Family Educational Rights and Privacy Act

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 Coyote Valley, Hollister, Morgan Hill or San Martin sites.

Student parking is permitted on campus in designated areas only. Traffic rules and regulations are available from Campus Security. 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 Procedure *Reference: AP 3900*

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

Gavilan College will not tolerate any form of sexual assault, including rape, on college property or at any college-sponsored event. The district realizes that these situations may or may not be deemed criminal offenses and therefore may have to be handled both internally through college administrative action and externally by the appropriate law enforcement agency. Within the college, allegations of sexual assault and/or rape will be fully investigated by the college administration. Disciplinary actions may include suspension or expulsion for student or suspension or termination for staff. The standards of conduct for students and the applicable sanctions for violating the standards are contained in the *Student Rights, Responsibilities and Academic Standards Handbook*.

Decisions regarding discipline of staff will be made in accordance with applicable legal and contractual provisions and procedures.

When a victim of rape or any other sexual assault chooses to go to either the counseling department and/or health services, the strictest of confidentiality will be maintained. If the victim decides to report the incident to the appropriate law enforcement agency, the district will make every effort to ensure that it will be handled in the

most private and confidential manner as possible.

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; or call the 24-hour crisis line at 1-877-363-7238.

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

The goal of the Gavilan Joint Community College District is to provide a safe learning and working environment for students and staff. Smoking (including e-cigarettes, hookah, or cannabis) is prohibited in all indoor and outdoor locations, with the exception of designated parking lots. Smoking is prohibited in all district vehicles. Tobacco products are not permitted to be sold on campus either through vending machines by non-campus establishments.

"No Smoking" signs shall be conspicuously posted at building entrances and in restrooms, locker rooms, dressing areas, cafeteria and sports facilities. In addition, designated parking lot areas for smoking areas will be clearly marked.

Refer to California Government Code Section 7596. Compliance is the responsibility of each student, faculty and staff and visitors to any of the Gavilan campuses.

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.

ACADEMIC HONESTY

*Reference: Education Code Section 66300, BP 5500, AP 5500
(Board approval pending)*

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

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 Academic Affairs 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 Academic Affairs.

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 Vice President of Academic Affairs. 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 Academic Affairs 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 Academic Affairs according to the Standards of Student Conduct (Student Discipline Procedures, AP5520). The Vice President of Academic Affairs will notify faculty members involved when action has been taken.

The Vice President of Academic Affairs 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 Academic Affairs.

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 Academic Affairs, 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 Academic Affairs 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

Standards of Student Conduct

*Reference: Education Code Sections 66300, 66301 and BP 5500
(Board approval pending)*

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 Superintendent/President of the District.
3. Unlawful 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 District.
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. 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.
11. 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 cyberbullying
12. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
13. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
14. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
15. Academic dishonesty, such as but not limited to: cheating, plagiarism (including plagiarism in a student publication).
16. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
17. Unauthorized entry upon or use of District facilities.
18. Lewd, indecent or obscene conduct or expressions on District-owned or controlled property, or at District-sponsored or supervised functions.
19. 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.
20. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
21. 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.

For additional information contact the Office of the Vice President of Student Services.

Student Discipline Procedures

*Reference: Education Code Section 66300, 72122, 76030, AP5520
(Board approval pending)*

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]

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

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 ASGC 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

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.



PROBLEM RESOLUTION

Students' Problem Resolution Process

Reference: Education Code Section 76224(a); Title IX, Education Amendments of 1972; ACCJC Accreditation Eligibility Requirement 20; ACCJC Accreditation Standard IV.D

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances only. Faculty and staff with complaints regarding student are to refer to Administrative Procedure (AP) 5500, Student Code of Conduct, and AP 5520, Student Discipline Procedures. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972
- Financial aid
- Illegal discrimination
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "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 student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final. ("Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.)
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.
- Act of threat of physical aggression
- Formal complaints of discrimination harassment or sexual assault may be filed on a form prescribed by the State Chancellor. Approved complaint forms are available from the Associate Vice President of Human Resources and the Associate Vice President of Business and Security. An individual who feels she/he has been subjected to sexual assault may also file a report with the Campus Deputy Sheriff or local Police Department.

This procedure does not apply to:

- Student disciplinary actions, which are covered under a separate Administrative Procedures.(See AP 5520, Student Discipline Procedures.)
- Sexual Harassment or Illegal Discrimination
- Sexual harassment or complaints on the basis of race, color national or ethnic origin , age, gender, sexual orientation, marital status, or physical or mental disability should be direct to the Associate Vice President of Human Resources
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

DEFINITIONS:

Grievant: A student alleging that a college decision or action has adversely affected his or her status, rights, or privileges as a student, or alleges that another student has violated the student's rights.

Party: The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the District Grievance Officer.

Superintendent/President: The Superintendent/President of the Gavilan College Joint Community College District or a designated representative of the Superintendent/President.

Student: A currently enrolled student, a person who has filed an application for admission to the District, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.

Day: Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays unless noted

INFORMAL RESOLUTION OF GRIEVANCES

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local District college administration.

The Superintendent/President of the District has appointed employees who shall assist students in seeking resolution by informal means. They shall be called the Grievance Officers. Student conduct related issues Grievance Officer is the Vice President of Student Services and instructional related issues Grievance Officer is the Vice President of Academic Affairs. The Grievance Officers and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Any student who believes he or she has a grievance shall file a Statement of Grievance with the appropriate Grievance Officer within thirty (30) calendar days of the incident on which the grievance is based, or thirty (30) calendar days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within two (2) days following receipt of the Statement of Grievance, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

If at the end of fifteen (15) calendar days following the student's first

meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.

Informal Resolution of Grievances Involving District Employees

Step 1: The student Shall confer with the faculty member, administrator or staff person directly involved in the facts giving rise to the grievance.

Step 2: If unresolved after Step 1, the student shall confer with the faculty member's area dean, or the supervisor of the administrator or staff person.

Step 3: If unresolved after Step 2, the student shall confer with the vice president of that dean's or supervisor's division.

Step 4: Within the thirty (30) calendar-day limit as outlined above, if the student does not feel that the matter can be resolved after completing Steps 1, 2 and 3, an official statement of Grievance may be filed with the Grievance Officer. The Grievance Officer will advise the student of his/her rights and assist the student, if necessary, in the final preparation of the formal Statement of Grievance.

Step 5: If after fifteen (15) days from the first meeting with the Grievance Officer there is no informal resolution, student may request a grievance hearing.

If the complaint involves a grievance against another student, the grievant shall confer directly with the Grievance officer, who will advise the grievant of this/her rights and assist the grievant in preparing a formal Statement of Grievance.

GRIEVANCE HEARING COMMITTEE

The Superintendent/President of the District shall at the beginning of each semester, including any summer session, establish a standing panel of 14 (fourteen) members of the college community, including 6 (six) students, 6 (six) faculty members and 2 (two) administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit 2 (two) names to the President of the College for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

It shall include 2 (two) students, 2 (two) instructors, and 1 (one) college administrator selected from the panel described above.

No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the

matters at issue, or could otherwise not act in a neutral manner.

Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President of the District who shall determine whether cause for disqualification has been shown. If the Superintendent/President feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member or vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

REQUEST FOR GRIEVANCE HEARING

Any request for a grievance hearing shall be filed as on a Request for a Grievance Hearing within thirty (30) calendar days after discovery of the grievable action and after following steps 1, 2, and 3 of the informal grievance process above.

Within ten 10 calendar days following receipt of the Request for Grievance Hearing, the Superintendent/President of the District shall appoint a Grievance Hearing Committee as described above. The Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the

specific reasons for the rejection and the procedures for appeal. This notice will be provided within fifteen (15) calendar days of the date the decision is made by the Grievance Hearing Committee.

If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. The hearing will begin within forty-five (45) calendar days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than ten (10) days' notice of the date, time and place of the hearing.

HEARING PROCEDURE

The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant(s) shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant(s) to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent him or herself, and may also have the right to be represented by a person of his or her choice; except that an attorney shall not represent a party unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than five (5) calendar prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Superintendent/President of the District any legal advisor provided to the hearing committee 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.

Hearings shall be closed and confidential unless all parties request

that it be open to the public. Any such request must be made no less than five (5) business days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The Grievance Officer shall record the hearing 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 Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify him or herself by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.

All testimony shall be taken under oath; the Grievance Hearing Committee Chair shall administer the oath. 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 shall be considered to be unavailable.

Within fifteen (15) calendar days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the Superintendent/President of the District a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, 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 grievance, any written response, and the oral and written evidence produced at the hearing.

SUPERINTENDENT/PRESIDENT'S DECISION

Within fifteen (15) calendar days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the Superintendent/President of the District shall send to all parties his or her written decision, together with the Hearing Committee's decision and recommendations. The Superintendent/President may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the Superintendent/President does not accept the decision or a finding or recommendation of the Hearing Committee, the Superintendent/

President 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 Superintendent/President shall be final, subject only to appeal as provided below.

APPEAL

Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Superintendent/President of the District within thirty (30) calendar days of that decision. The Superintendent/President shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Superintendent/President's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

TIME LIMITS

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties. Complaints

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

Education Code Section 76000; 76001, and 76002, and 76038

BP 5011 and AP 5011 Any high school graduate or individual with a GED or high school proficiency certificate may be admitted to Gavilan College. 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. You 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.

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.

Fees

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. .

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

High School Students' Concurrent Enrollment Opportunities Program

Education Code Sections 48800; 48800; 76001, 76004, and 76602; AP 5011 (Board approval pending)

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. The process for high school students to enroll at Gavilan has numerous steps and may take a week or more to complete. Plan ahead. You will need to apply, submit your permission forms, and take a placement test (where applicable), prior to registering. You must be in the 11th or 12th grade to register for Gavilan classes, and may enroll in up to 11 units (6 for summer).

Students may not take ESL or Basic Skills courses; only vocational, enrichment, or courses unavailable at your high school are allowed. 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

Education Code Sections 68050, 68051, 68130, 68130.5, 76001, 76140, 76114.1, and 78032 (d); Title V Section 54045.5; BP 5020 and AP 5020 (Board approval pending)

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. See http://www.gavilan.edu/admit/documents/ResidencyDesc_AppealDoc05.2015.

International Students

Education Code 76141, and 76142, Title V, Section 54045, Title IIX, U.S.C. Section 1101. et seq.; AP 5012 (Board approval pending)

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.

Residence Requirements

Education Code Section 68000 68040; et seq.; 68130.5, 68075.7 and 76140; Title V, Sections 54000 et seq.; 38 U.S. Code Section 3679; BP 5015, AP 5015 (Board approval pending)

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:
 - The residence status of their parents while they were under 18, and
 - 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.

Resident Enrollment Fees for Non-Immigrant Students (AB540) (AB2000)

Education Code Section 66205.3; 70902(b)(9), 76001, 76300 et seq., , 78032 (d), Title V, Sections 51012, 58520, and 58629; BP 5030, AP 5030 (Board approval pending)

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

1. be a high school graduate (or the equivalent)
2. have attended high school in California for 3 years, OR have both attended at least 3 years combined elementary and secondary schools in California, and attained credits earned in California from a California high school equivalent to 3 or more years of full-time high school coursework.

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 fall and spring terms, or beyond the third day of instruction during the summer session.

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 for 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

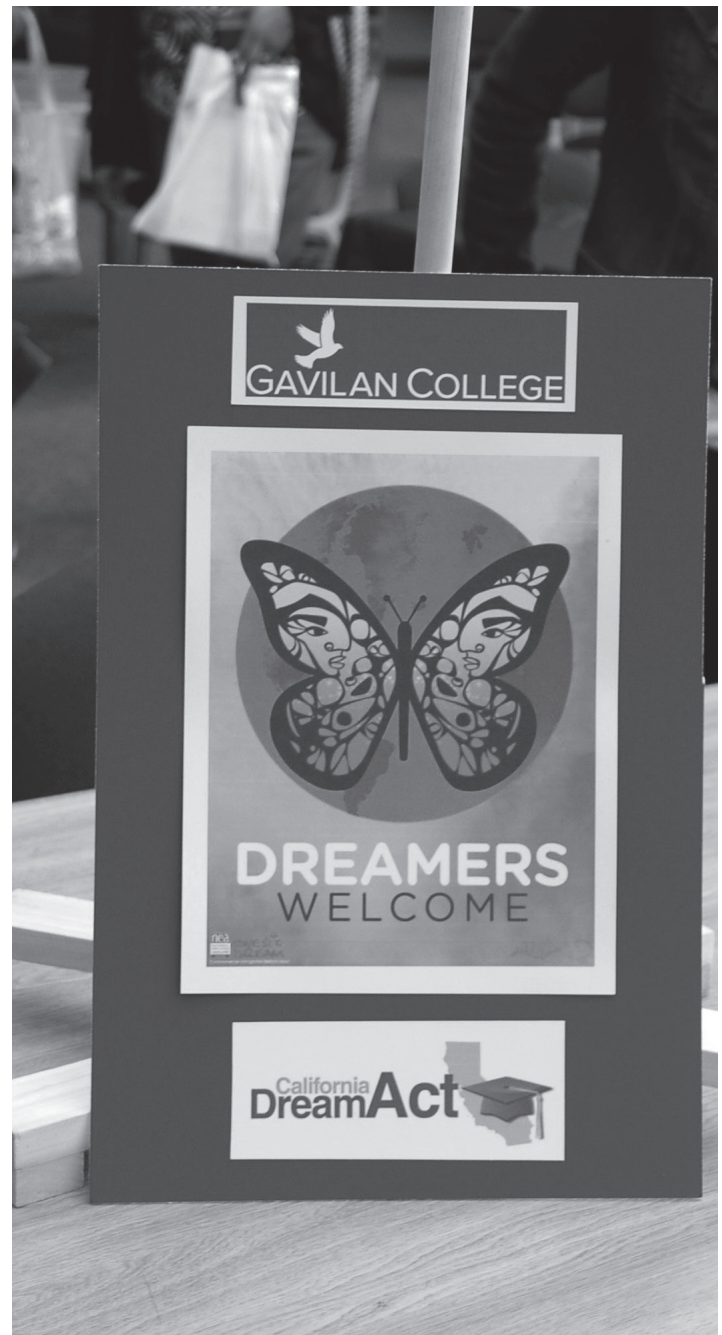
Students can access class listings and register using the online registration system, Self-Service Banner. Prior to using Banner, students must get a "G" number, the Gavilan College I.D. number issued once the admission application has been processed, and which grants access to the system.

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.



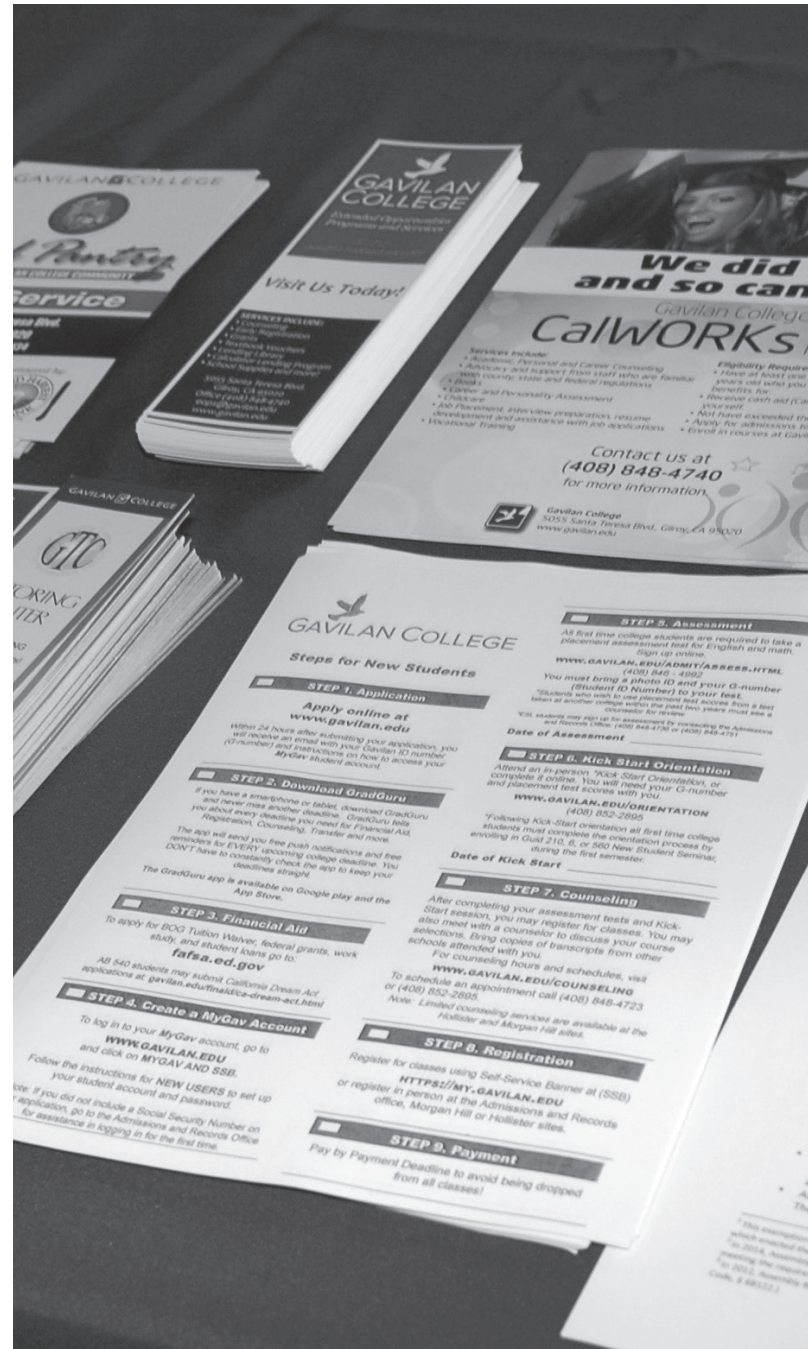
STUDENT SERVICES

Student Success and Support Program (SSSP)

Student Success & Support Program (SSSP) (formerly Matriculation) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of Student Success & Support Program are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the student success & support program process: admissions, orientation, assessment and testing, counseling, and student follow-up.

Gavilan's Student Success and Support Program (SSSP) includes:

- Applying for Admission
- Completing Assessment for placement into math and English courses, which may include other multiple measures
- A two-part orientation process (see below), which includes developing an educational plan;
- Follow up with counselors and other services leading to successful completion of the student's educational goal.
- We also encourage students to apply for Financial Aid and the fee waiver
- Explore Career and Academic possibilities
- Apply for additional programs on campus to support you
- Join campus clubs, student government or other student-led organizations



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.

Exemptions From Student Success Services

All students who are new to college, and those who are new to Gavilan who have not earned 15 units and completed assessment, orientation, and an educational plan at another college, must complete assessment, orientation, and an educational plan at Gavilan in order to qualify for priority enrollment.

Academic Skills Assessment (Placement Assessment)

Placement assessment ensures 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.

Orientation

Orientation at Gavilan College is a two-part process

1. First, new students (never attended college before) complete the Kick-Start, which provides the basic information and tools needed to get started at the college. This includes course selection for the new semester or two on an abbreviated educational plan that is reviewed by a counselor and scanned into the student's electronic record. Students who are not new to college, but new to Gavilan, may also complete an online version of the Kick-Start designed for transfer students.

2. The second portion of the orientation process is completion of the New College Student Seminar (GUID 210), a short-term .5 unit class taken during the first semester of enrollment. This course provides new-to-college students the opportunity to become familiar with Gavilan College, its programs and services, degree options, policies, career and academic program exploration, and much more! Whether you plan on transferring to a four-year university or are on a career path, there are important things to know before you begin your college career. Students who complete orientation know how to complete their educational goal with more confidence and how to avoid making choices that delay their progress. *

** Completion of the two-part Orientation process (Kick-Start+ New College Student Seminar) satisfies one of the three components required by the SSSP mandate to qualify for Enrollment Priority (earlier registration dates). The components needed are: Assessment, Orientation, Educational Plan. This process is required for all new students who have never attended college.

For more information and to register for a Kick-Start session, visit www.gavilan.edu/orientation. Not completing all required SSSP steps will keep you from getting the best registration dates, and earlier registration means have the best access to the more popular courses and class times.

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 is 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.

Priority Registration

New students who have completed college orientation, assessment and developed educational plans; continuing students who have not exceeded 100 units (not including basic English, English as a Second Language and Math); student athletes and students in MESA, PUENTE and TRIO have earlier priority registration dates than students who do not meet these criteria. All students in the groups listed above must be in good academic standing (e.g. NOT on academic or progress dismissal or any probation for 2 consecutive semesters) to qualify for their priority registration timeframe.

Veterans, current and former foster youth and students in CalWORKS, EOPS and the Accessible Education Center will continue to have the highest priorities for registration if they meet the same criteria listed above. If you have questions, please contact the Admissions & Records Office.

Priority Registration Appeals Process:

Students may petition for loss of priority under the following two criteria:

- 1. Extenuating circumstance:** Extenuating circumstance is defined as verified cases of accidents, illnesses or other circumstances beyond the control of the student [58108(k)].
- 2. Significant Improvement:** If loss of priority is due to academic or progress probation/dismissal it may be reinstated through the petition process by demonstrated significant academic improvement for a subsequent term. The minimum standards for significant academic improvement for a subsequent term is defined by 55031, where a student must earn at a minimum a 2.0 grade point average for the term and complete more than 50% of the units attempted for the term.

With two noted exceptions:

- Foster Youth do not lose registration priority.
- Students with verified disabilities may petition the DSPS coordinator to reinstate their priority, if lost, as a disability accommodation.

For more information, go to the Admissions & Records webpage at <http://www.gavilan.edu/admit/>. To submit an appeal visit the Admissions & Records office.



STUDENT SUPPORT SERVICES

Accessible Education Center (AEC)

The Accessible Education Center (AEC) provides a variety of services to equalize educational opportunities for students with temporary or permanent disabilities. Services include: academic, career and vocational counseling, alternate media services, assistive computer technology and training, job training and placement, learning skills evaluation, liaison with the State Department of Rehabilitation, mobility assistance, note-taking, referral services, registration assistance, real-time captioning, sign language interpreting, specialized instruction, support classes, test taking facilitation and vocational preparation. Students requiring academic or physical accommodations because of visual, physical, learning and/or other verified disabilities should contact the AEC at 408-848-4865.

Accessibility

The classroom buildings, the Library, 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 570A 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 AEC accommodations.

Learning Skills Lab - The Learning Skills Lab provides support services and instruction to students with verified disabilities. Students receive specialized instruction, academic support, and learning strategy suggestions appropriate for their individual strengths and weaknesses. The lab has both individualized and small group instruction and support for students who are enrolled in 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 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.

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 AEC, 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

The Gavilan CalWORKs program coordinates with County CalWORKs programs to assist low income families in becoming self-sufficient through the provision of education, employment and supportive services. Eligible students should be at least 18 years old, have at least one child under the age of 18 years old and be receiving cash assistance from the county in which they live. The support service that CalWORKs provides includes academic, personal and career counseling, textbooks, employment assistance and job placement and liaison with county department of employment and social services. CalWORKs subsidized employment program is available to assist students in gaining valuable work experience within their field of study.

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.

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 AEC, 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

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. Counselors help students develop an educational plan early in their college years so that transfer to a four-year university, the completion of a career certifi-

cate 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 you on track for graduation. Appointments and drop-in services are available.

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 ("BOG") 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 on-line 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.

Fall 2016 Changes to Board of Governors (BOG) Tuition Waiver

Community colleges are required to place students on probation, who after attempting at least 12 semester units, either have grade point average (GPA) below 2.0 or receive a "Withdrawal," "Incomplete," or "No Pass" mark on 50% or more of total attempted units. Students who are placed on academic probation for two consecutive semesters lose their priority registration status.

As of Fall 2016, students also lose their BOG Tuition Waiver if they have been on college probation for two consecutive semesters.

Academic and progress standards which went into effect Fall 2016 for BOG eligibility include:

- ACADEMIC STANDARD: OBTAIN GPA OF 2.0 or HIGHER

If your cumulative GPA falls below 2.0 for two consecutive primary semesters (fall/spring semesters), you may lose eligibility for BOG. Grades which significantly decrease GPA include grades of F (Failing) and D (Passing, Less than Satisfactory).

- **PROGRESS STANDARD: COMPLETE MORE THAN 50% of COURSEWORK**

Receiving "Withdrawal," "Incomplete," or "No Pass" marks on 50% or more of total attempted units may result in loss of BOG eligibility. Any combination over two consecutive fall/spring semesters, of cumulative GPA below 2.0 and/or cumulative course completion less than 51% may result in loss of BOG as well.

NOTIFICATION OF BOG INELIGIBILITY

Gavilan College will notify affected students within 30 days of the end of each term if you placed on either academic (GPA) probation and/or progress (unit completion) probation. Notifications will include information that a second term of probation will result in loss of BOG eligibility. After the second consecutive term of probation, you may lose BOG award at your next registration opportunity.

REGAINING ELIGIBILITY:

Affected students will lose BOG eligibility beginning Fall 2016. There are few ways you can have BOG reinstated:

1. Improve your GPA and/or course completion
2. Successfully appeal regarding extenuating circumstances
3. Not attending Gavilan College for two consecutive fall/spring semesters

The appeals process for extenuating circumstances includes:

- a. Verified accidents, illness or other circumstances beyond your control
- b. Changes in financial situation
- c. Evidence of inability to obtain essential support services
- d. Special consideration factors for CalWORKs, EOPS, AEC and veteran students
- e. Disability accommodations not received in timely manner

AM I EXEMPT?

Please note that foster youth and former foster youth (age 24 years and younger) are not subject to loss of BOG Fee Waiver under these regulations.

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.

Eligibility for Financial Aid: 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.

Veterans' Affairs Education Benefit

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.

Registration Priority: The earliest period for 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.

Food Pantry

LI135 PH# 408-852-2855

The Gavilan College Food Pantry is a free service to the Gavilan College community and was developed through partnerships with the Second Harvest Food Bank, St. Joseph's Family Center, and the Associated Students of Gavilan College (ASGC). The purpose of the food pantry is to provide supplemental food and other necessities to students and community members in need of this kind of assistance. Eligibility for services is determined by the income guidelines established by the Second Harvest Food Bank and it is self-reported on the honor system without verification in an effort to serve as many individuals who feel they need the service.

Foster Youth Services

LI101A PH#: 408-848-4740

The EOPS office serves as a hub to connect current or former foster youth students with the appropriate supportive services and referrals to additional resources on and off campus. A designated foster youth academic counselor is available to support students with an individualized educational learning plan, assistance with essential school supplies and textbook support. Eligible current or former foster youth are encouraged to apply for the EOPS program to receive a wider range of supportive services.

Fresh Success

LI101A/B PH# 408-852-2838

The Fresh Success program at Gavilan College is designed to support students in achieving academic success and becoming more employable. This program focuses on serving students who are enrolled in Career Technical Education, GED, and ESL programs. Eligible students must be receiving or eligible to receive CalFresh benefits, living in Santa Clara County or San Benito Counties, and are timed out of CalWORKs, low income, Latinos, former Foster Youth and/or meet one of the populations identified in the Gavilan College Equity Plan.

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, HIV testing referrals, condoms, flu injections, smoking cessation, vision testing medical/dental referrals and over-the-counter medications.

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

Exemptions for the 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 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.

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.

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.

Veterans' Resource Center

The Veterans Resource Center (VRC) provides resources and services for student veterans. The center is staffed by student veterans who are committed to helping other veterans manage the transition from military service to the college campus setting. The VRC provides a warm and welcoming place for veterans to connect with one another and learn about available campus services. Come by and see us in Library 109. We are here to help you succeed!

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 Accessible Education Center's (AEC) High Tech Center and Learning Skills Lab, refer to page 29.

Learning Commons

The Learning Commons provides study rooms, drop-in tutoring, computers and printing, workshops, supplemental instruction, and professional learning opportunities. It is centrally located in the Library on the Gilroy campus.

Library and Information Technology

The Gavilan College Library delivers an array of print and electronic resources. 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 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 help students increase their success in college courses and in the development of learning skills. Students work with trained tutors to engage 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.

STUDENT ACTIVITIES

Associated Students of Gavilan College (ASGC)

ASGC (Associated Students of Gavilan College) is the official student government organization on campus that provides student input and recommendations on critical campus issues to faculty, staff, administration, and the Board of Trustees. The collective voice of students is an important and powerful component in the college's participatory governance process.

ASGC meets weekly to implement and evaluate college activities and services that meet the needs of Gavilan College students. Any student who meets the requirements of the ASGC bylaws may become a voting member of the organization. The variety of leadership positions allow for different levels of involvement so that students can balance their academic and extracurricular loads effectively.

Join the Associated Students of Gavilan College (ASGC) to:

1. Represent and advocate for the community of students to which you belong
2. Build your communication, organization and leadership skills
3. Increase the chance of earning scholarships
4. Create new networks and friendships
5. Strengthen resume and transfer admission
6. Understand how organizations are run
7. Become more actively involved with your college life
8. Prove your hidden potential, creativity, patience, and courage
9. Understand parliamentary procedure

For more information and to download a membership application, visit the ASGC office located in the Student Center room SC 154, the website at <http://www.gavilan.edu/student/asgc/>, or call 408-848-4777.

ASGC Cards

There are many benefits to purchasing an ASGC Card each semester. The ASGC Card can be used as identification, Gavilan Library card, and a campus print card. By purchasing the ASGC Card, students can get special discounts and privileges including, but not limited to, scholarships, free scantrons and green books, free admission to athletic events, discounts at local businesses, and access to cardholder-only services at Gavilan College. Revenue collected from the ASGC Card is used to provide student scholarships, support programs, services, events, and activities for students at Gavilan College that will enhance their academic and social experience. ASGC cards can be purchased when registering on your myGav account or in person at the Gilroy, Hollister, or Morgan Hill locations. Cards can be printed at the admissions and records office or the ASGC office with a receipt showing the ASGC Card fee has been paid for the current term.

Clubs

All students are encouraged to get the most out of their college experience by participating in extracurricular activities. Here at Gavilan College we have a variety of clubs and organizations that provide opportunities for students to participate in scholastic, social, political, multi-cultural, and recreational pursuits. Club activities are coordinated and supported by ASGC's Inter-Club Council. Students are encouraged to start clubs if they have a particular interest not represented currently on campus. For a current list of clubs, club meetings, how to start new clubs and more, visit the ASGC office in the student center room SC 154 or go to <http://www.gavilan.edu/student/asgc/clubs.php>

College Colors and Mascot

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

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

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 fewer than 12 semester units.

NEW STUDENT: A student who has never enrolled at any college or attended only as a 6th-12th grade student and has now graduated from high school.

NEW TRANSFER STUDENT: A student who has attended a college other than Gavilan

CONTINUING STUDENT: A student who was enrolled at Gavilan College the preceding semester/session.

RETURNING STUDENT: A student who has attended Gavilan College in the past, but was not enrolled during the previous semester/session.

NONRESIDENT STUDENT: A student who has not met California educational resident requirements and must pay nonresident tuition.

INTERNATIONAL STUDENT: A student from another country who has applied to Gavilan College and has been accepted on an F-1 or M-1 (student) visa.

CONCURRENT ENROLLMENT STUDENT: A student currently enrolled in grades 6 through 12 in addition to college classes.

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.

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

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 online, and must be completed and returned to the Admissions and Records Office no later than 5 business days prior to the lastday to add a class.

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.

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. Extenuating 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. To compute total units for graduation requirements, grade points for the required standards of scholarships, non-resident student regulations, and the college calendar, use the following formulas:

Semester credit hours to quarter credit hours: Multiply the number of semester credit hours by one and a half. Example: 15 Semester credits x 1-1/2 = 22.5 quarter credits.

Quarter credit hours to semester credit hours: multiply the number of quarter hours by two-thirds. Example: 22.5 quarter credits x 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 to determine which courses are designated as having this option.

Before selecting a grading option, consider the following:

- Once the option has been selected, the 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 associates’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.

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

General Education CLEP list

CLEP Examination	CCC GE Areas	Passing Score	Minimum Units
American Government	D: Social/Behavioral Sciences	50	3
American Literature	C2: Humanities	50	3
Analyzing and Interpreting Literature	C2: Humanities	50	3
Biology	B2: Natural Sciences	50	3
Calculus	B4: Language and Rationality	50	3
Chemistry	B1: Natural Sciences	50	3
College Algebra	B4: Language and Rationality	50	3
College Algebra – Trigonometry	B4: Language and Rationality	50	3
English Literature	C2: Humanities	50	3
French Level II	C2: Humanities	59	3
German Level II	C2: Humanities	60	3
History, United States I	D US1: Social/Behavioral Sciences	50	3
History, United States II	D US1: Social/Behavioral Sciences	50	3
Human Growth and Development	E: Social/Behavioral Sciences	50	3
Humanities	C2: Humanities	50	3
Introductory Psychology	D: Social/Behavioral Sciences	50	3
Introductory Sociology	D: Social/Behavioral Sciences	50	3
Natural Sciences	B1 or B2: Natural Sciences	50	
Pre-Calculus	B4: Language and Rationality	50	3
Principles of Macroeconomics	D: Social/Behavioral Sciences	50	3
Principles of Microeconomics	D: Social/Behavioral Sciences	50	3
Spanish Level II	C2: Humanities	63	3
Trigonometry	B4: Language and Rationality	50	3
Western Civilization I	C2 or D: Humanities or S/B. Sciences	50	3
Western Civilization II	D: Social/Behavioral Sciences	50	3

You 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.

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:

1. All nursing program students will sign a statement that they have been made aware of the college policies on Credit by Examination.
2. Students challenging a nursing course must be eligible for the course and must have met all program entry pre-requisites, including admission procedures for the nursing program.
3. 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 credit will not be granted for both.

International Baccalaureate (IB)	IGETC Area	CSU GE
IB Biology HL	5B (without lab)	B2
IB Chemistry HL	5A (without lab)	B1
IB Economics HL	Economics HL 4B	D
IB Geography HL	4E	D
IB History (any region) HL	3B or 4F*	C2, D
IB Language A1 (any language, except English) HL	3B and 6A	C2 **
IB Language A2 (any language, except English) HL	3B and 6A	C2 **
IB Language A1 (any language) HL	3B	C2
IB Language B (any language) HL	6A	N/A
IB Mathematics HL	2A	B4
IB Physics HL	5A (without lab)	B1
IB Psychology HL	4I	D
IB Theatre HL	3A	C1

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

** Must have passed test before Fall 2013 for GE Certification

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

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 3 semester units	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B 3 semester units	5.3 semester units
Biology	BIO 10 4 semester units	Area B2 and B3 4 semester units	6 semester units	Area 5B and 5C 4 semester units	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	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	5.3 semester units**
AP CALCULUS EXAM LIMITATIONS:		*Only one exam may be used toward transfer		**Maximum credit 5.3 semester units for both	
Chemistry	CHEM 30A 4 semester units	Areas B1 and B3 4 semester units	6 semester units	Area 5A and 5C 4 semester units	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	5.3 semester units
Computer Science A	CSIS 45 3 Semester units	N/A	3 semester units**	N/A	1.3 semester units***
Computer Science AB	CSIS 45 & 46 6 semester units	N/A	6 semester units**	N/A	2.7 semester units***
AP CS EXAM LIMITATIONS:		**Maximum one exam toward transfer		***Maximum 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	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 3-4 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 6-7 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 and 5C 3 semester units	4 quarter/ 2.7 semester units
French Language & Culture	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 & 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
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 D 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 D 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.

A.P. 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 D 3 semester units	6 semester units	Area 3B or 4F 3 semester units	5.3 semester units
History - U.S.	HIST 1 3 semester units	Area C2 or D and 3 semester units US1	6 semester units	Area 3B or 4F and US-1 3 semester units	5.3 semester units
History - World	HIST 4A 3 semester units	Area C2 or D 3 semester units	6 semester units	Area 3B or 4F 3 semester units	5.3 semester units
Human Geography	GEOG 2 3 semester units	Area D 3 semester units	3 semester units	Area 4E 3 semester units	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	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	5.3 semester units
Latin	No course equivalency GE Humanities	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	2.7 semester units
Latin - Vergil	No course equivalency GE Humanities	Area C2 3 semester units if taken prior to Fall 2012	3 semester units	Area 3B and 6A 3 semester units	2.7 semester units
Latin - Literature	No course equivalency GE Humanities	Area C2 3 semester units if taken prior to Fall 2009	6 semester units	Area 3B and 6A 3 semester units	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	5.3 semester units
Physics B	PHYS 2A 4 semester units	B1 and B3 4 semester units*	6 semester units*	Area 5A and 5C 4 semester units	5.3 semester units**
Physics C - Mechanics	PHYS 4A 4 semester units	Area B1 and B3 4 semester units*	4 semester units*	Area 5A and 5C 3 semester units	2.7 semester units**
Physics C - Magnetism	PHYS 4B 4 semester units	Area B1 and B3 4 semester units*	4 semester units*	Area 5A and 5C 3 semester units	2.7 semester units**
AP PHYSICS EXAM LIMITATIONS:		*Maximum 4 semester units toward GE and 6 semester units toward transfer		**Maximum 5.3 semester units for both	
Psychology	PSYC 10 3 semester units	Area D 3 semester units	3 semester units	Area 4I 3 semester units	2.7 semester units
Seminar	No course equivalency	N/A	3 semester units	N/A	N/A
Spanish Language & Culture	SPAN 2A 5 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	5.3 semester units
Spanish Literature & Culture	No course equivalent GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	5.3 semester units
Statistics	MATH 5 3 semester units	Area B4 3 semester units	3 semester units	Area 2A 3 semester units	2.7 semester units
Studio Art - 2D	Art 2A 3 semester units	N/A	3 semester units	N/A	2.7 semester units
Studio Art - 3D	Art 13 3 semester units	N/A	3 semester units	N/A	2.7 semester units
Studio Art - Drawing	Art 3A 3 semester units	N/A	3 semester units	N/A	2.7 semester units

If content is duplicated with another exam or college course, credit will be awarded once.

* 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.

semester or 5 quarter units to satisfy the minimum required units for area 5.

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 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

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 worldwide 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 Academic Affairs 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.

PROGRAMS OF STUDY

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:

- ▶ 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:

- ▶ 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:

- ▶ 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:

- ▶ 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 :

- ▶ 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:

- ▶ 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.

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.

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.

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.

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)

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

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.

TRANSFER PROGRAMS

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.

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.)

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.

Associate Degrees for Transfer: ADT

Beginning in Fall 2011, community colleges were required by Senate Bill (SB) 1440 and California Education Code section 66746(a) to develop and offer “associate degrees for transfer” that require students to meet both of the following requirements:

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



ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is an acceptable grade for courses in the major.

In addition, Education Code section 66746 subdivision (b) prohibits a community college district from imposing any additional course requirements, in addition to these requirements, for a student to be eligible for the associate degree for transfer, and subdivision (e) prohibits allowing remedial non-collegiate level coursework to be counted toward the units required for the associate degree for transfer (A.A.-T or A.S.-T). Title 5, section 55002(b), describes such courses as “nondegree-applicable credit courses.”

The benefit for students completing these associate degrees for transfer is that the CSU system is required by Education Code section 66747 to “guarantee admission with junior status to any community college student who meets all of the requirements” for the associate degree for transfer.

CSU is required to grant priority admission for a student with this associate degree “to his or her local [CSU] campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the [CSU] campus to which the student is admitted.” In addition, “a student admitted under this article shall receive priority over all other community college transfer students, excluding community college students who have entered into a transfer agreement between a community college and the California State University prior to the fall term of the 2012/13 academic years.”

When an associate degree for transfer is approved by the CCC

Chancellor’s Office, the CSU Chancellor’s Office is notified so that the approved associate degree and its similar CSU baccalaureate degrees may be identified. These data are used to identify eligible students who apply to the CSU for admission. The ultimate advantage for students completing these associate degrees is that the associate degree may not require more than 60 semester (or 90 quarter) units; and after transferring into the appropriate program at the CSU, the baccalaureate degree may not require more than 60 additional semester units, for a total of 120 semester (or 180 quarter) units required for the baccalaureate degree (pursuant to Education Code section 66748). Section 66748(b) allows an exception for the maximum units required at the CSU when the Chancellors of the CSU and the CCC systems, and their respective Academic Senates, specify high-unit majors that require more than 120 semester (or 180 quarter) units for the baccalaureate degree. The CSU is prohibited by Education Code section 66748(c) from requiring a transferring student with this associate degree to repeat courses that are similar to those taken at the community college that counted toward the associate degree for transfer.

The designators for the Associate in Arts for Transfer (A.A.-T) and the Associate in Science for Transfer (A.S.-T) degrees have been established by the ASCCC and are reserved only for associate degrees that meet all requirements of SB 1440 and Education Code section 66746.

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.

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 transferable 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 transferable work and earn an overall "C" (2.0) average in all transferable 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 transferable 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 transferable college courses (3 semester or 4-5 quarter units each) in English composition, and;
 - one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning, and;

- four transferable 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.

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.

A course cannot be used to satisfy more than one subject area of the IGETC (general education). However, major prerequisite courses can be used (double counted) to satisfy IGETC requirements.

CSU campuses' limitations on double counting of general education courses toward major preparations are not changed by IGETC.

Students who wish to be certified for both CSU and UC systems should take CMUN 1A, 5, 8 or 10 in Area 1 for CSU and meet the foreign language requirement for UC. Completing both provides flexibility and choices.

The courses for all IGETC areas must be completed with a grade of "C" or better before IGETC can be certified. A grade of "C-" is not acceptable.

CLEP EXAMS

University of California does not grant credit for College Level Examination Program exams. CLEP credit CANNOT be used to certify IGETC. Some California State Universities will grant CLEP 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.

CAREER TECHNICAL EDUCATION

Career Education Options (CTE)

Gavilan offers three types of CTE 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.

Accuracy

Items in this catalog are subject to change without notice. Please visit the Gavilan College website at www.gavilan.edu/catalog for the most current information.

GAVILAN ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS (2017-2018)

- 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 you expect to receive.
- 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.
- Complete a minimum of 18 units of coursework in a major. Refer to the **Double Counting Rule** on page 48.
- 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: 6-9 units AREA B: 9 units AREA C: 5 units AREA D: 9 units AREA E: 3 units AREA F: 6 units

AREA A: ENGLISH LANGUAGE, COMMUNICATION AND CRITICAL THINKING Select one course from each category.
All courses must be completed with a grade of "C" or better. **6-9 Semester units**

A - 1 ORAL COMMUNICATION

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)

A - 2 WRITTEN COMMUNICATION

ENGL 1A	Composition	(4)
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AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING Select one course from each category.
One Physical or Life Science course must include a laboratory (indicated in **BOLD**). **9 Semester units**

B - 1 PHYSICAL SCIENCE

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 Sci & Engineers	(4)
	-Mechanics	
PHYS 4B	Physics for Scientists and Engineers	(4)
	(Electricity and Magnetism)	
PHYS 4C	Phys for Scientists & Engineers	(4)
	(Heat / Optics Modern Physics)	
PSCI 1	Principles of Physical Science	(3)
PSCI 2	Introduction to Meteorology	(3)
PSCI 3	Ocean Studies	(3)

B - 2 LIFE SCIENCE

ANTH 1	Intro to Physical Anthropology	(3)
AH 8	General Microbiology	(5)
AH 9	Human Physiology	(5)
AH 15	Survey of Human Anatomy & Physiology	(5)
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)
ECOL 1	Conservation of Nat Resources	(4)
ENVS 1	Environmental Science	(4)

B - 3 LABORATORY ACTIVITY

ANTH 1L Physical Anthropology (1)

LAB courses in **bold** in Areas B-1 and B-2 above

B - 4 Mathematics

One course minimum.

MATH 235	Integrated Algebra	(10)
MATH 240	Algebra II	(5)
MATH 242	Algebra II for Statistics	(5)

(Competency may be verified by an approved test.)

(College level Math with C or better grade meets requirement.)

GAVILAN ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS (2017-2018)

AREA C: ARTS AND HUMANITIES

Select one course from each category. **5 Semester units**

C - 1 ARTS

ART 21	Ancient America: A History through Art	(3)
CMUN 2	Oral Interpretation	(3)
DM 60	Introduction to Animation	(3)
HIST 21	Ancient America: A History through Art	(3)
HUM 25	Motion Picture Production	(3)
MUS 15**	Music Appreciation	(3)
THEA 30**	Dance Appreciation	(3)
or any Art, Journalism, Music or Theater course not listed in C - 2		
** approved Fall 2017		

C - 2 HUMANITIES

AJ 3A	Ethics	(3)
ART 11	Introduction to Philosophy	(3)
ENGL 1B	Composition and Literature	(3)
ENGL 1C	Critical Reasoning and Writing	(3)
ENGL 2B	American Ethnic Literature	(3)
ENGL 2C	Introduction to Film and Fiction	(3)
ENGL 2E	Introduction to Women Writers	(3)
ENGL 2F	Children's Literature	(3)
ENGL 2J	World Mythology	(3)
ENGL 4A	British Literature - 449 through 1798	(3)

C - 2 HUMANITIES CONTINUED

ENGL 4B	British Literature - 1798 - present	(3)
ENGL 5A	Survey of American Literature - 1620 - 1865	(3)
ENGL 5B	Survey of American Literature - 1865 - present	(3)
ENGL 9A	Introduction to Creative Writing	(3)
ENGL 9B	Advanced Creative Writing	(3)
ENGL 9C	Creative Writing: Poetry	(3)
ENGL 9D	Creative Writing: Fiction	(3)
HIST 1	US History through Reconstruction	(3)
HIST 2	US History: Reconstruction through 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 - Early US History	(3)
HIST 6	Women's Lives - Recent US History	(3)
HIST 7A	History of Western Civilization	(3)
HIST 7B	History of Western Civilization	(3)
HIST 12	Mexican American Cultural History	(3)
HUM 3	Introduction to the Cinema	(3)

C - 2 HUMANITIES CONTINUED

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)
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 7A	History of Philosophy - Ancient to Medieval	(3)
PHIL 7B	History of Philosophy - Renaissance to Modern	(3)
PHIL 9	Philosophy of Religion	(3)
PHIL 12	Intro to Political Thought	(3)
PHIL 15	Asian Philosophies	(3)
POLS 12	Intro to Political Thought	(3)
SOC 10	Mass Media and Society	(3)
THEA 29	History of American Musical Theater	(3)
Any foreign language course		(3-5)

AREA D: SOCIAL SCIENCES

Select one course from D1 and two courses from D-2. **9 Semester units**

D - 1

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)

D - 2

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)
CD 40	Child & Adolescent Development	(3)
CMUN 4	Intercultural Communication	(3)

D - 2 CONTINUED

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)
HUM 12	Mexican Amer. 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)

D - 2 CONTINUED

POLS 6	Intro to Conflict Resolution	(3)
POLS 9	Global Social Change	(3)
POLS 12	Intro to Political Thought	(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)
PSYC 40	Child & Adolescent Development	(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)

GAVILAN ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS (2017-2018)

AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT

Select one unit of Kinesiology / Athletics activity and two units from the chart below. **3 Semester units**

AH 3	The Person in the Life Cycle	(3)	CSIS 45	C++ Programming I	(4)	LIB 6	Web Page Authoring I	(2)
AH 11	Nutrition	(3)	CSIS 51	Visual Basic Net Programming	(4)	PHIL 3B	Contemporary Moral Issues	(3)
AH 30	Standard First Aid and Cardiopulmonary Resuscitation	(3)	DM 6	Web Page Authoring I	(2)	POLS 27	Contemporary Leadership	(3)
BIO 11	Nutrition	(3)	GUID 1	Self-Assessment and Career Dev	(3)	PSYC 2	Early Childhood Development	(3)
CD 2	Early Childhood Development	(3)	GUID 6	Life Skills for Higher Education	(2)	PSYC 3	Child Growth and Development During the School Years	(3)
CD 3	Child Growth and Development During the School Years	(3)	GUID 210	First Year College Student Seminar	(.5)	PSYC 5	Self-Assessment and Career Dev	(3)
CSIS 1	Computer Literacy - MS Office	(2)	HE 1	Health Education	(3)	PSYC 27	Contemporary Leadership	(3)
CSIS 2	Computers in Business	(4)	HE 2	Human Sexuality	(3)	SOC 21	Marriage and the Family	(3)
CSIS 6	Web Page Authoring I	(2)	KIN 1	Orientation for Student Athletes	(1)			
CSIS 8	Introduction to the Internet	(1)	KIN 8	Intro to Sports Psychology	(3)			

AREA F: CULTURAL DIVERSITY

NOTE: Courses in this area will "double count" to meet other GE requirements.. **6 Semester units**

AH 3	The Person in the Life Cycle	(3)	CMUN 4	Intercultural Communication	(3)	JPN 1A	Elementary Japanese	(5)
AH 11	Nutrition	(3)	CMUN 8	Interpersonal Communication	(3)	JPN 1B	Elementary Japanese	(5)
AJ 10	Intro to Administration of Justice	(3)	ENGL 1B	Composition and Literature	(3)	KIN 15	Sports and Society	(3)
AJ 18	Community Relations and the Justice System	(3)	ENGL 2B	American Ethnic Literature	(3)	MCTV 16	History and Culture of TV, Film, and Media	(3)
ANTH 1	Introduction to Physical Anthropology	(3)	ENGL 2E	Introduction to Women Writers	(3)	MUS 6	Introduction to World Music	(3)
ANTH 2	Introduction to Archeology	(3)	ENGL 2F	Children's Literature	(3)	PHIL 6	Comparative Religions	(3)
ANTH 3	Intro to Cultural Anthropology	(3)	ENGL 4B	British Literature - 1798 - present	(3)	PHIL 15	Asian Philosophies	(3)
ANTH 5	Magic, Witchcraft and Religion	(3)	ENGL 5A	Survey of American Literature - 1620 - 1865	(3)	POLS 1	Intro to American Government	(3)
ANTH 6	Culture & Politics of Africa	(3)	ENGL 5B	Survey of American Literature - 1865 - present	(3)	POLS 3	Intro to Comparative Politics	(3)
ART 1A	Art History	(3)	ENVS 1	Introduction to Environmental Science	(3)	POLS 4	Intro to International Relations	(3)
ART 6	Art Appreciation	(3)	FRNH 1A	Elementary French	(5)	POLS 7	Intro to CA Gov't and politics	(3)
ART 7A	Beginning Ceramics	(3)	FRNH 1B	Elementary French	(5)	POLS 9	Global Societal Change	(3)
ART 10A	Cultural History of Ceramics	(3)	GEOG 2	Cultural Geography	(3)	POLS 10	Intro to Political Science	(3)
ART 11	Creativity / Imagination and Innovation	(3)	HE 2	Human Sexuality	(3)	PSYC 7	Cultural Context of Child and Family in a Diverse Society	(3)
ART 14A	Introduction to Murals	(3)	HIST 1	U.S. Hist through Reconstruction	(3)	PSYC10	Introduction to Psychology	(3)
ART 21	Ancient Americas: A History through Art	(3)	HIST 3	History of California	(3)	SOC 3	Sociology of Race, Ethnicity, and Cultural Identity	(3)
BIO 11	Nutrition	(3)	HIST 4A	Global History before 1500	(3)	SOC 9	Global Social Change	(3)
BOT 100	Business Correspondance	(3)	HIST 4B	Global History after 1500	(3)	SPAN 1A	Elementary Spanish	(5)
BUS 1	Fundamentals of Business	(3)	HIST 5	Women's Lives in Early United States History	(3)	SPAN 1B	Elementary Spanish	(5)
BUS 100	Business Correspondance	(3)	HIST 6	Women's Lives in Recent United States History	(3)	SPAN 2A	Intermediate Spanish	(5)
CD 7	Cultural Context of Child and Family in a Diverse Society	(3)	HIST 12	Mexican American Cultural History	(3)	SPAN 2B	Intermediate Spanish	(5)
CD 8A	American Education in a Changing World	(3)	HIST 21	Ancient Americas: A History Through Art	(3)	SPAN12A	Spanish for Spanish Speakers	(5)
CD 11A	Administration of Programs for Young Children	(3)	HUM 6	Contemporary World Cinema	(3)	SPAN 12B	Spanish for Spanish Speakers	(5)
CD 11B	Administration of Publicly Funded Childcare Programs	(3)	HUM 10	Approaches to Contemporary Film	(3)	THEA1	Theater History: Greece to Restoration	(3)
			HUM 12	Mexican American Cultural History	(3)	THEA 3	El Teatro Campesino	(3)
						THEA 6	Introduction to Audio Production	(3)
						THEA 21	Mexican Dance and Folklore	(3)

UC/CSU INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

(2017-2018)

Completion of all the requirements in the IGETC will permit you 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). You are 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.

+ Transfer credit may be limited by either UC or CSU or both. Please consult with a counselor.

* 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.

AREA 1: ENGLISH COMMUNICATION CSU - 3 courses required, one each from Group A, B, and C.
UC - 2 courses required, one each from Group A and B

1 -A ENGLISH COMPOSITION

ENGL 1A Composition (4)

1 -B CRITICAL THINKING/ENGLISH COMP.

ENGL 1C Critical Reasoning and Writing (3)

PHIL 4 Critical Thinking and Writing (4)

1 -C ORAL COMMUNICATION (CSU ONLY)

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) (4)

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

AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING 1 course, 3 semester, 4-5 quarter units

2-A MATH

CSIS 26 Discrete Structures (4)

+BUS 11 Statistics for Business & Economics (4)

+ECON 11 Statistics for Business & Economics (4)

+MATH 1A Single Variable Calculus & Analytic Geometry (4)

MATH 1B Single Variable Calculus & Analytic Geometry (4)

MATH 1C Multivariable Calculus (4)

MATH 2 Linear Algebra (3)

MATH 2C Differential Equations (3)

MATH 5 Introductions to Statistics (3)

+MATH 6 Calc for Bus / Social Sci (3)

MATH 7 Finite Mathematics (3)

+MATH 8A First Half of Precalculus (4)

+MATH 8B Second Half of Precalculus (4)

MATH 14 Math for the Liberal Arts (3)

AREA 3: ARTS AND HUMANITIES At least 3 courses, with at least one course from the Arts and one course from the Humanities.
9 semester, 12-15 quarter units

3-A Arts

ART 1A Art History (3)

ART 1B Art History (3)

ART 6 Art Appreciation (3)

ART 21 Ancient Americas, a History through Art (3)

HIST 21 Ancient Americas, a History through Art (3)

HUM 6 Contemporary World Cinema (3)

MUS 1A Music History and Literature (3)

MUS 1B Music History and Literature (3)

MUS 2 History of Jazz and Rock (3)

MUS 6 Intro to World Music (3)

THEA 1 Theater History: Greece to Restoration (3)

THEA 3 El Teatro Campesino (3)

THEA 7 Theater Appreciation (3)

THEA 16 History and Culture of TV, Film and Media (3)

3-B Humanities

AJ 3A Ethics (3)

ENGL 1B Composition and Literature (3)

ENGL 2B American Ethnic Literature (3)

ENGL 2C Introduction to Film and Fiction (3)

ENGL 2E Introduction to Women Writers (3)

ENGL 2F Children's Literature (3)

ENGL 2J World Mythology (3)

ENGL 4A British Lit. - 449 through 1798 (3)

ENGL 4B British Lit. - 1798 to present (3)

ENGL 5A Survey of American Literature - 1620 - 1865 (3)

ENGL 5B Survey of American Literature - 1865 to present (3)

* HIST 1 U.S. Hist through Reconstruction(3)

* HIST 2 U.S. Hist Reconstruct. to 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 History of Western Civilization (3)

HIST 7B History of Western Civilization (3)

* HIST 12 Mexican Amer. 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 Contemp. Film (3)

* HUM 12 Mexican Amer. Cultural History (3)

PHIL 1 Introduction to Philosophy (3)

PHIL 3A Ethics (3)

PHIL 3B Contemporary Moral Issues (3)

PHIL 6 Comparative Religions (3)

PHIL 9 Philosophy of Religion (3)

PHIL 12 Intro to Political Thought (3)

PHIL 15 Asian Philosophies (3)

* SPAN 2A Intermediate Spanish (5)

* SPAN 2B Intermediate Spanish (5)

UC/CSU INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) (2017-2018)

AREA 4: SOCIAL AND BEHAVIORAL SCIENCE

Three courses from at least two disciplines or an interdisciplinary sequence. 9 semester, 12-15 quarter units.

4-A Anthropology and Archeology

ANTH 2	Introduction to Archeology	(3)
ANTH 3	Intro to Cultural Anthropology	(3)
ANTH 5	Magic, Witchcraft and Religion	(3)

4-B Economics

+ECON 1	Principles of Macroeconomics	(3)
+ECON 2	Principles of Microeconomics	(3)

4-E Geography

GEOG 2	Cultural Geography	(3)
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4-F History

* HIST 1	U.S.Hist through Reconstruction	(3)
* HIST 2	United States History: Reconstruction to the Present	(3)
* HIST 3	History of California	(3)

4-G Interdisciplinary, Social & Behavioral Science

ANTH 6	Culture and Politics of Africa	(3)
CMUN 4	Intercultural Communication	(3)
PSYCH / CD 40	Child & Adolescent Devel	(3)

4-H Political Science, Government & Legal Institutions

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)

4-I Psychology

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)

4-J Sociology & Criminology

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)

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCE At least 2 courses, one Physical Science course and one Biological Science course;

At least one must include a laboratory. Courses in **BOLD** include a laboratory component. 7-9 semester, 9-12 quarter units

5-A Physical Science

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 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)

5-B Biological Science

AH 8	General Microbiology	(5)
+ AH 9	Human Physiology	(5)
+ AH 15	Survey of Human Anatomy and Physiology	(5)
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)

ECOL 1	Conservation of Natural Resources	(4)
ENVS 1	Intro to Environmental Sci	(4)

5-C Laboratory Activity - see 5-A/ 5-B BOLD

Courses in 5-A and 5-B listed in **BOLD** have a laboratory component

AREA 6: LANGUAGE OTHER THAN ENGLISH (LOTE) Proficiency equivalent to two years of high school study in the same language.

6-A Language Other Than English

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)(5)

UC/CSU INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) (2017-2018)

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 discretion as to 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.

SUPPLEMENTARY NOTES

1. A single course, even though listed in more than one place, can only be used to satisfy one subject area of the IGETC.
2. IGETC is not advisable for high-unit majors, e.g. sciences, engineering.
3. Eleanor Roosevelt and Revelle Colleges at UC San Diego do not accept the IGETC.
4. IGETC may not be appropriate for students who have completed courses at a CSU or UC campus.
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



CSU GENERAL EDUCATION (BREADTH) REQUIREMENTS (2017-2018)

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.)

Courses listed under more than one discipline or area may be used only once to satisfy an area.

NOTE: 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.

AREA A: ENGLISH LANGUAGE, COMMUNICATION, AND CRITICAL THINKING

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

1 -A ENGLISH COMPOSITION

ENGL 1A Composition (4)

1 -B CRITICAL THINKING/ENGLISH COMP.

ENGL 1C Critical Reasoning and Writing (3)

PHIL 4 Critical Thinking and Writing (4)

1 -C ORAL COMMUNICATION (CSU ONLY)

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)(4)

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

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

One course from each category. The Physical or Life Science course must include a laboratory (indicated in BOLD). 9 semester units or 12-15 quarter units

B-1 PHYSICAL SCIENCE

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)

PHYS 4C Physics for Scientists & Engineers-Heat / Optics/ Modern Physics (4)

PSCI 1 Principles of Physical Science (3)

PSCI 2 Introduction to Meteorology (3)

PSCI 3 Ocean Studies (3)

B-2 LIFE SCIENCE

AH 8 General Microbiology (5)

AH 9 Human Physiology (5)

AH 15 Survey of Human Anatomy and Physiology (5)

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)

ECOL 1 Conservation of Nat Resources(4)

ENVS 1 Intro to Environmental Science (4)

B-3 LABORATORY ACTIVITY

See Areas B - 1 & B - 2 above, associated with a course taken to satisfy B-1 or B-2

B-4 Mathematics/Quantitative Reasoning Grade "C" or better is required

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)

CSU GENERAL EDUCATION (BREADTH) REQUIREMENTS (2017-2018)

AREA C: ARTS AND HUMANITIES Complete 3 courses minimum with at least 1 from Area C-1 and 1 from Area C-2 plus 1 from either C-1 or C-2 9 semester units or 12-15 quarter units

C-1 Arts (ART, DANCE, MUSIC, THEATER)

Minimum 2 units from one of these courses.S

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	Introduction to Photography	(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: Greece through Restoration	(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)
THEA 25	Fundamentals of Costume Des	(3)
THEA 26	Script Analysis	(3)

C-2 Humanities

AJ 3A	Ethics	(3)
ART 11	Creativity, Imagi, & Innovation	(3)
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	World Mythology	(3)
ENGL 4A	British Literature - 449 through 1798	(3)
ENGL 4B	British Literature - 1798 to present	(3)
ENGL 5A	Survey of American Literature - 1620 - 1865	(3)
ENGL 5B	Survey of American Literature - 1865 to present	(3)
ENGL 9A	Introduction to Creative Writing	(3)
ENGL 9B	Advanced Creative Writing	(3)
ENGL 9C	Creative Writing: Poetry	(3)
FRNH 1A	Elementary French	(5)
FRNH 1B	Elementary French	(5)
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. History	(3)
HIST 6	Women's Lives in Recent U.S. History	(3)
HIST 7A	History of Western Civilization	(3)
HIST 7B	History of Western Civilization	(3)
HIST 12	Mexican Amer. Cultural History	(3)
HUM 3	Intro to Cinematic Arts, Film & Television	(3)
HUM 4	Intro to the American Cinema	(3)
HUM 10	Approaches to Contemporary Film	(3)
HUM 12	Mexican American Cultural History	(3)
JPN 1A	Elementary Japanese	(5)
JPN 1B	Elementary Japanese	(5)
JOUR 10	Mass Media and Society	(3)
PHIL 1	Introduction to Philosophy	(3)
PHIL 3A	Ethics	(3)
PHIL 3B	Contemporary Moral Issues	(3)
PHIL 6	Comparative Religions	(3)
PHIL 9	Philosophy of Religion	(3)
SOC 10	Mass Media and Society	(3)
SPAN 1A, B	Elementary Spanish	(5)(5)
SPAN 2A, B	Intermediate Spanish	5)(5)
SPAN 12A	Spanish for Spanish Speakers	(5)
SPAN 12B	Spanish for Spanish Speakers	(5)



CSU GENERAL EDUCATION (BREADTH) REQUIREMENTS (2017-2018)

AREA D: SOCIAL SCIENCES Two requirements: select one course from Requirement 1 and select 2 courses from Requirement 2.
semester units or 12-15 quarter units

Requirement 1:	History	Political Science, Government and Legal Institutions
HIST 1 U.S. Hist through Reconstruction(3)	HIST 1 U.S. Hist through Reconstruction(3)	
HIST 2 U.S. Hist Reconstruction to the Present (3)	HIST 2 United States History - Reconstruction to the Present (3)	AJ 5 Intro to Modern International Terrorism (3)
POLS 1 Intro to American Government (3)	HIST 3 History of California (3)	POLS 1 Intro to American Government (3)
	HIST 4A Global History Before 1500 (3)	POLS 3 Intro to Comparative Politics (3)
	HIST 4B Global History After 1500 (3)	POLS 4 Intro to International Relations (3)
	HIST 5 Women's Lives in Early US Hist. (3)	POLS 5 Intro to Modern Intntl Terrorism (3)
	HIST 6 Women's Lives in Recent US Hist.(3)	POLS 9** Global Social Change (3)
	HIST 12 Mexican American Cultural Hist (3)	
		Psychology
	HUM 12 Mexican American Cultural Hist (3)	CD 2 Early Childhood Development (3)
	Interdisciplinary Social & Behavioral Sci.	CD 3 Child Growth and Development During the School Years (3)
	ANTH 6 Culture & Politics of Africa (3)	PSYC 10 Intro to Psychology (3) PSYC 11 Biological Psychology (3)
	CD 7 Cultural Context of Child and Family in a Diverse Society (3)	PSYC 2 Early Childhood Development (3)
	CD 40 Child & Adolescent Devel (3)	PSYC 3 Child Growth and Development During the School Years (3)
	CMUN 4 Intercultural Communication (3)	
	CMUN 6 Intro to Conflict Resolution (3)	Sociology and Criminology
	POLS 6 Intro to Conflict Resolution (3)	JOUR 10 Mass Media and Society (3)
	PSYC 6 Intro to Conflict Resolution (3)	SOC 1A Introduction to Sociology (3)
	PSYC 7 Cultural Context of Child and Family in a Diverse Society (3)	SOC 1B Introduction to Sociology: Social Problems (3)
	PSYC 40 Child & Adolescent Devel (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)
Requirement 2: 2 courses from at least 2 disciplines:		
Anthropology and Archeology		
ANTH 2 Introduction to Archeology (3)		
ANTH 3 Intro to Cultural Anthropology (3)		
ANTH 5 Magic, Witchcraft and Religion (3)		
Economics		
ECON 1 Principles of Macroeconomics (3)		
ECON 2 Principles of Microeconomics (3)		
Ethnic Studies		
CMUN 4 Intercultural Communication (3)		
HIST 12 Mexican American Cultural History(3)		
HUM 12 Mexican American Cultural History(3)		
SOC 3 Sociology of Race, Ethnicity & Cultural Identity (3)		
Gender Studies		
HIST 5 Women's Lives in Early U.S. Hist.(3)		
HIST 6 Women's Lives in Recent U.S. Hist.(3)		
SOC 4 Sociology of Women and Men (3)		
Geography		
GEOG 2 Cultural Geography (3)		

AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT

Education) activity course	GUID 1	KIN 8
	Self-Assessment and Career Development (3)	Intro to Sports Psychology (3)
		PSYC 2 Early Childhood Development (3)
2. Two units from:	GUID 6 Life Skills for Higher Education (2)	PSYC 3 Child Growth and Development During the School Years (3)
AH 3 The Person in the Life Cycle (3)	GUID 27 Contemporary Leadership (3)	PSYC 5 Self-Assessment and Career (3)
AH 11 Nutrition (3)	HE 1 Health Education (3)	SOC 21 Marriage and the Family (3)
BIO 11 Nutrition (3)	HE 2 Human Sexuality (3)	
CD 2 Early Childhood Development (3)	KIN 1 Orient to Athletic Success (1)	
CD 3 Child Growth and Development		

DEGREES, CERTIFICATES, AND CAREER PROGRAMS

Degrees and Certificates offered						
	AA	AAT	AS	AST	CA	CP
Accounting	x				x	
Computerized Accounting						x
Administration of Justice	x			x	x	
Law Enforcement Option 1	x				x	
Law Enforcement Option 2	x				x	
Allied Health						
Licensed Vocational Nursing			x		x	
Registered Nursing			x		x	
Home Health Aide						x
Nurse Assistant						x
Anthropology		x				
Art						
Art History		x				
Expressive Arts	x					
Studio Arts	x	x				
Aviation Maintenance Technology			x		x	
Airframe					x	
Powerplant					x	
Biological Science			x			
Biotechnology					x	
Business						
Business	x					
Business Administration				x		
Business Computer Applications			x		x	
General Business	x				x	

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.

Degrees and Certificates offered						
	AA	AAT	AS	AST	CA	CP
General Office Skills	x				x	
Medical Office	x				x	
Retail Management	x				x	
Chemistry				x		
Child Development	x				x	
Early Childhood Education				x	x	
(Spanish) Early Childhood Education						x
Early Intervention Assistant					x	
Elementary Education	x					
School Age Child Care					x	
Communication Studies	x	x			x	
Interpersonal Communications					x	
Computer Science and Information Systems			x	x		
Business Computer Applications			x		x	
Computer Hardware						x
Computer Networking			x		x	x
Computer Programming			x		x	
Computer Science Information Systems	x					
Programming for the Internet			x		x	
Scientific Programming			x		x	
UNIX Operating System			x		x	
Cosmetology			x		x	
Esthetician					x	

Degrees and Certificates offered						
	AA	AAT	AS	AST	CA	CP
Digital Media	x					
Digital Design and Imaging					x	
Digital Video and Animation					x	
Interactive Media					x	
Graphics Production Specialist						x
Digital Print Production Specialist						x
Video Editor Specialist						x
Web Page Production Specialist						x
Economics			x	x	x	
English		x				
English as a Second Language						x
Intermediate						x
Advanced						x
Vocational						x
Fire Science					x	
General Education						
CSU					x	
IGETC					x	
Health Science			x			
History		x				
Journalism		x				
Kinesiology	x	x				
Personal Fitness Trainer	x				x	
Liberal Arts						
Administration of Justice	x					
Business Emphasis	x					
CSIS Emphasis	x					
Elementary Education Emphasis	x					
Expressive Arts Emphasis	x					
Language Arts / Humanities Emphasis	x					
Multiple Subjects	x					
Natural Science Emphasis	x					
Social Science Cultural Emphasis						
Social Sci. Behavioral Emph.						
Natural Science	x					

Degrees and Certificates offered						
	AA	AAT	AS	AST	CA	CP
Mathematics			x	x		
Music	x	x				
Music Composition / Production					x	
Non Credit -						
GED Certificate					x	
ESL Life Skills					x	
Vocational ESL					x	
Peer Mentoring						x
Philosophy		x				
World Philosophy and Religions						x
Physical Science/Engineering			x			
General Engineering			x			
Physics				x		
Political Science		x				
Psychology		x				
Social Science						
Community Studies	x				x	
Global Studies	x					
Spanish		x				
Non Native Speaker Option 1	x				x	
Non Native Speaker Option 2	x				x	
Non Native Speaker Option 3	x				x	
Native Speaker Option 4	x				x	
Theatre Arts		x				
Acting	x					
Technical Production	x					
TV Performance	x				x	
Water Resources Management						
Wastewater Collection Tech.	x				x	
Wastewater Technology Ed.	x				x	
Water Distribution Tech. Ed.	x				x	
Water Technology Education	x				x	

GAINFUL EMPLOYMENT INFORMATION

<i>Certificate of Achievement</i>	Units	Normal Cost (Books and Tuition)(CA resident) 2015-2016	Normal time to complete (years)	Number completing in 2016	Number completing in "normal time"	% normal time completions	Median loan amount for completers
<i>Accounting</i>	22.5	\$9,851.00	1.5	1	1	100	0
<i>Admin of Justice - Police Academy</i>	22	\$11,338.00	1	1	1	100	0
<i>Admin of Justice-Law Enforcement</i>	21	\$10,922.00	1	4	2	50	0
<i>Aviation Maintenance Technology</i>	70	\$3,530.63	1.5	8	8	100	0
<i>Aviation Maintenance-Airframe</i>	42	\$4,679.75	2.5	4	3	75	0
<i>Aviation Maint-Powerplant</i>	43	\$3,530.63	1.5	8	7	88	0
<i>Biotechnology</i>	17	\$2,620.50	1	0	NA	NA	0
<i>Business - Computer Applications</i>	21	\$3,873.80	1	0	NA	NA	0
<i>Business - Medical Office</i>	22.5-36	\$11,762.34	1.5	3	2	100	0
<i>Business</i>	18-31	\$12,080.25	1.5	4	4	75	0
<i>Child Develop-Early Interventn</i>	32-35	\$9,228.00	1.5	0	NA	NA	0
<i>Child Development</i>	24	\$10,562.56	1	9	6	67	0
<i>Child Develop-School Age Child</i>	24-26	\$4,488.00	1	0	NA	NA	0
<i>Communication Studies</i>	18	\$5,278.50	1	0	NA	NA	0
<i>Computer Networking</i>	24	\$8,971.00	1	1	0	0	0
<i>Computer Programming</i>	21-22	\$1,798.00	1	0	NA	NA	0
<i>Cosmetology</i>	38-48	\$11,006.67	2	9	5	56	0
<i>Digital Media Art and Imaging</i>	18	\$3,328.00	1	0	NA	NA	0
<i>Digital Media</i>	27	\$6,241.00	1	1	0	0	0
<i>Kinesiology-Fitness Trainer</i>	18	\$6,662.34	1	0	NA	NA	0
<i>Licensed Vocational Nursing</i>	99	\$15,408.40	3	10	10	100	\$2,244
<i>Music-General</i>	20	\$7,734.50	1	2	1	50	0
<i>Registered Nursing</i>	119	\$8,397.07	1	16	15	94	\$2,164
<i>Theatre Arts</i>	17	\$9,990.00	1	1	1	100	0
<i>Water Resources Management - WD</i>	21	\$3,466.00	1	0	NA	NA	0
<i>Water Resources Management-WR</i>	25-28	\$11,254.66	1	3	2	67	0

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



Accounting Option, Business

A.A. DEGREE: minimum of 60 units

CERTIFICATE OF ACHIEVEMENT: 22.5 - 33.5 units

DESCRIPTION

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.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ 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.

BUSINESS CORE COURSES (9-19 UNITS)

CSIS8	Introduction to the Internet	1
MATH402 or	Pre-Algebra	0-3
MATH411	Integrated Pre-Algebra Choose one:	0-3
ACCT20 or	Financial Accounting	4
ACCT103	General Office Accounting Choose one:	3
CSIS1 or	Computer Literacy - MS Office	2
CSIS2 or	Computers in Business.	4
CSIS2L	Computers in Business Lab	1

CHOOSE ONE: (3 UNITS)

ECON1 or	Principles of Macroeconomics	3
BUS1	Fundamentals of Business	3

ONE OF THE FOLLOWING: (1 UNIT)

BOT191A or	Workplace Skills	1
BOT191B or	Workplace Skills	1
BOT191C	Workplace Skills	1

CHOOSE ONE: (0-3 UNITS)

ENGL250 or	Practical Writing	3
	Eligible for English 1A	0
BOT100 or	Business Correspondence	3
BUS100	Business Correspondence	3

ADDITIONAL REQUIREMENTS (13.5 - 14.5 UNITS)

ACCT20	Financial Accounting	4
ACCT120 or	Computerized Accounting - QuickBooks	3
CSIS120	Computerized Accounting - QuickBooks	3
BOT112	Business Computations with Machines	0.5
ACCT121 or	Spreadsheet - MS Excel	1 - 2
CSIS121	Spreadsheet - MS Excel	1 - 2
CSIS128	Database - MS Access	2

CHOOSE ONE: (3 UNITS)

ACCT105 or	Payroll Accounting	3
ACCT111	Introduction to Income Tax	3

RECOMMENDED ELECTIVES:

ACCT21	Managerial Accounting	4
ACCT190	Occupational Work Experience/Accounting	1 - 4
BUS80	Business Law	3
CSIS122 C	Computer Keyboarding	0.5-2

FOR ASSOCIATE DEGREE, COMPLETE

GENERAL EDUCATION REQUIREMENTS: (35 - 39 UNITS)

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 a counselor for details.

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

Computerized Accounting

CERTIFICATE OF PROFICIENCY: 17 units

DESCRIPTION

Students receiving the certificate will have entry-level computerized bookkeeping skills for a modern office.

PROGRAM REQUIREMENTS: (17 UNITS)

ACCT121 or	Spreadsheet - MS Excel	1 - 2
CSIS121	Spreadsheet - MS Excel	1 - 2
CSIS2L	Computers in Business Lab	1
ACCT20	Financial Accounting	4
ACCT21	Managerial Accounting	4
CSIS120 or	Computerized Accounting - QuickBooks	3
ACCT120	Computerized Accounting - QuickBooks	3

CHOOSE ONE: (3 UNITS)

ACCT103 or	General Office Accounting	3
ACCT105 or	Payroll Accounting	3
ACCT111	Introduction to Income Tax	3

Administration of Justice

A.S.-T DEGREE: 60 units



Associate Degree
for Transfer™

DESCRIPTION

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 program's 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

Upon successful completion of this program, students 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.

PROGRAM REQUIREMENTS (18 UNITS)

LIST A: REQUIRED COURSES (6 UNITS):

AJ10	Introduction to the Administration of Justice	3
AJ14	Criminal Law	3

LIST B: CHOOSE TWO (6 UNITS):

AJ12	Criminal Procedures	3
AJ16	Introduction to Evidence	3
AJ18	Community Relations and the Justice System	3
AJ19	Introduction to Investigation	3
AJ20	Juvenile Law and Procedure	3

LIST C: CHOOSE TWO (6 UNITS):

SOC1A	Introduction to Sociology	3
PSYC10	Introduction to Psychology	3
MATHS	Introduction to Statistics	3

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

UNITS REQUIRED FOR THE MAJOR: 18

GENERAL EDUCATION REQUIREMENTS:

CSUGE:39; IGETC:37

ELECTIVES AS NEEDED TO GET TO 60 UNITS

Administration of Justice Emphasis

Associate in Arts Degree: 60 units

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ 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.

PROGRAM REQUIREMENTS: (18 UNITS)

Choose any combination of courses for a minimum of 18 units:

AJ10	Introduction to the Administration of Justice	3
AJ12	Criminal Procedures	3
AJ14	Criminal Law	3
AJ16	Introduction to Evidence.	3
AJ18	Community Relations and the Justice System	3
AJ19	Introduction to Investigation	3
AJ20	Juvenile Law and Procedure	3
AJ21	Narcotics and Drug Abuse.	3
AJ32	Crime and Delinquency	3
AJ173	Fundamentals of Probation and Parole	3
AJ176	Criminal Street Gangs	3
CMUN6 or	Introduction to Conflict Resolution	3
POLS6 or	Introduction to Conflict Resolution	3
PSYC6	Introduction to Conflict Resolution	3

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

Administration of Justice Law Enforcement, Option 1

Associate in Arts Degree: 60 units

Certificate of Achievement: 21 units

DESCRIPTION

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.

PROGRAM REQUIREMENTS: (15 UNITS)

AJ10	Introduction to the Administration of Justice	3
AJ12	Criminal Procedures	3
AJ14	Criminal Law	3
AJ16	Introduction to Evidence.	3
AJ18	Community Relations and the Justice System	3

CHOOSE 2 COURSES (6 UNITS)

AJ5	Introduction to Modern International Terrorism	3
AJ19	Introduction to Investigation	3
AJ20	Juvenile Law and Procedure	3
AJ21	Narcotics and Drug Abuse.	3
AJ32	Crime and Delinquency	3
AJ173	Fundamentals of Probation and Parole	3
AJ176	Criminal Street Gangs.	3
AJ184	Computer Forensics	3

FOR ASSOCIATE DEGREE, COMPLETE GENERAL EDUCATION REQUIREMENTS: (35 - 39)

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 a counselor for details.

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

Administration of Justice Law Enforcement, Option 2

Associate in Arts Degree: 60 units

Certificate of Achievement: 21-27 units

DESCRIPTION

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, (JLE 100, JLE 142, JLE 143, JLE 144) contact the South Bay Regional Public Safety Training Consortium. For specific police academy information and scheduling, (AJ100A) contact the Santa Clara County Office of the Sheriff. Four-year colleges may differ in their major preparation requirements for transfer. Consult a counselor regarding transfer requirements.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Define and utilize key terms, concepts, and theories in the criminal 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.

PROGRAM REQUIREMENTS:

CORE COURSES: (21 - 27 UNITS)

JLE100 or	Basic Police Academy	22-27
AJ100A or	Basic Police Academy	21-24
JLE142 and	Basic Police Academy Modular Level III	4
JLE143 and	Basic Police Academy Modular, Level II	7.5
JLE144	Basic Police Academy Modular, Level I	13

For the Associate in Arts degree, complete the Certificate requirements, PLUS:

ELECTIVES: SELECT 6 UNITS

AJ5	Introduction to Modern International Terrorism	3
AJ19	Introduction to Investigation	3
AJ20	Juvenile Law and Procedure	3
AJ21	Narcotics and Drug Abuse	3
AJ32	Crime and Delinquency	3
AJ173	Fundamentals of Probation and Parole	3
AJ176	Criminal Street Gangs	3
AJ184	Computer Forensics	3

FOR CERTIFICATE, COMPLETE CORE COURSES ONLY

FOR ASSOCIATE DEGREE, COMPLETE CORE COURSES (21-27), ELECTIVES (6), AND GENERAL EDUCATION REQUIREMENTS:

(35 - 39)

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 a counselor for details.

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






SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM (THE ACADEMY)

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 individuals who are currently 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.

Registered Nursing

Associate in Science Degree: 154 - 158 units

Certificate of Achievement: 119 units

DESCRIPTION

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.

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.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

FOR ASSOCIATE DEGREE, COMPLETE

GENERAL EDUCATION REQUIREMENTS: (35 - 39)

A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern. See a counselor for details.

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

PROGRAM REQUIREMENTS:

PREREQUISITES (34 UNITS)

B1015 or	Survey of Human Anatomy and Physiology	5
AH15	Survey of Human Anatomy and Physiology	5
AH11** or	Nutrition	3
B1011**	Nutrition	3
AH3**	The Person in the Life Cycle.	3
AH32**	Basic Cardiac Life Support	1
AH180**	Fundamentals of Nursing--Convalescent	8.5
ENGL1A**	Composition	4
PSYC10**	Introduction to Psychology	3
ENGL260*	Preparation for College Reading	3
MATH233* or	Intermediate Algebra	5
MATH240	Algebra II	5

*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

(44 Units)

AH51**	Medical-Surgical Nursing.	11
AH52**	Medical-Surgical Nursing.	11
AH53**	Medical-Surgical - Maternal-Neonatal Nursing	11
AH54**	Medical-Surgical/Pediatric Nursing	11

ADVANCED STANDING / REGISTERED NURSING REQUIREMENTS (21 UNITS)

AH/BIO 8***	General Microbiology	5
AH/BIO 9***	Human Physiology	5
AH 16***	Intravenous Therapy/Blood Withdrawal	2
CHEM 30A	Elementary Chemistry (recommended)	4
CMUN 1A***	Introduction to Public Speaking	3
SOC 1A***	Introduction to Sociology	3

***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

CLINICAL REQUIREMENTS (20 UNITS)

AH55**	Interactive and Mental Health Nursing	10
AH56**	Compensatory Nursing Practice	10

**Students completing AH 51-56 will be eligible to take the NCLEX-RN Licensure 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.

Registered Nursing, 30-unit Option

CERTIFICATE OF ACHIEVEMENT: 30 units

DESCRIPTION

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.

PROGRAM REQUIREMENTS:

B109 or	Human Physiology	5
AH9	Human Physiology	5
B108 or	General Microbiology	5
AH8	General Microbiology	5
AH55	Interactive and Mental Health Nursing	10
AH56	Compensatory Nursing Practice	10

Licensed Vocational Nursing

A.S. DEGREE: 118 - 122 units

CERTIFICATE OF ACHIEVEMENT: 78 units

DESCRIPTION

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

Upon successful completion of this program, students will be able to:

- ▶ 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.

PROGRAM REQUIREMENTS:

PREREQUISITES (34 UNITS):

B1015 or	Survey of Human Anatomy and Physiology	5
AH15	Survey of Human Anatomy and Physiology	5
AH11 or	Nutrition	3
BIO11	Nutrition	3
AH3	The Person in the Life Cycle	3
AH32	Basic Cardiac Life Support	1
AH180	Fundamentals of Nursing--Convalescent	8.5
ENGL1A	Composition	3
PSYC10	Introduction to Psychology	3
ENGL260	Preparation for College Reading	3
MATH233	Intermediate Algebra	5
MATH240	Algebra II	5

CLINICAL COURSES REQUIRED FOR ADVANCED STANDING (44 UNITS)

AH51	Medical-Surgical Nursing	11
AH52	Medical-Surgical Nursing	11
AH53	Medical-Surgical - Maternal-Neonatal Nursing	11
AH54	Medical-Surgical/Pediatric Nursing	11

FOR ASSOCIATE DEGREE, COMPLETE

GENERAL EDUCATION REQUIREMENTS: (35 - 39)

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 a counselor for details.

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

Clinical Medical Assisting

CERTIFICATE OF PROFICIENCY: 12 units

DESCRIPTION

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.

PROGRAM REQUIREMENTS:

AH170	Basic Clinical Medical Assisting	6
AH171	Advanced Clinical Medical Assisting	6

Nurse Assistant

CERTIFICATE OF PROFICIENCY: 8.5 units

DESCRIPTION

Fundamentals of Nursing / Nurse Assistant

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Practice and demonstrate medical & surgical asepsis
- ▶ Use good body mechanics
- ▶ Respect resident's rights
- ▶ Interpret medical and social needs of residents
- ▶ Demonstrate Rehabilitative / Restorative Care
- ▶ Recognize and Report Emergency Procedures and Prevent Catastrophic reactions in Health Care Environment
- ▶ Demonstrate Patient Care Skills / Activities of Daily Living
- ▶ Measure, interpret, and record Vital Signs / Temperature, Pulse, Respiration & Blood Pressure
- ▶ Demonstrate resident care procedures, collect specimen, and demonstrate bedmaking, and care of resident with tubings
- ▶ Calculate and measure residents Weight and Height, Intake & Output
- ▶ Calculate, plan, and record nutrition--types of diets, and feeding
- ▶ Report observation, record documentation and use of care planning

PROGRAM REQUIREMENTS: (8.5 UNITS)

AH180 Fundamentals of Nursing--Convalescent 8.5

Home Health Aide

CERTIFICATE OF PROFICIENCY: 11.5 units

DESCRIPTION

Completion of the course below will qualify students for state certification as a Home Health Aide. Students receiving the certificate will have job entry skills for Home Health Aide.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Use good body mechanics
- ▶ Respect residents' rights
- ▶ Interpret medical & social needs of clients

- ▶ Recognize and report emergency procedures and prevent catastrophic reactions in home environment
- ▶ Demonstrate patient care skills/activities of daily living
- ▶ Explain and demonstrate cleaning & care tasks in the home and relation to therapeutic environment
- ▶ Operate and interpret vital signs / temperature, pulse, respiration & blood pressure
- ▶ Calculate and measure client's weight, height, intake & output
- ▶ Identify and apply nutrition - types of diets, feeding, food safety, meal preparation, budgeting, shopping
- ▶ Report observation, record documentation, and use of care planning

PROGRAM REQUIREMENTS:

AH180 Fundamentals of Nursing--Convalescent 8.5
 AH182 Home Health Care 3



Anthropology

A.A.-T DEGREE: 60 units



Associate Degree
for Transfer™

DESCRIPTION

The Associate in Arts in Anthropology for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Anthropology.

The Gavilan College Anthropology Program encompasses three subfields: cultural anthropology, physical anthropology, and archaeology. Together, these subfields offer a broad range of perspectives on the experiences and politics of being human. The courses offered teach students to develop a comprehensive understanding of humans in their diversity and complexity. These courses may be taken to satisfy the General Education requirements or to meet the requirements for an Associate in Arts in Anthropology for Transfer (ADT) degree. The ADT in Anthropology degree prepares students to transfer into the CSU system to pursue a baccalaureate degree in Anthropology or a related major.

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this program, students will be able to:

- ▶ Critically examine and analyze human nature and behavior.
- ▶ Critically examine and analyze anthropological ideas and data from a social justice perspective.
- ▶ Describe cultural change from historical, political economic, symbolic, and discursive perspectives.
- ▶ Describe biological and cultural factors responsible for human variation.
- ▶ Distinguish variations in culture using a cultural relativist perspective.
- ▶ Evaluate social scientific theories, methods, and techniques used to investigate the human past and present.

- ▶ Conduct ethnographic research within a local community.
- ▶ Write research papers using ethnographic, descriptive and analytic techniques.

PROGRAM REQUIREMENTS:

REQUIRED CORE: (9 UNITS)

ANTH1	Introduction to Physical Anthropology	4
ANTH2	Introduction to Archaeology	3
ANTH3	Introduction to Cultural Anthropology	3

LIST A (3 UNITS)

MATH5	Introduction to Statistics	3
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LIST B: (3-4 UNITS)

BIO7	Human Anatomy	4
ANTH32 or	Introduction to Research Methods	3
PSYC32	Introduction to Research Methods	3

LIST C: (3-4 UNITS)

Select one course or any course from LIST B not already used.

ANTH1L	Physical Anthropology Lab	1
ANTHS	Magic, Witchcraft, and Religion	3
ANTH6	Culture and Politics of Africa	3
HIST4A	Global History Before 1500	3
HIST4B	Global History After 1500	3
HIST12	Mexican American Cultural History	3
MUS6	Introduction to World Music	3
PHIL6	Comparative Religions	3
POLS3	Introduction to Comparative Politics	3
POLS4	Introduction to International Relations	3
SOC1A	Introduction to Sociology	3
SOC1B	Introduction to Sociology: Social Problems	3
SOC3	Sociology of Race, Ethnicity and Cultural Identity	3
SOC4	Sociology of Women and Men	3

UNITS REQUIRED FOR THE MAJOR: 18 - 20

DOUBLE COUNTED UNITS: CSU: 12 -16; IGETC: 12 - 16

GENERAL EDUCATION REQUIREMENTS: CSU: 39; IGETC: 37

ELECTIVES NEEDED TO GET TO 60 UNITS:

CSU:13-19; IGETC:15-21

Art History

A.A.-T DEGREE: 60 units



Associate Degree
for Transfer™

DESCRIPTION

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.

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will 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.

PROGRAM REQUIREMENTS: (9 UNITS):

ART3A	Drawing and Composition	3
ART1A	Art History	3
ART1B	Art History	3

LIST A (3 UNITS)

ART21 or	Ancient Americas: A History through Ar.	3
HIST21	Ancient Americas: A History through Art	3

LIST B (3 UNITS)

ART2A	Two-Dimensional Design	3
ART8A	Introduction to Photography	3
ART10A	Cultural History of Ceramics.	3
ART12A	Sculpture	3
ART13	Three-Dimensional Design	3
ART34A	Life Drawing	3

LIST C (3 UNITS):

Any course from list B not already used	3
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UNITS REQUIRED FOR THE MAJOR:18

DOUBLE COUNTED UNITS:

GENERAL EDUCATION REQUIREMENTS:

CSU GE: 39; IGETC:37

ELECTIVES NEEDED TO GET TO 60 UNITS: TOTAL UNITS FOR THE DEGREE: 60 UNITS

Studio Art

A.A.-T DEGREE: 60 units



Associate Degree
for Transfer™

DESCRIPTION

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.

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

PROGRAM REQUIREMENTS: (12 UNITS):

ART2A	Two-Dimensional Design	3
ART13	Three-Dimensional Design	3
ART3A	Drawing and Composition	3
ART1B	Art History	3

LISTA (3 UNITS):

ART1A	Art History	3
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LISTB (9 UNITS):

ART15A	Beginning Painting: Form and Composition	3
ART34A	Life Drawing	3
ART10A	Cultural History of Ceramics	3
ART12A	Sculpture	3
ART8A	Introduction to Photography	3

UNITS REQUIRED FOR THE MAJOR: 24

DOUBLE COUNTED UNITS: CSU: 3; IGETC: 3

GENERAL EDUCATION REQUIREMENTS: CSU GE:39;IGETC:37

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 a counselor for details.

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

ELECTIVES NEEDED TO GET TO 60 UNITS

Studio Art

Associate in Arts Degree: 60 units

DESCRIPTION

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

Upon successful completion of this program, students 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.

PROGRAM REQUIREMENTS: (10 UNITS)

ART2A	Two-Dimensional Design	3
ART13	Three-Dimensional Design	3
ART3A	Drawing and Composition	3
ART79	Portfolio Development for Studio Art Majors.	1

ART HISTORY: CHOOSE A MINIMUM OF 3 UNITS:

ART1A	Art History	3
ART1B	Art History	3
ART21 or	Ancient Americas: A History through Art	3
HIST21	Ancient Americas: A History through Art	3

DRAWING AND PAINTING (MINIMUM OF 6 UNITS)

ART1A	Art History	3
ART3B	Drawing and Composition	3
ART14A	Introduction to Murals.	3
ART15A	Beginning Painting: Form and Composition.	3
ART15B	Beginning Painting: Imagination and Expression.	3
ART34A	Life Drawing	3

SCULPTURE CHOOSE A MINIMUM OF 3 UNITS:

ART10A	Cultural History of Ceramics.	3
ART12A	Sculpture	3
ART12B	Sculpture	3

UNITS FOR THE MAJOR: 22

GENERAL EDUCATION REQUIREMENTS: (35-39 UNITS)

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 a counselor for details.

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

ELECTIVES NEEDED TO GET TO 60 UNITS





Expressive Arts Emphasis

A.A. DEGREE: minimum of 60 units

DESCRIPTION

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: (18 UNITS)

Choose at least one course from two or more of the areas below for a minimum of 6 units:

ART:

ART1A	Art History	3
ART1B	Art History	3
ART6	Art Appreciation	3
ART21 or	Ancient Americas: A History through Art	3
HIST21	Ancient Americas: A History through Art	3

MUSIC:

MUS1A	Music History and Literature.	3
MUS1B	Music History and Literature.	3

THEATER:

THEA1	Theatre History: Greece to Restoration	3
THEA3	El Teatro Campesino	3
THEA7	Theatre Appreciation	3

Choose a minimum of 3 units from each area below:

ART: (3 UNITS)

ART2A	Two-Dimensional Design	3
ART3A	Drawing and Composition	3
ART3B	Drawing and Composition	3
ART8A	Introduction to Photography	3
ART10A	Cultural History of Ceramics.	3
ART12A	Sculpture	3
ART12B	Sculpture	3

ART13	Three-Dimensional Design	3
ART14A	Introduction to Murals	3
ART15A	Beginning Painting: Form and Composition	3
ART15B	Beginning Painting: Imagination and Expression	3
ART25A or CD25A	Art Methods	3
ART25B or CD25B	Art Methods	3
ART34A	Life Drawing	3
ART34B	Life Drawing	3
DM74 or CSIS74	Advanced PhotoShop	3
DM76 or CSIS76	Digital Illustration	3
DM77 or CSIS77	Introduction to Digital Media and its Tools	3
DM80 or CSIS80	Digital Photography	3
DM85 or CSIS85	Web Development and Design	3
DM110 or CSIS110	Interactive Animation: Flash	3
DM114 or CSIS114	Digital Media Production	2
DM117 or CSIS117	Visual Effects-Motion Graphics	3
THEA17B or MCTV17B	Television and Video Workshop	3

MUSIC: (3 UNITS)

MUS4A	Beginning Piano	3
MUS4B	Beginning Piano	2
MUSSA	Intermediate Piano	2
MUS5B	Intermediate Piano	2
MUS5C	Advanced Piano	2
MUS5D	Advanced Piano	2
MUSSA	Beginning Voice	2
MUS8B	Beginning Voice	2
MUS8C	Intermediate Voice	2
MUS8D	Intermediate Voice	2
MUS9A	Guitar	2
MUS9B	Guitar	2
MUS12	Vocal Ensemble	1 - 4

THEATER: (3 UNITS)

MCTV17A or THEA17A	Television and Video Workshop	3
THEA19 or MCTV19	Acting and Voice for TV/Film/Media	3
THEA2A	Children's Theatre Repertory	3
THEA2B	Children's Theatre Repertory	3
THEA12A	Acting I	3

THEA12B	Acting II	3
THEA13A	Actor's Workshop	1 - 3
THEA13B	Actor's Workshop	1 - 3
THEA13C	Actor's Workshop	1 - 3
THEA13C	Actor's Workshop	1 - 3
THEA21	Mexican Dance and Folklore	1 - 2

CREATIVITY AND INNOVATION: (3 UNITS)

ART11	Creativity, Imagination and Innovation	3
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UNITS FOR THE MAJOR: 18

GENERAL EDUCATION REQUIREMENTS: (35-39 UNITS)

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 a counselor for details.

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

ELECTIVES NEEDED TO GET TO 60 UNITS: (7 - 11 UNITS)



Aviation Maintenance Technology

A.S. DEGREE: 110-114 units

CERTIFICATE OF ACHIEVEMENT: 72 units

DESCRIPTION

Students will have job entry skills for the following occupations: aviation mechanic, aircraft service person, 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.

PROGRAM LEARNING OUTCOMES FOR THE CERTIFICATE

Upon successful completion of this program, students will be able to:

- ▶ Successfully demonstrate the ability to pass the Federal Aviation Administration (FA.A.) knowledge, oral, practical and written examinations in Powerplant subjects. Leading to obtaining FA.A. powerplant mechanic certification.
- ▶ Demonstrate a working knowledge and mechanical ability to identify and select aircraft hardware and materials, clean aircraft and perform corrosion control, heat treating, nondestructive testing, inspect welds, fluid lines and fittings, and aircraft weight and balance.
- ▶ Demonstrate the ability to solve and explain aviation related mathematical equations and physics concepts.
- ▶ Communicate both in writing and verbally about aircraft general maintenance concepts and processes using technical terms, to both professional and administrative audiences.
- ▶ Demonstrate the ability to display and apply proper behavior reflecting satisfactory safe work habits and ethics to fulfill program requirements and confidence to prepare for employment.

ADDITIONAL PROGRAM LEARNING OUTCOMES FOR THE ASSOCIATE DEGREE

- ▶ Demonstrate a working knowledge and mechanical ability to inspect, maintain, service and repair reciprocating and turbine aircraft engines, and associated systems as specified by Federal Aviation Regulation Part 147.
- ▶ Demonstrate the ability to research and determine applicability of maintenance and regulatory data as it relates to aircraft powerplants and their airworthiness.
- ▶ Communicate both in writing and verbally about aircraft powerplant maintenance concepts and processes using technical terms, to both professional and administrative audiences.

- ▶ Successfully demonstrate the ability to pass the Federal Aviation Administration (FA.A.) knowledge, oral, practical and written examinations in General subjects. Leading to a certificate to take the General FA.A. written and practical tests.
- ▶ Successfully demonstrate the ability to pass the Federal Aviation Administration (FA.A.) knowledge, oral, practical and written examinations in Airframe subjects. Leading to a certificate to take the Airframe FA.A. written and practical tests.
- ▶ Demonstrate a working knowledge and mechanical ability with metal aircraft structures, cabin atmospheric control systems, aircraft instruments, navigation systems, fuel systems.

PROGRAM REQUIREMENTS: (72 UNITS)

AMT100	General Aircraft Technology	9
AMT101	General Aircraft Technology	9
AMT110	Airframe Maintenance Technology	13.5
AMT111	Airframe Structures	13.5
AMT120	Aviation Powerplant Technology	13.5
AMT121	Aviation Powerplant Systems Technology	13.5

RECOMMENDED ELECTIVES:

CSIS1	Computer Literacy - MS Office	2
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FOR ASSOCIATE DEGREE, COMPLETE GENERAL EDUCATION REQUIREMENTS: (35 - 39)

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 a counselor for details.

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

Airframe

CERTIFICATE OF ACHIEVEMENT: 45 units

DESCRIPTION

Students receiving the certificate will have job entry skills for the following occupations: Aviation mechanic; aircraft service person; 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

AVIATION MAINTENANCE TECHNOLOGY

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 FM Aircraft Airframe Certificate of completion.

PROGRAM REQUIREMENTS: (45 UNITS)

AMT100	General Aircraft Technology	9
AMT101	General Aircraft Technology	9
AMT110	Airframe Maintenance Technology	13.5
AMT111	Airframe Structures	13.5

RECOMMENDED ELECTIVES:

AMT190	Occupational Work Experience/Aviation	1-4
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Powerplant

CERTIFICATE OF ACHIEVEMENT: 45 units

DESCRIPTION

Students receiving the certificate will have job entry skills for the following occupations: Aviation mechanic; aircraft service person; 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 FA.A. Powerplant mechanic certificate.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Successfully demonstrate the ability to pass the Federal Aviation Administration (FA.A.) knowledge, oral, practical and written examinations in Powerplant subjects. Leading to obtaining FA.A. powerplant mechanic certification.
- ▶ Demonstrate a working knowledge and mechanical ability to inspect, maintain, service and repair reciprocating and turbine aircraft engines, and associated systems as specified by Federal

Aviation Regulation Part 147

- ▶ Demonstrate the ability to research and determine applicability of maintenance and regulatory data as it relates to aircraft powerplants and their airworthiness.
- ▶ Communicate both in writing and verbally about aircraft powerplant maintenance concepts and processes using technical terms, to both professional and administrative audiences.
- ▶ Demonstrate the ability to display and apply proper behavior reflecting satisfactory safe work habits and ethics to fulfill program requirements and confidence to prepare for employment.

PROGRAM REQUIREMENTS: (45 UNITS)

AMT100	General Aircraft Technology	9
AMT101	General Aircraft Technology	9
AMT120	Aviation Powerplant Technology	13.5
AMT121	Aviation Powerplant Systems Technology	13.5

RECOMMENDED ELECTIVES:

AMT190	Occupational Work Experience/Aviation	1 - 4
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Biological Science

A.S. DEGREE: 60 units

DESCRIPTION

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. 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 CHEM30A (Elementary Chemistry) or equivalent, and/or BIO10 or equivalent.
2. At a minimum be eligible to enter ENGL250 and ENGL260.
3. Two years of high school math or MATH233.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

PROGRAM REQUIREMENTS: (30 UNITS)

CHEM1A	General Chemistry	5
CHEM1B	General Chemistry	5
BIO1	Cell and Molecular Biology	4
BIO4	General Zoology	4

BIOS	General Botany	4
PHYS2A	General Physics I	4
PHYS2B	General Physics II	4

RECOMMENDED ELECTIVES:

BIO7	Human Anatomy	4
AH8 or	General Microbiology	5
BIO8	General Microbiology	5
AH9 or	Human Physiology	5
BIO9	Human Physiology	5
BIO13	Marine Biology	4
AH15 or	Survey of Human Anatomy and Physiology	5
BIO15	Survey of Human Anatomy and Physiology	5
BIO21	Field Ecology	1 - 4
ECOL1	Conservation of Natural Resources	4
MATH1A	Single-Variable Calculus and Analytic Geometry.	4
MATH18	Single-Variable Calculus and Analytic Geometry.	4

GENERAL EDUCATION REQUIREMENTS: (35-39)

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 a counselor for details.

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

Biotechnology

CERTIFICATE OF ACHIEVEMENT: 17 units

DESCRIPTION

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: UNITS: (17 UNITS)

BIOT103	Biotechnology Lab Skills and Instrumentation	4
BIOT104	Seminar in Biotechnology	1
BIO10	Principles of Biology	4
CHEM30A	Elementary Chemistry	4
CHEM30B	Elementary Organic and Biochemistry	4

TOTAL: 17

Business Administration

A.S.-T DEGREE: 60 units



DESCRIPTION

The Associate in Science in Business Administration for Transfer Degree (A.A.-T) is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration.

The A.A.-T therefore necessarily requires the completion of a general education sequence of courses, as well as specific preparation for upper-division business administration coursework.

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Apply communication principles and appropriate information technology to the production of emails, letters, memos, resumes, reports, and various other documents.
- ▶ Describe existing and emerging information technologies that assist in effective business decision-making or facilitate communication.
- ▶ Discuss the causes of macroeconomic (business cycle) fluctuations, and the effects these fluctuations have on business owners.
- ▶ Apply cost-benefit analysis to resource allocation choices made in a business setting.
- ▶ Explain accounting terminology, concepts, principles, and frameworks.
- ▶ Perform accounting-related calculations, and demonstrate the ability to use accounting methods and procedures, to solve accounting and business related questions and problems.

- ▶ Apply legal analysis in planning and decision making to avoid legal conflicts in business decisions.
- ▶ Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing environment.

REQUIREMENTS: (17 UNITS)	
ACCT20	Financial Accounting 4
ACCT21	Managerial Accounting 4
ECON1	Principles of Macroeconomics 3
ECON2	Principles of Microeconomics 3
BUS80	Business Law 3

LIST A - SELECT ONE COURSE (3 - 4 UNITS)

MATHS	Introduction to Statistics 3
MATH6	Calculus for Business / Social Science 3
MATH7	Finite Mathematics 3
BUS11 or	Statistics for Business and Economics 4
ECON11	Statistics for Business and Economics 4

LIST B - SELECT 2 COURSES

(Any course not used in List A (3-4 units))

CSIS2	Computers in Business 4
BUS1 or	Fundamentals of Business 3
BUS100	Business Correspondence 3

UNITS REQUIRED FOR THE MAJOR: 26 - 28 DOUBLE COUNTED UNITS: CSU: 9; IGETC: 9

GENERAL EDUCATION REQUIREMENTS: CSU GE: 39; IGETC: 37

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 a counselor for details.

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

ELECTIVES NEEDED TO GET TO 60 UNITS: CSU: 2 - 4; IGETC: 4 - 6

Business Computer Applications

A.S. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 21 units

DESCRIPTION

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.

PROGRAM LEARNING OUTCOMES

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.

REQUIREMENTS

Choose 21 units from the following list of courses: (21 UNITS)

CSIS1 or	Computer Literacy - MS Office	2
CSIS2	Computers in Business.	4
CSIS6 or	Webpage Authoring	3
DM6	Webpage Authoring	3
CSIS8	Introduction to the Internet	1
CSIS10	Introduction to Programming using BASIC.	3
CSIS73 or	Desktop Publishing - Adobe InDesign	3
DM73	Desktop Publishing - Adobe InDesign	3
CSIS75 or	Photoshop I - Adobe Photoshop	3
DM75 A	Photoshop I - Adobe PhotoShop	3
ACCT121 or	Spreadsheet - MS Excel	1-2
CSIS121	Spreadsheet - MS Excel	1-2
CSIS124	Windows Fundamentals	1
CSIS126	Word Processing - MS Word	2
CSIS128	Database - MS Access.	2
CMUN129 or	Presentation Graphics - MS PowerPoint.	1
CSIS129	Presentation Graphics - MS PowerPoint.	1
CSIS132	Intermediate Word Processing - MS Word.	2
CSIS134	Intermediate Excel	2
CSIS181	PC Hardware	4
CSIS182	Operating Systems.	4

Students are expected to complete the courses or show competency in skill area. See a counselor regarding the course waiver or substitution process.

RECOMMENDED ELECTIVES:

CSIS7 or	Web Page Authoring II	2
DM7	Web Page Authoring II	2
CSIS73 or	Desktop Publishing - Adobe InDesign	3
DM73	Desktop Publishing - Adobe InDesign	3

FOR ASSOCIATE DEGREE COMPLETE

GENERAL EDUCATION REQUIREMENTS: (35 -39)

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 a counselor for details.

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

Electives: Sufficient to get to 60 units

Business Emphasis

A.A. DEGREE: 60 units

DESCRIPTION

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:UNITS: (18 UNITS)

BUS1	Fundamentals of Business	3
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ECONOMICS:

ECON1	Principles of Macroeconomics	3
ECON2	Principles of Microeconomics	3

Choose any combination of courses for a minimum of 12 units:

ACCOUNTING:

ACCT20	Financial Accounting	4
ACCT21	Managerial Accounting	4

BUSINESS:

BUS11	Statistics for Business and Economics.	4
BUS14	Personal Finance	3
BUS80	Business Law	3

COMPUTER SCIENCE & INFORMATION SYSTEMS:

CSIS1	Computer Literacy - MS Office	2
CSIS2 or	Computers in Business.	4
CSIS2L	Computers in Business Lab	1

ECONOMICS:

ECON1	Principles of Macroeconomics	3
ECON2	Principles of Microeconomics	3
ECON11	Statistics for Business and Economics.	4

GENERAL EDUCATION REQUIREMENTS: (35 - 39 UNITS)

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 a counselor for details.

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

General Business

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 18 - 22 units

DESCRIPTION

The Associate's Degree program is designed for students pursuing a four-year degree in business. 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.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

REQUIREMENTS (18 - 22 UNITS)

ACCT20	Financial Accounting	4
ACCT21	Managerial Accounting	4
ECON1	Principles of Macroeconomics	3
ECON2	Principles of Microeconomics	3

CHOOSE ONE:

MATH5 or	Introduction to Statistics	3
BUS11 or	Statistics for Business and Economics.	4
ECON11	Statistics for Business and Economics.	4

CHOOSE ONE:

CSIS2L or	Computers in Business Lab	1
CSIS2	Computers in Business.	4

ELECTIVES (0 - 9 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:

BUS1	Fundamentals of Business	3
BUS80	Business Law	3
MATH1A	Single-Variable Calculus and Analytic Geometry.	4
MATH1B	Single-Variable Calculus and Analytic Geometry.	4
MATH1C	Multivariable Calculus	4
MATH2	Linear Algebra	3
MATH2C	Differential Equations	3
MATH6	Calculus for Business/Social Science	3
MATH7	Finite Mathematics	3
MATH8A	First Half of Precalculus	4
MATH8B	Second Half of Precalculus	4

FOR ASSOCIATE DEGREE COMPLETE

GENERAL EDUCATION REQUIREMENTS: (35 -39 UNITS)

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 a counselor for details.

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

General Office Skills Option

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 19.5-31.5 units

DESCRIPTION

Students will have entry-level office skills. For those who do not already have a degree, the A.A. option is preferred by employers.

PROGRAM LEARNING OUTCOMES

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.

PROGRAM REQUIREMENTS:

BUSINESS CORE COURSES (9 - 19 UNITS)

CSIS8	Introduction to the Internet	1
MATH402	Pre-Algebra	3
MATH411	Integrated Pre-Algebra	6

CHOOSE ONE:

ACCT20	Financial Accounting	4
ACCT103	General Office Accounting	3

CHOOSE ONE:

CSIS1	Computer Literacy - MS Office	2
CSIS2L or	Computers in Business Lab	1
CSIS2	Computers in Business.	4

CHOOSE ONE:

ECON1	Principles of Macroeconomics	3
BUS1	Fundamentals of Business	3

ONE OF THE FOLLOWING:

BOT191A	Workplace Skills	1
BOT191B	Workplace Skills	1
BOT191C	Workplace Skills	1

CHOOSE ONE:

BOT100 or	Business Correspondence	3
BUS100	Business Correspondence	3
ENGL250	Practical Writing	3

Eligible for English 1A

ADDITIONAL REQUIREMENTS: (4.5 - 6.5 UNITS)

CSIS112	Keyboard Speed Building	0.5-1
CSIS122	Computer Keyboarding	0.5-2
CSIS124	Windows Fundamentals	1
BOT112	Business Computations with Machines	0.5
CSIS126	Word Processing - MS Word	2

CHOOSE 6 UNITS FROM THE FOLLOWING LIST:

CSIS6 or	Webpage Authoring	3
DM6	Webpage Authoring	3
CSIS7 or	Web Page Authoring II	2
DM7	Web Page Authoring II	2
CSIS73 or	Desktop Publishing - Adobe InDesign	3
DM73	Desktop Publishing - Adobe InDesign	3
CSIS75 or	Photoshop I - Adobe Photoshop	3
DM75	Photoshop I - Adobe PhotoShop	3
CSIS120 or	Computerized Accounting - QuickBooks	3
ACCT120	Computerized Accounting - QuickBooks	3
CSIS121 or	Spreadsheet - MS Excel	1 - 2
ACCT121	Spreadsheet - MS Excel	1 - 2
DM74 or	Advanced PhotoShop	3
CSIS74	Advanced PhotoShop	3
DM85 or	Web Development and Design	3
CSIS85	Web Development and Design	3
BUS14 or	Personal Finance	3
ECON14	Personal Finance	3
ACCT105	Payroll Accounting	3
ACCT111	Introduction to Income Tax	3
CSIS132	Intermediate Word Processing - MS Word	2
CSIS134	Intermediate Excel	2

FOR ASSOCIATE DEGREE COMPLETE

GENERAL EDUCATION REQUIREMENTS: (35 -39)

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 a counselor for details.

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

Medical Office Option

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 22.5-36 units

DESCRIPTION

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.

PROGRAM LEARNING OUTCOMES

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.

PROGRAM REQUIREMENTS:

BUSINESS CORE COURSES : (9 - 19 UNITS)

CSIS8	Introduction to the Internet	1
MATH402	Pre-Algebra	3
MATH411	Integrated Pre-Algebra.	6

CHOOSE ONE:

ACCT20	Financial Accounting	4
ACCT103	General Office Accounting	3

CHOOSE ONE:

CSIS1	Computer Literacy - MS Office	2
CSIS2L or	Computers in Business Lab	1
CSIS2	Computers in Business.	4

CHOOSE ONE:

ECON1	Principles of Macroeconomics	3
BUS1	Fundamentals of Business	3

ONE OF THE FOLLOWING:

BOT191A	Workplace Skills	
BOT191B	Workplace Skills	
BOT191C	Workplace Skills	

CHOOSE ONE:

BOT100 or	Business Correspondence	3
BUS100	Business Correspondence	3
ENGL250	Practical Writing	3
Eligible for English 1A		

ADDITIONAL REQUIREMENTS: (13.5 - 17 UNITS)

BOT180	Medical Terminology for the Office	3
BOT181	Medical Billing	3
BOT182	Medical Office Procedures	3
CSIS122	Computer Keyboarding	0.5-2

CSIS124	Windows Fundamentals	1
CSIS126	Word Processing - MS Word	2

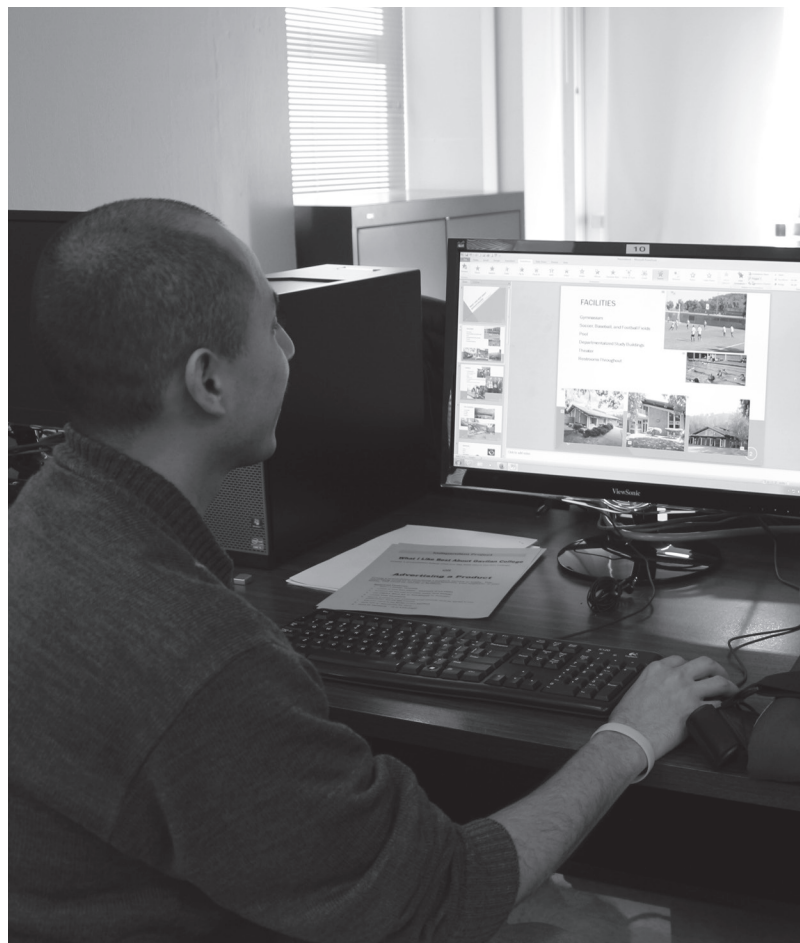
CHOOSE ONE:

CSIS120 or	Computerized Accounting - QuickBooks	3
ACCT120	Computerized Accounting - QuickBooks	3
CSIS121 or	Spreadsheet - MS Excel	1 - 2
ACCT121	Spreadsheet - MS Excel	1 - 2
CSIS128	Database - MS Access.	2

FOR ASSOCIATE DEGREE COMPLETE GENERAL EDUCATION REQUIREMENTS: (35 -39)

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 a counselor for details.

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



Chemistry

A.S.-T DEGREE: 60 units



Associate Degree
for TransferSM

DESCRIPTION

Chemistry is the study of the properties, composition and chemical transformations of all material substances. It is often referred to as the "central science" since it draws from mathematics and physics and forms a necessary background to the understanding of earth sciences and all the biological disciplines, including the various medical professions.

The Associate of Science Transfer Degree in Chemistry offered at Gavilan College is designed to meet the diverse needs of our students. This program will enable the students to develop a strong foundation in chemistry, as well as an understanding of physics and mathematics. The chemistry courses offered satisfy general education requirements, allied-health sciences, as well as chemistry, biology, physics and engineering majors.

The Chemistry Program provides students the opportunity to obtain a degree upon successful completion of the requirements of the chemistry transfer major. The theoretical knowledge and laboratory skills acquired will prepare the students interested in a seamless transfer into the CSU system, as well as other programs and enhance their success with entry-level employment that require chemistry courses as prerequisites.

STATEMENT OF PROGRAM GOALS AND OBJECTIVES:

The goal of the program is to help students better understand the chemical world and the analysis of it through chemistry techniques using qualitative and quantitative reasoning. The coursework prepares students to think critically and apply reasoning skills to analyze real world situations. Students will be able to successfully transfer to any institution of higher learning armed with the foundation needed to pursue a Baccalaureate degree in Chemistry and will be prepared for careers in fields such as industry, education, and research. Students will complete a comprehensive curriculum to meet degree, transfer, and personal growth needs. This AS-T degree in chemistry will fulfill the transfer requirements for the campuses of the CSU systems in the Chemistry major (or a similar or equivalent program).

PROGRAM REQUIREMENTS:

CORE COURSES: (36 UNITS)

CHEM1A	General Chemistry	5
CHEM1B	General Chemistry	5
CHEM12A	Organic Chemistry	5
CHEM12B	Organic Chemistry	5
PHYS4A	Physics for Scientists and Engineers - Mechanics.	4
PHYS4B	Physics for Scientists and Engineers - Electricity and Magnetism	4

MATH1A	Single-Variable Calculus and Analytic Geometry.	4
MATH1B	Single-Variable Calculus and Analytic Geometry.	4

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

TOTAL UNITS FOR THE MAJOR: 36

DOUBLE COUNTED UNITS: CSU: 9; IGETC: 9

GENERAL EDUCATION REQUIREMENTS: CSU: 33; IGETC 31

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 a counselor for details.

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

ELECTIVES NEEDED TO GET TO 60 UNITS: CSU: 0; IGETC: 2

Early Childhood Education

A.S.-T DEGREE: 60 units



DESCRIPTION

The Associate in Science in Early Childhood Education for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Child Development, Early Childhood Education or similar degree. The Associate in Science in Early Childhood Education for Transfer degree is designed to prepare students to work in a variety of early childhood settings. The two year program serves students wishing to work in entry level positions in public and private early childhood programs, as family child care providers, infant toddler care and in after school programs. The two year program serves students working on increased early childhood knowledge, supervised student teaching experiences and fulfillment of academic requirements for a Child Development Permit at the Associate, Assistant or Teacher level. Completion of the Associate in Science in Early Childhood Education for Transfer degree enables the students to complete the lower division general education requirements as well as the lower division major requirements for a baccalaureate degree in Child Development prior to transferring to a CSU. Students pursuing the transfer degree pursue a variety of careers with young children from birth to ten at the Teacher, Master Teacher, Director or Program Director level. Students also pursue careers in elementary and secondary education, early childhood special education, program administration, school counseling, child psychology, child advocacy, social work, and community services.

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Apply to become teachers, master teachers, or site supervisors within the California Child Development and School Age Matrix
- ▶ Transfer to CSU and UC colleges with Child Development and Early Childhood Education Bachelor programs.
- ▶ Articulate major child development theories and translate these theories into appropriate classroom environments that include I learning centers and materials.
- ▶ Plan developmentally appropriate curriculum activities in four domains of development: Cognitive (intellectual), Affective socialemotional), Psychomotor (physical) and Language Development.

REQUIREMENTS: (25 UNITS)

CD40	Child and Adolescent Development	3
CD5	Child / Family and Community	3
CD1	Principles and Philosophies of Early Childhood Education	3
CD32	Introduction to Curriculum	3
CD4	Observing and Assessing Children	3
CD30A	Practicum I - Early Childhood Field Experience.	4
CD9	Child Health/Nutrition and Safety	3
CD7	Cultural Context of Child and Family in a Diverse Society	3

UNITS REQUIRED FOR THE MAJOR: 25

DOUBLE COUNTED UNITS: CSU: 6; IGETC: 3

GENERAL EDUCATION REQUIREMENTS: (37 - 39)

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 a counselor for details.

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

ELECTIVES NEEDED TO GET TO 60 UNITS: CSU:2; IGETC:1

CHILD DEVELOPMENT AND EDUCATIONAL STUDIES

Child Development

A.A. DEGREE: 60 units

DESCRIPTION

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.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.
- ▶ 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.

REQUIREMENTS (34 - 36 UNITS)

CD1	Principles and Philosophies of Early Childhood Education	3
CD2	Early Child Development	3
CD4	Observing and Assessing Children	3

CHOOSE ONE:

CD5	Child/Family and Community	3
CD7	Cultural Context of Child and Family in a Diverse Society	3
CD9	Child Health/Nutrition and Safety	3
CD19	Introduction to Careers with Children	2

CD20	Children's Language and Literature	3
CD32	Introduction to Curriculum	3

ELECTIVES - ANY CD COURSES (3 UNITS)

STUDENT TEACHING PRACTICUM:

CD30A	Practicum I - Early Childhood Field Experience	4
CD30B	PracticumII: Advanced Early Childhood Field Experience	4
CD190	Occupational Work Experience/ Child Development	1-4

PLUS COMPLETION OF 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 a counselor for details.

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

Child Development and Educational Studies

CERTIFICATE OF ACHIEVEMENT: 24 units

DESCRIPTION

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.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Be eligible to apply for the Assistant Teacher Permit and the Associate Teacher Permit on 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.

CHILD DEVELOPMENT AND EDUCATIONAL STUDIES

- ▶ 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)

CD1	Principles and Philosophies of Early Childhood Education	3
CD2 or CD40	Early Child Development	3
CD40	Child and Adolescent Development.	3
CD5 or CD7	Child/Family and Community	3
CD7	Cultural Context of Child and Family in a Diverse Society	3
CD9	Child Health/Nutrition and Safety	3
CD19	Introduction to Careers with Children	2

REQUIRED ELECTIVES: (10 UNITS)

CD4	Observing and Assessing Children	3
CD5 or CD7	Child/Family and Community	3
CD7	Cultural Context of Child and Family in a Diverse Society	3
CD10	Children with Special Needs	3
CD12	Computer Education for Teachers	3
CD13	Infant and Toddler Development and Care	3
CD15	Music and Movement for Children	1
CD16	Exploring Mathematics with Children	1
CD17	Exploring Science with Children.	1
CD18	The Outdoor Classroom	3
CD20	Children's Language and Literature.	3
CD22	Field Work and Service.	0.5 - 1
CD23	Independent Study	1 - 2
CD32	Introduction to Curriculum	3
CD97	Introduction to Service Learning with Children	3
CD98	Special Topics	0.5-3

Early Childhood Education

CERTIFICATE OF ACHIEVEMENT: 24 units

DESCRIPTION

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.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ 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)

CD1	Principles and Philosophies of Early Childhood Education	3
CD2 or CD40	Early Child Development	3
CD40	Child and Adolescent Development.	3
CD5 or CD7	Child/Family and Community	3
CD7	Cultural Context of Child and Family in a Diverse Society	3
CD9	Child Health / Nutrition and Safety	3
CD19	Introduction to Careers with Children	2

ADDITIONAL REQUIREMENTS: (10 UNITS)

Choose 10 units from list below:

CD4	Observing and Assessing Children	3
CD5	Child / Family and Community	3
CD7	Cultural Context of Child and Family in a Diverse Society	3
CD10	Children with Special Needs	3
CD12	Computer Education for Teachers	3
CD13	Infant and Toddler Development and Care	3
CD15	Music and Movement for Children	1
CD16	Exploring Mathematics with Children	1
CD17	Exploring Science with Children.	1
CD18	The Outdoor Classroom	3
CD20	Children's Language and Literature.	3
CD22	Field Work and Service.	0.5 - 1
CD23	Independent Study	1 - 2
CD97	Introduction to Service Learning with Children	3
CD98	Special Topics	0.5-3

CHILD DEVELOPMENT AND EDUCATIONAL STUDIES

Early Intervention Assistant

CERTIFICATE OF ACHIEVEMENT: 32 - 35 units

DESCRIPTION

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 (32-35 UNITS)

CD1	Principles and Philosophies of Early Childhood Education	3
CD2	Early Child Development	3
CD5	Child/Family and Community	3
CD9	Child Health/Nutrition and Safety	3
CD10	Children with Special Needs	3
CD13	Infant and Toddler Development and Care	3
CD19	Introduction to Careers with Children	2
CD35	Establishing Positive Behavior in the Classroom	3
CD36	Curriculum Strategies for Inclusive Classrooms	3
CD160	Child Care First Aid and CPR	1
CD190	Occupational Work Experience / Child Development	1 - 4

CHOOSE ONE:

CD30A or	Practicum I - Early Childhood Field Experience	4
CD308	Practicum II: Advanced Early Childhood Field Experience	4

Elementary Education Emphasis

A.A. DEGREE: 60 units

DESCRIPTION

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

Upon successful completion of this program, students will be able to:

- ▶ 1. 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: (18 UNITS)

AREA A:

Complete the following required courses for 6 units:

CHILD DEVELOPMENT:

CD8A	American Education in a Changing World	3
CD8B	Teaching Reading and Writing to Children	3

AREA B:

Choose any combination of courses for a minimum of 6 units:

CD2	Early Child Development	3
CD3	Child Growth and Development During the School Years	3
CD7	Cultural Context of Child and Family in a Diverse Society	3
CD14A	Working with School Age Children	3
CD14B	Behavior Management and Guidance of School Age Children	3
CD31	Tutoring School-Age Children	1
CD97	Introduction to Service Learning with Children	3
PSYC2	Early Child Development	3
PSYC3	Child Growth and Development During the School Years	3
PSYC7	Cultural Context of Child and Family in a Diverse Society	3

AREA C:

Choose any combination of courses for a minimum of 6 units:

AJ20	Juvenile Law and Procedure	3
AH3	The Person in the Life Cycle	3
ART25A or	Art Methods	3
CD25A	Art Methods	3
ENGL2F	Children's Literature	3
HIST3	History of California	3
MATH12	Mathematics for Elementary Teachers	3

CHILD DEVELOPMENT AND EDUCATIONAL STUDIES

KIN6 or	Games and Rhythms for Children	3
CD6	Games and Rhythms for Children	3
THEA2A	Children's Theatre Repertory	3

GENERAL EDUCATION REQUIREMENTS: (35-39 UNITS)

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 a counselor for details.

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

School Age Childcare

CERTIFICATE OF ACHIEVEMENT: 24 - 26 units

DESCRIPTION

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.

PROGRAM REQUIREMENTS:

CORE COURSES: (14 UNITS)

CD1	Principles and Philosophies of Early Childhood Education	3
CD2	Early Child Development	3

CHOOSE ONE:

CD5 or	Child/Family and Community	3
CD7	Cultural Context of child and Family in a Diverse Society	3
CD9	Child Health / Nutrition and Safety	3
CD19	Introduction to Careers with Children	2

ADDITIONAL REQUIREMENTS:

Select any 10-12 units from the following:

CD3	Child Growth and Development During the School Years	3
CD8A	American Education in a Changing World	3
CD14A	Working with School Age Children	3
CD14B	Behavior Management & Guidance of School Age Children	3
CD31	Tutoring School-Age Children	1
CD97	Introduction to Service Learning with Children	3

Spanish Early Childhood Education

CERTIFICATE OF PROFICIENCY: 17 units

DESCRIPTION

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: (17 UNITS)

CD1	Principles and Philosophies of Early Childhood Education	3
CD2	Early Child Development	3
CD5	Child/Family and Community	3
CD9	Child Health/Nutrition and Safety	3
CD13	Infant and Toddler Development and Care	3
CD160	Child Care First Aid and CPR	1
CD219	Introduction to Child Development en Espanol	1





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 *****

CHILD DEVELOPMENT AND EDUCATIONAL STUDIES

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
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.

Communication Studies

A.A.-T DEGREE: 60 units



DESCRIPTION

Upon completion of this degree, students will be prepared for pursuing a BA/BS in Communication or Communication Studies.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

REQUIREMENTS: (3 UNITS)

CMUN1A Introduction to Public Speaking 3

LIST A: CHOOSE TWO: (6 UNITS)

CMUN5 Fundamentals of Communication Studies 3
 CMUN8 Interpersonal Communication 3
 CMUN10 Small Group Communication 3

LIST B: CHOOSE TWO (6 UNITS)

(including any List A course not used above):

CMUN2 or Oral Interpretation. 3
 THEA4 Oral Interpretation. 3
 CMUN4 Intercultural Communication. 3
 SOC10 Mass Media and Society 3

LISTC: CHOOSE ONE (3 UNITS)

(including any List A or B course not used above):

ANTH3 Introduction to Cultural Anthropology. 3
 ENGL1B Composition and Literature 3

ENGL1C Critical Reasoning and Writing 3
 PSYC10 Introduction to Psychology 3
 SOC1A Introduction to Sociology 3

GENERAL EDUCATION REQUIREMENTS: CSU GE: 39; IGETC: 37

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 a counselor for details.

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

ELECTIVES AS NEEDED TO GET TO 60 UNITS

Communication Studies

A.A. DEGREE: 60 units

DESCRIPTION

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.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

CORE COURSES: (15 UNITS)

CMUN1A Introduction to Public Speaking 3
 CMUN4 Intercultural Communication. 3
 CMUN8 Interpersonal Communication 3
 CMUN10 Small Group Communication 3
 PSYC10 Introduction to Psychology 3

ADDITIONAL REQUIREMENTS: (6 UNITS)

Choose one from the following:

CMUN5	Fundamentals of Communication Studies	3
JOUR10 or	Mass Media and Society	3
SOC10	Mass Media and Society	3
GUID27 or	Contemporary Leadership	3
PSYC27 or	Contemporary Leadership	3
POLS27	Contemporary Leadership	3
PHIL4	Critical Thinking and Writing	3

Choose one from the following:

CMUN6 or	Introduction to Conflict Resolution	3
POLS6 or	Introduction to Conflict Resolution	3
PSYC6	Introduction to Conflict Resolution	3
ANTH3	Introduction to Cultural Anthropology	3
SOC1A	Introduction to Sociology	3
SOC21	Marriage and the Family	3
SOC4	Sociology of Women and Men	3

GENERAL EDUCATION REQUIREMENTS: (35-39 UNITS)

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 a counselor for details.

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

Communication Studies

CERTIFICATE OF ACHIEVEMENT: 12 units

DESCRIPTION

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

Upon successful completion of this program, 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.

PROGRAM REQUIREMENTS:

Choose four classes (12 units) from the following list:

CMUN1A	Introduction to Public Speaking	3
CMUN2 or	Oral Interpretation.	3
THEA4	Oral Interpretation.	3
CMUN4	Intercultural Communication	3
CMUN5	Fundamentals of Communication Studies	3
CMUN8	Interpersonal Communication	3
CMUN10	Small Group Communication	3
CMUN129 or	Presentation Graphics - MS PowerPoint.	1
CSIS129	Presentation Graphics - MS PowerPoint.	1

Interpersonal Communication

CERTIFICATE OF ACHIEVEMENT: 18 units

DESCRIPTION

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.

PROGRAM REQUIREMENTS: (18 UNITS)

Choose eighteen (18) units from the following list:

POLS6 or	Introduction to Conflict Resolution	3
CMUN6 or	Introduction to Conflict Resolution	3
PSYC6	Introduction to Conflict Resolution	3
POLS27 or	Contemporary Leadership	3
PSYC27 or	Contemporary Leadership	3
GUID27	Contemporary Leadership	3
CMUN5	Fundamentals of Communication Studies	3
CMUN8	Interpersonal Communication	3
PSYC10	Introduction to Psychology	3
SOC1A	Introduction to Sociology	3

COMPUTER SCIENCE AND INFORMATION SYSTEMS

Computer Science

A.S.-T DEGREE: 60 units



Associate Degree
for Transfer™

DESCRIPTION

The Associate in Science in Computer Science for Transfer Degree (AS-T in Computer Science) has been established to assist students in seamlessly transferring from Gavilan College to a California State University (CSU), with the objective of pursuing a baccalaureate degree in computer science. The Associate in Science in Computer Science for Transfer Degree therefore necessarily requires the completion of a general education sequence of courses, as well as specific preparation for upper-division computer science coursework.

PROGRAM LEARNING OUTCOMES

Upon completion of the Associate in Science in Computer Science for Transfer Degree, students will be prepared for more advanced upper-division coursework in computer science, and will be able to:

- ▶ Code, debug, document, test, and run programs.
- ▶ Write programs in at least three different programming languages, and compare and contrast the philosophies and comparative advantages of each of these languages.
- ▶ Demonstrate professional conduct by meeting project deadlines, and participating in self managed teams.
- ▶ Create algorithms to solve programming problems, and implement those algorithms.

PROGRAM REQUIREMENTS: (28 UNITS)

REQUIRED CORE:

CSIS5 or	C++ Scientific Programming	3
CSIS45 or	C++ Programming I	3
CSIS24	Java Programming I	3
CSIS46 or	C++ Programming II	3
CSIS27	Java Programming II	3
CSIS28	Computer Architecture and Organization	3
CSIS26	Discrete Structures	3
MATH1A	Single-Variable Calculus and Analytic Geometry	4
MATH1B	Single-Variable Calculus and Analytic Geometry	4
PHYS4A	Physics for Scientists and Engineers - Mechanics	4
PHYS4B	Physics for Scientists and Engineers - Electricity and Magnetism	4

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

TOTAL UNITS FOR THE MAJOR: 28

DOUBLE COUNTED UNITS: CSU 7; IGETC: 7

GENERAL EDUCATION REQUIREMENTS: CSU: 39; IGETC: 37

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 a counselor for details.

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

ELECTIVES AS NEEDED TO GET TO 60 UNITS: CSU: 0; IGETC: 2

TOTAL UNITS FOR THE DEGREE: 60

Computer Science

& Information Systems Emphasis

A.A. DEGREE: 60 units

DESCRIPTION

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: (18 UNITS)

Choose any combination of courses for a minimum of 18 units:

COMPUTER SCIENCE & INFORMATION SYSTEMS:

CD12	Computer Education for Teachers	3
CSIS5	C++ Scientific Programming	3

COMPUTER SCIENCE AND INFORMATION SYSTEMS

CSIS6 or DM6	Webpage Authoring	3
CSIS7 or DM7	Webpage Authoring II	2
CSIS8	Introduction to the Internet	1
CSIS9	Computer Education for Teachers	3
CSIS10	Introduction to Programming using BASIC	3
CSIS12	Assembly Language Programming	3
CSIS12L	Assembly Language Programming Lab	1
CSIS18	UNIX / C++ Programming	3
CSIS18L	UNIX / C++ Programming Lab	1
CSIS24	Java Programming I	3
CSIS26	Discrete Structures	3
CSIS43	C Programming	4
CSIS44	C#.NET Programming	4
CSIS45	C++ Programming I	3
CSIS46	C++ Programming II	3
CSIS47	Visual C++ Programming	3
CSIS49	UNIX / Linux Shell Programming	4
CSIS51	Visual Basic Programming	4
CSIS54	Perl Programming	3
CSIS54L	Perl Programming Lab	1
CSIS84	Java Script Programming	2

DIGITAL MEDIA:

CSIS73 or DM73	Desktop Publishing - Adobe InDesign	3
CSIS75 or DM75	Photoshop I - Adobe Photoshop	3
DM74 or CSIS74	Advanced PhotoShop	3
DM76 or CSIS76	Digital Illustration	3
DM77 or CSIS77	Introduction to Digital Media and its Tools	3
DM80 or CSIS80	Digital Photography	3
DM85 or CSIS85	Web Development and Design	3
DM113	Introduction to Digital Video	3
DM114	Digital Media Production	2

GENERAL EDUCATION REQUIREMENTS: (35-39)

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 a counselor for details.

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

AREA OF EMPHASIS TOTAL: 18

Computer Programming

A.S. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 21- 22 units

DESCRIPTION

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

Upon successful completion of this program, students 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.

REQUIREMENTS:

CSIS46	C++ Programming II	3
CSIS48	UNIX/Linux Operating System	4

CHOOSE ONE:

CSIS45	C++ Programming I	3
CSIS5	C++ Scientific Programming	3

CHOOSE 10 UNITS FROM LIST BELOW:

CSIS6 or DM6	Webpage Authoring	3
CSIS12	Assembly Language Programming	3
CSIS12L	Assembly Language Programming Lab	1
CSIS24	Java Programming I	3
CSIS44	C# .NET Programming	4
CSIS51	Visual Basic Programming	4
CSIS54	Perl Programming	3
CSIS54L	Perl Programming Lab	1
CSIS78	Web Sites with SQL and PHP	4

RECOMMENDED ELECTIVES:

FOR TRANSFER MAJORS:

MATH1A	Single-Variable Calculus and Analytic Geometry	4
MATH1B	Single-Variable Calculus and Analytic Geometry	4

FOR NON-TRANSFER MAJORS:

MATH233	Intermediate Algebra	5
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COMPUTER SCIENCE AND INFORMATION SYSTEMS

FOR ASSOCIATE DEGREE, COMPLETE GENERAL EDUCATION REQUIREMENTS (35-39)

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 a counselor for details.

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

Computer Hardware

CERTIFICATE OF PROFICIENCY: 8 units

DESCRIPTION

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 (8 UNITS)

CSIS181	PC Hardware	4
CSIS182	Operating Systems	4

RECOMMENDED ELECTIVES:

CSIS2L or	Computers in Business Lab	1
CSIS2	Computers in Business	4
CSIS122	Computer Keyboarding	0.5-2

Computer Networking

A.S. DEGREE: minimum of 60 units

CERTIFICATE OF ACHIEVEMENT: 24 units

DESCRIPTION

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

Upon successful completion of this program, students 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.

REQUIREMENTS: (24 UNITS)

CSIS48	UNIX/Linux Operating System	4
CSIS178	Applied Networking	4
CSIS179	Introduction to Information Security	4
CSIS181	PC Hardware	4
CSIS182	Operating Systems	4
CSIS183	Introduction to Microsoft Servers	4

FOR ASSOCIATE DEGREE, COMPLETE GENERAL EDUCATION REQUIREMENTS (35-39 UNITS)

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 a counselor for details.

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

Computerized Accounting

CERTIFICATE OF PROFICIENCY: 17 units

DESCRIPTION

Students receiving the certificate will have entry-level computerized bookkeeping skills for a modern office.

REQUIREMENTS: (17 UNITS)

ACCT121 or	Spreadsheet - MS Excel	1-2
CSIS121	Spreadsheet - MS Excel	1-2
CSIS2L	Computers in Business Lab	1
ACCT20	Financial Accounting	4
ACCT21	Managerial Accounting	4
CSIS120 or	Computerized Accounting - QuickBooks	3
ACCT120	Computerized Accounting - QuickBooks	3

CHOOSE ONE:

ACCT103 or	General Office Accounting	3
ACCT105 or	Payroll Accounting	3
ACCT111	Introduction to Income Tax	

COMPUTER SCIENCE AND INFORMATION SYSTEMS

Programming for the Internet

A.S. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 19-20 units

DESCRIPTION

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

Upon successful completion of this program, students 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.

REQUIREMENTS: (19 - 20 UNITS)

CSIS6 or	Webpage Authoring	3
DM6	Webpage Authoring	3
CSIS51	Visual Basic Programming	4
CSIS54	Perl Programming	3
CSIS54L	Perl Programming Lab	1
CSIS84	JavaScript Programming	2

CHOOSE ONE: (3 UNITS)

CSIS5	C++ Scientific Programming	3
CSIS45	C++ Programming I	3

CHOOSE COURSES FOR AT LEAST 4 UNITS:

CSIS7 or	Web Page Authoring II	2
DM7	Web Page Authoring II	2
CSIS75 or	Photoshop I - Adobe Photoshop	3
DM75	Photoshop I - Adobe PhotoShop	3
DM85 or	Web Development and Design	3
CSIS85	Web Development and Design	3
DM110 or	Interactive Animation: Flash	3
CSIS110	Interactive Animation: Flash	3
CSIS78	Web Sites with SOL and PHP	4

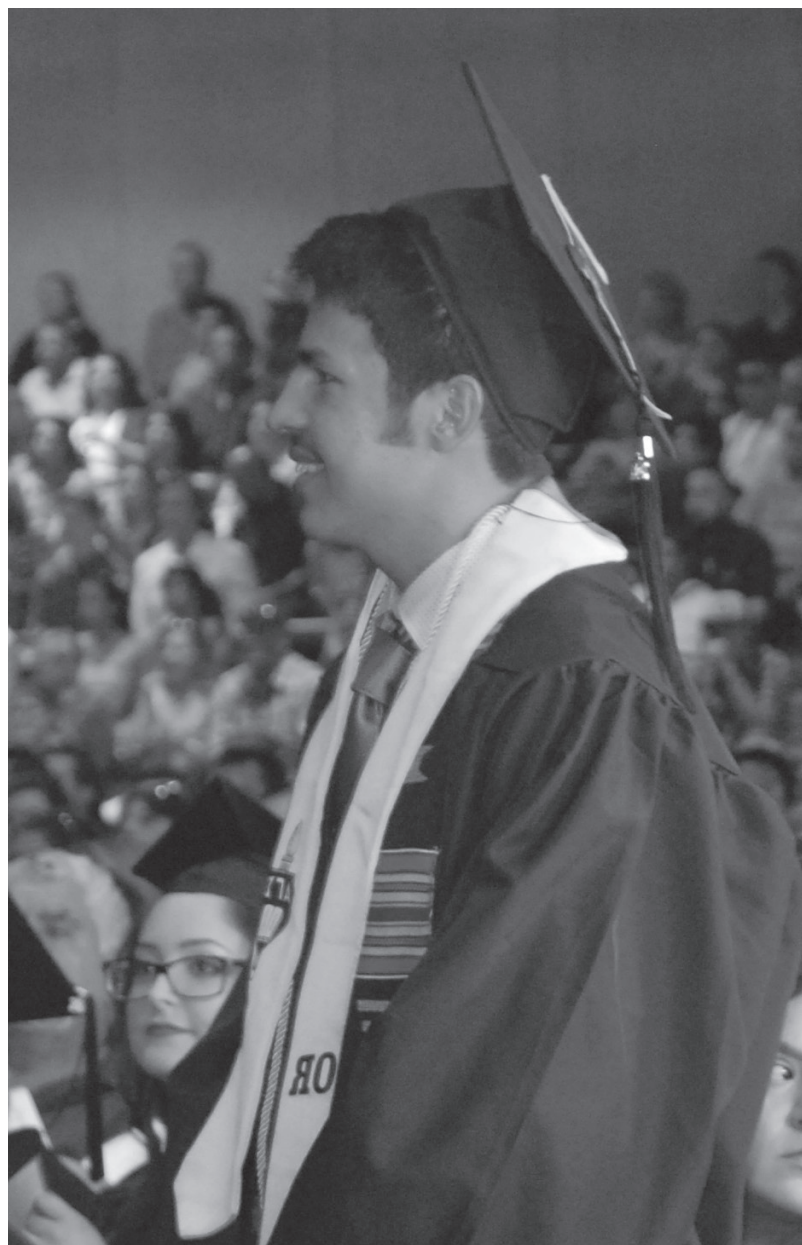
RECOMMENDED ELECTIVE:

MATH233	Intermediate Algebra	5
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FOR ASSOCIATE DEGREE, COMPLETE GENERAL EDUCATION REQUIREMENTS (35-39 UNITS)

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 a counselor for details.

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



COMPUTER SCIENCE AND INFORMATION SYSTEMS

Scientific Programming

A.S. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 25 - 28 units

DESCRIPTION

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

Upon successful completion of this program, students 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.

REQUIREMENTS: (25 - 28 UNITS)

CSIS46	C++ Programming II	3
MATH1A	Single-Variable Calculus and Analytic Geometry . .	4

CHOOSE ONE:

CSIS5	C++ Scientific Programming	3
CSIS45	C++ Programming I	3

CHOOSE TWO:

CSIS24	Java Programming I	3
CSIS47	Visual C++ Programming	3
CSIS51	Visual Basic Programming	4
CSIS54	Perl Programming	3
CSIS54L	Perl Programming Lab	1

CHOOSE TWO:

MATH1B	Single-Variable Calculus and Analytic Geometry . .	4
MATH5	Introduction to Statistics	3
MATH7	Finite Mathematics	3
CSIS26	Discrete Structures	3

FOR ASSOCIATE DEGREE, 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, plus sufficient electives to meet a 60 unit total. See a counselor for details.

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

UNIX Operating System

A.S. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 23 - 24 units

DESCRIPTION

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, *CIC++* programming.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

REQUIREMENTS : (23-24 UNITS)

CSIS48	UNIX/Linux Operating System	4
CSIS49	UNIX/Linux Shell Programming	4

CHOOSE ONE:

CSIS18	UNIX/C++ Programming	3
CSIS18L	UNIX/C++ Programming Lab	1
CSIS45	C++ Programming I	3
CSISS	C++ Scientific Programming	3

CHOOSE TWO:

CSIS24	Java Programming I	3
CSIS46	C++ Programming II	3
CSIS54	Perl Programming	3
CSIS54L	Perl Programming Lab	1

FOR ASSOCIATE DEGREE, 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, plus sufficient electives to meet a 60 unit total. See a counselor for details.

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

Cosmetology

A.S. DEGREE: minimum of 60 units

CERTIFICATE OF ACHIEVEMENT: 38-48 units

DESCRIPTION

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 A.S. 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

Upon successful completion of this program, students will be able to:

- ▶ 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.

REQUIREMENTS: (38-48 UNITS)

COS200	Beginning Cosmetology	12
COS201	Intermediate Cosmetology	12
COS202	Advanced Cosmetology	12
COS203 or	Practicum	2 - 12
COS207	Contemporary Styling	4.5

RECOMMENDED ELECTIVES:

COS205	State Board Review
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** 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: (35-39 UNITS)

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 a counselor for details.

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





Esthetician

CERTIFICATE OF PROFICIENCY: 16 units

DESCRIPTION

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

Upon successful completion of this program, students will be able to:

- ▶ 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:

COS220	Scientific Skin Care (Esthetics)	8
COS221	Advanced Scientific Skin Care (Esthetics)	8

Digital Media

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 18-19 units

DESCRIPTION

Digital Media students learn fundamental concepts, aesthetic principles, and complex techniques applicable to digital media and related programs in multimedia, new media, animation, digital video, and digital design. A variety of degree options explore in detail a desired specialty in this multidisciplinary field.

This degree is for students who are interested in pursuing a career as a Graphic Visual Designer, Illustrator, Animator, Digital Imaging Specialist, Videographer, Editor Visual Effects Artist, Web Designer, or Game Designer/Developer. Options available offer a student a path directly to 4 year colleges, to start or enhance a career, or to work as an entry level production specialist.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Analyze the relationship of aesthetics, content, user experience and/or interactivity of projects suitable for implementing and using digital media or in order to synthesize a design, produce development guidelines incorporating techniques such as storyboards and flow charts and render their design using good aesthetic 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.

Option in Digital Design and Imaging:

- ▶ 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.

Option in Digital Video and Animation:

- ▶ Analyze project definitions to produce scripts and storyboards in order to creatively and logically shoot and edit video; design visual effects / motion graphics; and create animation for video broadcast, web media, video games, or cell phones.

Option in Interactive Media:

- ▶ Describe the relationship of content elements, synthesize the interactivity, and design projects such as video games, websites, educational media, or interactive TV in line with current theories in human cognition and user experience.

REQUIRED CORE: (12 UNITS)

DM75 or	Photoshop I - Adobe PhotoShop	3
CSIS75	Photoshop I - Adobe Photoshop	3
DM76 or	Digital Illustration	3
CSIS76	Digital Illustration	3
DM77 or	Introduction to Digital Media and its Tools	3
CSIS77	Introduction to Digital Media and its Tools	3
DM107 or	Digital Media Design	3
CSIS107	Digital Media Design	3

SELECT ONE OF THE FOLLOWING OPTIONS:

OPTION IN DIGITAL DESIGN AND IMAGING: (6 UNITS)

DM85 or	Web Development and Design	3
CSIS85	Web Development and Design	3
DM74 or	Advanced PhotoShop	3
CSIS74	Advanced PhotoShop	3
DM80 or	Digital Photography	3
CSIS80	Digital Photography	3

OPTION IN DIGITAL VIDEO AND ANIMATION: (6 UNITS)

DM60	Introduction to Animation	3
DM61	3D Animation	3
DM113	Introduction to Digital Video	3
DM117 or	Visual Effects-Motion Graphics	3
CSIS117	Visual Effects-Motion Graphics	3

OPTION IN INTERACTIVE MEDIA: (6-7 UNITS)

DM6or	Webpage Authoring	3
CSIS6	Webpage Authoring	3
CSIS42	Python Programming	3
CSIS45	C++ Programming I	3
CSIS84	Java Script Programming	2
DM160 or	Game Design	3
CSIS160	Game Design	3

FOR ASSOCIATE DEGREE, 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, plus sufficient electives to meet a 60 unit total. See a counselor for details.

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

ELECTIVES AS NEEDED TO REACH 60 UNITS

Digital Design and Imaging

CERTIFICATE OF ACHIEVEMENT: 18 units

DESCRIPTION

Digital Media students learn fundamental concepts, aesthetic principles, and complex techniques applicable to digital media and related programs in multimedia, new media, animation, digital video, and digital design. A variety of certificate options explore in detail a desired specialty in this multidisciplinary field. These certificates are for students who are interested in pursuing a career as a Graphic Visual Designer, Illustrator, Animator, Digital Imaging Specialist, Videographer, Editor, Visual Effects Artist, Web Designer, or Game Designer/Developer. The certificate options available offer a student a path directly to start or enhance a career or to work as an entry level production specialist.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Analyze the relationship of aesthetics, content, user experience and/or interactivity of projects suitable for implementing and using digital media or in order to synthesize a design, produce development guidelines incorporating techniques such as storyboards and flow charts and render their design using good aesthetic 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.
- ▶ 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.

CORE COURSES (12 UNITS)

DM75 or	Photoshop I - Adobe PhotoShop	3
CSIS75	Photoshop I - Adobe Photoshop	3
DM76 or	Digital Illustration	3
CSIS76	Digital Illustration	3
DM77 or	Introduction to Digital Media and its Tools	3
CSIS77	Introduction to Digital Media and its Tools	3
DM107 or	Digital Media Design	3
CSIS107	Digital Media Design	3

ELECTIVES: (6 UNITS) CHOOSE 2 COURSES

DM85 or	Web Development and Design	3
CSIS85	Web Development and Design	3
DM74 or	Advanced PhotoShop	3
CSIS74	Advanced PhotoShop	3
DMBO or	Digital Photography	3
CSIS80	Digital Photography	3

Digital Video and Animation

CERTIFICATE OF ACHIEVEMENT: 18 units

DESCRIPTION

Digital Media students learn fundamental concepts, aesthetic principles, and complex techniques applicable to digital media and related programs in multimedia, new media, animation, digital video, and digital design. A variety of certificate options explore in detail a desired specialty in this multidisciplinary field. These certificates are for students who are interested in pursuing a career as a Graphic Visual Designer, Illustrator, Animator, Digital Imaging Specialist, Videographer, Editor, Visual Effects Artist, Web Designer, or Game Designer/Developer. The certificate options available offer a student a path directly to start or enhance a career or to work as an entry level production specialist.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Analyze the relationship of aesthetics, content, user experience and/or interactivity of projects suitable for implementing and using digital media or in order to synthesize a design, produce development guidelines incorporating techniques such as storyboards and flow charts and render their design using good aesthetic 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.
- ▶ Analyze project definitions to produce scripts and storyboards in order to creatively and logically shoot and edit video; design visual effects/motion graphics; and create animation for video broadcast, web media, video games, or cell phones.

CORE COURSES (12 UNITS)

DM75 or	Photoshop I - Adobe PhotoShop	3
CSIS75	Photoshop I - Adobe Photoshop	3
DM76 or	Digital Illustration	3
CSIS76	Digital Illustration	3
DM77 or	Introduction to Digital Media and its Tools	3
CSIS77	Introduction to Digital Media and its Tools	3
DM107 or	Digital Media Design	3
CSIS107	Digital Media Design	3

ADDITIONAL REQUIREMENTS: CHOOSE 2 (6 UNITS)

DM61	3D Animation	3
DM60	Introduction to Animation	3
DM113 or	Introduction to Digital Video	3
CSIS117	Visual Effects-Motion Graphics	3

Interactive Media

CERTIFICATE OF ACHIEVEMENT: 18-19 units

DESCRIPTION

Digital Media students learn fundamental concepts, aesthetic principles, and complex techniques applicable to digital media and related programs in multimedia, new media, animation, digital video, and digital design. A variety of certificate options explore in detail a desired specialty in this multidisciplinary field. These certificates are for students who are interested in pursuing a career as a Graphic Visual Designer, Illustrator, Animator, Digital Imaging Specialist, Videographer, Editor, Visual Effects Artist, Web Designer, or Game Designer/Developer. The certificate options available offer a student a path directly to start or enhance a career or to work as an entry level production specialist.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Analyze the relationship of aesthetics, content, user experience and/or interactivity of projects suitable for implementing and using digital media or in order to synthesize a design, produce development guidelines incorporating techniques such as storyboards and flow charts and render their design using good aesthetic 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.
- ▶ Describe the relationship of content elements, synthesize the interactivity, and design projects such as video games, web sites, educational media, or interactive TV in line with current theories in human cognition and user experience.

CORE COURSES (12 UNITS)

DM75 or	Photoshop I - Adobe PhotoShop	3
CSIS75	Photoshop I - Adobe Photoshop	3
DM76 or	Digital Illustration	3
CSIS76	Digital Illustration	3
DM77 or	Introduction to Digital Media and its Tools	3
CSIS77	Introduction to Digital Media and its Tools	3
DM107 or	Digital Media Design	3
CSIS107	Digital Media Design	3

ADDITIONAL REQUIREMENTS: (CHOOSE 9 UNITS)

DM6 or	Webpage Authoring	3
CSIS6	Webpage Authoring	3
CSIS42	Python Programming	4
CSIS45	C++ Programming I	3

CSIS84	JavaScript Programming	2
DM160 or	Game Design	3
CSIS160	Game Design	3

Digital Imaging/Graphics Production Specialist

CERTIFICATE OF PROFICIENCY: 17-18 units

DESCRIPTION

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: (12 UNITS)

ART2A	Two-Dimensional Design	3
CSIS75 or	Photoshop I - Adobe Photoshop	3
DM75	Photoshop I - Adobe PhotoShop	3
DM76 or	Digital Illustration	3
CSIS76	Digital Illustration	3
DM77 or	Introduction to Digital Media and its Tools	3
CSIS77	Introduction to Digital Media and its Tools	3

CHOOSE ONE: (2-3 UNITS)

CSIS114 or	Digital Media Production	2
DM114	Digital Media Production	2
JOUR18A	Print and Digital News I	3

CHOOSE ONE: (3 UNITS)

CSIS80 or	Digital Photography	3
DM80	Digital Photography	3
CSIS110 or	Interactive Animation: Flash	3
DM110	Interactive Animation: Flash	3
ART8A	Introduction to Photography	3
CGD110	Computer Graphics Lab	1 - 4

Digital Print Production Specialist

CERTIFICATE OF PROFICIENCY: 15-16 units

DESCRIPTION

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

PROGRAM REQUIREMENTS: (10 UNITS)

DM77 or	Introduction to Digital Media and its Tools	3
CSIS77	Introduction to Digital Media and its Tools	3
CSIS73 or	Desktop Publishing - Adobe InDesign	3
DM73	Desktop Publishing - Adobe InDesign	3
CSIS126	Word Processing - MS Word	2
CSIS132	Intermediate Word Processing - MS Word	2

CHOOSE ONE: (2-3 UNITS)

CSIS114	Digital Media Production	2
DM114	Digital Media Production	2
JOUR18A	Print and Digital News I	3

CHOOSE ONE: (3 UNITS)

CSIS75 or	Photoshop I - Adobe Photoshop	3
DM75	Photoshop I - Adobe PhotoShop	3
CSIS76 or	Digital Illustration	3
DM76	Digital Illustration	3

Digital Video Editor Specialist

CERTIFICATE OF PROFICIENCY: 13-14 units

DESCRIPTION

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.

PROGRAM REQUIREMENTS:(13-14 UNITS)

DM77 or	Introduction to Digital Media and its Tools	3
CSIS77	Introduction to Digital Media and its Tools	3
DM113	Introduction to Digital Video	3
THEA98	Special Topics	0.5 - 3

CHOOSE ONE:

DM117 or	Visual Effects-Motion Graphics	3
CSIS117	Visual Effects-Motion Graphics	3
DM110 or	Interactive Animation: Flash	3

CSIS110	Interactive Animation: Flash	3
MUS21	Electronic Music / Sound Design	3
THEA16 or	History and Culture of Television, Film and New	3
	Media	3
MCTV16	History and Culture of Television, Film and New	3
	Media	3

CHOOSE ONE:

THEA17B or	Television and Video Workshop	3
MCTV17B	Television and Video Workshop	3
MCTV17A or	Television and Video Workshop	3
THEA17A	Television and Video Workshop	3

Web Page Production Specialist

CERTIFICATE OF PROFICIENCY: 18-20 units

DESCRIPTION

This certificate will enable a graduate to obtain jobs maintaining websites or assisting web designer/developer. Does NOT require completion of core courses.

PROGRAM REQUIREMENTS:

CSIS6 or	Webpage Authoring	3
DM6	Webpage Authoring	3
DM77 or	Introduction to Digital Media and its Tools	3
CSIS77	Introduction to Digital Media and its Tools	3
DM110 or	Interactive Animation: Flash	3
CSIS110	Interactive Animation: Flash	3
CSIS126	Word Processing - MS Word	2

CHOOSE ONE: (2-3 UNITS)

CSIS114 or	Digital Media Production	2
DM114	Digital Media Production	2
JOUR18A	Print and Digital News I	3

CHOOSE ONE: (2-3 UNITS)

CSIS7 or	Web Page Authoring II	2
DM7	Web Page Authoring II	2
CSIS85 or	Web Development and Design	3
DM85	Web Development and Design	3

CHOOSE ONE: (3 UNITS)

CSIS75 or	Photoshop I - Adobe Photoshop	3
DM75	Photoshop I - Adobe PhotoShop	3
JOUR16A	Writing for Print and Digital Media	3

Economics

A.S.-T DEGREE: 60 units



Associate Degree
for Transfer™

DESCRIPTION

The Associate in Arts in Economics for Transfer Degree (A.A.-T) has been established to assist students in seamlessly transferring from Gavilan College to a California State University (CSU), with the objective of pursuing a baccalaureate degree in economics. The A.A.-T therefore necessarily requires the completion of a general education sequence of courses, as well as specific preparation for upper division economics coursework.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

REQUIREMENTS: (12 -14 UNITS)

ECON1	Principles of Macroeconomics	3
ECON2	Principles of Microeconomics	3
MATH5 or	Introduction to Statistics	3
ECON11 or	Statistics for Business and Economics	4
BUS11	Statistics for Business and Economics	4
MATH6 or	Calculus for Business/Social Science	3
MATH1A	Single-Variable Calculus and Analytic Geometry	4

LIST A: SELECT ONE(3 - 4 UNITS)

MATH7	Finite Mathematics	3
MATH1B	Single-Variable Calculus and Analytic Geometry	4
ACCT20	Financial Accounting	4
ACCT21	Managerial Accounting	4
CSIS2	Computers in Business	4
BUS100	Business Correspondence	3
CSIS51	Visual Basic Programming	4

LIST B: SELECT ONE (3 - 4 UNITS)

ANY COURSE NOT USED IN LIST A

ECON14 or	Personal Finance	3
BUS14	Personal Finance	3
MATH1C	Multivariable Calculus	4
MATH2	Linear Algebra	3

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

UNITS REQUIRED FOR THE MAJOR: 18 - 22

DOUBLE COUNTED UNITS: CSU: 9; IGETC: 9

GENERAL EDUCATION REQUIREMENTS:

CSU GE: 39; IGETC: 37

ELECTIVES NEEDED TO GET TO 60 UNITS:

CSU:8-12; IGETC: 10-14



Economics, Business

A.S. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 19 -22 units

DESCRIPTION

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

PROGRAM LEARNING OUTCOMES

- ▶ Upon successful completion of this program, students 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.

REQUIREMENTS (19 - 22 UNITS)

ECON1	Principles of Macroeconomics	3
ECON2	Principles of Microeconomics	3

CHOOSE ONE:

MATHS	Introduction to Statistics	3
BUS11 or	Statistics for Business and Economics.	4
ECON11	Statistics for Business and Economics.	4

CHOOSE ONE:

MATH1A	Single-Variable Calculus and Analytic Geometry.	4
MATH6	Calculus for Business/Social Science	3

CHOOSE TWO:

MATH1B	Single-Variable Calculus and Analytic Geometry.	4
MATH7	Finite Mathematics	3
ACCT20	Financial Accounting	4

FOR ASSOCIATE DEGREE, 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, plus sufficient electives to meet a 60 unit total. See a counselor for details.

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



English

A.A.-T DEGREE: 60 units



Associate Degree
for Transfer™

DESCRIPTION

The Associate in Arts in English for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in English. Students majoring in English at Gavilan may take courses in composition, critical thinking, creative writing, journalism, film, teaching and tutoring techniques, and a range of literature courses, including British and American surveys, Mythology, Children's Literature, World Literature, and Women's Literature. Participants in the English program become proficient in skills that are universally beneficial to all other disciplines. These courses help students to write effectively and persuasively, to develop and hone their critical thinking skills, and to cultivate their understanding and appreciation of literature in the context of history and culture. English major leads directly to careers in teaching, journalism, publishing and editing, technical writing, public relations, and advertising. It is also excellent preparation for careers in law, communications, government, and a variety of business environments.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Examine a variety of expository and literary texts and demonstrate in writing or speech the comprehension, analysis, and interpretation of those texts;
- ▶ Compose a variety of literary and expository texts for a variety of purposes and audiences, applying the conventions of standard English as stylistically appropriate.
- ▶ Recognize and discuss the social, cultural, theoretical, and historical contexts of text written in the English language and tradition
- ▶ Analyze and interpret texts written in English, formulating theses and defending the thesis with appropriate support in a sustained argument;
- ▶ Develop a vocabulary of literary terms, theories, and critical methods for interpreting texts

REQUIREMENTS:

ENGL1B	Composition and Literature	3
ENGL1C	Critical Reasoning and Writing	3

LIST A: SELECT 2 (6 UNITS)

ENGL5A	Survey of American Literature-1620 to1865	3
ENGL5B	Survey of American Literature - 1865 to Present	3
ENGL4A	British Literature - 449 to 1798 A.D.	3
ENGL4B	British Literature - 1798 to Present	3

LIST B: SELECT 1 (3 UNITS)

ANY COURSE NOT ALREADY USED IN LIST A (3 units)		
ENGL9A	Introduction to Creative Writing	3

LIST C: SELECT 1 (3 UNITS)

ANY COURSE NOT ALREADY USED IN LIST A (3 units)		
ENGL2C	Introduction to Film and Fiction	3
ENGL2E	Introduction to Women Writers	3
ENGL2F	Children's Literature	3
ENGL2J	World Mythology	3
HUM3	Introduction to Cinematic Arts, Film and Television	3
HUM4	Introduction to American Cinema	3
JOUR16A	Writing for Print and Digital Media	3
THEA4 or	Oral Interpretation	3
CMUN2	Oral Interpretation	3

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

UNITS REQUIRED FOR THE MAJOR: 18

DOUBLE COUNTED UNITS:

CSU: 9 - 12; IGETC: 9

GENERAL EDUCATION REQUIREMENTS:

CSU GE: 39; IGETC: 37

ELECTIVES NEEDED TO GET TO 60 UNITS:

CSU: 12 -15; IGETC: 14

ENGLISH AS A SECOND LANGUAGE

ESL Intermediate Level

CERTIFICATE OF PROFICIENCY: 12 units

DESCRIPTION

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.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

REQUIRED COURSES (12 UNITS)

OPTION 1

ESL541	Intermediate ESL Listening/Speaking II	4
ESL542	Intermediate ESL Reading, Vocabulary II	3
ESL543	Intermediate ESL Grammar - Writing II	5

OPTION 2

ESL547	Integrated Reading / Writing III	6
ESL548	Integrated Listening / Speaking III	6

ESL Advanced Level

CERTIFICATE OF PROFICIENCY: 9 units

DESCRIPTION

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.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

REQUIRED COURSES

ESL562	Advanced ESL Reading Vocabulary II	4
ESL563	Advanced ESL Composition II	5

ENGLISH AS A SECOND LANGUAGE

ESL Lifeskills

NON CREDIT CERTIFICATE OF COMPLETION

DESCRIPTION

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.

PROGRAM LEARNING OUTCOMES

- ▶ Upon successful completion of this program, students will be able to:
- ▶ Request very basic services within the context of the life skills topics covered;
- ▶ Make simple present, present continuous, simple past, and future affirmative and negative oral and written statements within the context of the life-skills topics covered;
- ▶ Pronounce and spell the names of objects, people, places, and activities within the context of the life skills topics covered;
- ▶ Use subject, object, and demonstrative pronouns, possessive adjectives, the structures "can" and "have to", simple nouns, basic prepositions, adjectives, frequency adverbs and the interrogatives: when, where, why, how, who, whose, and what.

PROGRAM REQUIREMENTS:

- ▶ Select 2 to 6 courses from the following list, based upon placement

ELECTIVES

ESL775	ESL Literacy I
ESL 776	ESL Literacy II
ESL 784	NC ESL Lifeskills 1A
ESL 785	NC ESL Lifeskills 1B

CORE COURSES

ESL 786	NC ESL Lifeskills 2A
ESL 787	NC ESL Lifeskills 2B

NOTE: Core courses are ESL 786 and 787. Students cannot obtain the certificate if they do not complete these courses.

Vocational ESL

NON CREDIT CERTIFICATE OF COMPLETION

DESCRIPTION

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. The Vocational ESL Certificate is a content-based integrated skills program for ESL students who want to prepare for immediate language improvement in workplace settings. Students expand their language skills within the context of the vocational situations while also developing the soft skills needed in the workplace. The Vocational ESL Certificate focuses on vocabulary and communication skills that are integral to successful job performance.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Recognize, define, and recall vocational vocabulary;
- ▶ Apply vocational vocabulary in written and spoken communication;
- ▶ Demonstrate sociability in communication with customers and co-workers
- ▶ Follow procedures for job safety or basic job duties.

PROGRAM REQUIREMENTS

ESL704A	ESL for the Workplace
ESL704B	ESL for the Workplace



FIRE SCIENCE, GED

Fire Science

CERTIFICATE OF ACHIEVEMENT: 18.5 units

DESCRIPTION

The Fire Fighter 1/EMT Certificate program provides a course of study that meets with the minimum requirements for employment as determined by California State Fire Marshal. This program is designed for students who want to take all their work in specialized employment preparatory courses. Upon obtaining a Certificate of Achievement the student can enter skilled employment.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Students will recognize the dangers inherent in the fire environment and use the appropriate personal protective equipment and equipment in order to operate safely as a fire fighter.
- ▶ Students will describe the basic concepts of human anatomy and physiology.
- ▶ Students will recognize the nature and seriousness of the patient's condition or extent of injuries.
- ▶ Students will demonstrate knowledge and skills involving federal and state laws regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety and/or medical services.

REQUIRED CORE: (18.5 UNITS)

JFT17	Emergency Medical Technician	5
JFT8	Fire Fighter I Academy	13.5

GED Preparation

NONCREDIT CERTIFICATE OF COMPLETION

DESCRIPTION

The GED Preparation Certification provides students with basic education skills and test taking strategies which will enable them to complete any high school equivalency examination. Additionally, the ancillary course will provide them with additional skills that will prepare them for a work setting. Completing the exam enables a student to receive high school equivalency certification from the State of California. The equivalency certificate and the career preparation course will prepare students for positions that require a high school diploma or equivalent.

PROGRAM LEARNING OUTCOMES

- ▶ Upon successful completion of this program, students will be able to:
- ▶ Demonstrate proficiency in successfully completing the five high school equivalency exam areas activities with passing scores: Language Arts Writing, Social Studies, Science, Language Arts Reading, and Mathematics.
- ▶ Develop an individual study plan that incorporates study tips and test-taking strategies to assist in successfully completing the five high school equivalency exams.
- ▶ Students will describe and list the steps in a successful job search.
- ▶ Students can define, recognize, and distinguish between appropriate vocabulary in social and workplace settings.

PROGRAM REQUIREMENTS:

CORE COURSES:

ENGL756	GED Preparation
AH793	Personal and Career Development

Core Courses are ENGL756 and AH793. Students cannot obtain the certificate if they do not complete these courses.



California State University (CSU)

General Education Pattern

CERTIFICATE OF ACHIEVEMENT: 39 units

DESCRIPTION

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. Courses listed under more than one discipline or area may be used only once to satisfy an area.

PROGRAM REQUIREMENTS:

AREA A (9 -10 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.

ORAL COMMUNICATION:

CMUN1A	Introduction to Public Speaking	3
CMUN5	Fundamentals of Communication Studies	3
CMUN8	Interpersonal Communication	3
CMUN10	Small Group Communication	3

WRITTEN COMMUNICATION:

ENGL1A	Composition	3-4
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CRITICAL THINKING:

PHIL2	Introduction to Logic.	3
PHIL4	Critical Thinking and Writing.	3
ENGL1C	Critical Reasoning and Writing	3

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:

ASTR1	Introduction to General Astronomy.	3
<u>CHEM1A</u>	General Chemistry	5
<u>CHEM1B</u>	General Chemistry	5
<u>CHEM12A</u>	Organic Chemistry	5
<u>CHEM12B</u>	Organic Chemistry	5
<u>CHEM30A</u>	Elementary Chemistry.	4
<u>CHEM30B</u>	Elementary Organic and Biochemistry.	4
<u>GEOG1</u>	Physical Geography	3

<u>GEOL1</u>	Introduction to Geology	4
<u>PHYS1</u>	Introduction to Physics.	4
<u>PHYS2A</u>	General Physics I	4
<u>PHYS2B</u>	General Physics II.	4
<u>PHYS4A</u>	Physics for Scientists and Engineers - Mechanics.	4
<u>PHYS4B</u>	Physics for Scientists and Engineers - Electricity and Magnetism	4
<u>PHYS4C</u>	Physics for Scientists and Engineers - Heat, Optics, Modern Physics	4
<u>PSCI1</u>	Principles of Physical Science	3
<u>PSCI2</u>	Introduction to Meteorology	3
<u>PSCI3</u>	Ocean Studies	3

B-2 LIFE SCIENCE:

<u>AH8</u>	General Microbiology	5
<u>AH9</u>	Human Physiology	5
<u>AH15</u>	Survey of Human Anatomy and Physiology	5
<u>ANTH1</u>	Introduction to Physical Anthropology	3
<u>BIO1</u>	Cell and Molecular Biology.	4
<u>BIO4</u>	General Zoology.	4
<u>BIO5</u>	General Botany.	4
<u>BIO7</u>	Human Anatomy	4
<u>BIO8</u> or <u>BIO9</u> or <u>BIO10</u>	General Microbiology	5
	Human Physiology	5
	Principles of Biology	4
<u>BIO12</u>	Introduction to Human Biology.	4
<u>BIO13</u>	Marine Biology	4
<u>BIO15</u> or <u>ECOL1</u>	Survey of Human Anatomy and Physiology	5
	Conservation of Natural Resources	4 8-3

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):

<u>BUS11or</u>	Statistics for Business and Economics.	4
<u>CSIS26</u>	Discrete Structures.	3
<u>ECON11</u>	Statistics for Business and Economics.	4
<u>MATH1A</u>	Single-Variable Calculus and Analytic Geometry.	4
<u>MATH18</u>	Single-Variable Calculus and Analytic Geometry.	4
<u>MATH1C</u>	Multivariable Calculus	4
<u>MATH2</u>	Linear Algebra	3
<u>MATH2C</u>	Differential Equations	3
<u>MATH5</u>	Introduction to Statistics	3
<u>MATH6</u>	Calculus for Business / Social Science	3
<u>MATH7</u>	Finite Mathematics	3
<u>MATH8A</u>	First Half of Precalculus	4
<u>MATH8B</u>	Second Half of Precalculus	4
<u>MATH12</u>	Mathematics for Elementary Teachers	3
<u>MATH14</u>	Math for the Liberal Arts	3

GENERAL EDUCATION (CSU)

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:

ART1A	Art History	3
ART1B	Art History	3
ART2A	Two-Dimensional Design	3
ART3A	Drawing and Composition	3
ART6	Art Appreciation	3
ART8A	Introduction to Photography	3
ART10A	Cultural History of Ceramics	3
ART13	Three-Dimensional Design	3
ART21 or	Ancient Americas: A History through Art	3
ART25A or	Art Methods	3
CD25A	Art Methods	3
CMUN2	Oral Interpretation	3
HIST21	Ancient Americas: A History through Art	3
HUM6	Contemporary World Cinema	3
HUM10	Approaches to Contemporary Film	3
MUS1A	Music History and Literature	3
MUS1B	Music History and Literature	3
MUS3A	Harmony/Theory/Musicianship I	4
MUS4A	Beginning Piano	3
MUS6	Introduction to World Music	3
THEA1	Theatre History: Greece to Restoration	3
THEA3	El Teatro Campesino	3
THEA4 or	Oral Interpretation	3
THEA7	Theatre Appreciation	3
THEA12A	Acting I	3
THEA20	Introduction to Scriptwriting	3

C-2 HUMANITIES (LITERATURE, PHILOSOPHY, FOREIGN LANGUAGES)

Choose one course from the following list:

ART11	Creativity, Imagination and Innovation	3
ENGL1B	Composition and Literature	3
ENGL2B	American Ethnic Literature	3
ENGL2C	Introduction to Film and Fiction	3
ENGL2E	Introduction to Women Writers	3
ENGL2F	Children's Literature	3
ENGL2J	World Mythology	3
ENGL4A	British Literature - 449 to 1798 A.O.	3
ENGL4B	British Literature - 1798 to Present	3
ENGL5A	Survey of American Literature - 1620 to 1865	3
ENGL5B	Survey of American Literature - 1865 to Present	3
ENGL9A	Introduction to Creative Writing	3
ENGL9B	Advanced Creative Writing	3
ENGL9C	Creative Writing: Poetry	3
FRNH1A	Elementary French	5
FRNH1B	Elementary French	5
HIST1	United States History through Reconstruction	3
HIST2	United States History Reconstruction - Present	3

HIST3	History of California	3
HIST4A	Global History Before 1500	3
HIST4B	Global History After 1500	3
HIST5	Women's Lives in Early United States History	3
HIST6	Women's Lives in Recent United States History	3
HIST7A	History of Western Civilization	3
HIST7B	History of Western Civilization	3
HIST12 or	Mexican American Cultural History	3
HUM12	Mexican American Cultural History	3
JPN1A	Elementary Japanese	5
JPN1B	Elementary Japanese	5
JOUR10 or	Mass Media and Society	3
PHIL1	Introduction to Philosophy	3
PHIL3A	Ethics	3
PHIL3B	Contemporary Moral Issues	3
PHIL6	Comparative Religions	3
PHIL9	Philosophy of Religion	3
SOC10	Mass Media and Society	3
SPAN1A	Elementary Spanish	5
SPAN1B	Elementary Spanish	5
SPAN2A	Intermediate Spanish	5
SPAN2B	Intermediate Spanish	5
SPAN12A	Spanish for Spanish Speakers	5
SPAN12B	Spanish for Spanish Speakers	5
HUM3	Introduction to Cinematic Arts, Film and Television	3
HUM4	Introduction to American Cinema	3
HUM10	Approaches to Contemporary Film	3

AREA D - (9 UNITS) SOCIAL SCIENCES

Select one course from Requirement 1:

REQUIREMENT 1:

HIST1	United States History through Reconstruction	3
HIST2	United States History Reconstruction to the Present	3
POLS1	Introduction to American Government	3

Note: For the baccalaureate degree, one of the following combinations is required: HIST 1 & 2, POLS 1 with either HIST 1 or 2

REQUIREMENT 2:

Two courses from at least two disciplines

AJ5 or	Introduction to Modern International Terrorism	3
AJ10	Intro to Admin of Justice	3
ANTH2	Intro to Archeology	3
ANTH3	Intro to Cultural Anthropology	3
ANTH5	Magic, Witchcraft, and Religion	3
ANTH6	Culture and Politics of Africa	3
ANTH32	Intro to Research Methods	3
CD2	Early Child Development	3
CD3 or	Child Growth and Development	3
	During the School Years	3

GENERAL EDUCATION (CSU)

CD7	Cultural Context of Child and Family in a Diverse Society	3
CD40	Child and Adolescent Development.	3
CMUN4	Intercultural Communication.	3
CMUN6	Intro to Conflict Resolution	3
ECON1	Principles of Macroeconomics	3
ECON2	Principles of Microeconomics	3
GEOG2	Cultural Geography	3
JOUR10	Mass Media and Society	3
HIST1	US History through Reconstruction	3
HIST2	US History: Reconstruction to the Present	3
HIST3	History of California	3
HIST4A	Global History before 1500.	3
HIST4B	Global History after 1500	3
HIST5	Women's Lives in Early US History.	3
HIST6	Women's Lives in Recent US History	3
HIST12	Mexican American Cultural History	3
HUM12	Mexican American Cultural History	3
PHIL12	Intro to Political Thought	3
POLS1	Introduction to American Government	3
POLS3	Introduction to Comparative Politics.	3
POLS4	Introduction to International Relations	3
POLS5	Introduction to Modern International Terrorism	3
POLS6	Introduction to Conflict Resolution	3
POLS9	Global Social Change.	3
POLS10	Intro to Political Science	3
POLS12	Intro to Political Thought	3
POLS32	Intro to Research Methods	3
PSYC2	Early Child Development	3
PSYC3	Child Growth and Development During the School Years.	3
PSYC6	Introduction to Conflict Resolution	3
PSYC7	Cultural Context of Child and Family in a Diverse Society	3
PSYC10	Introduction to Psychology.	3
PSYC11	Biological Psychology	3
PSYCH32	Intro to Research Methods	3
PSYC40	Child and Adolescent Development.	3
SOC1A	Introduction to Sociology	3
SOC1B	Introduction to Sociology: Social Problems	3
SOC3	Sociology of Race, Ethnicity and Cultural Identity	3
SOC4	Sociology of Women and Men	3
SOC9	Global Social Change.	3
SOC10	Mass Media and Society	3

AREA E - LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT (3 UNITS)

One unit from any Kinesiology activity course and two units from the following list:

AH3	The Person in the Life Cycle.	3
AH11	Nutrition	3
GUID1	Self-Assessment and Career Development	3
GUID6	Life Skills for Higher Education.	2
GUID27	Contemporary Leadership	3
HE1	Health Education	3
HE2	Human Sexuality.	3
PSYC5	Self-Assessment and Career Development	3
PSYC27	Contemporary Leadership	3
SOC21	Marriage and the Family.	3





Intersegmental General Education Transfer Curriculum (IGETC)

CERTIFICATE OF ACHIEVEMENT: 37 - 39 units

DESCRIPTION

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 38 and 6A.

PROGRAM REQUIREMENTS:

AREA 1: ENGLISH COMMUNICATION

CSU: Three courses required, one each from 1-A, 1-B, and 1-C

UC: Two courses required, one each from 1-A and 1-B

A: ENGLISH COMPOSITION (UNITS)

ENGL1A Composition 3-4

B: CRITICAL THINKING (UNITS)

ENGL1C Critical Reasoning and Writing 3

PHIL4 Critical Thinking and Writing 3

C: ORAL COMMUNICATION (CSU REQUIREMENT ONLY)

(9 UNITS)

CMUN1A Introduction to Public Speaking 3

CMUN5 Fundamentals of Communication Studies 3

CMUN8 Interpersonal Communication 3

CMUN10 Small Group Communication 3

AREA 2 (3 UNITS): MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

One course:

2-A. MATH:

BUS11 Statistics for Business and Economics 4

ECON11 Statistics for Business and Economics 4

MATH1A Single-Variable Calculus and Analytic Geometry . . 4

MATH1B Single-Variable Calculus and Analytic Geometry . . 4

MATH1C Multivariable Calculus 4

MATH2 Linear Algebra 3

MATH2C Differential Equations 3

MATH5 Introduction to Statistics 3

MATH6 Calculus for Business / Social Science 3

MATH7 Finite Mathematics 3

MATH8A First Half of Precalculus 4

MATH8B Second Half of Precalculus 4

MATH14 Math for the Liberal Arts 3

AREA 3 (9 UNITS): ARTS AND HUMANITIES

Three courses, at least one in the Arts and one in the Humanities

3-A. ART:

ART1A Art History 3

ART1B Art History 3

ART6 Art Appreciation 3

ART21 Ancient Americas: A History through Art 3

HIST21 Ancient Americas: A History through Art 3

HUM6 Contemporary World Cinema 3

MCTV16 Hlstory and Culture of TV, Film, and Media 3

MUS1A Music History and Literature 3

MUS1B Music History and Literature 3

MUS2 History of Jazz and Rock 3

MUS6 Introduction to World Music 3

MUS15 Music Appreciation 3

THEA1 Theatre History: Greece to Restoration 3

THEA3 El Teatro Campesino 3

THEA7 Theatre Appreciation 3

THEA16 Hlstory and Culture of TV, Film, and Media 3

THEA29 History of American Musical Theater 3

3-B. HUMANITIES:

AJ3A Ethics 3

ENGL1B Composition and Literature 3

ENGL2B American Ethnic Literature 3

ENGL2C Introduction to Film and Fiction 3

ENGL2E Introduction to Women Writers 3

ENGL2F Children's Literature 3

ENGL2J World Mythology 3

ENGL4A British Literature - 449 to 1798 A.D. 3

ENGL4B British Literature - 1798 to Present 3

ENGL5A Survey of American Literature - 1620 to 1865 3

ENGL5B Survey of American Literature - 1865 to Present . . 3

HIST1 United States History through Reconstruction 3

HIST2 United States History Reconstruction - Present . . . 3

HIST3 History of California 3

HIST4A Global History Before 1500 3

HIST4B Global History After 1500 3

HIST5 Women's Lives in Early United States History 3

HIST6 Women's Lives in Recent United States History . . . 3

HIST7A History of Western Civilization 3

HIST7B History of Western Civilization 3

HIST12 Mexican American Cultural History 3

HUM3 Introduction to Cinematic Arts, Film and Television 3

HUM4 Introduction to American Cinema 3

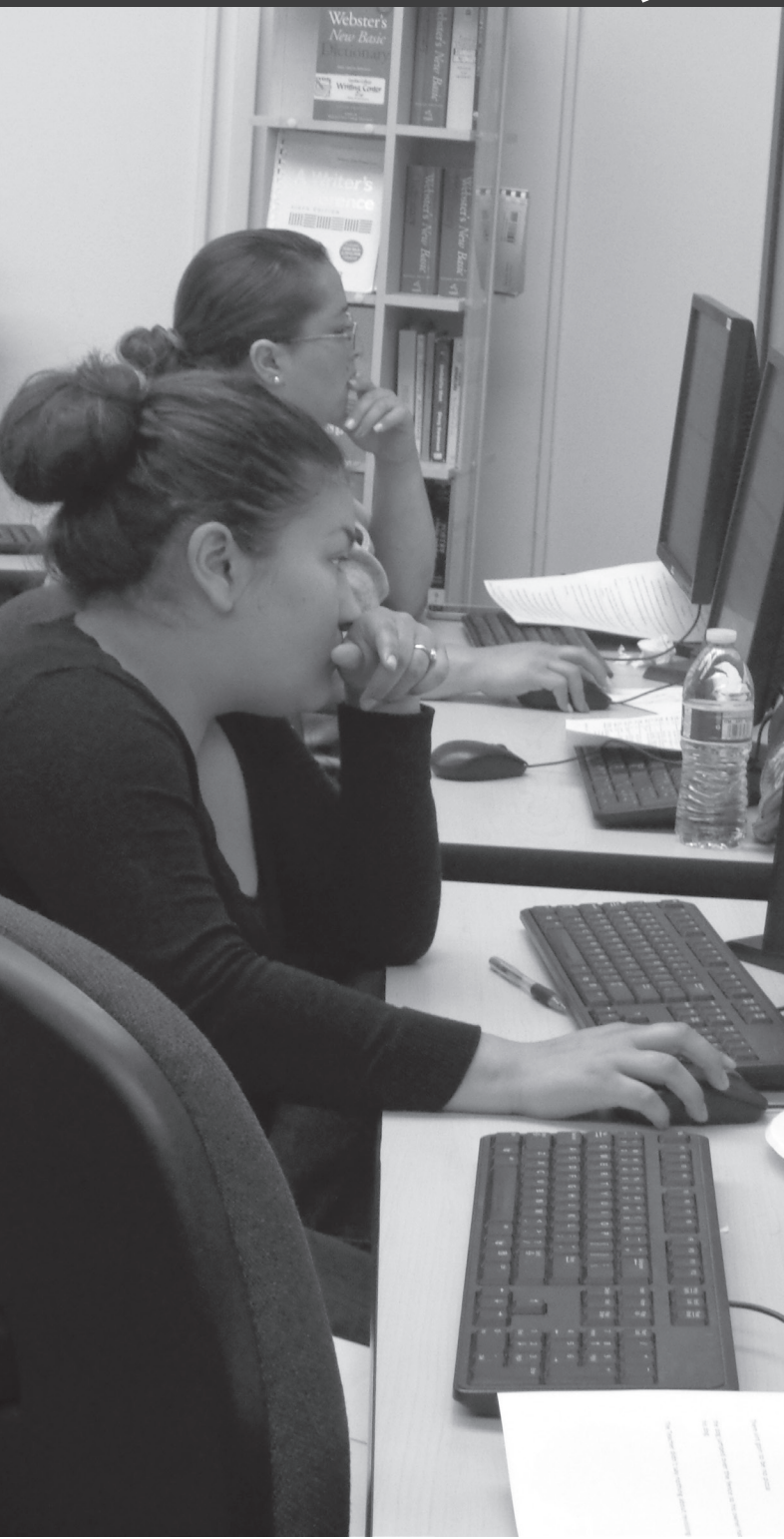
HUM10 Approaches to Contemporary Film 3

HUM12 Mexican American Cultural History 3

PHIL1 Introduction to Philosophy 3

PHIL3A Ethics 3

GENERAL EDUCATION (IGETC)



PHIL3B	Contemporary Moral Issues	3
PHIL6	Comparative Religions	3
PHIL7A	Hist of Philosophy Ancient and Medieval	3
PHIL7B	Hist of Philosophy Renaissance to Modern	3
PHIL9	Philosophy of Religion	3
PHIL12	Intro to Political Thought	3
PHIL15	Asian Philosophies	3
POLS12	Intro to Political Thought	3
SPAN2A	Intermediate Spanish	5
SPAN2B	Intermediate Spanish	5

AREA 4 (9 UNITS): SOCIAL AND BEHAVIORAL SCIENCES

Three courses from at least two disciplines or an interdisciplinary sequence:

4-A: ANTHOPOLOGY AND ARCHEOLOGY:

ANTH2	Introduction to Archaeology	3
ANTH3	Introduction to Cultural Anthropology	3
ANTH5	Magic, Witchcraft, and Religion	3
ANTH32	Intro to Research Methods	3

4-B: ECONOMICS:

ECON1	Principles of Macroeconomics	3
ECON2	Principles of Microeconomics	3

4-E: GEOGRAPHY

GEOG2	Cultural Geography	3
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4-F: HISTORY

HIST1	United States History through Reconstruction	3
HIST2	United States History Reconstruction - Present	3
HIST3	History of California	3
HIST4A	Global History Before 1500	3
HIST4B	Global History After 1500	3
HIST5	Women's Lives in Early United States History	3
HIST6	Women's Lives in Recent United States History	3
HIST12	Mexican American Cultural History	3
HUM12	Mexican American Cultural History	3

4-G: INTERDISCIPLINARY, SOCIAL & BEHAVIORAL SCIENCE

ANTH6	Culture and Politics of Africa	3
CMUN4	Intercultural Communication	3
CD40	Childhood Adolescent Development	3
PSYC40	Childhood Adolescent Development	3

4-H: POLITICAL SCIENCE, GOVERNMENT & LEGAL INSTITUTIONS

AJ5	Introduction to Modern International Terrorism	3
AJ10	Introduction to Administration of Justice	3
POLS1	Introduction to American Government	3
POLS3	Introductory to Comparative Politics	3
POLS4	Introduction to International Relations	3
POLS5	Introduction to Modern International Terrorism	3

POLS7	Intro to CA Government and Politics	3
POLS9	Global Social Change.	3
POLS10	Intro to Political Science	3
POLS32	Intro to Research Methods	3

4-I: PSYCHOLOGY

CD2	Early Child Development	3
CD3	Child Growth and Development During the School Years.	3
PSYC2	Early Child Development	3
PSYC3	Child Growth and Development During the School Years.	3
PSYC10	Introduction to Psychology.	3
PSYC11	Biological Psychology	3
PSYC32		

4-J: SOCIOLOGY AND CRIMINOLOGY

JOUR10	Mass Media and Society	3
SOC1A	Introduction to Sociology	3
SOC1B	Introduction to Sociology: Social Problems	3
SOC3	Sociology of Race, Ethnicity and Cultural Identity	3
SOC4	Sociology of Women and Men	3
SOC9	Global Social Change.	3
SOC10	Mass Media and Society	3

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)

5-A. PHYSICAL SCIENCE:

ASTR1	Introduction to General Astronomy.	3
<u>CHEM1A</u>	General Chemistry	5
<u>CHEM1B</u>	General Chemistry	5
<u>CHEM12A</u>	Organic Chemistry	5
<u>CHEM128</u>	Organic Chemistry	5
<u>CHEM30A</u>	Elementary Chemistry.	4
<u>CHEM30B</u>	Elementary Organic and Biochemistry.	4
<u>GEOG1</u>	Physical Geography	3
<u>GEOL1</u>	Introduction to Geology	4
<u>PHYS1</u>	Introduction to Physics	4
<u>PHYS2A</u>	General Physics I	4
<u>PHYS28</u>	General Physics II.	4
<u>PHYS4A</u>	Physics for Scientists and Engineers - Mechanics.	4
<u>PHYS4B</u>	Physics for Scientists and Engineers - Electricity and Magnetism	4
<u>PHYS4C</u>	Physics for Scientists and Engineers - Heat, Optics, Modern Physics	4
PSCI1	Principles of Physical Science	3
PSCI2	Introduction to Meteorology	3
PSCI3	Ocean Studies	3

5-B. BIOLOGICAL SCIENCES:

<u>AH8</u>	General Microbiology	5
<u>AH9</u>	Human Physiology	5
<u>AH15</u>	Survey of Human Anatomy and Physiology	5
ANTH1	Introduction to Physical Anthropology	3
<u>ANTH1L</u>		
<u>BIO1</u>	Cell and Molecular Biology.	4
<u>BIO4</u>	General Zoology.	4
<u>BIO5</u>	General Botany.	4
<u>BIO7</u>	Human Anatomy.	4
<u>BIO8</u>	General Microbiology	5
<u>BIO9</u>	Human Physiology	5
<u>BIO10</u>	Principles of Biology.	4
<u>BIO12</u>	Introduction to Human Biology.	4
<u>BIO13</u>	Marine Biology	4
<u>BIO15</u>	Survey of Human Anatomy and Physiology	5
<u>ECOL1</u>	Conservation of Natural Resources	4
<u>ENVS1</u>	Intro to Environmental Science	

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:

CHN1B	Elementary Mandarin	5
FRNH1B	Elementary French	5
JPN1B	Elementary Japanese	5
SPAN1B	Elementary Spanish	5
SPAN2A	Intermediate Spanish	5
SPAN2B	Intermediate Spanish	5
SPAN12A	Spanish for Spanish Speakers	5
SPAN12B	Spanish for Spanish Speakers	5

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: HIST1 and 2 or POLS1 with either HIST1 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.

HEALTH SCIENCE

Health Science

A.S. DEGREE: 60 units

DESCRIPTION

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.

PROGRAM REQUIREMENTS:

REQUIREMENTS: (19 - 21 UNITS)

AH3	The Person in the Life Cycle	3
AH11 or	Nutrition	3
BIO11	Nutrition	3

CHOOSE ONE OF THE FOLLOWING:

CHEM1A	General Chemistry	5
CHEM1B	General Chemistry	5
CHEM30A	Elementary Chemistry	4
CHEM30B	Elementary Organic and Biochemistry	4
BIO1	Cell and Molecular Biology	4
BIO10	Principles of Biology	4
BIO15 or	Survey of Human Anatomy and Physiology	5
AH15	Survey of Human Anatomy and Physiology	5

CHOOSE TWO OF THE FOLLOWING:

BIO7	Human Anatomy	4
BIO9 or	Human Physiology	5
AH9	Human Physiology	5
BIO8 or	General Microbiology	5
AH8	General Microbiology	5

RECOMMENDED ELECTIVES:0

MATH233 or	Intermediate Algebra	5
higher		
ECOL1	Conservation of Natural Resources	4
PSYC10	Introduction to Psychology	3

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 a counselor for details.

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



Journalism

A.A.-T DEGREE: 60 units



DESCRIPTION

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 successful completion of this program, students 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.

PROGRAM REQUIREMENTS: (18 UNITS)

CORE COURSES (9 UNITS)

JOUR10	Mass Media and Society	3
JOUR16A	Writing for Print and Digital Media	3
JOUR18A	Print and Digital News I	3

LIST A: SELECT ONE (3 UNITS)

JOUR18B	Print and Digital News II	3
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LISTB: SELECT TWO (6 UNITS)

ART8A	Introduction to Photography.	3
PHIL2	Introduction to Logic	3

PHIL4 or	Critical Thinking and Writing.	3
ENGL1C	Critical Reasoning and Writing.	3

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

No more than 60 semester units are required.

UNITS REQUIRED FOR THE MAJOR: 18

DOUBLE COUNTED UNITS

GENERAL EDUCATION REQUIREMENTS: CSU GE:39; IGETC:37

ELECTIVES NEEDED TO GET TO 60 UNITS

Kinesiology

A.A.-T DEGREE: 60 units



Associate Degree
for Transfer™

DESCRIPTION

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.

The Department of Kinesiology and Athletics supports the mission of the college by preparing students along their pathways to reach transfer and career goals in a dynamic and multicultural world. The Associate in Arts in Kinesiology for Transfer degree prepares students for a seamless transfer into the CSU system.

PROGRAM LEARNING OUTCOMES:

After completing the Associate in Arts in Kinesiology for Transfer students 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.

REQUIREMENTS: (21-24 UNITS)

CORE COURSES: 15 UNITS, INCLUDING MOVEMENT BASED COURSES

KIN2	Introduction to Kinesiology	3
B107	Human Anatomy	4
BI09	Human Physiology	5

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)

KIN16A	Swimming - Beginning	1
KIN61A	Swim for Fitness - Level 1	1

COMBATIVES (1 UNIT)

KIN39	Fencing	1
KIN71A	Self-Defense - Level 1	1
KIN83	Karate	1

DANCE (1 UNIT)

KIN88A	Social Dance - Beginning	1
KIN88B	Social Dance - Intermediate	1
KIN66A	Dance Fundamentals - Beginning	1
KIN66B	Dance Fundamentals - Intermediate	1

FITNESS (1 UNIT)

KIN24A	Individualized Weight Training - Level 1	1
KIN24B	Individualized Weight Training - Level 2	1
KIN44A	Aerobics - Level 1	1
KIN44B	Aerobics - Level 2	1
KIN62A	Yoga - Beginning	1
KIN62B	Yoga - Intermediate	1
KIN64A	Individualized Cardiovascular Fitness - Level 1	1
KIN64B	Individualized Cardiovascular Fitness - Level 2	1
KIN68A	Bootcamp Fitness - Level 1	1
KIN68B	Bootcamp Fitness - Level 2	1
KIN70A	Pilates - Level 1	1
KIN70B	Pilates - Level 2	1
KIN73A	Fitness Through Dance - Level 1	1
KIN73B	Fitness Through Dance - Level 2	1
KIN74A	Hiking - Level 1	1
KIN74B	Hiking - Level 2	1
KIN81A	Kickboxing for Fitness - Level 1	1
KIN81B	Kickboxing for Fitness - Level 2	1
KIN82A	Circuit Training - Level 1	1
KIN82B	Circuit Training - Level 2	1
KIN89A	Stability Ball Training - Level 1	1
KIN89B	Stability Ball Training - Level 2	1

INDIVIDUAL SPORTS (1 UNIT)

KIN17A	Golf - Beginning	1
KIN17B	Golf - Intermediate	1
KIN18A	Tennis - Beginning	1
KIN18B	Tennis - Intermediate	1
KIN19A	Badminton - Beginning	1
KIN19B	Badminton - Intermediate	1
KIN20A	Bowling - Beginning	1
KIN20B	Bowling - Intermediate	1

KIN31A	Archery - Beginning	1
KIN31B	Archery - Intermediate	1
KIN79A	Indoor Racket Sports - Beginning	1
KIN79B	Indoor Racket Sports - Intermediate	1

TEAM SPORTS (1 UNIT)

KIN80A	Ultimate Frisbee - Beginning	1
KIN87	Indoor Soccer	1
KIN121A	Volleyball - Beginning	1
KIN121B	Volleyball - Intermediate	1
KIN125A	Soccer - Beginning	1
KIN125B	Soccer - Intermediate	1
KIN127A	Basketball - Beginning	1
KIN127B	Basketball - Intermediate	1
KIN137A	Softball - Beginning	1
KIN137B	Softball - Intermediate	1
KIN165A	Baseball - Beginning	1
KIN165B	Baseball - Intermediate	1
ATH21	Volleyball	1
ATH25	Soccer	1
ATH27	Basketball	1
ATH37	Softball	1
ATH77	Football	1

SELECT 6 UNITS FROM THE FOLLOWING:

(These courses may also count toward GE Requirements.)

MATH5	Introduction to Statistics	3
CHEM1A	General Chemistry	5
CHEM30A	Elementary Chemistry	4
PHYS2A	General Physics I	4
PHYS4A	Physics for Scientists and Engineers - Mechanics	4
AH30	First Aid and CPR	3

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

UNITS REQUIRED FOR THE MAJOR: 21 - 24

DOUBLE COUNTED UNITS: 6 - 12

GENERAL EDUCATION REQUIREMENTS:

CSU GE: 39; IGETC: 37

ELECTIVES NEEDED TO GET TO 60 UNITS:

CSU: 3 - 12; IGETC: 6 - 12



Kinesiology

A.A. DEGREE: 60 units

DESCRIPTION

The Department of Kinesiology and Athletics provides opportunities for students to develop proficiency in a variety of sports and activities, academically study the field of kinesiology and health education, pursue a professional career in teaching, coaching, sports psychology, working with a college or professional sports team, working for a corporate or individual health facility, athletic administration, athletic training, sports medicine aid, physical therapists, or personal/fitness trainer; and transfer to a four year college/university.

An Associate of Arts Degree, with four choices of area of emphasis - Education, Sports Management, Sports Medicine, or Personal Training/Fitness - can be obtained by completing a total of 60 units, which includes the 18 -21 units major in Kinesiology, 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/physical education at CSU and many independent and/or out-of-state colleges and universities. The department also provides an 18 unit certificate of achievement in personal training.

Students should note that each college and university has its own admission, general education, and lower division major requirements that must be completed prior to transfer, and that these requirements vary greatly from institution to institution. Students have several options for completing their General Education requirements. Following are the patterns most commonly used by Gavilan College transfer students: California State University's (CSUs) General Education Requirements for a B.A./B.S., Intersegmental General Education Transfer Curriculum (IGETC), and Transfer Admission Agreements. Students should consult with a Gavilan College counselor to determine which general education pattern is appropriate for their major in Kinesiology.

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, Sports Medicine, or Personal Training/Fitness; wanting to meet their transfer requirements by utilizing our Associate in Arts in Kinesiology for Transfer degree; pursuing a Certificate of Achievement in Personal Training; desiring a competitive intercollegiate athletic experience; fulfilling the general education kinesiology activity class graduation requirement; or just wanting enrichment opportunities, the staff remains dedicated to providing the best instruction possible.

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.

The Department of Kinesiology and Athletics supports the mission of the college by preparing students along their pathways to reach transfer and career goals in a dynamic and multicultural world.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

PROGRAM REQUIREMENTS:

REQUIRED CORE:

KIN2	Introduction to Kinesiology	3
BIO15	Survey of Human Anatomy and Physiology	2

KINESIOLOGY ACTIVITY COURSES:

A minimum of 2 units from 2 different activities.

AREAS OF EMPHASIS

EDUCATION OPTION (6 UNITS)

KIN5 or Individual and Dual Sports	3
KIN8 Introduction to Sports Psychology	3
HE1 or Health Education	3
KIN6 Games and Rhythms for Children	3

SPORTS MANAGEMENT OPTION (6 UNITS)

KIN7 Theory of Sports Management	3
KIN5 or Individual and Dual Sports	3
KIN15 Sports and Society	3

SPORTS MEDICINE OPTION (6 UNITS)

KIN3 Introduction to Athletic Training	4
KIN4A Athletic Training Practicum I	2

PERSONAL TRAINING/FITNESS OPTION (6 UNITS)

KIN84 Assessment of Fitness Techniques	3
KIN85 Concepts, Program Design of Strength, Cardiovascular Fitness	3

ELECTIVES (2 - 5 UNITS)

Choose one (1) of the following if not used above:

KIN3 Introduction to Athletic Training	4
KIN4A Athletic Training Practicum I	2
KIN4B Athletic Training Practicum II	2
KIN4C Athletic Training Practicum III	2
KIN5 Individual and Dual Sports	3
KIN6 Games and Rhythms for Children	3
KIN7 Theory of Sports Management	3
KIN8 Introduction to Sports Psychology	3
KIN15 Sports and Society	3
KIN84 Assessment of Fitness Techniques	3
KIN85 Concepts, Program Design of Strength, Cardiovascular Fitness	3
HE1 Health Education	3
BIO7 Human Anatomy	4
BIO9 Human Physiology	5
BIO11 Nutrition	3
BUS80 Business Law	3

UNITS FOR THE MAJOR: 18 -21

GENERAL EDUCATION REQUIREMENTS: 35 - 39

ELECTIVES AS NEEDED TO GET TO 60 UNITS: 0 - 7

Kinesiology and Athletics: Personal Training Certificate

CERTIFICATE OF ACHIEVEMENT: 18 units

DESCRIPTION

The Kinesiology and Athletics Department 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 graduation requirements, certificate requirements or their desire to maintain lifetime fitness. An Associate of Arts Degree with three options of study-Education, Sports Management and Sports Medicine- as well as a certificate program for personal training are available. The A.A. degree can be obtained by completing a total of 60 units, which includes the 18-24 unit major, general education requirements and electives. The personal training certificate can be obtained by completing a total of 18-19 units. These programs are designed to allow students to transfer into baccalaureate programs in kinesiology or related areas. 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 education 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.

KEY OPPORTUNITIES:

- ▶ Opportunity to satisfy degree requirements
- ▶ Opportunity to gain real world industry application to develop marketable skills.
- ▶ Opportunity to receive up to date, theoretical and technical knowledge regarding exercise science, fitness assessment, exercise prescription, program design/implementation, fitness and sport, nutrition, injury prevention, exercise physiology and training, and lifestyle/behavior modification.
- ▶ Opportunity to develop competency in required coursework and practical application of skills necessary in their respective fields.
- ▶ Opportunity to transfer to public and private four-year institutions where they may pursue a higher education in related health fields such as exercise physiology, sports medicine, nursing, athletic training, and health and wellness.

- ▶ Opportunity to build a solid foundation and be well prepared to pursue additional certifications through national organizations such as the American Council on Exercise (ACE), American College of Sports Medicine (ACSM), and the National Academy of Sports Medicine (NASM).
- ▶ Opportunity to pursue numerous careers in the health and fitness industry.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ List and describe 5 career options available in the field of Kinesiology.
- ▶ Explain the importance of lifetime fitness in today's society.
- ▶ Discuss the profession, which may include the history and role within the work setting.
- ▶ Identify the muscle groups and structures of the human body utilized for specific physical activities.

REQUIRED:

Proof of CPR Certification (American Red Cross)

REQUIRED COURSES (15 UNITS)

BIO15 or	Survey of Human Anatomy and Physiology	5
AH15	Survey of Human Anatomy and Physiology	5
KIN3	Introduction to Athletic Training	4
KIN85	Concepts, Program Design of Strength,	3
	Cardiovascular Fitness	3
KIN84	Assessment of Fitness Techniques	3

CHOOSE ONE OF THE FOLLOWING (3 UNITS)

AH11	Nutrition	3
HE1	Health Education	3



Language Arts & Humanities Emphasis

A.A. DEGREE: 60 units

DESCRIPTION

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

Upon successful completion of this program, students will be able to:

- ▶ 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: (18 UNITS)

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 cross listed with a Communication course):

CMUN1A	Introduction to Public Speaking	3
CMUN2 or	Oral Interpretation	3
THEA4	Oral Interpretation	3
CMUN4	Intercultural Communication	3
CMUN5	Fundamentals of Communication Studies	3
CMUN6 or	Introduction to Conflict Resolution	3
POLS6or	Introduction to Conflict Resolution	3
PSYC6	Introduction to Conflict Resolution	3
CMUN8	Interpersonal Communication	3
CMUN10	Small Group Communication	3
CMUN129 or	Presentation Graphics - MS PowerPoint	1
CSIS129	Presentation Graphics - MS PowerPoint	1

ANY PHILOSOPHY COURSE

(or course cross listed with a Philosophy course):

PHIL1	Introduction to Philosophy	3
PHIL2	Introduction to Logic	3
PHIL3A	Ethics	3
PHIL3B	Contemporary Moral Issues	3
PHIL4	Critical Thinking and Writing	3
PHIL6	Comparative Religions	3
PHIL9	Philosophy of Religion	3

ENGLISH:

ENGL1B	Composition and Literature	3
ENGL2B	American Ethnic Literature	3
ENGL2C	Introduction to Film and Fiction	3
ENGL2E	Introduction to Women Writers	3
ENGL2F	Children's Literature	3
ENGL2J	World Mythology	3
ENGL4A	British Literature - 449 to 1798 A.O.	3
ENGL4B	British Literature - 1798 to Present	3
ENGL5A	Survey of American Literature - 1620 to 1865	3
ENGL5B	Survey of American Literature - 1865 to Present	3
ENGL9A	Introduction to Creative Writing	3

FOREIGN LANGUAGE:

FRNH1A	Elementary French	5
FRNH1B	Elementary French	5
JPN1A	Elementary Japanese	5
JPN1B	Elementary Japanese	5
SPAN1A	Elementary Spanish	5
SPAN1B	Elementary Spanish	5
SPAN12A	Spanish for Spanish Speakers	5
SPAN12B	Spanish for Spanish Speakers	5

JOURNALISM:

JOUR10 or	Mass Media and Society	3
SOC10	Mass Media and Society	3
JOUR16A	Writing for Print and Digital Media	3

GENERAL EDUCATION REQUIREMENTS: (35-39 UNITS)

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 a counselor for details.

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

Mathematics

A.S.-T DEGREE: 60 units



Associate Degree
for Transfer™

DESCRIPTION

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

Upon successful completion of this program, students 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 (18 UNITS)

MATH1A	Single-Variable Calculus and Analytic Geometry. . .	4
MATH1B	Single-Variable Calculus and Analytic Geometry. . .	4
MATH1C	Multivariable Calculus	4
MATH2	Linear Algebra	3
MATH2C	Differential Equations	3

* 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.

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.



UNITS REQUIRED FOR THE MAJOR: 18 :

DOUBLE COUNTED UNITS

GENERAL EDUCATION REQUIREMENTS:

CSU GE: 39; IGETC: 37

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 a counselor for details.

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

ELECTIVES NEEDED TO GET TO 60 UNITS

Mathematics

A.S. DEGREE: 60 units

DESCRIPTION

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

Upon successful completion of this program, students 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 (21 UNITS)

ENGR5	Engineering Programming and Problem Solving . .	3
MATH1A	Single-Variable Calculus and Analytic Geometry . .	4
MATH1B	Single-Variable Calculus and Analytic Geometry . .	4
MATH1C	Multivariable Calculus	4
MATH2	Linear Algebra	3
MATH2C	Differential Equations	3

RECOMMENDED ELECTIVES:

MATH5	Introduction to Statistics	3
PHYS4A	Physics for Scientists and Engineers - Mechanics .	4
PHYS4B	Physics for Scientists and Engineers - Electricity and Magnetism	4
PHYS4C	Physics for Scientists and Engineers - Heat, Optics, Modern Physics	4

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 a counselor for details.

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

Music

A.A.-T DEGREE: 60 units



Associate Degree
for Transfer™

DESCRIPTION

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 successful completion of this program, students will be able to:

- ▶ 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.
- ▶ 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: (22 UNITS)

MUS3A	Harmony/Theory/Musicianship I	4
MUS3B	Harmony, Theory, Musicianship II	4
MUS3C	Harmony/Theory/Musicianship III	4
MUS3D	Harmony/Theory/Musicianship IV	4

To be taken for four semesters .5 units at a time:

MUS11A or	Applied Music/Piano	2
MUS11B	Applied Music/Guitar 2	2

To be taken for four semesters one unit at a time

MUS14	Instrumental Ensemble	4
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ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

UNITS REQUIRED FOR THE MAJOR: 22

DOUBLE COUNTED UNITS: CSU: 6

GENERAL EDUCATION REQUIREMENTS: CSU GE: 39; IGETC: 37 UNITS:

ELECTIVES NEEDED TO GET TO 60 UNITS: CSU: 5; IGETC: 1 UNITS:

Music

A.A. DEGREE: 60 units

DESCRIPTION

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.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

PROGRAM REQUIREMENTS:

REQUIREMENTS:UNITS: (21 UNITS)

MUS3A	Harmony/Theory/Musicianship I	4
MUS3B	Harmony, Theory, Musicianship II	4
MUS4A	Beginning Piano	3
MUS4B	Beginning Piano	2

CHOOSE ONE:

MUS1A	Music History and Literature.	3
MUS1B	Music History and Literature.	3

CHOOSE ONE:

MUS6	Introduction to World Music	3
MUS7	Songwriting and Composition	3
MUS16A	Introduction to Audio Recording Techniques.	3
MUS21	Electronic Music / Sound Design	3

CHOOSE ONE:

MUS5A	Intermediate Piano	2
MUS5B	Intermediate Piano	2
MUS5C	Advanced Piano	2
MUS5D	Advanced Piano	2
MUS8A	Beginning Voice	2
MUS8B	Beginning Voice	2
MUS9B	Guitar	2
MUS12	Vocal Ensemble1	4

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 a counselor for details.

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

RECOMMENDED ELECTIVES:

MUS6,	Introduction to World Music	3
MUS7	Songwriting and Composition	3
MUS16A	Introduction to Audio Recording Techniques.	3
MUS21	Electronic Music / Sound Design	3

Music Composition and Production

CERTIFICATE OF ACHIEVEMENT: 20 units

DESCRIPTION

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: (20 UNITS)

MUS3A	Harmony/Theory/Musicianship I	4
MUS3B	Harmony, Theory, Musicianship II	4
MUS4A	Beginning Piano	3
MUS7	Songwriting and Composition	3

CHOOSE ONE:

MUS16A	Introduction to Audio Recording Techniques.	3
MUS21	Electronic Music/Sound Design	3

CHOOSE ONE:

MUS1A	Music History and Literature.	3
MUS1B	Music History and Literature.	3
MUS2	History of Jazz and Rock	3
MUS6	Introduction to World Music	3

Multiple Subjects Emphasis

A.A. DEGREE: 60 units

DESCRIPTION

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: (19 UNITS)

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:

ENGL1B	Composition and Literature	3
ENGL2B	American Ethnic Literature	3
ENGL2C	Introduction to Film and Fiction	3
ENGL2E	Introduction to Women Writers	3
ENGL2J	World Mythology.	3
ENGL4A	British Literature - 449 to 1798 AD.	3
ENGL4B	British Literature - 1798 to Present	3
ENGL5A	Survey of American Literature - 1620 to 1865	3
ENGL5B	Survey of American Literature - 1865 to Present	3
CMUN1A	Introduction to Public Speaking	3
CMUN2	Oral Interpretation.	3
CMUN8	Interpersonal Communication	3
CMUN10	Small Group Communication	3

AREA 2 (3-5 UNITS) MATHEMATICS & NATURAL SCIENCE:

Any baccalaureate level mathematics		
B109 or	Human Physiology	5
AH9	Human Physiology	5
BI08 or	General Microbiology	5
AH8	General Microbiology	5
BI015 or	Survey of Human Anatomy and Physiology	5
AH15	Survey of Human Anatomy and Physiology	5
AH11 or	Nutrition	3
BI011	Nutrition	3
ANTH1	Introduction to Physical Anthropology	3
BIO1	Cell and Molecular Biology.	4
BI04	General Zoology.	4
BIO5	General Botany.	4

MULTIPLE SUBJECTS

BIO7	Human Anatomy	4
BIO10	Principles of Biology	4
ECOL1	Conservation of Natural Resources	4
ASTR1	Introduction to General Astronomy	3
CHEM1A	General Chemistry	5
CHEM1B	General Chemistry	5
CHEM12A	Organic Chemistry	5
CHEM12B	Organic Chemistry	5
CHEM30A	Elementary Chemistry	4
CHEM30B	Elementary Organic and Biochemistry	4
GEOL1	Introduction to Geology	4
GEOG1	Physical Geography	3
PHYS1	Introduction to Physics	4
PHYS2A	General Physics I	4
PHYS2B	General Physics II	4
PHYS4A	Physics for Scientists and Engineers - Mechanics	4
PHYS4B	Physics for Scientists and Engineers - Electricity and Magnetism	4
PHYS4C	Physics for Scientists and Engineers - Heat, Optics, Modern Physics	4
PSCI1	Principles of Physical Science	3
AREA 3 (3 UNITS) SOCIAL SCIENCE:		
PSYC2 or	Early Child Development	3
CD2	Early Child Development	3
JOUR10 or	Mass Media and Society	3
SOC10	Mass Media and Society	3
CD3 or	Child Growth and Development During the School Years	3
PSYC3	Child Growth and Development During the School Years	3
HIST12 or	Mexican American Cultural History	3
HUM12	Mexican American Cultural History	3
PSYC7 or	Cultural Context of Child and Family in a Diverse Society	3
CD7	Cultural Context of Child and Family in a Diverse Society	3
ANTH2	Introduction to Archaeology	3
ANTH3	Introduction to Cultural Anthropology	3
ANTH5	Magic, Witchcraft, and Religion	3
CMUN4	Intercultural Communication	3
ECON1	Principles of Macroeconomics	3
ECON2	Principles of Microeconomics	3
GEOG2	Cultural Geography	3
HIST1	United States History through Reconstruction	3
HIST2	United States History Reconstruction - Present	3
HIST3	History of California	3
HIST5	Women's Lives in Early United States History	3
HIST6	Women's Lives in Recent United States History	3
POLS1	Introduction to American Government	3
POLS3	Introduction to Comparative Politics	3
POLS4	Introduction to International Relations	3
PSYC10	Introduction to Psychology	3

SOC1A	Introduction to Sociology	3
SOC1B	Introduction to Sociology: Social Problems	3
SOC3	Sociology of Race, Ethnicity and Cultural Identity	3
SOC4	Sociology of Women and Men	3
SOC21	Marriage and the Family	3

AREA 4 (3-5 UNITS) HUMANITIES & FINEARTS:

ART21 or	Ancient Americas: A History through Art	3
HIST21	Ancient Americas: A History through Art	3
ART11	Creativity, Imagination and Innovation	3
PHIL1	Introduction to Philosophy	3
PHIL2	Introduction to Logic	3
PHIL3A	Ethics	3
PHIL3B	Contemporary Moral Issues	3
PHIL4	Critical Thinking and Writing	3
PHIL6	Comparative Religions	3
PHIL9	Philosophy of Religion	3
HIST7A	History of Western Civilization	3
HIST7B	History of Western Civilization	3
HUM3	Introduction to Cinematic Arts, Film and Television	3
HUM4	Introduction to American Cinema	3
HUM10	Approaches to Contemporary Film	3
THEA1	Theatre History: Greece to Restoration	3
SPAN1A	Elementary Spanish	5
SPAN1B	Elementary Spanish	5
SPAN2A	Intermediate Spanish	5
SPAN2B	Intermediate Spanish	5
SPAN12A	Spanish for Spanish Speakers	5
SPAN12B	Spanish for Spanish Speakers	5

AREA 5 (2-4 UNITS)

CSIS1	Computer Literacy- MS Office	2
CSIS2	Computers in Business	4

RECOMMENDED ELECTIVE

Any transfer course

GENERAL EDUCATION REQUIREMENTS: (35-39 UNITS)

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 a counselor for details.

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

Natural Science Emphasis

A.A. DEGREE: 60 units

DESCRIPTION

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

Upon successful completion of this program, students will be able to:

- ▶ 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: (18 UNITS)

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

BIO8 or	General Microbiology	5
AH8	General Microbiology	5
BIO9 or	Human Physiology	5
AH9	Human Physiology	5
BIO15 or	Survey of Human Anatomy and Physiology	5
AH15	Survey of Human Anatomy and Physiology	5
BIO1	Cell and Molecular Biology	4
BIO4	General Zoology	4
BIO5	General Botany	4
BIO7	Human Anatomy	4
BIO21	Field Ecology1	4

CHEMISTRY

CHEM1A	General Chemistry	5
CHEM1B	General Chemistry	5
CHEM12A	Organic Chemistry	5
CHEM12B	Organic Chemistry	5

ECOLOGY

ECOL1	Conservation of Natural Resources	4
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GEOLOGY

GEOL1	Introduction to Geology	4
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MATHEMATICS

MATH1A	Single-Variable Calculus and Analytic Geometry	4
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MATH1B	Single-Variable Calculus and Analytic Geometry	4
MATH1C	Multivariable Calculus	4
MATH2	Linear Algebra	3
MATH2C	Differential Equations	3
MATH5	Introduction to Statistics	3
MATH7	Finite Mathematics	3
MATH8A	First Half of Precalculus	4
MATH8B	Second Half of Precalculus	4

PHYSICS

PHYS2A	General Physics I	4
PHYS2B	General Physics II	4
PHYS4A	Physics for Scientists and Engineers - Mechanics	4
PHYS4B	Physics for Scientists and Engineers - Electricity and Magnetism	4
PHYS4C	Physics for Scientists and Engineers - Heat, Optics, Modern Physics	4

GENERAL EDUCATION REQUIREMENTS: (35 - 39 UNITS)

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 a counselor for details.

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



PEER EDUCATION

Peer Education Leadership - Basic and Advanced

CERTIFICATE OF PROFICIENCY: 8 units

DESCRIPTION

The Certificate in Peer Education Leadership prepares students to serve in a variety of on and off campus peer education roles including tutoring, mentoring, supplemental instruction, and community leadership. Students will learn a variety of traditional and non-traditional leadership skills and strategies for interacting with individuals and groups of differing opinions, values, cultures, and frames of reference.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Demonstrate the ability to apply fundamentals of peer education, restating facts and assumptions, describing people and conditions, and explaining the challenges and potential benefits inherent in any peer education relationship.
- ▶ Model and assess effective active peer education strategies.
- ▶ Interact with individuals and groups with sensitivity and awareness of differing opinions, values, cultures, and frames of reference.
- ▶ Demonstrate knowledge of the group process.
- ▶ Convey information in a variety of contexts and communicate effectively and responsibly with a number of audiences.
- ▶ Approach interactions with colleagues and peers with poise and self-assurance.

PROGRAM REQUIREMENTS:

Complete a minimum of 4 units from any of the courses below for the Basic Certificate of Proficiency:

GUID52 or	Peer Mentoring, Education, and Leadership	1
PSYC52	Peer Mentoring, Education, and Leadership	1
GUID28	Tutoring Techniques	1
ENGL12A	Tutoring Writers: Training	2
PSYC27	Contemporary Leadership	3

Complete 4 additional units from courses not used above and/or from the following for the Advanced Certificate:

ENGL12B	Tutoring Writers: Practice	1
ENGL12C	Tutoring Writers: Theory	1
ENGL12D	Tutoring Writers: Research	1
CMUN1A	Introduction to Public Speaking	3
CMUN4	Intercultural Communication	3
CMUN6 or	Introduction to Conflict Resolution	3
POLS6 or	Introduction to Conflict Resolution	3
PSYC6	Introduction to Conflict Resolution	3
CMUN8	Interpersonal Communication	3
CMUN10	Small Group Communication	3



Philosophy

A.A.-T DEGREE: 60 units



Associate Degree
for Transfer™

DESCRIPTION

The Associate in Arts in Philosophy for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Philosophy. Philosophy is the study of basic and fundamental issues, such as those concerning reality, knowledge, morality, and truth. Philosophers ask questions like: Do we have free will? What do I know? What is the nature of truth? How do I know I'm not a brain in a vat? Is there a universal morality? Does God exist? What distinguishes philosophy from other disciplines is its methodology. A philosopher's methodology is systematic and relies heavily upon rational argument. The process demands rigorous, analytic, and critical thinking. The benefits of which include resolving confusion, unmasking assumptions, highlighting distinctions, and offering clarification. Courses in the Gavilan Philosophy Program are designed to transfer to four-year institutions and to prepare philosophy majors for upper-division coursework. Specifically, this degree is intended for students transferring to a California State University program. A degree in philosophy can lead to a career teaching and doing academic research in philosophy, but it also equips one with the writing, thinking, and problem-solving skills important for many careers, including the fields of law, business, politics, medicine and others.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Demonstrate knowledge of the basic rules and principles of logic, especially the skill of identifying, analyzing, and evaluating arguments.
- ▶ Demonstrate knowledge of the perennial questions, problems and theories in the major areas of philosophy (metaphysics, epistemology, value theory, logic), including the arguments and views of the figures in the history of philosophy who address them.
- ▶ Demonstrate proficiency in philosophical writing, which includes presenting and supporting a philosophical thesis and articulating and responding to counterarguments in a way that is clear, concise, accurate, precise, thorough, coherent, and well-organized.
- ▶ Demonstrate the virtues of a critical thinker, including being open-minded, unbiased, intellectually modest, truth-seeking, imaginative, appropriately skeptical, free-thinking, consistent, and empathetic.
- ▶ Demonstrate knowledge of the philosophical views of groups who are unrepresented, disenfranchised, undervalued, and nonwestern.

PROGRAM REQUIREMENTS:

SELECT 2 (6 UNITS)

PHIL2	Introduction to Logic	3
PHIL1 or	Introduction to Philosophy	3
PHIL3A	Ethics	3

LIST A: SELECT 1 (3 UNITS)

ANY COURSE FROM ABOVE LIST NOT ALREADY USED
(3 units)

PHIL7A	History of Philosophy: Ancient to Medieval Times . . .	3
PHIL7B	History of Philosophy: Renaissance to Modern	3
	Periods	3

LIST B: SELECT 2 (6 UNITS)

ANY COURSE NOT USED IN LIST A or B (3 units)

HIST7A	History of Western Civilization	3
HIST7B	History of Western Civilization	3

LIST C: SELECT 1 (3 UNITS)

ANY COURSE NOT USED IN LIST A or B (3 units)

PHIL9	Philosophy of Religion	3
PHIL3B	Contemporary Moral Issues	3
PHIL6	Comparative Religions	3
PHIL15	Asian Philosophies	3

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

UNITS REQUIRED FOR THE MAJOR: 18 UNITS

DOUBLE COUNTED UNITS: CSU: 9; IGETC: 6

GENERAL EDUCATION REQUIREMENTS: CSU GE: 39; IGETC: 37 UNITS:

**ELECTIVES NEEDED TO GET TO 60 UNITS:
CSU: 12; IGETC: 11:**

Classical and Contemporary World Philosophies and Religions

CERTIFICATE OF PROFICIENCY: 12 units

DESCRIPTION

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

Upon successful completion of this program, students will be able to:

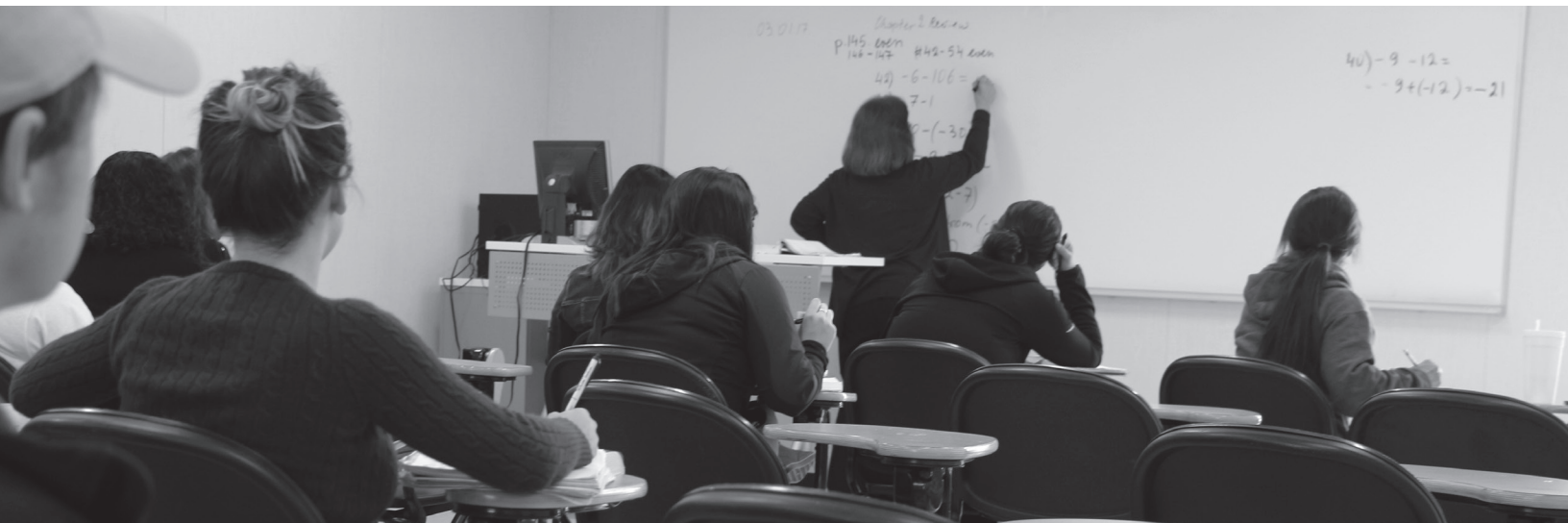
- ▶ Analyze and critique an argument.
- ▶ Effectively argue in support of an opinion.
- ▶ Write an argumentative essay.
- ▶ Define key terms of philosophical vocabulary relevant to the course.
- ▶ Distinguish different areas of philosophy.
- ▶ Understand some of the diverse assumptions and the values and attitudes that shape our lives.

REQUIRED COURSES: UNITS: (12 UNITS)

PHIL1 Introduction to Philosophy 3

CHOOSE 9 UNITS FROM THE LIST BELOW:

PHIL3A Ethics 3
 PHIL3B Contemporary Moral Issues 3
 PHIL6 Comparative Religions 3
 PHIL9 Philosophy of Religion 3
 PHIL23 Independent Study 1-2



Physical Science and Engineering

A.S. DEGREE: 60 units

DESCRIPTION

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

Upon successful completion of this program, students 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.

REQUIREMENTS (43 UNITS)

CHEM1A	General Chemistry	5
CHEM1B	General Chemistry	5
MATH1A	Single-Variable Calculus and Analytic Geometry.	4
MATH1B	Single-Variable Calculus and Analytic Geometry.	4
MATH1C	Multivariable Calculus	4
MATH2	Linear Algebra	3
MATH2C	Differential Equations	3
ENGR5	Engineering Programming and Problem Solving.	3
PHYS4A	Physics for Scientists and Engineers - Mechanics.	4
PHYS4B	Physics for Scientists and Engineers - Electricity and Magnetism	4
PHYS4C	Physics for Scientists and Engineers - Heat, Optics, Modern Physics	4

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 suf-

ficient electives to meet a 60 unit total. See counselor for details.

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

Physical Science and Engineering: General Engineering

A.S. DEGREE: 60 units

DESCRIPTION

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

Upon successful completion of this program, students 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.

REQUIREMENTS (59 UNITS)

CHEM1A	General Chemistry	5
CHEM1B	General Chemistry	5
ENGL1A	Composition	3
ENGR1	Graphical Communication and Design	3
ENGR2	Statics	3
ENGR3	Electric Circuit Analysis	4
ENGR4	Properties Of Materials.	3
ENGR5	Engineering Programming and Problem Solving.	3

PHYSICS

MATH1A	Single-Variable Calculus and Analytic Geometry . .	4
MATH1B	Single-Variable Calculus and Analytic Geometry . .	4
MATH1C	Multivariable Calculus	4
MATH2	Linear Algebra	3
MATH2C	Differential Equations	3
PHYS4A	Physics for Scientists and Engineers - Mechanics.	4
PHYS4B	Physics for Scientists and Engineers - Electricity and Magnetism	4
PHYS4C	Physics for Scientists and Engineers - Heat, Optics, Modern Physics	4

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 counselor for details.

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

Physics

A.S.-T DEGREE: 60 units



DESCRIPTION

The Associate in Science in Physics for Transfer degree is designed to prepare student for a seamless transfer into the CSU system to complete a baccalaureate degree in Physics. Physics is the study of why and how the world we live in behaves the way it does. Using theories and laws based upon observation and testing, physics considers and describes the behavior of our everyday world including motion, forces, mechanical and thermal energy, waves, electricity and magnetism, and light. Physics majors typically receive at least a Bachelor's degree and are prepared for many jobs in government and industry as well as being prepared to pursue graduate education in many fields of science and engineering. The AS-T in Physics does not include some important lower-division classes that are required for a Bachelor's degree in Physics. Students taking courses at Gavilan who are preparing to transfer should take additional courses at Gavilan that are part of the lower division preparation at CSU campuses so they are prepared to take upper-division major courses after transferring. Consult with the instructor or a counselor early in your first semester at Gavilan to ensure you will take all of the courses required for the major.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Demonstrate appropriate integration of math and physics concepts 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, and graphical.

REQUIREMENTS: (24 UNITS)

PHYS4A	Physics for Scientists and Engineers - Mechanics.	4
PHYS4B	Physics for Scientists and Engineers - Electricity and Magnetism	4
PHYS4C	Physics for Scientists and Engineers - Heat, Optics, Modern Physics	4
MATH1A	Single-Variable Calculus and Analytic Geometry. .	4
MATH1B	Single-Variable Calculus and Analytic Geometry. .	4
MATH1C	Multivariable Calculus	4

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

UNITS REQUIRED FOR THE MAJOR: 24

GENERAL EDUCATION REQUIREMENTS:

CSU GE: 39; IGETC: 37

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 counselor for details.

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

ELECTIVES NEEDED TO GET TO 60 UNITS

Political Science

A.A.-T DEGREE: 60 units



Associate Degree
for Transfer™

DESCRIPTION

The Associate in Arts in Political Science for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Political Science. Political science is the study of governments, power relations, public policies, political theories, political processes, and political behavior. The Political science major at Gavilan College is designed to develop knowledge, analytical skills, and critical insight into the nature of politics and political problems. Political science subfields include American government, political theory, comparative politics, and international politics. The major introduces each of these subfields to prospective students. The aim of the A.A.-T degree in Political Science is to prepare students for active participation in political life, whether as informed citizens or residents, as well as to prepare students for transfer into the CSU system as a political science major specializing in several possible subfields such as American politics, campaign management studies, comparative politics, international relations and terrorism studies. The aim of the A.A.-T degree in Political Science is to prepare students for active participation in political life, whether as informed citizens or residents, as well as to prepare students for transfer into the CSU system as a political science major specializing in several possible subfields such as American politics, campaign management studies, comparative politics, international relations and terrorism studies.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Critically examine and analyze the core concepts of political science (government, regime, state, institutions, sovereignty, constitution, democracy, authoritarianism, and globalization)
- ▶ Critically examine and analyze the political, institutional, and cultural consequences of political, social, and ethnic inequalities
- ▶ Identify, compare, and contrast the major theoretical perspectives in the discipline
- ▶ Critically examine and analyze the forms and processes of political participation at the local, state, national, and/or international levels
- ▶ Evaluate the theories, methods, and techniques used to investigate and analyze political behavior, past and present
- ▶ Critically examine and evaluate the structure and function of other nations' political systems and the international system
- ▶ Critically examine and evaluate the historical and philosophical foundations of the United States and California constitutions

- ▶ Critically examine complex issues and develop, evaluate, and test solutions and hypotheses using the scientific method.
- ▶ Write research papers using descriptive, empirical, and analytical techniques.

REQUIREMENTS: (3 UNITS)

POLS1 Introduction to American Government 3

LIST A: SELECT 3 (9 UNITS)

PSYC32 or Introduction to Research Methods 3
 POLS32 Introduction to Research Methods 3
 POLS3 Introduction to Comparative Politics 3
 POLS4 Introduction to International Relations 3
 POLS10 Introduction to Political Science 3
 MATH5 Introduction to Statistics 3

LIST B: SELECT 2 (6 UNITS)

ANY COURSE NOT USED IN LIST A (3 units)
 POLS5 Introduction to Modern International Terrorism . . . 3
 POLS7 Introduction to California Government and Politics 3
 POLS9 Global Social Change. 3
 POLS12 Introduction to Political Thought 3

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

TOTAL UNITS FOR THE MAJOR: 18

DOUBLE COUNTED UNITS: CSU: 6 - 9; IGETC: 6 - 9

GENERAL EDUCATION REQUIREMENTS:

CSU: 39; IGETC: 37

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 counselor for details.

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

ELECTIVES NEEDED TO GET TO 60 UNITS:

CSU: 9 - 12; IGETC: 9 - 12

Psychology

A.A.-T DEGREE: 60 units



Associate Degree
for Transfer™

DESCRIPTION

The Associate in Arts in Psychology for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Psychology. Associate in Arts in Psychology for Transfer. The Associate in Arts in Psychology for Transfer at Gavilan College provides students with introductory exposure to psychology as the scientific study of thoughts, feelings, and behavior in the contexts in which they occur, as well as a field committed to taking its scientific findings and applying them to the prevention and resolution of personal and interpersonal problems. Students who complete this 18-unit degree program will be prepared to pursue a Bachelor's degree in Psychology at the California State University (CSU). Additionally, the psychology major will provide a foundation for further study and careers in other social sciences, education, business, law, law enforcement, and the health field. All courses in this major must be completed with a grade of "C" or better. Students who complete the Associate in Arts in Psychology for Transfer degree program will be prepared to pursue a Bachelor's degree in Psychology at the California State University (CSU). Additionally, the psychology major will provide a foundation for further study and careers in other social sciences

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Describe psychology as the scientific study of behavior and mental processes in contexts.
- ▶ Describe the major perspectives, concepts, theories, and empirical findings in psychology.
- ▶ Apply psychological terms, concepts, and theories to personal, interpersonal, and developmental issues.
- ▶ Demonstrate the ability to access scientific information effectively and efficiently, evaluate scientific information and its sources, and communicate scientific information effectively in both written and oral forms.
- ▶ Demonstrate awareness of ethical issues in psychology research and clinical practice.
- ▶ Describe and respect the role of diversity in psychology.
- ▶ Describe the contributions of the brain and nervous system to human behavior.

REQUIREMENTS: (9 UNITS)

MATH5	Introduction to Statistics	3
PSYC10	Introduction to Psychology	3
PSYC32	Introduction to Research Methods	3

LIST A: SELECT 1 (4 UNITS)

BIO10	Principles of Biology	4
BIO12	Introduction to Human Biology	4

LIST B: SELECT 1 (3 - 4 UNITS)

ANY COURSE NOT USED IN LIST A (3 units)	3
PSYC11	Biological Psychology	3

LIST C: SELECT 1 (3 UNITS)

PSYC40	Child and Adolescent Development	3
PSYC3	Child Growth and Development During the School Years	3

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

UNITS REQUIRED FOR THE MAJOR: 19 - 20

DOUBLE COUNTED UNITS: CSU: 10 - 13; IGETC: 10 - 13

GENERAL EDUCATION REQUIREMENTS:

CSU GE: 39; IGETC: 37

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 counselor for details.

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

ELECTIVES NEEDED TO GET TO 60 UNITS:

CSU: 11 - 16; IGETC: 13 - 17

Retail Management

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 22 units

DESCRIPTION

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

Upon successful completion of this program, students 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.

PROGRAM REQUIREMENTS (22 UNITS)

BOT100	or	Business Correspondence	3
BUS100		Business Correspondence	3
CSIS2		Computers in Business	4
MKTG100		Principles of Marketing	3
MGMT101		Introduction to Management	3
MGMT102		Retail Management	3
MGMT104		Leadership/Human Relations in Business	3
MGMT120		Human Resource Management	3

ELECTIVES - CHOOSE ONE COURSE: (4 UNITS)

ACCT20	or	Financial Accounting	4
ACCT21		Managerial Accounting	4

FOR THE ASSOCIATE DEGREE, COMPLETE GENERAL EDUCATION REQUIREMENTS (35-39 UNITS)

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 counselor for details.

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

PLUS SUFFICIENT ELECTIVES TO MEET A 60 UNIT TOTAL



Social Science Emphasis Option A: Cultural and Historical Sciences

A.A. DEGREE: 60 units

DESCRIPTION

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: (18 UNITS)

Choose any combination of the following courses for a minimum of 18 units:

ADMINISTRATION OF JUSTICE/POLITICAL SCIENCE/ PSYCHOLOGY:

CMUN6 or	Introduction to Conflict Resolution	3
POLS6 or	Introduction to Conflict Resolution	3
PSYC6	Introduction to Conflict Resolution	3

ANTHROPOLOGY

ANTH1	Introduction to Physical Anthropology	3
ANTH2	Introduction to Archaeology	3
ANTH3	Introduction to Cultural Anthropology	3
ANTH5	Magic, Witchcraft, and Religion	3

ART

ART10A	Cultural History of Ceramics	3
ART21	Ancient Americas: A History through Art	3

CHILD DEVELOPMENT

CD5	Child/Family and Community	3
CD6 or	Games and Rhythms for Children	3
KIN6	Games and Rhythms for Children	3

ECONOMICS

ECON1	Principles of Macroeconomics	3
ECON2	Principles of Microeconomics	3

GEOGRAPHY

GEOG2	Cultural Geography	3
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HISTORY

HIST1	United States History through Reconstruction	3
HIST2	United States History Reconstruction - Present	3
HIST3	History of California	3
HIST4A	Global History Before 1500	3
HIST4B	Global History After 1500	3
HIST5	Women's Lives in Early United States History	3
HIST6	Women's Lives in Recent United States History	3
HIST7A	History of Western Civilization	3
HIST7B	History of Western Civilization	3
HIST12 or	Mexican American Cultural History	3
HUM12	Mexican American Cultural History	3
HIST21	Ancient Americas: A History through Art	3

POLITICAL SCIENCE

POLS1	Introduction to American Government	3
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SOCIOLOGY

SOC1A	Introduction to Sociology	3
SOC1B	Introduction to Sociology: Social Problems	3
SOC3	Sociology of Race, Ethnicity and Cultural Identity	3
SOC4	Sociology of Women and Men	3

GENERAL EDUCATION REQUIREMENTS: (35 - 39 UNITS)

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 a counselor for details.

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

Social Science Emphasis Option B: Behavioral and Organizational Social Sciences

A.A. DEGREE: 60 units

DESCRIPTION

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: (18 UNITS)

Choose any combination of courses for a minimum of 18 units:

ADMINISTRATION OF JUSTICE:	
AJ10	Introduction to the Administration of Justice 3
AJ18	Community Relations and the Justice System 3

ALLIED HEALTH

AH3	The Person in the Life Cycle 3
AH15 or	Survey of Human Anatomy and Physiology 5
BIO15	Survey of Human Anatomy and Physiology 5

CHILD DEVELOPMENT

CD2 or	Early Child Development 3
PSYC2	Early Child Development 3
CD3 or	Child Growth and Development During the School Years 3
PSYC3	Child Growth and Development During the School Years 3

ECONOMICS

ECON1	Principles of Macroeconomics 3
ECON2	Principles of Microeconomics 3

JOURNALISM

JOUR10 or	Mass Media and Society 3
SOC10	Mass Media and Society 3

MATHEMATICS

MATH5	Introduction to Statistics 3
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MATH6	Calculus for Business/Social Science 3
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POLITICAL SCIENCE

POLS6 or	Introduction to Conflict Resolution 3
CMUN6 or	Introduction to Conflict Resolution 3
PSYC6	Introduction to Conflict Resolution 3
PSYC7 or	Cultural Context of Child and Family in a Diverse Society 3
CD7	Cultural Context of Child and Family in a Diverse Society 3
POLS1	Introduction to American Government 3
POLS3	Introduction to Comparative Politics 3
POLS4	Introduction to International Relations 3

PSYCHOLOGY

PSYC10	Introduction to Psychology 3
PSYC11	Biological Psychology 3

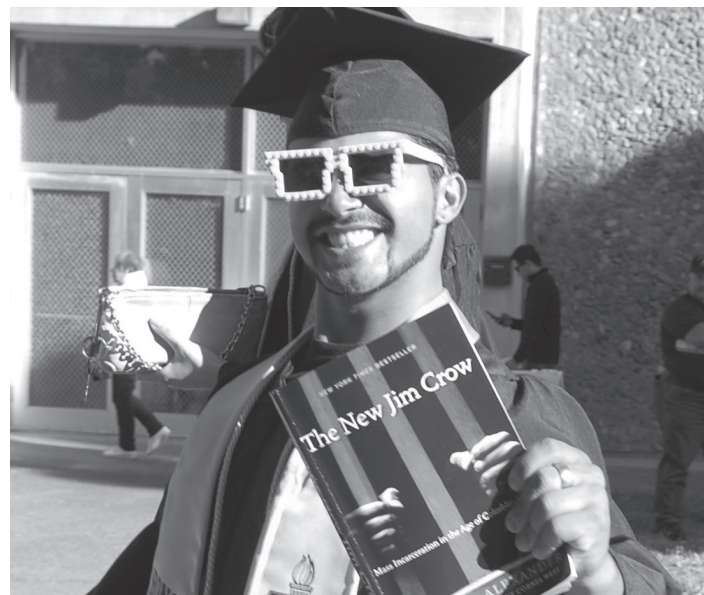
SOCIOLOGY

SOC1A	Introduction to Sociology 3
SOC1B	Introduction to Sociology: Social Problems 3
SOC3	Sociology of Race, Ethnicity and Cultural Identity 3
SOC4	Sociology of Women and Men 3
SOC21	Marriage and the Family 3

GENERAL EDUCATION REQUIREMENTS: (35 - 39 UNITS)

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 a counselor for details.

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



Social Science with Emphasis in Community Studies

A.A. DEGREE: 60 units

DESCRIPTION

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

Upon successful completion of this program, 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: (12 UNITS)

ANTH3	Introduction to Cultural Anthropology	3
SOC1B	Introduction to Sociology: Social Problems	3

CHOOSE ONE:

POLS27	or	Contemporary Leadership	3
PSYC27	or	Contemporary Leadership	3
GUID27		Contemporary Leadership	3
POLS6	or	Introduction to Conflict Resolution	3
CMUN6	or	Introduction to Conflict Resolution	3
PSYC6		Introduction to Conflict Resolution	3

CHOOSE ONE:

HIST12	or	Mexican American Cultural History	3
HUM12		Mexican American Cultural History	3
HIST3		History of California	3

ELECTIVE COURSES: (8 - 9 UNITS)

Choose 8-9 units from list below to complete a total of 21 units:

HIST12	or	Mexican American Cultural History	3
HUM12		Mexican American Cultural History	3
POLS6	or	Introduction to Conflict Resolution	3
CMUN6	or	Introduction to Conflict Resolution	3
PSYC6		Introduction to Conflict Resolution	3
POLS27	or	Contemporary Leadership	3
PSYC27	or	Contemporary Leadership	3
GUID27		Contemporary Leadership	3
ART14A		Introduction to Murals	3
CMUN4		Intercultural Communication	3
CMUN10		Small Group Communication	3
ECOL1		Conservation of Natural Resources	4
GEOG2		Cultural Geography	3
HE2		Human Sexuality	3
HIST2		United States History Reconstruction - Present . . .	3
HIST3		History of California	3
HIST5		Women's Lives in Early United States History . . .	3
HIST6		Women's Lives in Recent United States History . . .	3
POLS1		Introduction to American Government	3
SOC1A		Introduction to Sociology	3
SOC3		Sociology of Race, Ethnicity and Cultural Identity .	3
SOC4		Sociology of Women and Men	3

GENERAL EDUCATION REQUIREMENTS: (35 - 39 UNITS)

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 a counselor for details.

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

Social Science with Emphasis in Community Studies

CERTIFICATE OF ACHIEVEMENT: 15 units

DESCRIPTION

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.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, 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: (15 UNITS)

CMUN10	Small Group Communication	3
SOC1B	Introduction to Sociology: Social Problems	3

CHOOSE ONE:

POLS27 or	Contemporary Leadership	3
PSYC27	Contemporary Leadership	3
POLS6 or	Introduction to Conflict Resolution	3
CMUN6 or	Introduction to Conflict Resolution	3
PSYC6	Introduction to Conflict Resolution	3

CHOOSE 6 UNITS IN ELECTIVES:

HIST3	History of California	3
HIST5	Women's Lives in Early United States History	3
HIST12 or	Mexican American Cultural History	3
HUM12	Mexican American Cultural History	3
HIST6	Women's Lives in Recent United States History.	3

Social Science with Emphasis in Global Studies

A.A. DEGREE: 60 units

DESCRIPTION

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

Upon successful completion of this program, students will be able to:

- ▶ 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.

PROGRAM REQUIREMENTS:

AREA A (12 UNITS)

SOC1A	Introduction to Sociology	3
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CHOOSE ONE:

ANTH3	Introduction to Cultural Anthropology.	3
GEOG2	Cultural Geography	3

CHOOSE ONE:

HIST4A	Global History Before 1500	3
HIST4B	Global History After 1500	3

SOCIAL SCIENCE

CHOOSE ONE:

POLS3	Introduction to Comparative Politics	3
POLS4	Introduction to International Relations	3

AREA B CHOOSE AT LEAST FIVE (5) UNITS FROM ONE OF THE FOREIGN LANGUAGES BELOW

FRENCH

FRNH1A	Elementary French	5
FRNH1B	Elementary French	5

JAPANESE

JPN1A	Elementary Japanese	5
JPN1B	Elementary Japanese	5

SPANISH

SPAN1A	Elementary Spanish	5
SPAN1B	Elementary Spanish	5
SPAN2A	Intermediate Spanish	5
SPAN2B	Intermediate Spanish	5
SPAN8A	Conversational Spanish	3
SPAN8B	Conversational Spanish	3
SPAN8B	Conversational Spanish	3
SPAN8C	Conversational Spanish	3
SPAN8D	Conversational Spanish	3
SPAN12A	Spanish for Spanish Speakers	5
SPAN12B	Spanish for Spanish Speakers	5

AREA C CHOOSE SIX (6) UNITS FROM THE FOLLOWING LIST OF ELECTIVES:

ANTH1	Introduction to Physical Anthropology	3
ANTH5	Magic, Witchcraft, and Religion	3
ART10A	Cultural History of Ceramics	3
ART21,or	Ancient Americas: A History through Art	3
HIST21	Ancient Americas: A History through Art	3
CMUN4	Intercultural Communication	3
ECOL1	Conservation of Natural Resources	4
ECON1	Principles of Macroeconomics	3
ECON2	Principles of Microeconomics	3
ENGL2B	American Ethnic Literature	3
GEOG2	Cultural Geography	3
POLS6 or	Introduction to Conflict Resolution	3
CMUN6 or	Introduction to Conflict Resolution	3
PHIL6	Comparative Religions	3
PSYC6	Introduction to Conflict Resolution	3
PSYC7 or	Cultural Context of Child and Family in a Diverse Society	3
CD7	Cultural Context of Child and Family in a Diverse Society	3
SOC3	Sociology of Race, Ethnicity and Cultural Identity	3
SOC4	Sociology of Women and Men	3

THE FOLLOWING MAY BE USED FOR AREA C IF NOT USED FOR AREA A:

ANTH3	Introduction to Cultural Anthropology	3
HIST4A	Global History Before 1500	3
HIST4B	Global History After 1500	3
POLS3	Introduction to Comparative Politics	3
POLS4	Introduction to International Relations	3

GENERAL EDUCATION REQUIREMENTS: (35 - 39 UNITS)

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 a counselor for details.

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



Spanish

A.A.-T DEGREE: 60 units

Associate Degree
for Transfer™**DESCRIPTION**

The Associate in Arts in Spanish for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Spanish. The Spanish program 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 program at Gavilan offers a wide range of courses for all students. Our program focuses in the areas of reading, writing, speaking and listening as well as having a fundamental awareness of different Hispanic cultures. The Spanish curriculum provides a program for both 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. Upon completing the Associate in Arts in Spanish for Transfer degree, students will be prepared to 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 Spanish faculty to learn more about admission requirements to four-year institutions.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Demonstrate fundamental proficiency in speaking, reading and writing in Spanish;
- ▶ Demonstrate the ability to identify elements of Spanish verbs, tenses and grammar;
- ▶ Demonstrate the ability to identify different Hispanic cultures, including historical periods, colloquialisms, food, dress and dialects;
- ▶ Demonstrate proper conjugation of verbs in the written and oral form;
- ▶ Demonstrate the ability to analyze and discuss Hispanic literature including authors from different Hispanic cultures.

REQUIREMENTS: (20 UNITS)

SPAN1A	Elementary Spanish	5
SPAN1B	Elementary Spanish	5
SPAN2A	Intermediate Spanish	5
SPAN2B	Intermediate Spanish	5

SUBSTITUTION COURSES: (0 - 3 UNITS)

If a student places out of any core course(s) and is not awarded units for that course, the student will need to take additional units to compensate for the course/units required to reach at least 18 total units in the major (Title 5 regulations). Course substitutions are made at the discretion of Gavilan College and may or may not be delineated in the local degree. Suggested substitutions include courses from the Electives listed below.

SPAN8A	Conversational Spanish	3
SPAN8B	Conversational Spanish	3
ANTH3	Introduction to Cultural Anthropology	3
SOC1A	Introduction to Sociology	3
CMUN4	Intercultural Communication	3

LIST A: (0 - 5 UNITS)

SPAN12A	Spanish for Spanish Speakers	5
SPAN12B	Spanish for Spanish Speakers	5
FRNH1A	Elementary French	5
FRNH1B	Elementary French	5

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

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

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

UNITS REQUIRED FOR THE MAJOR: 20 - 25**DOUBLE COUNTED UNITS: CSU: 6 - 9; IGETC: 6 - 9****GENERAL EDUCATION REQUIREMENTS:****CSU GE: 39; IGETC: 37**

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 a counselor for details.

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

ELECTIVES NEEDED TO GET TO 60 UNITS:**CSU: 2 - 10; IGETC: 4 - 12:**

Spanish Non-Native Speakers Option 1

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 20 units

DESCRIPTION

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 successful completion of this program, students will be able to:

- ▶ Converse in Spanish at the basic level.
- ▶ Demonstrate proper conjugation of verbs; in the written and oral form.

REQUIREMENTS: (20 UNITS)

SPAN1A	Elementary Spanish	5
SPAN1B	Elementary Spanish	5
SPAN2A	Intermediate Spanish	5
SPAN2B	Intermediate Spanish	5

FOR ASSOCIATE DEGREE 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, plus sufficient electives to meet a 60 unit total. See a counselor for details.

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

Spanish Non-Native Speakers Option 2

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 18-20 units

DESCRIPTION

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. Students with two years of high school Spanish are advised to take this option.



PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ converse in Spanish at the basic level.
- ▶ demonstrate proper conjugation of verbs; in the written and oral form.

REQUIREMENTS: (18 - 20 UNITS)

SPAN1B	Elementary Spanish	5
SPAN2A	Intermediate Spanish	5
SPAN2B	Intermediate Spanish	5

CHOOSE ONE COURSE FROM THE FOLLOWING LIST:

SPAN12A	Spanish for Spanish Speakers	5
SPAN12B	Spanish for Spanish Speakers	5
SPAN23	Independent Study	3

FOR A.A. 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, plus sufficient electives to meet a 60 unit total. See a counselor for details.

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

Spanish Non-Native Speakers Option 3

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 18-20 units

DESCRIPTION

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. Students with four years of high school Spanish are advised to take this option.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Converse in Spanish at the basic level.
- ▶ Demonstrate proper conjugation of verbs; in the written and oral form.

REQUIREMENTS: (18 - 20 UNITS)

SPAN2A	Intermediate Spanish	5
SPAN2B	Intermediate Spanish	5

CHOOSE A MINIMUM OF 8 UNITS FROM FOLLOWING LIST: . . .

SPAN12A	Spanish for Spanish Speakers	5
SPAN12B	Spanish for Spanish Speakers	5
SPAN23	Independent Study	3

FOR ASSOCIATE DEGREE

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, plus sufficient electives to meet a 60 unit total. See a counselor for details.

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

Spanish Native Speakers Option 4

CERTIFICATE OF ACHIEVEMENT: 18 - 20 units

DESCRIPTION

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

SPANISH

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. Students with native fluency can take this option

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Converse in Spanish at the basic level.
- ▶ Demonstrate proper conjugation of verbs; in the written and oral form.

REQUIREMENTS: (18 - 20 UNITS)

SPAN12A	Spanish for Spanish Speakers	5
SPAN12B	Spanish for Spanish Speakers	5
SPAN23	Independent Study	2

CHOOSE 2 COURSES FROM FOLLOWING LIST:

ART14A	Introduction to Murals	3
HIST12	or Mexican American Cultural History	3
HUM12	Mexican American Cultural History	3
THEA3	El Teatro Campesino	3



Theater Arts

A.A.-T DEGREE: 60 units



Associate Degree
for TransferSM

DESCRIPTION

The Associate in Arts in Theatre Arts for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Theatre Arts.

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 (A.A.-T) degree.

Upon completion of an Associate in Arts in Theatre Arts for Transfer degree, students will be prepared for pursuing a Bachelor of Arts or Bachelor of Science in Theatre Arts at a California State University.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

REQUIRED CORE: (9 UNITS)

THEA1	Theatre History: Greece to Restoration	3
THEA12A	Acting I	3
THEA13A or	Actor's Workshop	3
THEA14	Stage Production	3

LIST A: SELECT THREE (9 UNITS)

Any combination totaling 9 units

THEA12B	Acting II	3
THEA15	Introduction to Design for Stage, Television and Film	3
THEA27	Fundamentals of Lighting	3
THEA25	Fundamentals of Costume Design	3
THEA26	Script Analysis	3

SELECT ONE OF THE FOLLOWING CORE COURSES NOT ALREADY USED. UNITS: (1 - 3 UNITS)

THEA13A	Actor's Workshop	1-3
THEA14	Stage Production	2-3

DOUBLE COUNTED UNITS: CSU = 6; IGETC = 3 UNITS:

GENERAL EDUCATION UNITS: CSU -39; IGETC -37

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 a counselor for details.

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

ELECTIVES: CSU - 7 - 9 UNITS; IGETC - 6 - 8 UNITS:

Theater and Television - Acting Option

A.A. DEGREE: minimum of 60 units

DESCRIPTION

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 Arts students have recently been accepted for transfer to San Jose State, Cal State Hayward, U.C. Davis and U.C. Berkeley.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students 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.

GENERAL EDUCATION REQUIREMENTS: (35-39 UNITS)

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 a counselor for details.

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

CORE COURSES: (12 - 15 UNITS)

THEA1	Theatre History: Greece to Restoration	3
THEA2A	Children's Theatre Repertory	3
THEA12A	Acting	1-3
THEA13A	Actor's Workshop	1-3
THEA14	Stage Production	2-3

ADDITIONAL REQUIREMENTS (11 UNIT MINIMUM):

THEA13B	Actor's Workshop	1-3
THEA13C	Actor's Workshop	1-3
THEA13D	Actor's Workshop	1-3

CHOOSE TWO OF THE FOLLOWING FOUR COURSES:

THEA4 or	Oral Interpretation.	3
CMUN2	Oral Interpretation.	3
THEA2B	Children's Theatre Repertory	3
THEA12B	Acting II	3
THEA19 or	Acting and Voice for TV/Film/Media	3
MCTV19	Acting and Voice for TV/Film/Media	3

CHOOSE ADDITIONAL UNITS FROM THE COURSES BELOW TO COMPLETE THE UNIT MINIMUM REQUIREMENT:

MUS8A	Beginning Voice	2
MUS8B	Beginning Voice	2
MUS8C	Intermediate Voice	2
MUS8D	Intermediate Voice	2
THEA7	Theatre Appreciation	3
THEA11	Dance and Movement for the Theatre	2

Technical Production Option

A.A. DEGREE: minimum of 60 units

DESCRIPTION

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

Upon successful completion of this program, students will be able to:

- ▶ 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: (35-39 UNITS)

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 a counselor for details.

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

CORE COURSES/UNITS: (12 - 15 UNITS)

THEA1	Theatre History: Greece to Restoration	3
THEA2A	Children's Theatre Repertory	3
THEA12A	Acting I	3
THEA13A	Actor's Workshop	1- 3
THEA14	Stage Production	2- 3

ADDITIONAL REQUIREMENTS:UNITS: (13 UNITS)

THEA15	Introduction to Design for Stage, Television and Film	3
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CHOOSE ONE OF THE CLASSES LISTED BELOW: (3 UNITS)

CMUN2 or	Oral Interpretation.	3
THEA4	Oral Interpretation.	3
THEA2B	Children's Theatre Repertory	3

THEA12B	Acting II	3
THEA19 or	Acting and Voice for TV/Film/Media	3
MCTV19	Acting and Voice for TV/Film/Media	3

CHOOSE 8 UNITS FROM CLASSES LISTED BELOW: (8 UNITS)

ART2A	Two-Dimensional Design	3
THEA7	Theatre Appreciation	3
ART8A	Introduction to Photography	3
ART10A	Cultural History of Ceramics.	3
ART12A	Sculpture	3
ART12B	Sculpture	3
ART13	Three-Dimensional Design	3
THEA14	Stage Production	2- 3

ANY MUSIC PERFORMANCE COURSE OR ANY COMPUTER GRAPHICS & DESIGN COURSE (1-3 UNITS)

Television Performance Option

A.A. DEGREE: minimum of 60 units

DESCRIPTION

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 postproduction 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

Upon successful completion of this program, students 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.

THEATER AND TELEVISION

- ▶ Identify key movements in theatre history, and to elaborate on their social and cultural significance.
- ▶ Develop teamwork skills through class exercises, assignments and performances.

CORE COURSES (12 - 15 UNITS)

THEA1	Theatre History: Greece to Restoration	3
THEA2A	Children's Theatre Repertory	3
THEA12A	Acting I	3
THEA13A	Actor's Workshop	1-3
THEA14	Stage Production	2-3

ADDITIONAL REQUIREMENTS: (12 - 18 UNITS)

THEA16 or	History and Culture of Television, Film and New Media	3
MCTV16	History and Culture of Television, Film and New Media	3
MCTV17A or	Television and Video Workshop	3
THEA17A	Television and Video Workshop	3
THEA19 or	Acting and Voice for TV/Film/Media	3
MCTV19	Acting and Voice for TV/Film/Media	3

CHOOSE ONE OR MORE: (3 OR MORE UNITS)

THEA17B or	Television and Video Workshop	3
MCTV17B	Television and Video Workshop	3
THEA20	Introduction to Scriptwriting	3
HUM25	Motion Picture Production	3

GENERAL EDUCATION REQUIREMENTS (35-39 UNITS):

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 a counselor for details.

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

Television Performance Option

CERTIFICATE OF ACHIEVEMENT: 17 units

DESCRIPTION

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 postproduction 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

Upon successful completion of this program, students 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.

PROGRAM REQUIREMENTS:

- ▶ This certificate does not require the core courses

REQUIREMENTS: (17 UNITS)

THEA16 or	History and Culture of Television, Film and New Media	3
MCTV16	History and Culture of Television, Film and New Media	3
MCTV17A or	Television and Video Workshop	3
THEA17A	Television and Video Workshop	3
THEA17B or	Television and Video Workshop	3
MCTV17B	Television and Video Workshop	3
THEA19	Acting and Voice for TV/Film/Media	3
THEA98	Special Topics	0.5-3

CHOOSE ONE (IF NOT USED ABOVE):

THEA17A or	Television and Video Workshop	3
MCTV17A	Television and Video Workshop	3
THEA20	Introduction to Scriptwriting	3
HUM25	Motion Picture Production	3

Wastewater Collection Technology Education

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 21 units

DESCRIPTION

The Wastewater Collection Technology Education program is designed to prepare students to maintain and operate equipment; maintain, restore, monitor, evaluate and adjust collection systems; and maintain lift stations. Students completing the required courses for this degree will qualify to take nearly a dozen wastewater related certification examinations offered by the California Water Environment Association (CWEA). Although current State regulations do not require certification of wastewater collection system personnel, many public sector employers either require or prefer job applicants who have obtained the CWEA Wastewater Collection and Maintenance certifications.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Define common terminology pertaining to collections system components, design and management as well as inspection and quality control.
- ▶ Identify the types and functions of pipes and fittings used in wastewater collection system design and management.
- ▶ Given a wastewater collection map book, identify pipeline dimensions, pipe construction materials, direction of flow and location of valves, services and lift stations.
- ▶ Describe in detail basic underground location and leak detection, trenching and shoring and backfill and compaction methods of construction used in the field.
- ▶ Describe the nine basic cleaning methods and basic principles involved in hydraulic and mechanical cleaning methods.
- ▶ List and describe the operation of common valves used in a wastewater collection system.
- ▶ Perform basic mathematical computations and conversions relating to wastewater collection systems, pressure, volume, velocity, chemical dosage and hydraulic and organic loading.

REQUIRED CORE COURSES: (21 UNITS)

WTRM101	Introduction to Water, Wastewater Technology . . .	3
WTRM102	Beginning Water, Wastewater, Distribution Math . .	3
WTRM103	Introduction to Electrical and Instrumentation	3
	Processes	3
WTRM104	Motors and Pumps, Operation and Maintenance . .	3
WTRM107	Beginning Wastewater Treatment Operations	3
WTRM113	Beginning Wastewater Collection	3
WTRM116	Advanced Wastewater Collections	3

LIST A: SELECT ONE OF THE FOLLOWING (3 UNITS)

WTRM105	Water Distribution 1	3
WTRM106	Beginning Water Treatment Plant Operation	3
WTRM109	Advanced Water Treatment Plant Operation	3
WTRM110	Advanced Water/Wastewater/Distribution Math	3
WTRM111	Advanced Wastewater Treatment Plant Operation . .	3
WTRM112	Applied Hydraulics	3
WTRM114	Laboratory Analysis for Water, Wastewater	3
WTRM115	Supervision	3

LIST B: SELECT TWO OF THE FOLLOWING (4 - 8 UNITS)

WTRM118	Introduction to Occupational Health and Safety . . .	3
WTRM121	Mechanical Maintenance	3
WTRM132	Advanced Water Distribution	3
WTRM133	Water Conservation	3
WTRM134	Industrial Wastewater / Stormwater Management . .	4
WTRM235	Pollution Prevention	3
WTRM190	Occupational Work Experience/Water/Wastewater . .	1-4
	Technology	

FOR CERTIFICATE COMPLETE CORE COURSES: 21 UNITS

FOR ASSOCIATE DEGREE COMPLETE CORE (21 UNITS) , LIST A (3 UNITS) AND LIST B (4-8 UNITS), AND GENERAL EDUCATION REQUIREMENTS: (35 - 39 UNITS)

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 a counselor for details.

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



Wastewater Technology Education

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 21 units

DESCRIPTION

The Wastewater Technology Education program is designed to prepare students to operate or control an entire system of machines, often through the use of control boards, to transfer or treat wastewater. This includes monitoring gauges, dials or other indicators to make sure machines are working properly and troubleshooting and/or performing routine maintenance on equipment. Students completing the required courses for this degree will qualify to take the SWRCB certification examination for the Grade 1 Wastewater Plant Operator as well as nearly a dozen wastewater related certification examinations offered by CWEA.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Describe wastewater collection system components.
- ▶ Identify the characteristics and sources of municipal sewage.
- ▶ Define wastewater collection system and wastewater treatment plant terminology.
- ▶ Describe the basic principles of conventional wastewater treatment.
- ▶ Describe the basic principles of conventional wastewater treatment.
- ▶ Compare and contrast wastewater treatment unit processes including preliminary, primary, secondary and tertiary treatment.
- ▶ Perform basic mathematical calculations and conversions relating to water flow, pressure, volume, velocity, chemical dosage and hydraulic and organic loading.
- ▶ Recognize and describe safety procedures applicable to service and operation of wastewater collection and treatment systems.

PROGRAM REQUIREMENTS:

CORE COURSES (21 UNITS)

WTRM101	Introduction to Water, Wastewater Technology . . .	3
WTRM102	Beginning Water, Wastewater, Distribution Math . .	3
WTRM103	Introduction to Electrical and Instrumentation	3
	Processes	3
WTRM104	Motors and Pumps, Operation and Maintenance .	3
WTRM107	Beginning Wastewater Treatment Operations	3
WTRM111	Advanced Wastewater Treatment Plant Operation	3
WTRM113	Beginning Wastewater Collection.	3

LIST A: ELECTIVES: (3 UNITS) SELECT ONE OF THE FOLLOWING:

WTRM109	Advanced Water Treatment Plant Operation	3
WTRM110	Advanced Water/Wastewater/Distribution Math . . .	3
WTRM112	Applied Hydraulics	3
WTRM114	Laboratory Analysis for Water, Wastewater	3
WTRM115	Supervision	3
WTRM132	Advanced Water Distribution	3

LIST B: SELECT TWO OF THE FOLLOWING (4 - 8 UNITS)

WTRM116	Advanced Wastewater Collections	3
WTRM118	Introduction to Occupational Health and Safety . .	3
WTRM121	Mechanical Maintenance	3
WTRM133	Water Conservation	3
WTRM134	Industrial Wastewater / Stormwater Management .	4
WTRM235	Pollution Prevention	3
WTRM190	Occupational Work Experience/Water/Wastewater .	1-4
	Technology	1-4

FOR CERTIFICATE COMPLETE CORE COURSES: 21 UNITS

FOR ASSOCIATE DEGREE COMPLETE CORE (21 UNITS) , LIST A (3 UNITS) AND LIST B (4-8 UNITS), AND GENERAL EDUCATION REQUIREMENTS: (35 - 39 UNITS)

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 a counselor for details.

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

Water Distribution Technology Education

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 21 units

DESCRIPTION

The Water Distribution Technology Education program is designed to teach students the methods, processes, technology and current practices involved in operating and maintaining modern, complex water distribution systems. Students who satisfactorily complete the required courses for this degree will qualify to take the CDPH Grade D-1 through D-5 Water Distribution Operator examinations required to obtain certification and employment with a water district.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Identify sources and characteristics of water common to water distribution systems.
- ▶ Compare and contrast the different types of water distribution systems currently in use.
- ▶ Identify drinking water public health hazards and water quality standards common to the industry.
- ▶ Utilize calculations and conversions to determine water flow, pressure, volume, velocity and force and chemical dosage used in water distribution systems.
- ▶ Identify and compare methods used to handle, install and repair water distribution pipe.
- ▶ Explain the principles of pump operation for the types of pumps used in water distribution systems; including common problems, necessary adjustments and typical packing gland problems.
- ▶ Explain the electrical principles involved in control circuits common to water distribution systems.
- ▶ Explain the required safe handling and storage of chlorine used in water distribution systems.
- ▶ Check and utilize water maps and drawings to determine location, type and characteristics of water distribution systems.
- ▶ Specify necessary procedures needed to safely complete field work in a water distribution system.
- ▶ Compare and contrast factors considered in the selection of pipe and different types of water meters.
- ▶ Demonstrate how to read meters and calculate the meters accuracy.

CORE REQUIREMENTS: (21 UNITS) UNITS: (21 UNITS)

WTRM101	Introduction to Water, Wastewater Technology . . .	3
WTRM102	Beginning Water, Wastewater, Distribution Math . .	3
WTRM103	Introduction to Electrical and Instrumentation	3
	Processes	3
WTRM104	Motors and Pumps, Operation and Maintenance .	3
WTRM105	Water Distribution 1	3
WTRM106	Beginning Water Treatment Plant Operation	3
WTRM132	Advanced Water Distribution	3

LIST A: (3 UNITS) SELECT ONE OF THE FOLLOWING

WTRM107	Beginning Wastewater Treatment Operations	3
WTRM109	Advanced Water Treatment Plant Operation	3
WTRM110	Advanced Water/Wastewater/Distribution Math . . .	3
WTRM111	Advanced Wastewater Treatment Plant Operation	3
WTRM112	Applied Hydraulics	3
WTRM113	Beginning Wastewater Collection	3
WTRM114	Laboratory Analysis for Water, Wastewater	3
WTRM115	Supervision	3

LIST B: (4 - 8 UNITS) SELECT TWO OF THE FOLLOWING

WTRM116	Advanced Wastewater Collections	3
WTRM118	Introduction to Occupational Health and Safety . .	3
WTRM121	Mechanical Maintenance	3
WTRM133	Water Conservation	3
WTRM134	Industrial Wastewater / Stormwater Management .	4
WTRM235	Pollution Prevention	3
WTRM190	Occupational Work Experience/Water/Wastewater .	1-4
	Technology	1-4

FOR CERTIFICATE COMPLETE CORE COURSES: 21 UNITS

FOR ASSOCIATE DEGREE COMPLETE CORE (21 UNITS) , LIST A (3 UNITS) AND LIST B (4-8 UNITS), AND GENERAL EDUCATION REQUIREMENTS: 35 - 39 UNITS

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 a counselor for details.

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

Water Resource Management

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 25-28 units

DESCRIPTION

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

Upon successful completion of this program, students will be able to:

- ▶ 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.

CORE COURSES (18 UNITS)

WTRM101	Introduction to Water, Wastewater Technology . . .	3
WTRM102	Beginning Water, Wastewater, Distribution Math . .	3
WTRM103	Introduction to Electrical and Instrumentation	3
	Processes	3
WTRM105	Water Distribution 1	3
WTRM106	Beginning Water Treatment Plant Operation	3
WTRM107	Beginning Wastewater Treatment Operations	3

ELECTIVES: SELECT ONE OF THE FOLLOWING: (3 UNITS)

WTRM108	Water Distribution 2	3
WTRM109	Advanced Water Treatment Plant Operation	3
WTRM110	Advanced Water/Wastewater/Distribution Math . . .	3
WTRM111	Advanced Wastewater Treatment Plant Operation .	3
WTRM112	Applied Hydraulics	3
WTRM113	Beginning Wastewater Collection.	3
WTRM114	Laboratory Analysis for Water, Wastewater	3
WTRM115	Supervision	3

ELECTIVES: SELECT TWO OF THE FOLLOWING (4 - 7 UNITS)

WTRM104	Motors and Pumps, Operation and Maintenance . .	3
WTRM116	Advanced Wastewater Collections.	3
WTRM117	Water Use Efficiency Practitioner	3
WTRM118	Introduction to Occupational Health and Safety . .	3
WTRM119	Industrial Wastewater Management & Treatment . .	3
WTRM120	Pollution Prevention / Storm Water Management . .	3
WTRM121	Mechanical Maintenance	3
WTRM190	Occupational Work Experience/Water/Wastewater .	1- 4
	Technology	

FOR CERTIFICATE COMPLETE CORE COURSES: 18 UNITS PLUS LIST A AND B REQUIREMENTS,

FOR ASSOCIATE DEGREE COMPLETE CORE (18 UNITS) , LIST A (3 UNITS) AND LIST B (4-8 UNITS), AND GENERAL EDUCATION REQUIREMENTS: 35 - 39 UNITS

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 a counselor for details.

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

Water Technology Education

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 28-32 units

DESCRIPTION

The Water Technology Education program is designed to teach students the key steps, processes, and current technology involved in operating modern water treatment plants. Students who satisfactorily complete the required courses in this degree will qualify to take the California Department of Public Health (CDPH) Grade T-1 and T-2 Water Treatment Plant Operator examinations required for certification and employment at water treatment plants.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Identify in detail characteristics and sources of ground water and surface water supplies and explain the effects on quality of geological formations, stratifications and watershed management.
- ▶ Compare and contrast the basic principles of each water treatment process and list them in order performed.
- ▶ Identify and classify water distribution system components.
- ▶ Explain pump cavitation, corrosion, cross-connection, air valves, head loss and main flushing in relation to water and wastewater collection, distribution and treatment.
- ▶ Explain and prepare a plan for the use of chlorine including the characteristics of and methods for storing, feeding and measuring chlorine.
- ▶ Determine the methods used for coagulation, flocculation and sedimentation.
- ▶ Compare and contrast the six basic water quality parameters and explain in detail microbiological and chemical components.
- ▶ Demonstrate the regulations for monitoring water quality and performing water treatment.
- ▶ Perform basic mathematical calculations and conversions relating to water flow, pressure, volume, velocity, chemical dosage and hydraulic and organic loading.
- ▶ Determine appropriate safety procedures applicable to service and operation of water treatment and distribution systems.

CORE COURSES: (21 UNITS)

WTRM101	Introduction to Water, Wastewater Technology . . .	3
WTRM102	Beginning Water, Wastewater, Distribution Math.	3
WTRM103	Introduction to Electrical and Instrumentation . . .	3
	Processes.	3
WTRM104	Motors and Pumps, Operation and Maintenance	3
WTRM105	Water Distribution 1	3
WTRM106	Beginning Water Treatment Plant Operation	3

WTRM109	Advanced Water Treatment Plant Operation	3
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RESTRICTED ELECTIVES/ LIST A: SELECT ONE OF THE FOLLOWING (3 UNITS)

WTRM107	Beginning Wastewater Treatment Operations . . .	3
WTRM110	Advanced Water/Wastewater/Distribution Math . .	3
WTRM111	Advanced Wastewater Treatment Plant Operation	3
WTRM112	Applied Hydraulics.	3
WTRM113	Beginning Wastewater Collection	3
WTRM114	Laboratory Analysis for Water, Wastewater	3
WTRM115	Supervision.	3
WTRM132	Advanced Water Distribution	3

LIST B: SELECT TWO OF THE FOLLOWING)UNITS: (4 - 8 UNITS)

WTRM116	Advanced Wastewater Collections.	3
WTRM118	Introduction to Occupational Health and Safety . .	3
WTRM121	Mechanical Maintenance	3
WTRM133	Water Conservation	3
WTRM134	Industrial Wastewater / Stormwater Management .	4
WTRM235	Pollution Prevention	3
WTRM190	Occupational Work Experience/Water/Wastewater .	1- 4
	Technology.	

FOR CERTIFICATE COMPLETE CORE COURSES: 21 UNITS

FOR ASSOCIATE DEGREE COMPLETE CORE (21 UNITS) , LIST A (3 UNITS) AND LIST B (4-8 UNITS), AND GENERAL EDUCATION REQUIREMENTS: 35 - 39 UNITS

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 a counselor for details.

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

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.

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

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. (C-ID: ACCT 110) 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

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. (C-ID: ACCT 120) PREREQUISITE: ACCT 20, Financial Accounting. ADVISORY: Intermediate Algebra (Math 233 or Math 240), English College Reading (English 260), English Practical Writing (English 250), and basic computerized spreadsheet knowledge.

ACCT 105 Payroll Accounting

Units: 3.0 Hours: 3.0 Lecture

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

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 121 Spreadsheet - MS Excel

Units: 2.0 Hours: 2.0 Lecture

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. 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:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

ACCT 203 General Office Accounting**Units:** 3.0 **Hours:** 3.0 Lecture

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. This course was previously listed as ACCT 103. **ADVISORY:** Eligible for Mathematics 430.

ACCT 220 Computerized Accounting - Quickbooks**Units:** 3.0 **Hours:** 3.0 Lecture

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 220. **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. This course was previously listed as ACCT 120.

ADMINISTRATION OF JUSTICE**AJ 3A Ethics****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C2, IGETC:3B

This course examines the central theories and perennial issues in ethics. The ethical system of Aristotle, Kant, and the utilitarians will be investigated. These systems will be applied to contemporary moral problems. Questions about objective morality, the ideal society, social justice, and moral agency will be pursued. This course is also listed as PHIL 3A. **ADVISORY:** Eligible for English 1A.

AJ 5 Introduction to Modern International Terrorism**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:D, 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-GE:D, IGETC:4H, GAV-GE:D2, GAV-GE:F

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

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. (C-ID: AJ 122) **ADVISORY:** AJ 10; Eligible for English 250 and English 260.

AJ 14 Criminal Law**Units:** 3.0 **Hours:** 3.0 Lecture

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. (C-ID: AJ 120) **ADVISORY:** AJ 10; Eligible for English 250 and English 260.

AJ 16 Introduction to Evidence**Units:** 3.0 **Hours:** 3.0 Lecture

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. (C-ID: AJ 124) **ADVISORY:** AJ 10 and Eligible for English 250 and English 260.

AJ 18 Community Relations and the Justice System**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** GAV-GE:F

The course examines the complex, dynamic relationship between communities and the institutions of the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. It also examines new strategies, skills, tools, and cultural knowledge necessary for personnel engaged in all aspects of the criminal justice system. (C-ID: AJ 160) **ADVISORY:** Eligible for English 250 and English 260; AJ 10.

AJ 19 Introduction to Investigation**Units:** 3.0 **Hours:** 3.0 Lecture

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. (C-ID: AJ 140) **ADVISORY:** Eligible for English 250 and English 260.

AJ 20 Juvenile Law and Procedure**Units:** 3.0 **Hours:** 3.0 Lecture

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. (C-ID: AJ 220) **ADVISORY:** Eligible for English 250 and English 260.

AJ 21 Narcotics and Drug Abuse**Units:** 3.0 **Hours:** 3.0 Lecture

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

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

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

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

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.

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.

AJ 129P PC 832 Without Firearms**Units:** 1.0 **Hours:** 10.0 Lecture and 30.0 Laboratory

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

This course is designed to examine the various components in probation and parole; including probation supervision, pre-sentence 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

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

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:** 3.0 Lecture

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:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

ALLIED HEALTH (NURSING)

AH 3 The Person in the Life Cycle

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:E, GAV-GE:E2, GAV-GE: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 1A.

AH 8 General Microbiology

Units: 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory
Transferable: CSU-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE:B3

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-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE:B3

Study of the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. This course is also listed as BIO 9. **PREREQUISITE:** Chemistry 30A, Biological Science 7 or 15 with a grade of credit or C or better or equivalent. **ADVISORY:** Chemistry 30B; eligible for English 250, English 260 and Mathematics 205.

AH 11 Nutrition

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:E, GAV-GE:E2, GAV-GE:F

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 1A. **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-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE: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 16 Intravenous Therapy, Blood Withdrawal

Units: 2.0 **Hours:** 1.5 Lecture and 1.5 Laboratory
 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). **PREREQUISITE:** Completion of AH 54 or equivalent with a grade of C or better or current active LVN licensure in California. \$150.00 course materials fee payable at registration.

AH 30 First Aid and CPR

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: GAV-GE:E2

This course involves the theory and detailed demonstration of the first aid care of the injured. The student will learn to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements. This course has the option of a letter grade or pass/no pass.

AH 32 Basic Cardiac Life Support

Units: 1.0 **Hours:** 1.0 Lecture

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

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. **ADVISORY:** AH 8 and AH 9. **PREREQUISITE:** Admission to the nursing program.

AH 52 Medical-Surgical Nursing

Units: 11.0 **Hours:** 6.0 Lecture and 15.0 Laboratory

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.

AH 53 Medical-Surgical - Maternal-Neonatal Nursing

Units: 11.0 **Hours:** 6.0 Lecture and 15.0 Laboratory

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.

AH 54 Medical-Surgical, Pediatric Nursing

Units: 11.0 **Hours:** 6.0 Lecture and 15.0 Laboratory

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.

AH 55 Interactive and Mental Health Nursing**Units:** 10.0 **Hours:** 5.5 Lecture and 13.5 Laboratory

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

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

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

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

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:** 8.5 **Hours:** 6.0 Lecture and 8.0 Laboratory**Transferable:** GAV-GE:F

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:** 3.0 **Hours:** 23.0 Lecture and 23.0 Laboratory

This two (2) week, eight (8) day course is designed to prepare students to provide basic health care in the home environment. This course 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 Department of Public Health. **PREREQUISITE:** Active California C.N.A. certification or successful completion with a minimum score of 75% or equivalent in AH 180. Also, eligible for English 250 and English 260. Clearance from the California Department of Health Services (Form HS283B), fingerprint clearance, negative drug screen, required immunizations, negative TB screen, and health clearance required to clinical placement.

AH 190 Occupational Work Experience, Allied Health**Units:** 1.0 TO 4.0 **Hours:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

AH 191A Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

AH 191B Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191B is Team Building. Need not be taken in sequence. This is a pass/no pass course.

AH 191C Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem-Solving. Need not be taken in sequence. This is a pass/no pass course.

ANTHROPOLOGY**ANTH 1L Physical Anthropology Lab****Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** CSU-GE:B3, IGETC:5C, GAV-GE:B3

This laboratory course is offered as a supplement to Introduction to Physical Anthropology either taken concurrently or in a subsequent term. Laboratory exercises are designed to introduce students to the scientific method and hands-on exploration of topics in physical anthropology: genetics; human osteology; comparative and functional skeletal anatomy; primate behavior; human fossil record; modern human variation; and other resources to investigate processes related to human evolution. **PREREQUISITE:** ANTH 1, Introduction to Physical Anthropology, may be taken concurrently. **ADVISORY:** English 250.

ANTH 1 Introduction to Physical Anthropology

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:B2, IGETC:5B, GAV-GE:B2, GAV-GE:F

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and their application to the human species. Issues and topics will include, but are not limited to, genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior, and the fossil evidence for human evolution. The scientific method serves as foundation of the course. (C-ID: ANTH 110) ADVISORY: English 250, English 260 and Mathematics 205.

ANTH 2 Introduction to Archaeology

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:D, IGETC:4A, GAV-GE:D2, GAV-GE:F

This course is an introduction to the study of concepts, theories, data and models of anthropological archaeology that contribute to our knowledge of the human past. The course includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences. The course surveys selected prehistoric cultures. (C-ID: ANTH 150) ADVISORY: Recommended English 250 and English 260.

ANTH 3 Introduction to Cultural Anthropology

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:D, IGETC:4A, GAV-GE:D2, GAV-GE:F

The course explores how anthropologists study and compare human cultures. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinction among themselves such as through applying gender, racial and ethnic labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe. Students will write a research paper based on original fieldwork in a local community. (C-ID: ANTH 120) ADVISORY: Eligible for English 250 and English 260.

ANTH 5 Magic, Witchcraft, and Religion

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:D, IGETC:4A, GAV-GE:D2, GAV-GE: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-GE:D, IGETC:4G, GAV-GE:D2, GAV-GE: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 the arts. Examines development, globalization and human rights. Case studies of particular societies, chosen to reveal variety, are examined comparatively. ADVISORY: Eligible for English 1A.

ANTH 32 Introduction to Research Methods

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:D, IGETC:4A, GAV-GE:D2

An overview of the methodologies used in experimental, quasi-experimental, and non-experimental research in psychology. Students will learn how to design and conduct research, including formulating hypotheses, reviewing the literature, evaluating ethical issues, selecting methodologies, organizing data, applying statistics, and writing reports. This course is also listed as PSYC 32 and POLS 32. PREREQUISITE: PSYC 10 with a grade or "C" or better and MATH 5 with a grade of "C" or better.

ART**ART 1A Art History**

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:C1, IGETC:3A, GAV-GE:C1, GAV-GE:F

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-GE:C1, IGETC:3A, GAV-GE:C1

The history of western painting, sculpture, architecture and minor arts from the Early Renaissance to the present. (C-ID: ARTH 120) ADVISORY: English 1A

ART 2A Two-Dimensional Design

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU-GE:C1, GAV-GE:C1

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-GE:C1, GAV-GE:C1

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.

ART 3B Drawing and Composition

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: 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. (C-ID: ARTS 205) ADVISORY: Art 2A or 3A.

ART 6 Art Appreciation

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:C1, IGETC:3A, GAV-GE:C1, GAV-GE: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. (C-ID: ARTH 100) ADVISORY: English 250 and English 260.

ART 7A Beginning Ceramics

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: 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 7B Intermediate Ceramics

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: GAV-GE:F

This course is intended for students who have completed ART 7A, Beginning Ceramics. The curriculum presents more advanced skills and broader application of knowledge initiated in 7A. New skills and activities required in 7B include slip mixing and testing, more advanced wheel and sculptural work, facility with various surface treatment techniques, alternative firing, and loading and unloading kilns with minimal supervision. Students will be required to display work at a venue on Gavilan's campus. Additionally, students will be required to choose a studio maintenance task and perform it throughout the entire semester. Use of internet, classroom, and ceramics office library resources are required. Portfolio development and self-assessment will be included. PREREQUISITE: ART 7A, Beginning Ceramics.

ART 7C Advanced Ceramics

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: GAV-GE:C1, GAV-GE:F

This course is a continuation of the ceramics offerings, 7A and 7B. The curriculum demands a high level of skills and artistic thinking to develop a contemporary, personal statement in the ceramic medium. Students will draw from a wide variety of choices for firing and finishing their works, including raku and maiolica. They will utilize mixed media and advanced technology to develop their works. They will formulate, mix and test glazes and will be expected to tutor and mentor each other in studio maintenance tasks and practices. They will also exhibit their work on campus, develop an artistic statement and bio, and submit work for display on the Gavilan College website. Digital portfolios will be created, and in depth critiques will be utilized for self-evaluation. Use of the internet, classroom, and ceramics office library resources are required. PREREQUISITE: ART 7B, Intermediate Ceramics.

ART 8A Introduction to Photography

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU-GE:C1, GAV-GE:C1

Introduction to the processes, principles, and tools of photography. Topics include the development of technical and aesthetic skills, elements of design and composition, camera technology, materials and equipment, and contemporary trends in photography.

ART 10A Cultural History of Ceramics

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU-GE:C1, GAV-GE:C1, GAV-GE:F

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 11 Creativity, Imagination and Innovation

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:C2, GAV-GE:C2, GAV-GE: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: GAV-GE:C1

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. PREREQUISITE: ART 13, Three-Dimensional Design

ART 12B Sculpture

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: 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. PREREQUISITE: ART 13, Three-Dimensional Design

ART 12C Advanced Sculpture

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: GAV-GE:C1

An advanced sculpture studio course. This course focuses on the preparation of sculpture that is exhibit ready and the introduction of digital techniques in sculpture. The course includes work with wood and metal fabrication, metal casting, flexible molds, polishing, patinas, display stands and bases. This course has the option of a letter grade or pass/no pass. PREREQUISITE: ART 13, Three-Dimensional Design, and ART 12A or ART 12B (Sculpture A or B)

ART 13 Three-Dimensional Design

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: 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. (C-ID: ARTS 101) ADVISORY: English 250 and English 260.

ART 14A Introduction to Murals

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU-GE:C1, GAV-GE:C1, GAV-GE: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

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 14A

ART 14C Murals: Direction and Facilitation**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory

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:** 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:** 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-GE:C1, IGETC:3A, GAV-GE:C1, GAV-GE: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. (C-ID: ARTH 145) **ADVISORY:** Eligible for English 250.

ART 25A Art Methods**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** 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:** 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:** GAV-GE:C1

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. (C-ID: ARTS 200) **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:** 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 79 Portfolio Development for Studio Art Majors**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** 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:** 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:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

ASTRONOMY

ASTR 1 Introduction to General Astronomy

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: 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.

ATHLETICS

ATH 9A Fundamentals of Soccer

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU-GE:E

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.

ATH 9B Fundamentals of Soccer

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU-GE:E

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.

ATH 10A Fundamentals of Softball

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory

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.

ATH 10B Fundamentals of Softball

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory

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. **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

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.

ATH 11B Fundamentals of Baseball

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory

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. **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

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.

ATH 12B Fundamentals of Football

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory

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. **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

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.

ATH 13B Fundamentals of Volleyball

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory

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. **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

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.

ATH 14B Fundamentals of Basketball

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory

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. **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-GE:E, 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-GE:E, 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-GE:E, 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: 2.5 TO 3.0 **Hours:** 7.5 TO 10.0 Laboratory
Transferable: CSU-GE:E, 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-GE:E, 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: 2.5 TO 3.0 **Hours:** 7.5 TO 10.0 Laboratory
Transferable: CSU-GE:E, 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: 2.5 TO 3.0 **Hours:** 7.5 TO 10.0 Laboratory
Transferable: CSU-GE:E, 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: 2.5 TO 3.0 **Hours:** 7.5 TO 10.0 Laboratory
Transferable: CSU-GE:E, 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: 2.5 TO 3.0 **Hours:** 7.5 TO 10.0 Laboratory
Transferable: CSU-GE:E, 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: 2.5 TO 3.0 **Hours:** 7.5 TO 10.0 Laboratory
Transferable: CSU-GE:E, 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-GE:E, 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.

ATH 65 Baseball

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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-GE:E, 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.

ATH 77 Football

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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.

ATH 90 Intercollegiate Sand Volleyball

Units: 2.5 TO 3.0 **Hours:** 7.5 TO 10.0 Laboratory
Transferable: CSU-GE:E, GAV-GE:E1

This course provides practice and competition in intercollegiate sand 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.

AVIATION MAINTENANCE TECH**AMT 100 General Aircraft Technology**

Units: 9.0 **Hours:** 7.5 Lecture and 5.0 Laboratory

This course is an FAA Part 147 course designed to prepare the student for their FAA Airframe and Powerplant (A and P) certificate. The course will provide the student with a thorough understanding of the use of basic hand tools and measuring devices; basic physics and math; aircraft materials, processes and hardware, procedures for clean and corrosion control; weight and balance techniques; and human factors. Both theory and practical application to aircraft systems are taught. Approval from a Gavilan College counselor must be obtained before registering for this class. **COREQUISITE:** AMT 110, Airframe Maintenance Technology. **ADVISORY:** Mathematics 430.

AMT 101 General Aircraft Technology**Units:** 9.0 **Hours:** 7.5 Lecture and 5.0 Laboratory

This course is an FAA Part 147 course designed to prepare the student for their FAA Airframe and Powerplant (A and P) certificate. This course will provide the student with a thorough understanding of the use of maintenance publications, maintenance forms and records with emphasis on A and 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. Both theory and practical application to aircraft are taught. Approval from a Gavilan College counselor must be obtained before registering for this class. **COREQUISITE:** AMT 111, Airframe Structures. **ADVISORY:** Mathematics 430.

AMT 110 Airframe Maintenance Technology**Units:** 13.5 **Hours:** 9.0 Lecture and 13.5 Laboratory

This course is an FAA Part 147 course designed to prepare the student for their FAA Airframe certificate. The course will provide the student with a thorough understanding of airframe structures; metal structural repair; aircraft welding; aircraft instruments; communications and navigation systems; fuel systems; and cabin environmental systems. Both theory and practical application to aircraft systems is taught. **COREQUISITE:** AMT 100, General Aircraft Technology. **ADVISORY:** Mathematics 430

AMT 111 Airframe Structures**Units:** 13.5 **Hours:** 9.0 Lecture and 13.5 Laboratory

This course is an FAA Part 147 course designed to prepare the student for their FAA Airframe certificate. The course will provide the student with a thorough understanding of nonmetallic aircraft structures including wood, fabric, composite structures. Also the study of hydraulic and pneumatic power systems; landing gear systems; electrical systems; and assembly and rigging. Both theory and practical application to aircraft systems is taught. **COREQUISITE:** AMT 101, General Aircraft Technology. **ADVISORY:** Mathematics 430.

AMT 120 Aviation Powerplant Technology**Units:** 13.5 **Hours:** 9.0 Lecture and 13.5 Laboratory

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 certified 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. **PREREQUISITE:** Successful completion of AMT 100 and AMT 111. Basic hand tools required. Details at the first class meeting.

AMT 121 Aviation Powerplant Systems Technology**Units:** 13.5 **Hours:** 9.0 Lecture and 13.5 Laboratory

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 certified aircraft powerplants. This section covers theory of operation, maintenance, repair, and troubleshooting procedures of powerplant systems and their relationship to the total powerplant installation package. To include lubrication, electrical systems, instrument systems, fuel metering, fire protection, starting systems, powerplant control systems, and the aerodynamics, theory and maintenance of propellers and their control systems. **PREREQUISITE:** Successful completion of AMT 100 and 101. Basic hand tools required. Details at the first class meeting.

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.

AMT 123 Independent Study**Units:** 1.0 TO 2.0 **Hours:**

Designed to afford selected students specialized opportunities for exploring areas at the independent study level. The courses may involve extensive library work, research in the community, or special projects. May be repeated until six units of credit are accrued. This course has the option of a letter grade or pass/no pass. **REQUIRED:** The study outline prepared by the student and the instructor must be filed with the department and the dean.

AMT 190 Occupational Work Experience, Aviation**Units:** 1.0 TO 4.0 **Hours:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

AMT 225 Introduction to Unmanned Aircraft Systems**Units:** 3.0 **Hours:** 3.0 Lecture

This course introduces students to the foundations of unmanned aerial systems including the history, UAS systems, maintenance, payloads, data links, ground support equipment, classes of UAS systems, categories, applications, mission planning and control and recovery systems.

AMT 226 UAS Flight Operations and Pilot Certification**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory

This course will instruct students in the basic flight operations for both fixed wing and rotor wing aircraft, as well as prepare them to take the FAA pilot certification exam.

AMT 227 UAS Aerial Photography and Videography**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory

This course is designed to provide the student with the skills which will allow them to capture and analyze photos and videos from drones. Emphasis is placed on cameras and image software available, applications, and techniques for analyzing imagery.

AMT 228 UAS Maintenance Technician**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory

This course is designed to provide students with the skills to maintain and repair small unmanned aerial systems (UAS). Emphasis is on the various systems, including the fuel, electrical, flight control and power plant systems as well as digital central processor assembly and system support equipment. Also covers system performance criteria, operational safety, inspection techniques and diagnosis of the UAS.

BIOLOGY**BIO 1 Cell and Molecular Biology****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE:B3

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). (C-ID: BIO 190) **PREREQUISITE:** Biological 10 or Biology 12 or Environmental Science 1 with a grade of 'C' or better, and Chemistry 1A and Mathematics 240 with a grade of 'C' or better. **ADVISORY:** Eligible for English 250 and English 260.

BIO 4 General Zoology**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE:B3

General Zoology is designed for students exploring a career and majoring in Biology. This course uses the animal model to introduce the principles of evolutionary biology. Zoology explores animal diversity and considers the selection pressures of nature that direct animal form and function. Topics include mechanisms of evolution, animal life cycles, embryological development, comparative morphology and physiology, taxonomy and systematics, molecular and morphological phylogeny, ecological principles, organismal behavior and its place in the natural world. **PREREQUISITE:** Mathematics 240 with a grade of 'C' or better. **ADVISORY:** Chemistry 1A, Biology 1 and eligible for English 250 and English 260.

BIO 5 General Botany**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE:B3

General Botany is designed for students majoring in biology and/or its related disciplines. This course introduces the evolution and diversity of botanical organisms and begins with a brief review of plant like organisms (protista and fungi) and continues with an emphasis in the plant kingdom for the remainder of the course. The course will include topics such as life cycles, embryonic development, morphology, physiology, taxonomy and plant systematics. Principles of population ecology, community ecology, ecosystems interactions, biotechnology and agriculture are highlighted in this course. (C-ID: BIOL 155) **PREREQUISITE:** Mathematics 235 or Mathematics 240 with a grade of 'C' or better. **ADVISORY:** Chemistry 1A, Biological Science 1, and eligible for English 250 and English 260.

BIO 7 Human Anatomy**Units:** 4.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE:B3

Structural organization of the human body: gross and microscopic structure of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems, from cellular to organ system levels of organization. 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. (C-ID: BIOL 110B) **ADVISORY:** Eligible for English 250, English 260 and Mathematics 430.

BIO 8 General Microbiology**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE:B3

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-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE:B3

Study of the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, endocrine system, and reproduction system. This course is also listed as Allied Health 9. (C-ID: BIOL 120B) **PREREQUISITE:** Chemistry 30A, Biological Science 7 or 15 with a grade of credit or C or Better. **ADVISORY:** Chemistry 30B; eligible for English 250, English 260 and Mathematics 205.

BIO 10 Principles of Biology**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE: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 430.

BIO 11 Nutrition**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:E, GAV-GE:E2, GAV-GE:F

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 AH 11. **PREREQUISITE:** Eligible for English 1A. **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-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE: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 current biotechnological advances as well as encompass the relationship between humans and their environment and ecosystems. 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-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE: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. **ADVISORY:** Eligible for English 250, English 260 and Mathematics 430.

BIO 15 Survey of Human Anatomy and Physiology**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE: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 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

Introduces 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

Introduction 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

This course will survey careers in biotechnology and ethical issues in biotechnology.

BUSINESS

BUS 1 Fundamentals of Business

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: GAV-GE:D2, GAV-GE: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-GE:B4, IGETC:2A, GAV-GE:B4

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social science, psychology, life science, health science, and education. Additional and more extensive case studies from business and economics, emphasizing statistical results that provide guidance for business decisions or suggest solutions to contemporary business and economic problems; use of larger data sets analyzed with computer software programs. PREREQUISITE: Math 233, or Math 233A and Math 233B, or Math 235, or Math 240, or Math 242 with a grade of "C" or better.

BUS 14 Personal Finance

Units: 3.0 **Hours:** 3.0 Lecture

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. ADVISORY: Math 400

BUS 80 Business Law

Units: 3.0 **Hours:** 3.0 Lecture

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. (C-ID: BUS 125) ADVISORY: Eligible for English 250 and English 260.

BUS 100 Business Correspondence

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: 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. Also listed as BOT 100. ADVISORY: Eligible for ENGL 250 and ENGL 260.

BUS 102 Business Mathematics

Units: 3.0 **Hours:** 3.0 Lecture

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. ADVISORY: Eligible for Mathematics 402 and English 260.

BUS 190 Occupational Work Experience, General Business

Units: 1.0 TO 4.0 **Hours:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

BUSINESS OFFICE TECHNOLOGY

BOT 100 Business Correspondence

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: 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. Also listed as BUS 100. ADVISORY: Eligible for ENGL 250 and ENGL 260.

BOT 102 Business Mathematics

Units: 3.0 **Hours:** 3.0 Lecture

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. ADVISORY: Eligible for Mathematics 402 and English 260.

BOT 112 Business Computations with Machines**Units:** .5 **Hours:** 1.5 Laboratory

Self-paced course in the operation of the electronic printing calculator. This course provides theory and practice in business applications with emphasis on mathematical problem solving. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 402.

BOT 180 Medical Terminology for the Office**Units:** 3.0 **Hours:** 3.0 Lecture

This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. This course had the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

BOT 181 Medical Billing**Units:** 3.0 **Hours:** 3.0 Lecture

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

BOT 182 Medical Office Procedures**Units:** 3.0 **Hours:** 3.0 Lecture

This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. This course has the option of a letter grade or pass/no pass.

BOT 183 Medical Coding**Units:** 3.0 **Hours:** 3.0 Lecture

This course will introduce the student to the theory and procedure of coding for medical diagnoses, an increasingly essential and specialized healthcare communication system. The course is not a certification course. CPT coding is covered, with an overview of both ICD-9 and ICD-10 coding. This course has the option of a letter grade or pass/no pass. ADVISORY: BOT 180.

BOT 190 Occupational Work Experience, Business Office Technology**Units:** 1.0 TO 4.0 **Hours:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college, and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

BOT 191A Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

BOT 191B Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191B is Team Building. Need not be taken in sequence. This is a pass/no pass course.

BOT 191C Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem-Solving. Need not be taken in sequence. This is a pass/no pass course.

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

This is the first semester of a year-long general chemistry course designed for science, engineering and pre-professional majors. Topics include properties of matter, atomic structure, the Periodic Table, stoichiometry, elements and compounds, bonding, molecular structure, chemical reactions, states of matter, as well as the properties of gases and solutions. (C-ID: CHEM 110) (C-ID: CHEM 120S: Chem 1A + Chem 1B) ADVISORY: Eligible for English 250 and English 260. PREREQUISITE: Chemistry 30A with a grade of 'C' or better, or high school chemistry with a grade of 'B' or better completed within the last five years, and Mathematics 233 with a grade of 'C' or better.

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

This is the second semester of a year-long general chemistry course designed as a continuation of Chemistry 1A. Topics include solutions, thermodynamics, chemical kinetics, the equilibria of acids and bases, solubility systems, complex ions, electrochemistry, the chemistry of metals and nonmetals, as well as nuclear chemistry. (C-ID: CHEM 120S: Chem 1A + Chem 1B) PREREQUISITE: Chemistry 1A with a grade of C or better.

CHEM 12A Organic Chemistry**Units:** 5.0 **Hours:** 3.0 Lecture and 6.0 Laboratory**Transferable:** CSU-GE:B1, CSU-GE:B3, IGETC:5A, IGETC:5C, GAV-GE:B1, GAV-GE:B3

This is the first semester of a year-long organic chemistry course designed for chemistry majors, pre-professional medical, biology, and science majors. Topics include nomenclature, stereochemistry, mechanisms, reactions and spectroscopic studies of organic compounds. Lecture and laboratory methods will focus on synthesis, isolation, purification, elucidation, and identification of organic structures, as well as instrumental methods and data interpretation. (C-ID: CHEM 150, CHEM 160S) PREREQUISITE: Chemistry 1B

CHEM 12B Organic Chemistry**Units:** 5.0 **Hours:** 3.0 Lecture and 6.0 Laboratory**Transferable:** CSU-GE:B1, CSU-GE:B3, IGETC:5A, IGETC:5C, GAV-GE:B1, GAV-GE:B3

This is the second semester of a year-long organic chemistry course designed as a continuation of Chemistry 12A. Topics include nomenclature, stereochemistry, mechanism, reactions, and spectroscopic studies of the various organic functional groups. Lecture and laboratory methods will focus on synthesis, isolation, purification, elucidation and identification of organic structures as well as instrumental methods and data interpretation. (C-ID: CHEM 160S) PREREQUISITE: Chemistry 12A

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

This is a first semester college chemistry course designed for majors preparing to take Chemistry 1A, nursing and allied health students, as well as general education. The course will cover the principles of chemistry including properties of matter, energy, atomic theory, the Periodic Table, stoichiometry, elements and compounds, the properties of bonding, molecular structure, chemical reactions, states of matter, acidity, solutions and gases, as well as an introduction to organic chemistry. PREREQUISITE: Mathematics 430; eligible for English 250 and English 260.

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

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

This is the second semester of a year-long elementary chemistry course designed as a continuation of Chemistry 30A. It is designed for science majors, nursing and allied health students. The course will cover the principles of organic and biochemistry including hydrocarbons, alcohols, aldehydes and ketones, carboxylic acids, amines and amides, carbohydrates, lipids, proteins and their functions in physiological systems, as well as organic chemical reactions. **PREREQUISITE:** Chemistry 30A with a grade of C or better.

CHILD DEVELOPMENT**CD 1 Principles and Practices of Early Childhood Education****Units:** 3.0 **Hours:** 3.0 Lecture

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

CD 2 Early Child Development**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:D, IGETC:4I, GAV-GE:D2, GAV-GE:E2

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

CD 3 Child Growth and Development During the School Years**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:D, IGETC:4I, GAV-GE:D2, GAV-GE:E2

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

CD 4 Observing and Assessing Children**Units:** 3.0 **Hours:** 3.0 Lecture

Provides training in a variety of naturalistic and formal observation techniques, and discusses the use of standardized testing in children. Students learn to use formal observation tools, make a case study portfolio and give a parent conference. Observing children in classroom settings is required. This course has the option of a letter grade or pass/no pass. (C-ID: ECE 200) **ADVISORY:** Eligible for English 1A; transfer students consult with advisor.

CD 5 Child, Family and Community**Units:** 3.0 **Hours:** 3.0 Lecture

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

CD 6 Games and Rhythms for Children**Units:** 3.0 **Hours:** 3.0 Lecture

Nature, function and organization of physical activities for the preschool and elementary school age child. Emphasis is given to the understanding of psychomotor development and spatial awareness. Designed for those planning to work with children. Also listed as Kinesiology 6. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

CD 7 Cultural Context of Child and Family in a Diverse Society**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:D, GAV-GE:D2, GAV-GE:F

Examines cultural influences on child-rearing practices, family values, and human development. Perspectives from the social sciences will be used to critique and review theoretical and practical implications of oppression and privilege as they apply to families, schools, and communities, including historical and socio-cultural factors. The processes of socialization and identity development, and the importance of respectful, reciprocal relationships that support and empower families. Self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. Also listed as PSYC 7. (C-ID: ECE 230) **ADVISORY:** Eligible for English 250 and English 260.

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

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

CD 8B Teaching Reading and Writing to Children**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** GAV-GE:F

This course is designed to teach prospective teachers how a child learns to read and write successfully in school. Specific techniques will be taught. Students will be expected to work 24 hours with a child or children in order to practice their skills and techniques. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Completion of English 250, English 260 or equivalent.

CD 8C Introduction to Elementary Education**Units:** 3.0 **Hours:** 3.0 Lecture

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

CD 9 Child Health, Nutrition and Safety**Units:** 3.0 **Hours:** 3.0 Lecture

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

An introductory course in 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 influences of history and society, 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:** 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 Leadership and Administration of Early Childhood Programs**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** 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, goals and objectives of the program; effective strategies for personnel management and leadership; 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 Adult Supervision and Mentoring in Early Childhood Program**Units:** 2.0 **Hours:** 2.0 Lecture

A study of the methods and principles of supervising student teachers, volunteers, staff and other adults in early childhood programs. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. This course meets the requirement for the State Development Permit matrix: "2 unit adult supervision class" and Mentor Teacher program. Lectures, discussions, in class and out of class activities, role-play simulations, readings, individual and group assignments as well as video 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 Technology Education for Teachers**Units:** 3.0 **Hours:** 3.0 Lecture

The uses of technology in education. Computer skills and terminology as well as other classroom technology will be taught in the context of teacher education. Students who successfully complete this course will gain 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

Students will apply current theory and research to the care and education of infants and toddlers in group settings. Through studying the developmental stages of growth specific to infants and toddlers students will learn how to foster positive techniques for nurturing infants and toddlers in group settings. Students will examine essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. 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

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 Strategies for School Age Classrooms**Units:** 3.0 **Hours:** 3.0 Lecture

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. This is an overview of guidance theories that analyze children's behaviors and lead to strategies for positive changes. This course is appropriate for those working with students in transitional kindergarten, kindergarten, and early education classrooms. 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

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

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

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

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

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

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-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:** 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

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

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

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 - EC Field Experience/Reflective Practice Seminar**Units:** 4.0 **Hours:** 2.0 Lecture and 6.0 Laboratory

In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and develop professional behaviors working with children and families. Child centered, play oriented approaches to teaching, learning and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. (C-ID: ECE 210) ADVISORY: English 1A. PREREQUISITE: Completion of CD 1, CD 2 or CD/PSDYC 40, CD 5 or CD 7, and CD 32, with a grade of "C" or better.

CD 30B Practicum II: Advanced Early Childhood/TK Field Experience**Units:** 4.0 **Hours:** 2.0 Lecture and 6.0 Laboratory

Advance practicum, continuation of CD 30A. Designed for students at the end of their Early Childhood certificate program and/or Transitional Kindergarten certificate program. Student teachers will participate in 108 hours of supervised clinical practice. Designing, developing and implementing contemporary curriculum and instructional methods for early childhood education/transitional kindergarten programs. PREREQUISITE: Completion of Child Development CD 30A with a grade of "C" or higher.

CD 31 Tutoring School-Age Children**Units:** 1.0 **Hours:** 1.0 Lecture

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

This foundational curriculum course presents an overview of knowledge and skills needed for designing curriculum and environments for infants and 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 a developmentally appropriate curriculum based on observation and assessments which emphasizes play in the learning centers for language, literacy, social, emotional, sensory, art, perceptual development, math, and science. Students complete an activity portfolio of observations, curriculum/environment plans as well as participate in skill 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

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. **ADVISORY:** Eligible for English 1A.

CD 36 Curriculum Strategies for Inclusive Classrooms**Units:** 3.0 **Hours:** 3.0 Lecture

This course covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Students will use their observation, assessment and communication skills to meet the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. **ADVISORY:** Eligible for English 1A.

CD 40 Child Development**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:D, IGETC:4G, GAV-GE:D2

This course examines the development within the psychosocial, cognitive/language development, and physical domains, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. This course is appropriate for those working with students in transitional kindergarten, kindergarten, and early education classrooms. Also listed as PSYC 40. (C-ID: CDEV 100) **ADVISORY:** Eligible for English 1A; transfer students consult with advisor.

CD 97 Introduction to Service Learning with Children**Units:** 3.0 **Hours:** 3.0 Lecture

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

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

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.

CD 190 Occupational Work Experience, Child Development**Units:** 1.0 TO 4.0 **Hours:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their 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. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

CD 191A Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

CD 191B Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191B is Team Building. Need not be taken in sequence. This is a pass/no pass course.

CD 191C Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem Solving. Need not be taken in sequence. This is a pass/no pass course.

CD 202 Early Child Development en Español**Units:** 3.0 **Hours:** 3.0 Lecture

This course examines typical and atypical development within the psychosocial, cognitive, and physical domains from conception through the preschool years. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. **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

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**Transferable:** 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
Transferable: 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-GE:A1, IGETC:1C, GAV-GE:A1

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-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-GE:D, IGETC:4G, GAV-GE:D2, GAV-GE: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-GE:A1, IGETC:1C, GAV-GE:A1

This course provides an overview of the history of the communication studies field and areas of specialization with the field as well as communication research methods. 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. (C-ID: COMM 180) **ADVISORY:** English 250 and English 260.

CMUN 6 Introduction to Conflict Resolution

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:D, GAV-GE:D2

Introduction to Conflict Resolution introduces students to non-violent communication skills, conflict resolution, and mediation models. Integrating non-violent theory and practice, students will apply core concepts about the causes of conflict; choose, practice and evaluate communication skills in a variety of settings on campus and in the community; and formulate appropriate conflict resolution strategies based on analysis of varying conflict situations with sensitivity to ethnicity, class, sexuality, and gender influences. They will also develop and practice basic co-mediation skills in formal and informal settings. This course has the option of a letter grade or pass/no pass. This course is also listed as PSYC 6 and POLS 6 **ADVISORY:** English 250 and English 260.

CMUN 8 Interpersonal Communication

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:A1, IGETC:1C, GAV-GE:A1, GAV-GE: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-GE:A1, IGETC:1C, GAV-GE:A1

An introductory course that develops basic individual reasoning skills, insights and experiences in information-sharing, interacting, decision-making, problem-solving, persuasion, and resolution of disputes and other issues central to group processes. (C-ID: COMM 140) **ADVISORY:** Eligible for English 250 and English 260.

CMUN 12 Business Communication

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Applies business communication concepts where students create effective documents and visual aids using current technology, present individual and team oral presentations, assess interpersonal and intercultural environments and evaluate common controversial issues within the workplace. **ADVISORY:** Eligible for ENGL 250.

CMUN 129 Presentation Graphics - MS PowerPoint

Units: 1.0 **Hours:** 1.0 Lecture

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 SCIENCE & INFO SYSTEMS**CSIS 1 Computer Literacy - MS Office**

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: GAV-GE:E2

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 2L Computers in Business Lab**Units:** 1.0 **Hours:** 3.0 Laboratory

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 2 Computers in Business**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** GAV-GE:E2

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 3 Research Skills**Units:** 2.0 **Hours:** 2.0 Lecture

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

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. (C-ID: COMP 122) PREREQUISITE: Mathematics 1A ADVISORY: Completion of CSIS 10.

CSIS 6 Webpage Authoring**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** GAV-GE:E2

An introduction to using Hypertext Mark-Up Language (HTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML to create web pages with text in various sizes and colors, links to other sites, lists, background color or patterns, graphics, tables and email links. Interactive forms, scripting languages (jQuery for simple animation) and css media queries to make a web page responsive to multiple device sizes will also be covered. This course has the option of a letter grade or pass/no pass. Also listed as 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

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:** 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 Technology Education for Teachers**Units:** 3.0 **Hours:** 3.0 Lecture

The uses of technology in education. Computer skills and terminology as well as other classroom technology will be taught in context of teacher education. Students who successfully complete this course will gain 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 Introduction to Programming using BASIC**Units:** 3.0 **Hours:** 3.0 Lecture

This course is an introduction to programming using BASIC. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 1 or CSIS 2 or equivalent experience.

CSIS 12L Assembly Language Programming Lab**Units:** 1.0 **Hours:** 3.0 Laboratory

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 12 Assembly Language Programming**Units:** 3.0 **Hours:** 3.0 Lecture

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 24 Java Programming I**Units:** 3.0 **Hours:** 3.0 Lecture

Introduction to Java programming. Includes programming fundamentals, program design, and core computer concepts. Covers the basics of object-oriented programming in the Java environment. (C-ID: COMP 122) ADVISORY: CSIS 10 or CSIS 42.

CSIS 26 Discrete Structures**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** 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. (C-ID: COMP 152) PREREQUISITE: CSIS 5 or CSIS 45 or CSIS 46 with a grade of 'C' or better AND MATH 235 or MATH 240 or MATH 242 or the equivalent with a grade of 'C' or better.

CSIS 27 Java Programming II**Units:** 3.0 **Hours:** 3.0 Lecture

This course is a continuation of Java Programming I, intended for students majoring in programming and/or planning to transfer to a 4-year college or university. This course will cover topics discussed in Java Programming I in more detail. Emphasis will be placed on implementation and analysis of algorithms and abstract data types: lists, queues, stacks, arrays, trees, priority queues, heaps, tables, hashing, balanced trees, graphs, searching and sorting, and recursion. (C-ID: COMP 132) PREREQUISITE: CSIS 24 Java Programming I or equivalent experience.

CSIS 28 Computer Architecture and Organization**Units:** 3.0 **Hours:** 3.0 Lecture

Introduction to the organization and architecture of computer systems. Mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined with an eye toward possible data representation errors and procedural errors. Throughout the course, students will write short assembly language programs that utilize the concepts being studied. (C-ID: COMP 142) ADVISORY: Some programming experience or programming coursework.

CSIS 42 Python Programming**Units:** 4.0 **Hours:** 4.0 Lecture

This course is for those new to programming and is the recommended first course to take before taking other programming classes. No previous programming background is assumed. The course introduces students to the fundamental concepts of computer programming using Python. Students will learn the procedural and object-oriented programming design methodology. Topics covered include: output, input, variables, selection, repetition, functions, recursion, lists, strings, file manipulation, internet scripting, regular expressions, data mining and GUI. This course has the option of a letter grade or pass/no pass. (C-ID: COMP 112)

CSIS 43 C Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory

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 45 C++ Programming I**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** GAV-GE:E2

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. (C-ID: COMP 122) ADVISORY: CSIS 42

CSIS 46 C++ Programming II**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory

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. (C-ID: COMP 132) PREREQUISITE: CSIS 45 or CSIS 5 or equivalent.

CSIS 48 UNIX, Linux Operating System**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory

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

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 Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** GAV-GE:E2

An introduction to the GUI software applications using Microsoft Visual Basic. This course will give students the opportunity to learn how to create applications using Visual Basic. This course will show the students how to use forms, boxes, buttons, labels, menus, scroll bars, and drawing objects. Students will develop professional looking and deployable Visual Basic applications. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 10 or equivalent.

CSIS 52 Linux, UNIX System Administration**Units:** 3.0 **Hours:** 3.0 Lecture

This course introduces students to the fundamentals of Linux/UNIX system administration: the setup, configuration and maintenance of Linux/UNIX servers. Topics include managing file systems, devices and user accounts, maintaining system backups and system logs, and basic system security. Students will configure a web-server, install programs, configure networking, and implement basic system security protocols. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 48

CSIS 54L Perl Programming Lab**Units:** 1.0 **Hours:** 3.0 Laboratory

Supplemental practice in coursework associated with this course is provided. Concurrent enrollment in CSIS 54 is required. COREQUISITE: CSIS 54 Perl Programming

CSIS 54 Perl Programming**Units:** 3.0 **Hours:** 3.0 Lecture

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 74 Advanced PhotoShop**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** 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: 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 DM 75. ADVISORY: CSIS 124 (Windows Fundamentals), CSIS 2L

CSIS 76 Digital Illustration

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: 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, animation, 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. This 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: 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

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: 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: 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

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 Development and Design

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: GAV-GE:C1

Basic and intermediate principles of developing and designing web pages using html editor, content management systems, and/or CSS. Emphasis will be on concept development, interface and navigation design, layout principles and the use of a html editor and CSS to execute, develop and maintain professional Web sites. Topics will include enhanced text formatting, styles and forms. This 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 knowledge of HTML/CSS.

CSIS 107 Digital Media Design

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory

Design for visual, time-based, and interactive media and print documents. Concentrates on graphic/visual design, but also includes basic storytelling, information architecture, and human experience design. Applicable to the design and development of business presentations and print products, 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.

CSIS 108 Digital Media Lab

Units: .5 TO 3.0 **Hours:** 1.5 TO 9.0 Laboratory
Transferable: 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: 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

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 114 Digital Media Production**Units:** 2.0 **Hours:** 2.0 Lecture

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

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 121 Spreadsheet - MS Excel**Units:** 2.0 **Hours:** 2.0 Lecture

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. 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

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

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

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

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

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

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. PREREQUISITE: CSIS 126, Word Processing - MS Word

CSIS 134 Intermediate Excel**Units:** 2.0 **Hours:** 2.0 Lecture

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. PREREQUISITE: ACCT/CSIS 121, Spreadsheet - MS Excel

CSIS 140 Basic Digital Film, Video Production**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** 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

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 160 Game Design**Units:** 3.0 **Hours:** 3.0 Lecture

Intended for students who want to explore game design and computational media. Compelling successful games are created by developers who have absorbed the fundamental principles of good game design. Students will analyze existing games for their educational and entertainment value, and create their own games using freely available software and game development environments. Key concepts such as game math, textures and materials, geometry and topology, lighting, sound and special effects will be explored. No previous programming experience is necessary. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 160.

CSIS 162 Introduction to Database Systems**Units:** 3.0 **Hours:** 3.0 Lecture

An introduction to database systems, including the design, use and administration of databases. This course has the option of a standard letter grade or pass/no pass. PREREQUISITE: CSIS 45, CSIS 5, or CSIS 24.

CSIS 178 Applied Networking**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory

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

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

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

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

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:** 3.0 Lecture

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:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

CSIS 220 Computerized Accounting - Quickbooks**Units:** 3.0 **Hours:** 3.0 Lecture

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 220. 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. This course was previously listed as CSIS 120.

CSIS 570A Computer Access Evaluation - Level 1**Units:** .5 **Hours:** 1.5 Laboratory

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 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 assistive computer technologies and/or adaptive equipment or demonstrated academic deficit.

CSIS 570B Computer Access Evaluation - Level 2**Units:** .5 **Hours:** 1.5 Laboratory

This course is to provide additional assistive computer evaluation and training to students with disabilities. Once the appropriate computer access technology has been determined, specialized training will be provided. 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. PREREQUISITE: CSIS 570A ADVISORY: This course is intended for students with a verified disability who show a need for assistive computer technologies and/or adaptive 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

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 individualized for each student. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Academic Accommodations Plan. 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.

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.

CSIS 571B Intermediate Assistive Computer Instruction Lab**Units:** .5 TO 2.0 **Hours:** 1.7 TO 6.8 Laboratory

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 to make computers accessible. Course content is based on Academic Accommodations Plans 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 Academic Accommodations Plan. 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

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 Academic Accommodation Plans 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 Academic Accommodation Plan. 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

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.

CSIS 573 Assistive Computer Technology for Reading**Units:** .5 OR 1.0 **Hours:** .5 OR 1.0 Lecture

This course provides instruction in effective use of assistive computer technology for reading assistance. Students with disabilities will learn how to use software programs such as text-to-speech for improving reading skills. Special emphasis will be placed on reading comprehension, reading fluency, reading vocabulary and study skills. ADVISORY: Completion of Guidance 557 or demonstrated deficit in reading or written language achievement.

CSIS 574 Assistive Computer Technology for Writing**Units:** .5 OR 1.0 **Hours:** .5 OR 1.0 Lecture

This course provides instruction in effective use of assistive computer technology for writing assistance. Students with disabilities will learn how to use text-to-speech and word prediction programs for improved writing skills. Special emphasis will be placed in vocabulary development, prewriting and editing for correct spelling, word usage and research facilitation. ADVISORY: Completion of Guidance 557 or demonstrated deficit in reading or written language achievement.

CSIS 575 Assistive Computer Technology for Reading and Writing**Units:** 1.0 **Hours:** 1.0 Lecture

This course provides instruction in effective use of assistive computer technology for reading and writing assistance. Students with disabilities will learn how to use text-to-speech and word prediction programs for improved reading, writing and study skills. Special emphasis will be placed on reading comprehension, vocabulary development, prewriting and editing for correct usage and research facilitation. This course is pass/no pass.

COOPERATIVE WORK EXPERIENCE**CWE 190 Occupational Work Experience****Units:** 1.0 TO 4.0 **Hours:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

CWE 192 General Work Experience Education**Units:** 1.0 TO 4.0 **Hours:** 3.3 TO 16.7 Laboratory

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. Student repetition is allowed per Title 5 Section 55253. Minimum 2.0 GPA.

CWE 290 Occupational Work Experience**Units:** 1.0 TO 4.0 **Hours:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

COSMETOLOGY**COS 200 Beginning Cosmetology****Units:** 12.0 **Hours:** 5.0 Lecture and 20.0 Laboratory

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

Extended studies and techniques in tinting, bleaching, permanent waving, soft perming, chemical straightening, pedicuring, waxing, and shaping and styling. PREREQUISITE: Successful completion of Cosmetology 200 with a grade of 'C' or better. ADVISORY: Eligible for English 250, 260 and Mathematics 205.

COS 202 Advanced Cosmetology**Units:** 12.0 **Hours:** 5.0 Lecture and 20.0 Laboratory

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

Advanced techniques in tinting, lightening, hair and design and cosmetic chemistry. 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

State Board exam procedures and standards. ADVISORY: Cosmetology 201.

COS 207 Contemporary Styling**Units:** 4.5 **Hours:** 8.0 Lecture and 24.0 Laboratory

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. PREREQUISITE: Satisfactory completion of Cosmetology 200. ADVISORY: Eligible for English 250, 260, and Mathematics 430. Intermediate and Advanced cosmetology enrollments only.

COS 220 Scientific Skin Care - Esthetics**Units:** 8.0 **Hours:** 4.4 Lecture and 13.3 Laboratory

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:** 8.0 **Hours:** 4.4 Lecture and 13.3 Laboratory

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 223 Independent Study**Units:** 1.0 OR 2.0 **Hours:**

Designed to afford selected students specialized opportunities for exploring areas at the independent study level. The courses may involve extensive library work, research in the community, or special projects. This course has the option of a letter grade or pass/no pass. REQUIRED: The study outline prepared by the student and the instructor must be filed with the Department and the Area Dean.

COS 290 Occupational Work Experience, Cosmetology**Units:** 1.0 TO 4.0 **Hours:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

COS 291A Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 291A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191A.

COS 291B Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 291B is team building. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191B.

COS 291C Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 291C is Problem Solving. Need not be taken in sequence. This is a pass/no pass course. This course was previously listed as 191C.

DIGITAL MEDIA**DM 6 Webpage Authoring****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** GAV-GE:E2

An introduction to using Hypertext Mark-Up Language (HTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML to create web pages with text in various sizes and colors, links to other sites, lists, background color or patterns, graphics, tables and email links. Interactive forms, scripting languages (jQuery for simple animation) and css media queries to make a web page responsive to multiple devices sizes will also be covered. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 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

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

DM 60 Introduction to Animation**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:C1, GAV-GE:C1

Following the fascinating history and culture of animation, the fundamentals, styles, and aesthetics of animation are explored. A variety of production techniques and technology such as Cel Animation, claymation, rotoscoping, stop motion, Telecomics, and finally ending in the use of computers for 3D, modeling and animation are discussed and used for a variety of required projects. Students will have an introduction to modeling, texturizing, rigging, and animation using industry standard software. Useful for those interested in animation for video/film, web, art or game design. This course has the option of a letter grade or pass/no pass. ADVISORY: Basic computer skills.

DM 61 3D Animation**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory

This class addresses the fundamentals of 3D animation including character modeling, soundtrack synchronization, advanced shading, lighting, rendering and compositing techniques. May include topics such as particles, dynamics, and scripting. This course has the option of a letter grade or pass/no pass. ADVISORY: DM 60 or equivalent experience.

DM 74 Advanced PhotoShop**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** 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: 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:** 3.0 Lecture
Transferable: 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, animation, 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: 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.

DM 79 Portfolio Development

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: 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: 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 Development and Design

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: GAV-GE:C1

Basic and intermediate principles of developing and designing web pages using html editor, content management systems, and/or CSS. Emphasis will be on concept development, interface and navigation design, layout principles and the use of a html editor and CSS to execute, develop and maintain professional Web sites. Topics will include enhanced text formatting, styles and forms. This 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 knowledge of HTML/CSS.

DM 98 Special Topics

Units: .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture

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: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory

Design for visual, time-based, and interactive media and print documents. Concentrates on graphic/visual design, but also includes basic storytelling, information architecture, and human experience design. Applicable to the design and development of business presentations and print products, 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: 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: 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 113 Introduction to Digital Video

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: GAV-GE:C1

Introduction to the aesthetic and technical aspects of single camera digital video recording, non-linear editing, visual effect generation, and production of video (and associated audio) using the personal computer equipped with specialized production equipment (e.g. High Definition camcorder and DSLRs, lighting, glide cam) plus 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 video project for distribution in various media formats. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience.

DM 114 Digital Media Production**Units:** 2.0 **Hours:** 2.0 Lecture

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

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:** 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.

DM 160 Game Design**Units:** 3.0 **Hours:** 3.0 Lecture

Intended for students who want to explore game design and computational media. Compelling successful games are created by developers who have absorbed the fundamental principles of good game design. Students will analyze existing games for their educational and entertainment value, and create their own games using freely available software and game development environments. Key concepts such as game math, textures and materials, geometry and topology, lighting, sound and special effects will be explored. No previous programming experience is necessary. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 160.

ECONOMICS**ECON 1 Principles of Macroeconomics****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:D, IGETC:4B, GAV-GE:D2

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. (C-ID: ECON 202) **PREREQUISITE:** MATH 430 or MATH 205

ECON 2 Principles of Microeconomics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:D, IGETC:4B, GAV-GE:D2

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. (C-ID: ECON 201) **PREREQUISITE:** MATH 430 or MATH 205

ECON 11 Statistics for Business and Economics**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU-GE:B4, IGETC:2A, GAV-GE:B4

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social science, psychology, life science, health science, and education. Additional and more extensive case studies from business and economics, emphasizing statistical results that provide guidance for business decisions or suggest solutions to contemporary business and economic problems; use of larger data sets analyzed with computer software programs. (C-ID: MATH 110) **PREREQUISITE:** Math 233, or Math 233A and Math 233B, or Math 235, or Math 240, or Math 242 with a grade of "C" or better.

ECON 14 Personal Finance**Units:** 3.0 **Hours:** 3.0 Lecture

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

ECOLOGY**ECOL 1 Conservation of Natural Resources****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE: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.

ENGINEERING**ENGR 1 Graphical Communication and Design****Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory

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

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

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

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

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

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.

ENGLISH**ENGL 1A Composition and Reading****Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU-GE:A2, IGETC:1A, GAV-GE:A2

English 1A is a composition course which focuses on the development and application of the academic writing process. Students read and assess models of expository, analytical, and argumentative prose to learn techniques of effective writing. Students practice strategies for planning, drafting, sharing, and revising essays in a variety of rhetorical modes. Students apply critical reading skills to the evaluation of source material in the development of a thesis-driven, research-supported essay. To create the research essay, students apply techniques in organizing, developing, and crafting prose which supports their arguments and balances outside sources with their own voice as writers. To achieve this end, students write no fewer than six essays (a minimum of 6,000 words) and read at least five works, two of which are book length. (C-ID: ENGL 100). Completion of English 1A meets transfer level and baccalaureate/university level equivalent. **PREREQUISITE:** English 250 and English 260 or equivalent with 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-GE:C2, IGETC:3B, GAV-GE:C2, GAV-GE:F

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. Minimum 6,000 words of formal writing. (C-ID: ENGL 120) **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-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. Students will write a minimum of 6,000 words. (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-GE:C2, IGETC:3B, GAV-GE:C2, GAV-GE: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-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 2E Introduction to Women Writers**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C2, IGETC:3B, GAV-GE:C2, GAV-GE: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-GE:C2, IGETC:3B, GAV-GE:C2, GAV-GE:F

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. (C-ID: ENGL 180) **PREREQUISITE:** English 1A.

ENGL 2J World Mythology**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C2, IGETC:3B, GAV-GE:C2, GAV-GE:F

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-GE:C2, IGETC:3B, GAV-GE:C2

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-GE:C2, IGETC:3B, GAV-GE:C2, GAV-GE:F

This course is a study of the masters of British Literature from 1798 to present, as well as an exploration of major literary trends during the Romantic, Victorian, Modern, and Contemporary Literary Eras. Note: this course need not be taken in sequence. (C-ID: ENGL 165) **PREREQUISITE:** Eligible for English 1A, Composition.

ENGL 5A Survey of American Literature - 1620 to 1865**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C2, IGETC:3B, GAV-GE:C2, GAV-GE:F

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-GE:C2, IGETC:3B, GAV-GE:C2, GAV-GE:F

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.

ENGL 9A Introduction to Creative Writing**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C2, GAV-GE:C2

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. (C-ID: ENGL 200) **PREREQUISITE:** Eligible for English 1A.

ENGL 9B Advanced Creative Writing**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** 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-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-GE:C1, GAV-GE:C2

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

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

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

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

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 99 Supplemental Instruction Leader Training**Units:** 1.0 **Hours:** 1.0 Lecture

Introduction to and practice of the craft of supplemental instruction. Development of effective communication and leadership skills to facilitate collaborative, interactive, and productive learning as a supplement to classroom instruction. Students read, observe, discuss, and reflect on SI theory and application in SI sessions. Recommended for supplemental instruction leaders employed on campus. **ADVISORY:** Eligible for English 1A.

ENGL 250P Practical Writing**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory

This course covers writing clear, correct, effective essays and learning preliminary research skills. This course will be offered as pass/no pass unless student requests a grade. **PREREQUISITE:** Eligible for ENGL 440 or ENGL 420. **COREQUISITE:** ENGL 260P

ENGL 250 Practical Writing**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory

This course covers writing clear, correct, effective essays and learning preliminary research skills. Also listed as English 250P. This course has the option of a standard letter grade or pass/no pass. **PREREQUISITE:** Eligibility for English 440.

ENGL 260P Preparation for College Reading**Units:** 3.0 **Hours:** 3.0 Lecture

This course covers writing clear, correct, effective essays and learning preliminary research skills. This course will be offered as pass/no pass unless student requests a grade. **PREREQUISITE:** Eligibility for ENGL 440 or ENGL 420. **COREQUISITE:** ENGL 250P

ENGL 260 Preparation for College Reading**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** 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. This course has the option of a standard letter grade or pass/no pass. **PREREQUISITE:** Eligibility for English 420.

ENGL 414 English Boot Camp**Units:** 1.0 TO 3.0 **Hours:** 1.0 TO 3.0 Lecture

This immersion course is designed to improve fundamental academic skills in reading, writing, and studying necessary for success in first-year English courses. The course will introduce or review reading and writing strategies, paragraph organization, and vocabulary development. Opportunities for word processing; document formatting; and review of grammar, mechanics, and punctuation are provided. This is a pass/no pass course, and units earned do not count toward the associate degree or certificates.

ENGL 420 Reading Improvement**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory

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

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**ESL 510B Basic ESL II****Units:** 6.0 **Hours:** 6.0 Lecture

This course is an intensive, integrated-skill program for students who have limited English skills. Through listening, speaking, reading and writing activities, students learn to communicate about every day topics using basic English structures. **ADVISORY:** ESL assessment recommendation.

ESL 527 Integrated Reading, Writing I**Units:** 6.0 **Hours:** 6.0 Lecture

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 assessment recommendation.

ESL 528 Integrated Listening, Speaking I**Units:** 6.0 **Hours:** 6.0 Lecture

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:** Assessment recommendation.

ESL 531 Intermediate ESL Listening, Speaking I**Units:** 4.0 **Hours:** 4.0 Lecture

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.

Noncredit ESL classes are listed on page 242.

ESL 532 Intermediate ESL Reading, Vocabulary I**Units:** 3.0 **Hours:** 3.0 Lecture

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

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

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 527 or ESL Assessment Recommendation.

ESL 538 Integrated Listening, Speaking II**Units:** 6.0 **Hours:** 6.0 Lecture

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 Assessment Recommendation

ESL 541 Intermediate ESL Listening, Speaking II**Units:** 4.0 **Hours:** 4.0 Lecture

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

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 or ESL 537 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

This course reviews basic tenses learned in previous courses, pronouns, and nouns and expands the grammar overview into modal auxiliaries, gerunds and infinitives, and other intermediate-level grammar structures. Students continue developing sentence and paragraph skills begun in previous courses. **PREREQUISITE:** ESL 533 or ESL 537 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

Introduction to basic computer hardware functions and terminology; overview of Windows operating environment and word processing for ESL students. **ADVISORY:** CSIS 122 or other keyboarding experience and eligible for Gavilan College Integrated Skills Level II.

ESL 547 Integrated Reading, Writing III**Units:** 6.0 **Hours:** 6.0 Lecture

This is the third course in a series of integrated skills courses designed to expand the development of reading, writing, and grammar skills of high-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 further practice and refinement of sentence and paragraph skills, structure and punctuation. **PREREQUISITE:** ESL 537 or ESL Assessment Recommendation.

ESL 548 Integrated Listening, Speaking III**Units:** 6.0 **Hours:** 6.0 Lecture

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 Assessment Recommendation

ESL 552 Advanced ESL Reading, Vocabulary I**Units:** 4.0 **Hours:** 4.0 Lecture

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

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

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 perfect, passive voice, and modal auxiliaries for past time, and they review present 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 562 Advanced ESL Reading, Vocabulary II**Units:** 4.0 **Hours:** 4.0 Lecture

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 564 and ESL 563.

ESL 563 Advanced ESL Composition II**Units:** 5.0 **Hours:** 5.0 Lecture

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. **ADVISORY:** ESL 554 with a grade of "C" or better or concurrent enrollment in ESL 554. **PREREQUISITE:** ESL 553 with a grade of "C" or better or ESL assessment recommendation.

ESL 564 Advanced ESL Grammar II**Units:** 3.0 **Hours:** 3.0 Lecture

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 584 Culture Through Film**Units:** 3.0 **Hours:** 3.0 Lecture

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 538 or ESL Assessment recommendation.

ENVIRONMENTAL SCIENCE**ENVS 1 Introduction to Environmental Science****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B2, CSU-GE:B3, IGETC:5B, IGETC:5C, GAV-GE:B2, GAV-GE:B3, GAV-GE:F

An introduction to the scientific principles and problem solving techniques used to evaluate the effects of human activities on different ecosystems. Topics will include the sustainability and stewardship of various ecosystems, environmental hazards such as air and water pollution, waste disposal, pesticides and herbicides, the impact of commercial and industrial activities, as well as population and urbanization. Basic chemistry, physics, and geology will be used throughout the course to explain and expand on these topics. The concepts will be reinforced with an integrated service learning laboratory program. This course was previously listed as ES 1.

FRENCH**FRNH 1A Elementary French****Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU-GE:C2, GAV-GE:C2, GAV-GE: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-GE:C2, IGETC:6A, GAV-GE:C2, GAV-GE: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-GE:B1, CSU-GE:B3, IGETC:5A, IGETC:5C, GAV-GE:B1, GAV-GE:B3

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-GE:D, IGETC:4E, GAV-GE:D2, GAV-GE:F

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**GEO 1 Introduction to Geology****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:B1, CSU-GE:B3, IGETC:5A, IGETC:5C, GAV-GE:B1, GAV-GE:B3

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.

GUIDANCE

GUID 1 Self-Assessment and Career Development

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU-GE/E, 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-GE/E, 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:** 3.0 Lecture

Transferable: CSU-GE/E, GAV-GE/E2

This course provides a cross-disciplinary approach to the theory and practice of leadership. It covers the five practices and ten commitments of exemplary leadership, effective communication styles, and topics related to gender, culture, ethics, power, parliamentary procedure, and running effective meetings. The skills students will learn in this course are directly applicable to work, personal, and college environments. This course is 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

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 52 Peer Mentoring, Education, and Leadership

Units: 1.0 **Hours:** 1.0 Lecture

Transferable: GAV-GE/E2

An overview of the principles, skills and methods used in peer mentoring and education. Course emphasizes communication skills, goal setting, intervention techniques, and referral skills for peer leaders. Student will complete national Certified Peer Educator certification upon successful course completion. This course is also listed as PSYC 52. **ADVISORY:** Eligible for English 250 and English 260.

GUID 191A Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

GUID 191B Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191B is team building. Need not be taken in sequence. This is a pass/no pass course.

GUID 191C Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem Solving. Need not be taken in sequence. This is a pass/no pass course.

GUID 210 First Year College Student Seminar

Units: .5 **Hours:** .5 Lecture

Transferable: GAV-GE/E2

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 course has the option of a letter grade or pass/no pass.

GUID 530 Job Readiness

Units: 3.0 **Hours:** 3.0 Lecture

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 - WorkAbility 3

Units: .5 TO 2.0 **Hours:** 1.7 TO 6.8 Laboratory

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 - WorkAbility 3

Units: 1.0 TO 4.0 **Hours:** 4.7 TO 18.8 Laboratory

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 557 Learning Skills Evaluation

Units: .5 **Hours:** 1.0 Laboratory

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

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

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

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:** 1.0 Lecture**Transferable:** GAV-GE:E2

This course is designed to develop individual learning skills among students who are eligible to receive learning disability services. Students will explore and develop their own individual learning styles and investigate positive practices and strategies in order to be successful. The course content includes learning strategies, self advocacy, organizational skills, fundamental critical thinking, and college orientation and survival skills. ADVISORY: Completion of GUID 557 or demonstrated academic deficit.

GUID 561 Introduction to Writing Skills**Units:** 1.0 **Hours:** .5 Lecture and 1.5 Laboratory

This introductory course is designed to teach basic grammar and 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. The class includes opportunity for immediate practice, repetition, and review. 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

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, 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

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

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**HE 1 Health Education****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:E, 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-GE:E, GAV-GE:E2, GAV-GE: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). (C-ID: PSY 130) 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-GE:C2, CSU-GE:D, IGETC:3B, IGETC:4F, IGETC:7B, GAV-GE:C2, GAV-GE:D1, GAV-GE:D2, GAV-GE:F, US:1, US:2

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-GE:C2, CSU-GE:D, IGETC:3B, IGETC:4F, IGETC:7B, GAV-GE:C2, GAV-GE:D1, GAV-GE:D2, US:1, US:3

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. (C-ID: HIST 140) ADVISORY: Eligible for English 1A.

HIST 3 History of California

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU-GE:C2, CSU-GE:D, IGETC:3B, IGETC:4F, GAV-GE:C2, GAV-GE:D2, GAV-GE: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-GE:C2, CSU-GE:D, IGETC:3B, IGETC:4F, GAV-GE:C2, GAV-GE:D2, GAV-GE: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-GE:C2, CSU-GE:D, IGETC:3B, IGETC:4F, GAV-GE:C2, GAV-GE:D2, GAV-GE: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. (C-ID: HIST 160) 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-GE:C2, CSU-GE:D, IGETC:3B, IGETC:4F, GAV-GE:C2, GAV-GE:D1, GAV-GE:D2, GAV-GE: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-GE:C2, CSU-GE:D, IGETC:3B, IGETC:4F, GAV-GE:C2, GAV-GE:D2, GAV-GE: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-GE:C2, IGETC:3B, GAV-GE:C2

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-GE:C2, IGETC:3B, GAV-GE:C2

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-GE:C2, CSU-GE:D, IGETC:3B, IGETC:4F, GAV-GE:C2, GAV-GE:D2, GAV-GE: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-GE:C1, IGETC:3A, GAV-GE:C1, GAV-GE: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

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.

HOSPITALITY AND TOURISM MGMT**HTM 101 Introduction to Hospitality and Tourism Management****Units:** 3.0 **Hours:** 3.0 Lecture

An introduction to the careers in the field of hospitality and tourism management, including a survey of trends and developments in the industry. An overview of hospitality, tourism, lodging operations, foodservice establishments and management will be provided.

HTM 190 Occupational Work Experience/Hospitality and Tourism Management**Units:** 1.0 TO 4.0 **Hours:** 3.3 TO 16.7 Laboratory

Occupational work experience is for students that have a job related to their major. A training plan is developed cooperatively between the employer, college and student. Pass/no pass grading. 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work hours per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253 up to a maximum of 16 units. Minimum 2.0 GPA. REQUIRED: Declared vocational major.

HTM 202 Sanitation Practices in the Hospitality Industry**Units:** 3.0 **Hours:** 3.0 Lecture

This course covers the basic concepts of institutional sanitation practices. Topics include food safety procedures and food safety management systems. May be taken for a letter grade or pass/no pass. This course was previously listed as HTM 102.

HTM 203 Restaurant and Banquet Operations**Units:** 1.0 **Hours:** 1.0 Lecture

This course prepares individuals for entry-level positions in restaurant and hospitality banquet operations. It covers front of the house service for all types of foodservice operations and prepares the student to take the ServSafe Responsible Alcohol Certification and the Food Handler Certification exams. This course has the option of a letter grade or pass/no pass.

HTM 204 Customer Service in a Multi-Cultural Workplace**Units:** 3.0 **Hours:** 3.0 Lecture

This course provides the student with information about the concept of culture and cultural diversity and how it influences customer service within the global marketplace, including how to develop an organizational environment that supports and acknowledges a multitude of cultures. Emphasis will be placed on developing competent communication behaviors and strategies for providing excellent customer satisfaction in a multicultural environment. This course has the option of a letter grade or pass/no pass.

HUMANITIES**HUM 3 Introduction to Cinematic Arts, Film and Television****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** 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-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-GE:C1, IGETC:3A, GAV-GE:C1, GAV-GE: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-GE:C1, CSU-GE:C2, IGETC:3B, GAV-GE:C1, GAV-GE:C2, GAV-GE:F

Contemporary Film examines theories of film criticisms 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-GE:C2, CSU-GE:D, IGETC:3B, IGETC:4F, GAV-GE:C2, GAV-GE:D2, GAV-GE: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 25 Motion Picture Production**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** GAV-GE:C1

This course provides an introduction to the theory, terminology, and process of motion picture production for film and television. Topics include basic cinematography including the operation, function and creative uses of production and post-production equipment, scriptwriting, camera operation, shot composition, lighting, sound recording and mixing, and editing. (C-ID: FTVE 150)

HUM 98 Special Topics**Units:** .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture

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.

JPA FIRE TECHNOLOGY**JFT 1A Fire Command 1A****Units:** 1.0 **Hours:** .5 Lecture and 1.8 Laboratory

This course provides students 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 2B Fire Command 2B Hazardous Materials On Scene Commander**Units:** 1.0 **Hours:** .5 Lecture and 1.8 Laboratory

This course is intended to provide Incident Commanders with the skills and competency necessary to mitigate an emergency incident, initiate remedial action, and ensure the restoration of normal services with a comprehensive resource management approach. **PREREQUISITE:** Has Mat First Responder Operations or Equivalent **ADVISORY:** Incident Command/Scene Management

JFT 3 Fire Mgmt I - Management, Supervisor for Company Officers**Units:** 1.0 **Hours:** .8 Lecture and 1.4 Laboratory

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:** JFT 8 - Fire Fighter Academy 1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with the role and responsibility of a firefighter, Familiarity with Fire Equipment, Familiarity with Fire Communication, Knowledge of Firefighter Safety.

JFT 5A Fire Investigation 1A**Units:** 1.0 **Hours:** .5 Lecture and 1.8 Laboratory

This 40 hour course provides an introduction and basic overview of fire scene investigation and investigation tools required to collect, document, and preserve evidence. The focus of this course will be on providing information about the fire scene indicators and determining the fire's origin. **PREREQUISITE:** JFT 8, Fire Fighter I Academy 1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with penal codes, Familiarity with health codes, Familiarity with structural fires, Familiarity with vehicular fires, Familiarity with wildland fires.

JFT 5B Fire Investigation 1B**Units:** 1.0 **Hours:** .8 Lecture and 1.5 Laboratory

This 40 hour course provides information on scene safety, including post blast investigation. Topics include evidence recognition, documentation, and preservation including scene photography and trace evidence. Students will gain knowledge and insight related documentation of findings including case reports, insurance information and other resources available to the investigator. Course methodology includes presentations, case studies, group exercises, focused discussions and written assignments. **PREREQUISITE:** FIR173A or Fire Investigation 1A through the California State Fire Marshal's Office.

JFT 7A Fire Apparatus Drive-Operator 1A**Units:** 1.0 **Hours:** .8 Lecture and 1.5 Laboratory

This course provides information on fire apparatus preventive maintenance and driving/operating. Topics include routine tests, inspections, and servicing functions, operate, back, maneuver, and turn a fire apparatus in a variety of conditions; and operate all fixed systems and equipment on a fire apparatus. This course fulfills the requirements for a Class C Firefighter Endorsement. **ADVISORY:** Eligible for English 250 and English 420. **PREREQUISITE:** California State Marshal certified fire fighter 1 academy or equivalent as determined by the Dean of Academy Instruction. **Note:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather they will be the starting point for advanced fire fighter training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Firefighter safety 2. Familiarity with safe techniques for mounting and dismounting an apparatus. 3. Knowledge of all firefighting tools and equipment, ladders, and hoses. 4. Knowledge of all firefighting personal protective equipment, including hand and eye protection 5. Radio procedures 6. Effective verbal communication used in fire fighting 7. Fire Protection Water Systems

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 7B Fire Apparatus Driver, Operator 1B**Units:** 1.0 **Hours:** .8 Lecture and 1.5 Laboratory

This course provides information on pumping apparatus preventive maintenance and operations. Topics include routine tests, inspections, and servicing functions; producing hand, master, and foam streams, relay pump operations; and supplying water to fire sprinkler and stand pump systems. This course is based on the 2014 edition of NFPA 1002 Standard for Fire Apparatus Driver/ Operator Professional Qualifications. ADVISORY: Eligible for English 250 and English 420 PREREQUISITE: Firefighter Academy 1 certificate or equivalent, Fire Apparatus Driver/Operator 1A California State Marshal certified Fire Apparatus Driver/ Operator 1A or equivalent as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather they will be the starting point for advanced fire fighter training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Firefighter safety 2. Knowledge of SCBA use and emergency procedures 3. Safe mounting and dismounting of apparatus 4. Knowledge of all firefighting personal protective equipment, including hand and eye protection 5. Familiarity of all firefighting tools and equipment, ladders, and hoses including appropriate selection, carry, and use for each type across all types of emergencies. 6. Fuel types, precautions and suppression method(s) 7. Appropriate use of class A, B, and C fire extinguishers 8. Effective verbal communication used in fire fighting 9. Salvage and overhaul 10. First responder CPR and aid

JFT 7C Fire Driver, Operator Aerial, Tiller Truck Operations**Units:** 1.0 **Hours:** .7 Lecture and 1.5 Laboratory

This course is for students responsible for operating fire apparatus equipped with an aerial device. Topics include inspecting, maintaining, and testing of aerial devices. Practical application requires driving an aerial apparatus including tiller operations, positioning and stabilizing the apparatus, and operating the aerial device. ADVISORY: JFT 7A and JFT 7B.

JFT 8A Firefighter I Academy Skills Review and Certification**Units:** 1.0 TO 1.5 **Hours:** 4.0 TO 5.3 Laboratory

This course reinforces, combines, and integrates the skills learned in the basic fire academy in accordance with the State Fire Marshal Firefighter 1 curriculum. Students are provided the opportunity to take the National Capstone tests for International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Services Professional Qualifications (Pro Board) certifications. Successful completion of this course provides the student with the opportunity to apply for employment as a firefighter in the state of California and outside of California with those states that offer reciprocity. PREREQUISITE: JFT 8, State Fire Marshal certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Knowledge of Firefighter Safety, Don and use SCBA and PASS Device, Knowledge of all Firefighting Personal Protective Equipment, Knowledge of all Firefighting Tools and Equipment, Ladders, and Hoses, Familiarity with Structure Ventilation, Knowledge of Fuel Types, Precautions and Suppression Methods, Familiarity with Rescue Knots.

JFT 8 Fire Fighter I Academy**Units:** 13.5 **Hours:** 6.8 Lecture and 21.0 Laboratory

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. ADVISORY: Eligible for English 250 and English 420.

JFT 9C Fire Instructor 1C**Units:** 1.0 **Hours:** .8 Lecture and 1.5 Laboratory

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.

JFT 10 Fire Fighter II**Units:** 3.5 **Hours:** 2.4 Lecture and 4.5 Laboratory

This course is the second in a series of courses that provides the skills and knowledge needed for entry level professional fire fighter to perform his/her duties safely, effectively, and competently. The curriculum is based on the 2013 edition of NFPA 1001 Standard for Fire Fighter Professional Qualifications. The five overarching themes of the California State Fire Fighter II curriculum are: general knowledge germane to the profession, fire department communications, fireground operations, rescue operations, and prevention, preparedness, and maintenance. PREREQUISITE: Fire Fighter I

JFT 11 Rescue Systems I Basic Rescue Skills**Units:** 1.0 **Hours:** .5 Lecture and 1.8 Laboratory

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

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. PREREQUISITE: JFT 8 - Fire Fighter I Academy 1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: - Firefighter safety - Knowledge of all firefighting tools and equipment, ladders, and hoses including appropriate selection, carry, and use for each type across all types of emergencies - Rescue knots such as bowline, clove hitch, figure eight on a bight, half hitch, Becket, and safety knots

JFT 14 Fire CDF Academy**Units:** 2.0 TO 4.0 **Hours:** 1.1 TO 1.6 Lecture, 3.4 TO 7.3 Laboratory

This course provides a basic firefighter course oriented toward the equipment utilized on CDF courses. 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.

JFT 15 CDF Fire Academy Refresher**Units:** .5 TO 2.0 **Hours:** .2 TO .4 Lecture, 1.2 TO 4.0 Laboratory

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. **PREREQUISITE:** JFT 8 - Fire Fighter I Academy 1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Knowledge of Fire Service Organization, Familiarity with Fire Behavior, Familiarity with personal protection equipment, Knowledge of fire fighter safety, Familiarity with fire hoses, tools, and equipment, Familiarity with ladders, Knowledge of rescue procedures, Familiarity with wildland fires, Knowledge of vehicle extrication procedures

JFT 17 Emergency Medical Technician**Units:** 5.0 **Hours:** 2.7 Lecture and 8.2 Laboratory

This course is designed to prepare students 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-I personnel with all levels of emergency medical personnel. **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

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

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

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 26B Fire Prevention 1B Code Enforcement**Units:** 1.0 **Hours:** .2 Lecture and 2.1 Laboratory

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:** 5.0 TO 7.0 Lecture, 17.3 TO 20.8 Laboratory

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). **PREREQUISITE:** JFT 17 EMT

JFT 31 Paramedic - Clinical**Units:** 4.0 TO 7.0 **Hours:** .0 Lecture, 11.8 TO 22.1 Laboratory

Application of skills that demonstrate principles and concepts of anatomy, physiology, pathophysiology, clinical symptoms and diagnosis as it pertains to pre-hospital emergency medical care of the sick and injured. The students will rotate through specialty areas of the hospital departments: pediatrics, pediatric intensive care unit, labor and delivery, surgery (airway management), respiratory therapy, other selected hospital areas, assisted Living, Skills Nursing Facilities, and facilities for the mentally and physically challenged. This course is pass/no pass. **PREREQUISITE:** JFT 30, Paramedic Core 1. Certified Emergency Medical Technician diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with patient assessment, Familiarity with effective communication, Familiarity with the administration of medication, Familiarity with obstetrics, pediatrics and geriatrics

JFT 32 Paramedic - Internship**Units:** 12.0 TO 18.0 **Hours:** 36.0 TO 53.0 Laboratory

Application of paramedic knowledge and skills in the clinical setting as an intern responding on a 911 ambulance to ill and injured patients while being instructed and evaluated by a field preceptor. The student will have the task of initiating, providing and directing entire emergency patient care while under the supervision of a preceptor. This ambulance field internship is required for certification as an EMT-Paramedic in California. This course is a pass/no pass course. **PREREQUISITE:** JFT 30, JFT 31 and JFT 17. 1. certified basic EMT certificate or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with anatomy, Familiarity with scene size-ups, Knowledge of patient care, Familiarity with trauma patients, Familiarity with documentation techniques, Familiarity with interpersonal communications, Familiarity with the administration of medication, Familiarity with respiratory emergencies, Familiarity with cardiac emergencies, Knowledge of patient transfer.

JFT 33 Emergency Medical Technician - Refresher**Units:** .5 TO 1.0 **Hours:** .5 Lecture, .9 TO 1.8 Laboratory

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. This is a pass/no pass course. **PREREQUISITE:** Must possess current National EMS Certification, EMT Card.

JFT 35 Fire Fighter Survival**Units:** .5 **Hours:** .5 Lecture and .5 Laboratory

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. **PREREQUISITE:** California State Marshal certified fire fighter 1 academy or equivalent as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather they will be the starting point for advanced fire fighter training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Firefighter safety 2. Don and use SCBA, emergency procedure for SCBA failure 3. Determination of air supply in the hazardous atmosphere 4. Safe mounting and dismounting of apparatus 5. Knowledge of all firefighting personal protective equipment, including hand and eye protection 6. Knowledge of all firefighting tools and equipment, ladders, and hoses including appropriate selection, carry, and use for each type across all types of emergencies 7. Horizontal and vertical ventilation on a structure 8. Hazardous materials and safety precautions 9. Attack technique for an interior structure fire 10. Structure search and rescue including conscious and unconscious victim removal 11. Rescue knots such as bowline, clove hitch, figure eight on a bight, half hitch, and Becket. 12. Familiarity with radio procedures 13. Effective verbal communication used in firefighting 14. First responder CPR and first aid

JFT 36 Command and Control of the RIC Deployment**Units:** .5 **Hours:** .2 Lecture and .7 Laboratory

This course will provide students with information on Rapid Intervention Crew (RIC) terminology and the tools necessary to conduct a fire fighter rescue operation. It provides the student with command awareness and the control techniques required to effectively manage a fire fighter emergency event should the situation occur. Students will conduct an analysis of fire fighter line-of-duty injuries case studies, taking into account both risk and critical fireground factors, in order to learn from and prevent a fire fighter emergency situation. **ADVISORY:** Fire Fighter Academy

JFT 100 Principles of Emergency Service**Units:** 3.0 **Hours:** 3.0 Lecture

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire department as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.

JFT 104 Fire Safety Officer S-404**Units:** .5 **Hours:** .5 Lecture, .9 TO 1.4 Laboratory

Provides students specific focus on operations within an Incident Command System as a Safety Officer. Topics include safety officer effectiveness, analysis techniques, safety messages, briefings and reports, and high hazard operations. **PREREQUISITE:** Firefighter I or Equivalent

JFT 105 Fire Control 3A - Structural Fire Fighting in Acquired Structures**Units:** .5 **Hours:** .2 Lecture and .6 Laboratory

This 14 hour course is designed to develop fundamental skills in combating structure fires by providing the students with a thorough understanding of information on fire behavior, ventilation procedures and techniques, interior fire attack, and exterior attack. The opportunity to reinforce the student's understanding of fire behavior is provided in all of the exercises to be conducted during the delivery of the Fire Control 3A class. **PREREQUISITE:** Certified Fire Fighter I or Equivalent

JFT 106 Fire Control 3B-Structural Firefighting in Live-fire Simulators**Units:** .5 **Hours:** .2 Lecture and .6 Laboratory

This 14 hour course is designed to develop fundamental skills in combating structure fires by providing the students with a thorough understanding of information on fire behavior. The opportunity to reinforce the student's understanding of fire behavior is provided in all the exercises to be conducted during the delivery of the Fire Control 3B class. **PREREQUISITE:** Certified Firefighter I of equivalent and Fire Control 3A.

JFT 107 Fire Crew Boss S-230**Units:** .5 **Hours:** .7 Lecture and .7 Laboratory

This course is required training for all personnel desiring to be qualified as a single resource boss. The concepts in this course are to be applied to all single resource boss positions, not just the Crew Boss of a hand crew. Lessons provide introduction to operational leadership, mobilization, arrival at the incident, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization, and post-incident responsibilities. **PREREQUISITE:** Qualified as a Firefighter I or equivalent.

JFT 108 Engine Boss S-231**Units:** .5 **Hours:** .5 Lecture and .4 Laboratory

This course is designed to meet the training needs of an incident Engine Boss outlined in the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, and the Position Task Book (PTB) developed for the position of Single Resource Boss, Engine (ENGB). The course will cover the task of an Engine Boss in making the tactical decisions required to safely manage an engine and personnel on an incident. This is a pass/no pass course. **PREREQUISITE:** Basic Fire Fighter I Academy certificate or equivalent.

JFT 110 Fire Prevention**Units:** 3.0 **Hours:** 3.0 Lecture

This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.

JFT 120 Dozer Boss S-232**Units:** .5 **Hours:** .2 Lecture and .7 Laboratory

This course is designed to meet the training needs of a Dozer Boss on an incident as outlined in the Wildland Fire Qualification System Guide. This course meets the minimum training, skills, knowledge, experience, for the participating agencies of the National Wildfire Coordinating Group. **PREREQUISITE:** Firefighter I or Equivalent.

JFT 130 Building Construction for Fire Protection**Units:** 3.0 **Hours:** 3.0 Lecture

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at emergencies.

JFT 134 Firing Operations Firing Methods**Units:** .5 TO 2.0 **Hours:** .5 Lecture, 1.4 TO 4.1 Laboratory

The course will provide knowledge and skills needed to develop and implement defensive firing operations. The course will cover advanced defensive firing techniques and provide awareness of offensive firing techniques and planning. Students completing this course with substantial firing experience will be able to implement offensive firing plans. **PREREQUISITE:** Fire Fighter I or Equivalent.

JFT 140 Fire Behavior and Combustion**Units:** 3.0 **Hours:** 3.0 Lecture

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.

JFT 150 Principles of Fire and Emergency Services Safety and Survival**Units:** 3.0 **Hours:** 3.0 Lecture

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. This course is part of the Fire Science Certificate program.

JFT 160 Fire Protection Systems**Units:** 3.0 **Hours:** 3.0 Lecture

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

JFT 202 I-300 Intermediate Incident Command System**Units:** .5 **Hours:** .5 Lecture and 1.1 Laboratory

This course consists of five modules developed by the National Wildfire Coordinating Group to train students to manage complex emergency incidents. This course provides more descriptions and details of the organization and operations 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 is a pass/no pass course. **PREREQUISITE:** Fire Fighter I or equivalent. **ADVISORY:** I-200, Basic ICS or equivalent.

JFT 203 I-400 Advanced Incident Command System**Units:** .5 **Hours:** .5 Lecture and .9 Laboratory

This 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 inter-agency coordination on complex incidents and events. **PREREQUISITE:** JFT 8 - Fire Fighter I Academy (Active) California State Marshal certified Fire Fighter 1 Academy or equivalent as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather, they will be the starting point for advanced fire fighter training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with the Incident Command System, Knowledge of Fire Service Organization, Familiarity with Fire Fighter verbal communication

JFT 205 Fire Continued Professional Training**Units:** .5 TO 2.0 **Hours:** .0 TO 1.4 Lecture, 1.4 TO 3.2 Laboratory

This course provides training recommended by the California State Fire Marshall to keep students current with new equipment, policies, laws and skills needed to be prepared in the line of duty. It also prepares the student with command awareness and the control techniques required to effectively manage a fire fighter emergency event should the situation occur. **PREREQUISITE:** Graduation from a California State Fire Academy.

JFT 206 Auto Extrication**Units:** .5 **Hours:** .3 Lecture and 1.0 Laboratory

This course provides the knowledge and skills to prepare a student to extricate victim(s) from a common passenger vehicle in a safe and effective manner in accordance with AHJ policies and procedures. This is a pass/no pass course. **PREREQUISITE:** California State Marshal certified fire fighter 1 academy as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather they will be the starting point for advanced fire fighter training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Firefighter safety 2. Knowledge of SCBA use and emergency procedures 3. Safe mounting and dismounting of apparatus 4. Knowledge of all firefighting personal protective equipment, including hand and eye protection 5. Familiarity of all firefighting tools and equipment, ladders, and hoses including appropriate selection, carry, and use for each type across all types of emergencies. 6. Fuel types, precautions, and suppression method(s) 7. Appropriate use of class A, B, and C fire extinguishers 8. Effective verbal communication used in fire fighting 9. Salvage and overhaul 10. First responder CPR and first aid

JFT 208 Rapid Intervention Crew Operation**Units:** .5 **Hours:** .2 Lecture and 1.1 Laboratory

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. **PREREQUISITE:** Firefighter Academy

JFT 209 Wildland Fire Origin and Cause Determination FI-210**Units:** .5 **Hours:** .6 Lecture and 1.3 Laboratory

This course is designed to meet the requirements of the National Wildfire Coordinating Group (NWCG) for Wildland Fire Investigator certification, as outlined in the Wildland and Prescribed Fire Qualifications System Guide (PMS 310-1), and the Position Task Book. The concepts taught in this course meet the minimum national performance standards for a Wildland Fire Investigator. This is a pass/no pass course. **PREREQUISITE:** JFT 8 1. State Fire Marshal certified basic fire fighting academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Firefighter safety 2. Pertinent Vehicle, and Health & Safety codes 3. Familiarity with procedures for safe operation at emergency scenes 4. Knowledge of wildland firefighting personal protective equipment, including fire shelter 5. Knowledge of uses, inspection procedures, and maintenance for wildland tools and equipment 6. Knowledge of fuel types, precautions, and suppression method(s) 7. Knowledge of radio procedures and codes 8. Effective verbal communication used in fire fighting 9. Knowledge of the methods of heat transfer 10. Familiarity with wildland fire behavior conditions 11. Familiarity with wildland fire suppression equipment requirements 12. Familiarity with standard agency policies and procedures regarding wildland fire hazards and unsafe situations 13. Familiarity with wildland fire suppression tools, water, and other suppression agents equipment. 14. Familiarity with fireline construction and reinforcement

JFT 211 Fire Company Officer 2A**Units:** 1.0 **Hours:** 1.0 Lecture and 1.3 Laboratory

This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. This is a pass/no pass course. PREREQUISITE: JFT 8, Fire Fighter I Academy or Equivalent

JFT 212 Fire Company Officer 2D**Units:** 1.0 **Hours:** 1.0 Lecture and 1.3 Laboratory

This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multiunit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and develop and conduct a post-incident analysis. This is a pass/no pass course. PREREQUISITE: JFT 8, Fire Fighter I Academy or Equivalent

JFT 215 Fire Officer Supervisor Academy**Units:** 2.0 **Hours:** 1.4 Lecture and 3.1 Laboratory

This 80 hour California Fire Marshal certified course provides students with techniques for becoming an effective Fire Officer Supervisor. Topic will include leadership ethics, team building, employee performance appraisals, report writing, harassment and discrimination policies, and planning and delegation techniques. This is a pass/no pass course. PREREQUISITE: California State Marshal certified fire fighter 1 academy as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather they will be the starting point for advanced fire fighter training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Effective verbal communication used in fire situations 2. Knowledge of all firefighting personal protective equipment, including hand and eye protection 3. Familiarity with essential tasks and job functions of fire service ranks and positions 4. Familiarity with the fire service agency rules and regulations 5. Fire fighter safety 6. Proper and safe rescue missions 7. Proper and safe forcible entry 8. Knowledge of all firefighting tools and equipment, ladders, and hoses including appropriate selection, carry, and use for each type across all types of emergencies.

JFT 216 Fire Company Officer 2E**Units:** 1.0 **Hours:** .9 Lecture and 1.4 Laboratory

This course is designed to provide information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports. This is a pass/no pass course. PREREQUISITE: JFT 8, Fire Fighter I Academy or Equivalent

JFT 217 Fire Company Officer 2B**Units:** .5 **Hours:** .7 Lecture and .4 Laboratory

This course provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. This is a pass/no pass course. PREREQUISITE: JFT 8, Fire Fighter I Academy or Equivalent

JFT 218 Fire Instructor II Instructional Development**Units:** 1.0 **Hours:** 1.0 Lecture and 1.3 Laboratory

This course provides the skills and knowledge needed for the intermediate level professional instructor to perform his or her duties safely, effectively, and competently. At the end of this course, candidates will be able to develop lesson plans and evaluation instruments, teach and deliver instruction, and evaluate and coach other instructors. The Instructor II will also be able to analyze resources and formulate a program budget. This course was previously listed as JFT 9B. PREREQUISITE: Instructional Methodology Introduction to the Incident Command System (IS-100/B), FEMA or National Incident Management System (IS-700.A), FEMA

JFT 219 Fire Instructor I**Units:** 1.0 **Hours:** .8 Lecture and 1.5 Laboratory

This course provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively and competently. This course was previously listed as JFT 9A. PREREQUISITE: Fire Fighter I Classification ADVISORY: Eligible for English 250 and English 420

JFT 220 Fire Company Officer 2C**Units:** 1.0 **Hours:** 1.0 Lecture and 1.4 Laboratory

Course provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence. This course was previously listed as JFT 1B. PREREQUISITE: Fire Command 1A - Command Principles for Company Officers, I-220 (Basic ICS). ADVISORY: Eligible for English 250 and English 420.

JFT 227 Chief Fire Officer 3A Human Resource Management for Chief Fire**Units:** .5 **Hours:** .7 Lecture and .7 Laboratory

This course provides students with a basic knowledge of the human resources requirements related to the roles and responsibilities of a Chief Fire Officer including developing plans for providing employee accommodation, developing hiring procedures, establishing personnel assignments, describing methods of facilitating and encouraging professional development, developing an ongoing education training program, developing promotion procedures, developing proposals for improving employee benefits, and developing a measurable accident and injury prevention program. PREREQUISITE: JFT 8, Fire Fighter I Academy 1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Firefighter Safety Firefighter professional educational track Understanding of the personnel assignments.

JFT 228 Chief Fire Officer 3B Budget and Fiscal Responsibilities**Units:** .5 **Hours:** .4 Lecture and .6 Laboratory

This course provides students with a basic knowledge of the budgeting requirements related to the roles and responsibilities of a Chief Fire Officer including developing a budget management system, developing a division or departmental budget, and describing the process for ensuring competitive bidding. ADVISORY: JFT 8, Fire Fighter I Academy 1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: State Fire Professional Certification Tracks Policies and Procedures Fire Department Divisions

JFT 229 Chief Fire Officer 3C General Administration Functions**Units:** .5 **Hours:** .7 Lecture and .7 Laboratory

This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer including directing a department record management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs, and evaluating the inspection program of the AHJ. PREREQUISITE: JFT 8, Fire Fighter I Academy 1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: State Fire Professional Certification Tracks Policies and Procedures Fire Department Divisions

JFT 230 Chief Fire Officer 3D Emergency Service Delivery Responsibilities**Units:** .5 **Hours:** .6 Lecture and .8 Laboratory

This course provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer including developing a plan for the integration of fire services resources, developing an agency resource contingency plan, evaluating incident facilities, supervising multiple resources, developing and utilizing an incident action plan, obtaining incident information to facilitate transfer of command, developing and conducting a post-incident analysis, and maintaining incident records. **PREREQUISITE:** JFT 8 - Fire Fighter I Academy 1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Firefighter safety; Fire Services Resources; Emergency Service Response.

JFT 300 Company Officer Academy**Units:** 2.0 **Hours:** 1.4 Lecture and 2.5 Laboratory

This course provides the knowledge and skills necessary for developing aspiring company officers. Topics include leadership, progressive discipline, Fire Fighter Bill of Rights, performance appraisals, report writing, fire investigation, command operations, post incident analysis, mutual aid communication plan, disaster relief response, and special operations/ wildland. **PREREQUISITE:** JFT 8, State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Firefighter safety, Effective verbal communication used in fire-fighting, Report Writing.

JFT 305 Outdoor Emergency Care**Units:** 3.0 **Hours:** 2.2 Lecture and 4.7 Laboratory

This 125 hour course is designed to prepare students to render prehospital basic life support services, including cardiopulmonary resuscitation, with emphasis on field application practices and techniques vital to the interaction of Outdoor Emergency Care Technician with all levels of emergency medical personnel. Students will acquire the knowledge and skills necessary to provide emergency medical care at a basic life support level with a fire, ambulance, or other specialized service. This course is instructed in compliance with Department of Transportation (DOT) regulations and the California Code of Regulations. This course is pass/no pass.

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.

JPA LAW ENFORCEMENT**JLE 100 Basic Police Academy****Units:** 22.0 TO 27.0 **Hours:** 5.1 TO 6.4 Lecture, 43.2 TO 62.4 Laboratory

This 880 - 1240 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. **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 a 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 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 or her, from owning, possessing, or having under his or her control a firearm. 3. Medical clearance by a licensed physician.

JLE 102 Police Supervisor Course**Units:** 2.0 **Hours:** 1.1 Lecture and 3.5 Laboratory

This course emphasizes the basic elements of supervision and how they may be applied to police work. Essentials of good leadership and understanding of the basic needs of human beings as well as ways to stimulate subordinates to better performance are the contents of the course. This is a pass/no pass course. **ADVISORY:** JLE 100

JLE 103 Supervisor Course Update**Units:** .5 TO 1.0 **Hours:** .3 TO .8 Lecture, .6 TO 1.5 Laboratory

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. **PREREQUISITE:** POST certified basic law enforcement academy or equivalent as determined by the Dean of Academy Instruction. **Note:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Officer safety 2. Proper and safe tactical movement 3. Proper and safe arrest and control technique 4. Proper and safe ground fighting technique 5. Proper and safe handling and use of chemical weapons 6. Familiarity with Leadership, Professionalism and Ethics 7. Familiarity with Penal codes used in policing 8. Familiarity with Vehicle codes used in policing 9. Familiarity with Health and Safety codes used in policing 10. Familiarity with Welfare and Institution codes used in policing 11. Effective verbal communication used in policing 12. Effective non-verbal communication used in policing 13. Familiarity with case law pertinent to policing 14. Proper CPR technique 15. Proper first aid technique

JLE 105 Correctional Officer Basic Academy**Units:** 8.0 TO 15.5 **Hours:** 5.5 TO 11.1 Lecture, 7.8 TO 13.3 Laboratory

This 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 22, professionalism and ethics, and proper techniques to maintain the safety and security of inmates. **ADVISORY:** Eligible for English 250 and English 420.

JLE 107 Basic Academy Requalification**Units:** 3.0 **Hours:** 1.1 Lecture and 6.6 Laboratory

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. **PREREQUISITE:** Basic Certificate or Equivalent

JLE 110 CIT Academy**Units:** 1.0 **Hours:** .8 Lecture and 1.5 Laboratory

This course will provide students with the proper techniques for safe and secure contact, 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. **ADVISORY:** JLE 100

JLE 111 Background Investigation**Units:** .5 **Hours:** .5 Lecture and 1.6 Laboratory

This course is designed to give students the skills necessary to become an accomplished Background Investigator. This course applies the fundamentals of background investigation, interviewing, the use of psychological screening, polygraphs, legal aspects of background investigation, and verbal/non-verbal communication. This course is certified by POST. **PREREQUISITE:** POST Certificate or Equivalent, Valid California Driver's License.

JLE 112 Sexual Assault Investigations**Units:** 1.0 **Hours:** .5 Lecture and 1.8 Laboratory

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. This is a pass/no pass course. **ADVISORY:** JLE 100

JLE 114 Child Abuse Investigation**Units:** 1.0 **Hours:** .5 Lecture and 1.8 Laboratory

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. 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

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. **PREREQUISITE:** JLE 100 POST Certified basic law enforcement academy or equivalent as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guarantee state or regulatory licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Knowledge of techniques for collecting, packaging, and processing evidence. 2. Familiarity with the fundamental content elements common within all investigative reports. 3. Knowledge of drug categories and terminology 4. Familiarity with investigation techniques for property related crimes such as burglary, arson, trespassing, and vandalism. 5. Familiarity with the judicial process for criminal cases 6. Familiarity with Penal codes used in policing 7. Knowledge of the elements of a lawful arrest 8. Familiarity with the procedures for executing both a search warrant and a warrant-less search. 9. Knowledge of the elements of a tactical approach to a crime in progress.

JLE 118 Field Training Officer**Units:** 1.0 **Hours:** .7 Lecture and 1.6 Laboratory

This course will develop student proficiency in adult learning theory, evaluation and documentation, leadership, remedial training and other skills necessary to become a qualified Field Training Officer. This course meets minimum California Commission on Peace Officer Standards and Training requirements for Field Training Officers and follows the guidelines and standards under 832.3 of the Penal Code. (POST Certified) **PREREQUISITE:** POST Basic Certificate of Equivalent.

JLE 119 Field Training Officer Update**Units:** .5 **Hours:** .7 Lecture and .7 Laboratory

This course provides students with updated information to include role and responsibility of the Field Training Officer, legislative and training updates, principles of learning, and standards of documentation and remediation. The course examines state-mandated update training required by the Commission on Peace Officer Standards and Training (POST). This course satisfies the State requirement for triennial certification of the FTO according to POST. **PREREQUISITE:** POST Basic Certificate or Equivalent, JLE 118 or Equivalent.

JLE 121 Advanced Officer Training**Units:** .5 TO 1.0 **Hours:** .4 TO .5 Lecture, .6 TO 2.6 Laboratory

This course is designed to provide a mechanism whereby students may insure that the necessary new skills and those previously learned skills are maintained and reinforced. This course satisfies Advanced Officer Training requirements from the Commission on Peace Officer Standards and Training (POST). This is a pass/no pass course. Repetition of this course is necessary for a student to meet legally mandated training. **PREREQUISITE:** JLE 100 - Basic Police Academy 1. Commission on Police Officer Standards & Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with Active Shooters, Knowledge of Vehicle Operations, Familiarity with Pursuit, Knowledge of First Aid, Familiarity with Defensive Tactics, Knowledge of Use of Force, Familiarity with Firearms, Familiarity with Officer Safety, Familiarity with Racial Profiling.

JLE 122 Drug Investigation - 11550 H and S**Units:** .5 **Hours:** .2 TO .5 Lecture, .3 TO .9 Laboratory

This course familiarizes the student with the most commonly abused controlled substances, their methods of abuse, and articulation of the signs and symptoms of persons under the influence of these substances. Emphasis on the California Health and Safety code. This is a pass/no pass course. **PREREQUISITE:** POST Basic Certificate or Equivalent. Valid California Driver's License. Penal Code Section 13511.5 requires that each applicant for admission to a 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.

JLE 124 Latent Print**Units:** .5 **Hours:** .5 Lecture and .9 Laboratory

Federal, state and local law enforcement agencies have a continual need to ensure that their employees are properly trained to compare and identify latent palm and fingerprint impressions recovered from evidence. Furthermore, the students need to be trained concerning how to present expert testimony in a court of law. This is a pass/no pass course. **PREREQUISITE:** POST Certified basic law enforcement academy or equivalent as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guaranteed state regulatory or licensing agencies with also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Officer safety 2. Knowledge of preliminary investigation components 3. Familiarity with evidence preservation techniques 4. Familiarity with the total range of basic criminal investigative procedures 5. Familiarity with the basic steps for developing latent fingerprints 6. Knowledge of the general guidelines for collecting and processing physical evidence

JLE 126 Advanced Latent Print**Units:** 1.0 **Hours:** .5 Lecture and 1.8 Laboratory

This course prepares students to properly compare and identify partial latent palm and fingerprint impressions recovered from evidence. The students will also learn how to present expert testimony in a court of law. This is a pass/no pass course. **PREREQUISITE:** POST Basic Certificate or Equivalent.

JLE 131 PC 832 - Firearms**Units:** .5 **Hours:** .5 Lecture and .9 Laboratory

This course covers the legal requirements for carrying and using firearms. Participants are instructed in the safe handling of firearms and techniques of shooting. This course is certified by the Commission on Peace Officers Standards and Training (POST). This is a pass/no pass course. **ADVISORY:** Eligible for English 250 and English 420. **PREREQUISITE:** PC 832 Laws of Arrest or Equivalent.

JLE 132 PC 832 - Laws of Arrest, Search and Seizure**Units:** 1.0 **Hours:** .5 Lecture and 1.8 Laboratory

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. **ADVISORY:** Eligible for English 250 and English 420.

JLE 135 Defensive Tactics Instructor**Units:** 1.0 TO 2.0 **Hours:** .5 TO 1.0 Lecture, 1.8 TO 3.6 Laboratory

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. **ADVISORY:** Employed as a law enforcement official.

JLE 136 Firearms Instructor Training**Units:** 2.0 **Hours:** 1.6 Lecture and 3.0 Laboratory

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 140S Special Weapons and Tactics - SWAT**Units:** 2.0 **Hours:** 1.1 Lecture and 3.4 Laboratory

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. This is a pass/no pass course. **ADVISORY:** JLE 100 or possess POST basic training certificate to qualify for peace officer status.

JLE 140 Special Weapons and Tactics - SWAT**Units:** 2.0 **Hours:** 1.1 Lecture and 3.4 Laboratory

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. This is a pass/no pass course. **ADVISORY:** JLE 100 or possess POST basic training certificate to qualify for peace officer status.

JLE 142 Basic Police Academy Modular Level III**Units:** 4.0 **Hours:** 2.3 Lecture and 7.1 Laboratory

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:** 7.5 **Hours:** 4.0 Lecture and 11.5 Laboratory

This course is certified by the commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level II Reserve Peace Officers. This course combined with Level I and Level III certificates meet the regular basic academy requirements. (280 hours) **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:** 4.5 Lecture and 25.7 Laboratory

This course is certified by the Commission on Peace Officer 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. (544 hours) **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:** .5 Lecture and 1.8 Laboratory

This course is designed to provide students 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 students have already received 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. **PREREQUISITE:** POST Basic Certificate or Equivalent, Valid California Driver's License.

JLE 152 Skills and Knowledge**Units:** .5 TO 3.0 **Hours:** .5 TO 1.4 Lecture, .0 TO 5.5 Laboratory

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. This is a pass/no pass course. **PREREQUISITE:** POST Certified basic law enforcement academy or equivalent as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Officer safety 2. Ability to achieve a qualifying score during tactical handgun shooting 3. Ability to achieve a qualifying score during shotgun shooting 4. Ability to achieve a qualifying score during AR15 shooting 5. Familiarity with techniques used to diffuse a crisis situation 6. Knowledge of victim interviewing techniques 7. Familiarity with sex offender registration conditions and requirements 8. Knowledge of the offenses that constitute taking temporary custody of a juvenile 9. Familiarity with report writing techniques 10. Knowledge of vehicle dynamics and control techniques 11. Familiarity with the components of vehicle pursuit 12. Familiarity with the use of reasonable force and the considerations to be taken regarding the use of deadly force 13. Familiarity with control holds and takedowns used while arresting a subject. 14. Knowledge of the appropriate areas on a subject's body that if struck with an impact weapon can be effective in gaining control. 15. Familiarity with the historical and current cultural composition of California 16. Familiarity with typical terrorist methods, motivations and tactics 17. Knowledge of the safety, isolation and notification procedures regarding hazardous materials

JLE 153 Traffic Collision Investigations Intermediate**Units:** 2.0 **Hours:** 1.3 Lecture and 3.1 Laboratory

This course teaches the proper techniques for scene assessment, vehicle assessment, physical evidence, photography, definitions and terminology, and field and practical exercises in traffic collision investigations. This is a pass/no pass course. **PREREQUISITE:** POST Basic Certificate or Equivalent.

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.

JLE 154 Instructor Development Techniques**Units:** .5 TO 1.0 **Hours:** .5 TO .8 Lecture, .9 TO 1.5 Laboratory

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. **PREREQUISITE:** POST certified basic law enforcement academy or equivalent as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Officer safety 2. Familiarity with safe firearms handling, cleaning and storage 3. Ability to achieve a qualifying score during tactical handgun shooting 4. Ability to achieve a qualifying score during shotgun shooting 5. Ability to achieve a qualifying score during AR15 shooting 6. Knowledge of safe and effective tactical movement 7. Familiarity with safe and effective arrest and control technique 8. Knowledge of ground fighting techniques 9. Knowledge of safe handling and use of chemical weapons 10. Knowledge of safe handling and use of nonlethal weapons 11. Familiarity with Penal codes used in policing 12. Familiarity with Vehicle codes used in policing 13. Familiarity with Health & Safety codes used in policing 14. Familiarity with Welfare & Institutions codes used in policing 15. Familiarity with effective verbal and non-verbal and non-verbal communication used in policing 16. Familiarity with case law pertinent to policing 17. Knowledge of CPR and first aid techniques 18. Familiarity with the universal components of leadership 19. Familiarity with the benefits of recognizing and respecting cultural diversity 20. Familiarity with ethical decision making strategies

JLE 155 Officer Safety, Field Tactics**Units:** .5 TO 1.0 **Hours:** .3 TO .8 Lecture, .6 TO 1.5 Laboratory

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. **PREREQUISITE:** JLE 100 1. Commission on Police Officer Standards & Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Familiarity with officer safety and survival 2. Familiarity with responding to crimes in progress 3. Knowledge of the elements of a lawful arrest 4. Ability to achieve a qualifying score during tactical handgun shooting 5. Ability to achieve a qualifying score during shotgun shooting 6. Familiarity with safe firearms handling and storage 7. Familiarity with the use of reasonable force and the considerations to be taken regarding the use of deadly force 8. Familiarity with search and seizure policies and procedures 9. Familiarity with tactical considerations for vehicle pullovers 10. Familiarity with indicators of gang involvement and gang related activity 11. Familiarity with evidence collection procedures 12. Familiarity with protocol for responding to an active shooter 13. Familiarity with arrest and control techniques 14. Familiarity with investigation techniques 15. Familiarity with tactical movement

JLE 156 Homicide Investigation**Units:** 2.0 **Hours:** 1.0 Lecture and 3.6 Laboratory

A course teaches students 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:** .3 TO .7 Lecture, .6 TO 1.6 Laboratory

This 16-40 hour variable course will provide students with instruction on tactical firearms and lethal force required by P.O.S.T. The course consists of hands-on practical skills training. Emphasis is on safety, knowledge of weapons and manipulative skills training. **PREREQUISITE:** Completion of POST Basic Academy or Equivalent.

JLE 158 Canine Update**Units:** .5 TO 4.0 **Hours:** .2 TO .5 Lecture, 1.1 TO 10.6 Laboratory

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. This is a pass/no pass course. **PREREQUISITE:** POST Certified basic law enforcement academy or equivalent as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Officer safety 2. Proper and safe tactical movement 3. Proper and safe arrest and control techniques 4. Proper and safe ground fighting techniques 5. Proper and safe handling and use of chemical weapons 6. Proper and safe handling and use of nonlethal weapons 7. Familiarity with Penal codes used in policing 8. Familiarity with Vehicle codes used in policing 9. Familiarity with Health and Safety codes used in policing 10. Familiarity with Welfare and Institutions codes used in policing 11. Effective verbal communication used in policing 12. Familiarity with case law pertinent to policing 13. Proper CPR and First Aid Techniques

JLE 159 Traffic Collision Investigation - Advanced**Units:** 2.0 **Hours:** 1.3 Lecture and 3.1 Laboratory

This course builds on the concepts learned in the basic and intermediate courses. The course examines in detail the human environmental and vehicle factors of a traffic collision. The concepts taught include: a review of algebra and physics, interviewing techniques, roadway and environmental factors, advanced methods for processing collision scenes and creating scale diagrams, vehicle damage assessments, lamp analysis, occupant restraints, basic vehicle dynamics and occupant kinematics. Determination of speed based on projectile motion, and methods of conducting time-distance studies. This is a pass/no pass course. **PREREQUISITE:** Basic POST Certificate or Equivalent. **ADVISORY:** Traffic Investigation and Traffic Collision Investigation - Intermediate.

JLE 162 Search Warrant Investigations**Units:** .5 **Hours:** .5 Lecture, .1 TO .9 Laboratory

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 is a pass/no pass course. **ADVISORY:** JLE 100

JLE 163 Special Threats**Units:** .5 **Hours:** .5 Lecture and .9 Laboratory

This course is designed to give the student a heightened state of awareness, both on and off duty. This class explores the times that we can be most vulnerable, how to avoid deadly confrontations, accidents, and compromising situations while at the same time elevating awareness and maintaining vigilance. The students will be provided with various methods that they may choose to utilize in a variety of situations which will enhance their situational awareness. This is a pass/no pass course. **PREREQUISITE:** POST Certified basic law enforcement academy or equivalent as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Officer safety 2. Knowledge of lifetime fitness 3. Knowledge of techniques for stress management 4. Ability to recognize behavioral indicators specifically associated with developmental disabilities 5. Knowledge of gang characteristics and crime trends 6. Familiarity with the effects of drugs on the human body 7. Knowledge of the areas of the body which require maximum protection 8. Familiarity with control holds and takedown techniques 9. Knowledge of tactical considerations when confronted by an armed subject 10. Knowledge of basic ground control positions when controlling a subject 11. Knowledge of the elements of a lawful arrest 12. Familiarity with public safety information sharing systems used in counterterrorism efforts 13. Knowledge of the safe and effective use of chemical agents such as Oleoresin Capsicum, Chloroacetophenone, and Ortho-chlorobenzylidene-malononitrile 14. Ability to achieve a qualifying score during tactical handgun shooting 15. Ability to achieve a qualifying score during shotgun shooting 16. Ability to achieve a qualifying score during AR15 shooting 17. Familiarity with the use of reasonable force and the considerations to be taken regarding the use of deadly force 18. Familiarity with crowd diffusion techniques 19. Knowledge of the role of law enforcement at incidents involving explosive devices

JLE 164 Crime Scene Investigation**Units:** 1.0 **Hours:** .5 Lecture and 1.8 Laboratory

This course is designed for students 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. **PREREQUISITE:** POST Basic Certificate or Equivalent.

JLE 165 Philosophy of Leadership**Units:** .5 TO 3.0 **Hours:** .8 TO 1.7 Lecture, .2 TO 5.2 Laboratory

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. **PREREQUISITE:** JLE 100 1. Commission on Police Officer Standards & Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: 1. Leadership in Policing 2. Disability Laws 3. Cultural Diversity & Ethnicity

JLE 166 Crime Scene and Forensic Photography**Units:** .5 **Hours:** .5 Lecture and .9 Laboratory

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. **PREREQUISITE:** JLE 100 - Basic Police Academy (Active) 1. Commission on Police Officer Standards and Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with Crime Scenes, Familiarity with Evidence Collection, Knowledge of Crime Scene Photography, Familiarity with the Legal Admissibility of Evidence, Familiarity with Photo Logs, Familiarity with Fingerprint Techniques

JLE 175 Basic Public Safety Dispatcher Academy**Units:** 3.0 **Hours:** 1.8 Lecture and 5.0 Laboratory

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. **ADVISORY:** Eligible for English 250 and English 420

JLE 176 Basic Public Safety Dispatcher - Update**Units:** 1.0 TO 5.0 **Hours:** .5 TO 2.3 Lecture, 1.8 TO 9.1 Laboratory

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. **ADVISORY:** Eligible for English 250 and English 420

JLE 180 Law Enforcement Seminar**Units:** .5 TO 2.0 **Hours:** .6 TO 1.0 Lecture, .3 TO 3.5 Laboratory

This course is designed to provide students that the necessary updates to skills and information required of police officers have been provided and those previously learned skills are maintained and reinforced. This course satisfies requirements from the Commission on Peace Officers Standards and Training (POST). Modules will be combined to complete 16 - 80 hours annually. Repetition of this course is necessary for a student to meet legally mandated training.

JLE 185 Field Training Program**Units:** 1.0 TO 12.0 **Hours:** .4 Lecture and 32.0 Laboratory

The Field Training Program is designed to provide a training continuum which integrates the acquired knowledge and skills from the Regular Basic Police Academy with the practical application of law enforcement services. This 80-960 hour variable course is certified by Peace Officers Standards and Training (POST). **PREREQUISITE:** POST Basic Certificate or Equivalent. Valid California Driver's License. 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 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 or her, from owning, possessing, or having under his or her control a firearm.

JLE 189 Community Service Officer**Units:** 9.5 TO 11.5 **Hours:** 8.4 TO 10.5 Lecture and 4.5 Laboratory

This course provides basic training for Community Service Officers as well as incorporating PC832 Certification. The content includes all topics required for PC832 Laws of Arrest as well as: Juvenile Law, HazMat, Prop 115 certification, First Aid/CPR with extensive focus on traffic control, investigations, and report writing. Emphasis on practical application of skills.

JLE 201 Vice Investigations**Units:** 1.0 **Hours:** .6 Lecture and 1.7 Laboratory

This course is designed for investigators responsible for handling crimes related to prostitution, human trafficking, and a variety of nuisance crimes (animal fighting, gambling, loitering, piracy, and lewd and lascivious acts.) Students in this course are exposed to a series of various scenarios; including ABC buy/ bust exercises, prostitution stings, undercover surveillance practicals, use of website searches for out-calls, etc. This course will also provide training on technology used to commit crimes (internet); technology available to solve crimes, the proper use of informants, legal considerations and ethical issues. **PREREQUISITE:** POST Certified basic law enforcement academy or equivalent as determined by the Dean of Academy Instruction. **Note:** Approval equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: - Officer safety - Proper and safe firearms handling, storage and cleaning techniques - Ability to achieve a qualifying score during tactical handgun shooting - Ability to achieve a qualifying score during shotgun shooting - Ability to achieve a qualifying score during AR15 shooting - Proper and safe tactical movement - Proper and safe arrest and control techniques - Proper and safe ground fighting techniques - Proper and safe handling and use of chemical weapons - Proper and safe handling and use of nonlethal weapons - Familiarity with Penal codes used in policing - Familiarity with Vehicle codes used in policing - Familiarity with Health and Safety codes used in policing - Familiarity with Welfare and Institutions codes used in policing - Effective verbal communication used in policing - Familiarity with case law pertinent to policing - Proper CPR and First Aid Techniques

JLE 202 Financial Crimes**Units:** 1.0 **Hours:** .6 Lecture and 1.7 Laboratory

This course is designed for investigators responsible for a variety of financial crimes. This course provides investigators with specialized training handling crimes related to check and credit card fraud, real estate fraud, and a variety of internet scams. This course will also provide training on technology used to commit crimes and technology available to solve crimes. **PREREQUISITE:** POST Basic Certificate or Equivalent.

JLE 203 Robbery Investigations**Units:** 1.0 **Hours:** .6 Lecture and 1.7 Laboratory

This course is designed to provide investigators with detailed instruction in the broad spectrum of robbery from commercial stores and banks, to street muggings, residential invasions, and the "shakedown" of youth and adults. The learning opportunities involve the students in examining active cases, analyzing the elements and the evidence, and developing patterns that emerge during a robbery investigation. **PREREQUISITE:** POST Basic Certificate or Equivalent

JLE 204 Investigation Core**Units:** 2.0 **Hours:** 1.1 Lecture and 3.4 Laboratory

The core course is designed to enhance the effectiveness of the individual criminal investigators skills in performing the multi-disciplined, multi-leveled tasks necessary to successfully conduct comprehensive criminal investigations. Instruction in this course is provided through a coordinated, experience-based adult learning approach which addresses crime scene management, interviewing and interrogation skills, search and seizure issues, search warrant preparation, surveillance techniques, case reporting, informant management, media relations, case reporting and courtroom testimony. **PREREQUISITE:** POST Basic Certificate or Equivalent. Search Warrant Fundamentals - POST Learning Portal Online Training Course.

JLE 205 Officer Involved Shooting and Death Investigation**Units:** 1.0 **Hours:** .6 Lecture and 1.7 Laboratory

This course is designed for students who are assigned to investigate law enforcement involved critical incidents including officer-involved shootings, use of force incidents and in custody deaths. Topics covered throughout this course include understanding stakeholders, lawful and unlawful force, physiological and psychological changes (human factors), administrative and criminal investigations, legal considerations and courtroom testimony, crime scene reconstruction, video forensics, taser incidents, excited delirium related deaths, and contemporary critical incident case studies. **PREREQUISITE:** POST Basic Certificate or Equivalent

JLE 206 Human Trafficking Investigation Course**Units:** 1.0 **Hours:** .6 Lecture and 1.6 Laboratory

Students are taught that human trafficking is one of the most horrific crimes committed in our society today. It involves the recruitment, abduction, transport, sale, or receipt of persons, through force, coercion, fraud, or deception. In other words, human beings are being bought and sold, sometimes repeatedly, for profit. Students will learn about the California Trafficking Victims Protection Act was enacted in late 2005 by statute (Penal Code (PC) 213519.14) and required the Commission to prepare guidelines for law enforcement response to human trafficking. These guidelines are presented in a format that will allow the student to follow a systematic process when conducting human trafficking investigations. This course is Pass/No Pass. **PREREQUISITE:** Basic Police Academy or equivalent Pre-requisite: 1. Commission on Police Officer Standards & Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: -Officer safety -Proper and safe tactical movement -Proper and safe arrest and control technique -Familiarity with Penal codes used in policing -Familiarity with Vehicle codes used in policing -Familiarity with Health & Safety codes used in policing -Familiarity with Welfare & Institutions codes used in policing -Effective verbal communication used in policing -Effective non-verbal communication used in policing -Familiarity with case law pertinent to policing

JLE 210 Active Shooter Response Training**Units:** .5 **Hours:** .4 Lecture and .4 Laboratory

This course will provide students with a background on active shooter situations along with policies and procedures for responding to various active shooter emergencies. This course is POST certified. Prerequisite: 1. Commission on Police Officer Standards & Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Knowledge of officer safety, Familiarity with department policy, Familiarity with active shooter procedures, Familiarity with officer down procedures

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All courses are not offered every semester. Check the Class Schedule for current offerings.

JLE 301 Dispatch Radio Communications**Units:** 5.0 **Hours:** 2.3 Lecture and 9.1 Laboratory

This course is designed for students to enhance skills, specifically focusing on radio communications. Students will study codes and departmental procedures and will respond to calls ranging from traffic emergencies to potentially dangerous situations. **PREREQUISITE:** JLE 175, Basic Public Safety Dispatch Academy. Commission on Police Officer Standards Commission on Police Officer Standards and Training (POST) certified basic dispatch academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must be familiar with and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Communication Center Radio Equipment 1. Components and their functions 2. Back-up radios/microphones 3. FCC Regulations 4. Use of periodic station identifier, date and time Familiarity with Code Books 1. Penal 2. Vehicle 3. Welfare and Institutions 4. Health and Safety 5. Business and Professions 6. Government Code 7. Municipal / County Maps and Street Guides 1. Thomas Guide 2. City / County 3. District / Beat / Run / Sector 4. Geographic Information Systems (GIS) 5. Township and Range Public Services 1. City / County Maintenance / Towing 2. City, County, State and Federal Government Types of Critical Incidents 1. Natural Disasters 2. Explosions 3. HazMats 4. Transportation accidents 5. Evacuations 6. Fires 7. Terrorist activity / weapons of mass destruction 8. Plane Crashes

JLE 302 Counselor Officer Training**Units:** .5 TO 4.0 **Hours:** .6 TO 1.7 Lecture, .8 TO 7.5 Laboratory

Provides the training for Gang, Homicide, Counselors specializing in officer positions. Includes expectations, legal issues, child development, programs, youth development, safety and emergency procedures, active shooter and evacuations. The training ranges from active listening and behavioral management to lecture and case scenarios. Training complies with POST, American Association Standards for Counselors and ADA. **PREREQUISITE:** JLE 100, POST certified basic law enforcement academy or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather they will be the starting point for advanced officer training that builds upon them. These knowledge and skill levels are regarding: - Recognize and respect the complexities of cultural diversity to develop skills necessary for identifying and responding to California's changing communities - Familiarity with what terrorist threats are; the definitions, tactics, groups, and potential targets. - Effective verbal communication used in policing - Effective non-verbal communication used in policing - Familiarity with case law pertinent to policing - Familiarity with the indicators of gang involvement in order to assess and respond to gang-related criminal activity.

JAPANESE**JPN 1A Elementary Japanese****Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU-GE:C2, GAV-GE:C2, GAV-GE: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-GE:C2, IGETC:6A, GAV-GE:C2, GAV-GE: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-GE:C2, CSU-GE:D, IGETC:4J, GAV-GE:C2, GAV-GE:D2

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. (C-ID: JOUR 100) ADVISORY: English 250, English 260.

JOUR 16A Writing for Print and Digital Media

Units: 3.0 Hours: 3.0 Lecture

Transferable: GAV-GE:C1

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, broadcast and social 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: GAV-GE:C1

Students research, fact check, interview, write, edit, 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: 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 research, fact check, interview, write, edit, photograph and produce 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 habits. (C-ID: JOUR 131) PREREQUISITE: Journalism 18A.

JOUR 18C Print and Digital News III

Units: 3.0 Hours: 2.0 Lecture and 3.0 Laboratory

Transferable: GAV-GE:C1

Students will take advanced leadership roles and be placed in a deadline-driven newsroom environment with close attention to teamwork, responsibility and objectivity. Students will research, fact check, interview, write, edit, photograph and produce computer-assisted design and graphics for the college newspaper and/or online Gavilan Press or comparable news outlet. In doing this, they provide the community with an important First Amendment forum, learn and educate about First Amendment rights and responsibilities and acquire leadership experience, journalistic skills, ethics and habits. PREREQUISITE: Journalism 18B.

JOUR 18D Print and Digital News IV

Units: 3.0 Hours: 2.0 Lecture and 3.0 Laboratory

Transferable: GAV-GE:C1

Students will take managing leadership roles and be placed in a deadline-driven newsroom environment with close attention to teamwork, responsibility, objectivity and training. Students will research, fact check, interview, write, edit, photograph and produce computer-assisted design and graphics for the college newspaper, The Gavilan Press or comparable news outlet. 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 18C.

JOUR 190 Occupational Work Experience, Journalism

Units: 1.0 TO 4.0 Hours: 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

KINESIOLOGY

KIN 1 Orientation for Student-Athlete Success

Units: 1.0 Hours: 1.0 Lecture

Transferable: CSU-GE:E, GAV-GE:E2

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. Learning styles as well as academic eligibility and transfer rules will be covered.

KIN 2 Introduction to Kinesiology

Units: 3.0 Hours: 3.0 Lecture

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

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 and eligible for English 260.

KIN 4A Athletic Training Practicum I

Units: 2.0 Hours: 6.0 Laboratory

This course provides students majoring in Kinesiology with the opportunity to apply the knowledge and skills in KIN 3. Emphasis is placed on handling an emergency situation, acute injury management, prevention of athletics injuries, wrapping and taping techniques and basic injury rehabilitation. This course has the option of a letter grade or pass/no pass. Successful completion (C grade) requires the students to complete 75 hours of lab work in addition to the course's academic requirements. This course was previously listed as KIN 3A. ADVISORY: KIN 3

KIN 4B Athletic Training Practicum II**Units:** 2.0 **Hours:** 6.0 Laboratory

This course provided students with an opportunity to apply the knowledge and skills acquired in KIN 3 and KIN 4A. Emphasis is placed on taping, bracing, padding, splinting, protective equipment, recognition and management of specific sports injuries and conditions and formulating treatment plans. Provides practical exposure to the athletic training profession and increases student's proficiency in athletic training competencies. This course has the option of a letter grade or pass/no pass. Successful completion (C Grade) requires students to complete 75 hours of lab work in addition to the course's academic requirements. PREREQUISITES: KIN 3 AND KIN 4A

KIN 4C Athletic Training Practicum III**Units:** 2.0 **Hours:** 6.0 Laboratory

This course provides students with the opportunity to apply the knowledge and skills acquired in KIN 3, KIN 4A and KIN 4B. Emphasis is placed on the hands-on experience of recognition, management and evaluation of athletic injuries and assisting the Certified Athletic Trainer with daily management of an athletic training facility. Provides continued practical exposure to the athletic training profession and increases student's proficiency in athletic training competencies. This course has the option of a letter grade or pass/no pass. Successful completion (C grade) requires the students to complete 75 hours of lab work in addition to the course's academic requirements. PREREQUISITES: KIN 3, KIN 4A and KIN 4B.

KIN 5 Individual and Dual Sports**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory

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

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. Also listed as Child Development 6. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

KIN 7 Theory of Sports Management**Units:** 3.0 **Hours:** 3.0 Lecture

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.

KIN 8 Introduction to Sports Psychology**Units:** 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:E, GAV-GE:E2

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: 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-GE:E, 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. Courses should be taken in sequential order.

KIN 16B Swimming - Intermediate**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 16C Swimming - Advanced**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 17A Golf - Beginning**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 17B Golf - Intermediate**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 17C Golf - Advanced**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 18A Tennis - Beginning**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 18B Tennis - Intermediate**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 18C Tennis - Advanced**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 19A Badminton - Beginning**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 19B Badminton - Intermediate**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 19C Badminton - Advanced**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 20A Bowling - Beginning**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 20B Bowling - Intermediate**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 20C Bowling - Advanced**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 24A Individualized Weight Training - Level 1**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 24B Individualized Weight Training - Level 2**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 24C Individualized Weight Training - Level 3**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 24D Individualized Weight Training - Level 4**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 31A Archery - Beginning**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory

Coeducational activity designed for the beginning skill level. Safety, fundamentals, terminology and scoring are included. This course is designed to instruct students in the fundamental skills of archery as a target shooting sport. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 31B Archery - Intermediate**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory

Coeducational activity designed for the intermediate skill level. Includes instruction and practice in target archery which will allow the student to analyze their performance and develop a consistent shooting rhythm. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 33A Walk, Run For Fitness - Level 1

Units: .5 TO 1.0 **Hours:** 1.5 TO 3.0 Laboratory
Transferable: CSU; GAV-GE:E1

A program of walking and/or running designed to improve cardiovascular fitness and strengthen the muscles throughout the body. Emphasis will be on student's exercising at a moderate (40% - 50% THR) exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 33B Walk, Run For Fitness - Level 2

Units: .5 TO 1.0 **Hours:** 1.5 TO 3.0 Laboratory
Transferable: CSU; GAV-GE:E1

A program of walking and/or running designed to improve cardiovascular fitness and strengthen the muscles throughout the body. Emphasis will be on student's exercising at an intermediate (50% - 60% THR) exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 33C Walk, Run For Fitness - Level 3

Units: .5 TO 1.0 **Hours:** 1.5 TO 3.0 Laboratory
Transferable: CSU; GAV-GE:E1

A program of walking and/or running designed to improve cardiovascular fitness and strengthen the muscles throughout the body. Emphasis will be on student's exercising at a high (60% - 80% THR) exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 39 Fencing

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 44B Aerobics - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 44C Aerobics - Level 3

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 61A Swim for Fitness - Level 1

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 61B Swim for Fitness - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 61C Swim for Fitness - Level 3

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 62A Yoga - Beginning

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 62B Yoga - Intermediate

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 62C Yoga - Advanced

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 64A Individualized Cardiovascular Fitness - Level 1

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 64B Individualized Cardiovascular Fitness - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 64C Individualized Cardiovascular Fitness - Level 3

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 64D Individualized Cardiovascular Fitness - Level 4

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 66A Dance Fundamentals - Beginning

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 66B Dance Fundamentals - Intermediate

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 66C Dance Fundamentals - Advanced

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 68A Bootcamp Fitness - Level 1

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, GAV-GE:E1

A challenging series of drills and exercises that develop, improve an increase strength, flexibility, agility and cardiovascular fitness. Emphasis will be on student's exercising at a moderate (40% - 50% THR) exertion level. This course has the option of a letter grade or pass/no pass.

KIN 68B Bootcamp Fitness - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, GAV-GE:E1

A challenging series of drills and exercises that develop, improve and increase strength, flexibility, agility and cardiovascular fitness. Emphasis will be on student's exercising at an intermediate (50% - 60% THR) exertion level. This course has the option of a letter grade or pass/no pass.

KIN 68C Bootcamp Fitness - Level 3

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: GAV-GE:E1

A challenging series of drills and exercises that develop, improve and increase strength, flexibility, agility and cardiovascular fitness. Emphasis will be on student's exercising at a high (60% - 80% THR) intensity level. This course has the option of a letter grade or pass/no pass.

KIN 70A Pilates - Level 1

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 70B Pilates - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 70C Pilates - Level 3

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 71A Self-Defense - Level 1

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 71B Self-Defense - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 71C Self-Defense - Level 3**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 73A Fitness Through Dance - Level 1**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 73B Fitness Through Dance - Level 2**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 73C Fitness Through Dance - Level 3**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. Courses should be taken in sequential order.

KIN 74A Hiking - Level 1**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Introduces the Santa Clara and San Benito County parks, trails, and surrounding areas. Includes fun hikes which average 4-6 miles on easy to moderate terrain. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 74B Hiking - Level 2**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Introduces the Santa Clara and San Benito County parks, trails, and surrounding areas. Includes fun, challenging hikes which average 6-8 miles on moderate to steep terrain. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 79A Indoor Racket Sports - Beginning**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

This coeducational class includes the net games of badminton, pickleball, and table tennis. Instruction in the basic skills along with an introduction to the court markings and basic rules will be provided. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 79B Indoor Racket Sports - Intermediate**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

This coeducational class includes the net games of Badminton, pickleball, and table tennis. Instruction in the skills, rules, strategies and their application to singles and double play will be provided. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 80A Ultimate Frisbee - Beginning**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

A coeducational course designed for the beginning skill level. Includes instruction in basic throwing, catching, and the passing skills in ultimate Frisbee. Basic rules and introduction to team play will be presented. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 80B Ultimate Frisbee - Intermediate**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

A coeducational activity designed for the intermediate skill level. Includes instruction in throwing and catching variations 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. Courses should be taken in sequential order.

KIN 80 Ultimate Frisbee**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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 81A Kickboxing for Fitness - Level 1**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

This course utilizes basic kickboxing techniques and physical conditioning in a cardio exercise program. Emphasis will be on student's exercising at a moderate (40% - 50% THR) exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 81B Kickboxing for Fitness - Level 2**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

This course utilizes intermediate level kickboxing techniques and physical conditioning in a cardio exercise program. Emphasis will be on student's exercising at an intermediate (50% - 60% THR) exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 81C Kickboxing for Fitness - Level 3**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

This course utilizes punches and kicks in a combination kickboxing routine and physical conditioning in a cardio exercise program. Emphasis will be on student's exercising at a high (60% - 80% THR) intensity level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 82A Circuit Training - Level 1

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: GAV-GE:E1

This course 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 exercise. Emphasis will be on students exercising at a moderate (40% - 50% THR) exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 82B Circuit Training - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: GAV-GE:E1

This course is a combination of aerobic exercise and resistance training designed to simultaneously improve mobility, strength and stamina. Students rotate from station to station, alternating between cardio and muscle toning exercises. Emphasis will be on student's exercising at an intermediate (50% - 60% THR) exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 82C Circuit Training - Level 3

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: GAV-GE:E1

This course 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. Emphasis will be on student's exercising at a high (60% - 80% THR) intensity level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 83 Karate

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: GAV-GE:E1

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: GAV-GE:E1

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 and .0 Laboratory
Transferable: GAV-GE:E1

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-GE:E, GAV-GE:E1

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.

KIN 88A Social Dance - Beginning

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: GAV-GE:E1

Designed to teach the basic skills and partnering techniques of social dance through participation in selected dances such as the merengue, tango, swing, waltz, cha cha, and rumba. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 88B Social Dance - Intermediate

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: GAV-GE:E1

This course is designed to develop the students' artistry and technique of social dance at an intermediate level. Students will learn intermediate steps, rhythms and partnering techniques across a wide range of social dances. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 89A Stability Ball Training - Level 1

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, GAV-GE:E1

This course is designed to increase overall fitness using a stability ball. The class will introduce exercises used for strengthening core muscles and developing endurance and balance. Students will supply their own stability ball and exercise mat. This course has the option of a letter grade or pass/no pass.

KIN 89B Stability Ball Training - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, GAV-GE:E1

This course is designed to increase overall fitness using a stability ball. The class will focus on intermediate level exercises used for strengthening core muscles and developing endurance and balance. Students will supply their own stability ball and exercise mat. This course has the option of a letter grade or pass/no pass.

KIN 89C Stability Ball Training - Level 3

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU-GE:E, GAV-GE:E1

This course is designed to increase overall fitness using a stability ball. The class will focus on advanced level exercises used for strengthening core muscles and developing endurance and balance. Students will supply their own stability ball and exercise mat. This course has the option of a letter grade or pass/no pass.

KIN 90 Personal Trainer Internship

Units: 1.0 **Hours:** 3.0 Laboratory

This course is designed to provide the student with a supervised unpaid internship at an approved fitness or health related facility where they will apply the knowledge learned in the classroom courses taken for the Personal Training Certificate. A minimum of fifty four (54) hours is required for this one (1) unit course. This course has the option of a letter grade or pass/no pass.

KIN 111A Dance and Movement for the Theatre, A

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: GAV-GE:E1

A survey and introduction to basic dance genres and movement techniques suitable for Theatre Arts, including ballet, modern, jazz, social dance, musical 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. Courses should be taken in sequential order. This course is also listed as THEA 11A.

KIN 111B Dance and Movement for the Theatre, B**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** GAV-GE:E1

Intermediate levels of various dance genres and movement techniques suitable for Theatre Arts are explored further, including ballet, modern, jazz, social dance, musical theatre, improvisation and yoga. Increased body awareness, broader movements in space and choreography with character development will be explored at the intermediate level. This course has the option of a letter grade or pass/no pass. This course is also listed as THEA 11B. Courses should be taken in sequential order. PREREQUISITE: THEA 11A or KIN 111A.

KIN 111C Dance and Movement for the Theatre, C**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** GAV-GE:E1

High intermediate to advanced levels of various dance genres and movement techniques suitable for Theatre Arts are explored further, including ballet, modern, jazz, social dance, musical theatre, improvisation and yoga. Students in KIN 111C have the option to take on more of a leadership role and learn assistant techniques in movement and dance for the theatre. This course has the option of a letter grade or pass/no pass. This course is also listed as THEA 11C. Courses should be taken in sequential order. PREREQUISITE: THEA 11B or KIN 111B

KIN 121A Volleyball - Beginning**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for beginning volleyball students. Includes the basic skills and rules. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 121B Volleyball - Intermediate**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for intermediate volleyball students. This course provides the student with the opportunity to refine and perfect their basic volleyball skills and to master the individual positions. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 121C Volleyball - Advanced**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for the advanced volleyball student. Includes game principles, techniques and strategies. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 125A Soccer - Beginning**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for beginning soccer students. Includes the basic skills and rules. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 125B Soccer - Intermediate**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for intermediate soccer students. This course provides the student with the opportunity to refine and perfect their basic soccer skills and to master the individual positions. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 125C Soccer - Advanced**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for the advanced soccer student. Include game principles, techniques and strategies. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 127A Basketball - Beginning**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for beginning basketball students. Includes the basic skills and rules. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 127B Basketball - Intermediate**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for intermediate basketball students. This course provides the student with the opportunity to refine and perfect their basic basketball skills and to master the individual positions. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 127C Basketball - Advanced**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for the advanced basketball student. Includes game principles, techniques and strategies. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 137A Softball - Beginning**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for beginning softball students. Includes the fundamental skills and rules. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 137B Softball - Intermediate**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for intermediate softball students. This course provides the student with the opportunity to refine and perfect their basic softball skills and to master the individual positions. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 137C Softball - Advanced**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for the advanced softball student. Includes game principles, techniques and strategies. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 165A Baseball - Beginning**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for beginning baseball students. Includes the fundamental skills and rules. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 165B Baseball - Intermediate**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for intermediate baseball students. This course provides the student with the opportunity to refine and perfect their basic baseball fundamentals and mechanics and to master the individual positions. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 165C Baseball - Advanced**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** GAV-GE:E1

Coeducational activity designed for advanced baseball student. Includes game principles, techniques and strategies. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

MGMT 102 Retail Management**Units:** 3.0 **Hours:** 3.0 Lecture

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

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

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:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

MARKETING**MKTG 100 Principles of Marketing****Units:** 3.0 **Hours:** 3.0 Lecture

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:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

LIBRARY**LIB 3 Research Skills****Units:** 2.0 **Hours:** 2.0 Lecture

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 140 Online Health Research**Units:** 2.0 **Hours:** 2.0 Lecture

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.

LIB 200 College Research Skills**Units:** 1.0 **Hours:** 1.0 Lecture

This course develops information literacy skills needed to successfully complete transfer-level research projects. It includes lessons and activities related to understanding the research process; developing a research question and a research strategy; general principles of searching; effective use of the library catalog and online databases; finding and evaluating internet sources; citing sources; and creating an annotated bibliography or works cited. This course has the option of a letter grade or pass/no pass. This course was previously listed as LIB 99.

MANAGEMENT**MGMT 101 Introduction to Management****Units:** 3.0 **Hours:** 3.0 Lecture

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.

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.

MATHEMATICS

MATH 1A Single-Variable Calculus and Analytic Geometry

Units: 4.0 **Hours:** 4.0 Lecture
Transferable: CSU-GE:B4, IGETC:2A, GAV-GE:B4

A first course in differential and integral calculus of a single variable covering limits and continuity, analyzing the behavior and graphs of functions, derivatives, implicit differentiation, higher order derivatives, related rates and optimization problems, Newton's Method, Fundamental Theorem of Calculus, and definite and indefinite integrals. (C-ID: MATH 210, MATH 900S: Math 1A + Math 1B) 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-GE:B4, IGETC:2A, GAV-GE:B4

A second course in differential and integral calculus of a single variable covering methods of integration, applications of the integral, differential equations, parametric and polar equations, and sequences and series. (C-ID: MATH 220, 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-GE:B4, IGETC:2A, GAV-GE:B4

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. PREREQUISITE: Mathematics 1B with a grade of 'C' or better.

MATH 2C Differential Equations

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:B4, IGETC:2A, GAV-GE:B4

An introductory course in differential equations that covers: first order differential equations including separable, linear, exact, homogeneous, Bernoulli and Euler's Method; second order differential equations including homogeneous, nonhomogeneous, variation of parameters, method of undetermined coefficients and reduction of order; series solutions to differential equations; Laplace Transforms; linear systems; and if time, Fourier Analysis; and applications thereof. (C-ID: MATH 240) PREREQUISITE: Mathematics 1C with a grade of 'C' or better.

MATH 2 Linear Algebra

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:B4, IGETC:2A, GAV-GE:B4

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 5 Introduction to Statistics

Units: 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory
Transferable: CSU-GE:B4, IGETC:2A, GAV-GE:B4

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. The instructor will be using and supporting a TI-83 Plus graphing calculator in all classroom demonstrations. (C-ID: MATH 110) PREREQUISITE: MATH 233, or MATH 240, or MATH 233A and MATH 233B, or MATH 242 with a grade of 'C' or better.

MATH 6 Calculus for Business and Social Science

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:B4, IGETC:2A, GAV-GE:B4

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. (C-ID: MATH 140) PREREQUISITE: Mathematics 235 or Mathematics 240 with a grade of 'C' or better.

MATH 7 Finite Mathematics

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:B4, IGETC:2A, GAV-GE:B4

Systems of linear equations and matrices, introduction to linear programming, finance, counting techniques and probability, properties of probability and applications of probability. PREREQUISITE: Mathematics 235 OR Mathematics 240 OR equivalent with a grade of "C" or better.

MATH 8A First Half of Precalculus

Units: 4.0 **Hours:** 4.0 Lecture
Transferable: 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-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-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 208 Plane Geometry

Units: 3.0 **Hours:** 3.0 Lecture

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 430 or equivalent with a grade of "C" or better.

MATH 235 Integrated Algebra**Units:** 10.0 **Hours:** 10.0 Lecture**Transferable:** GAV-GE:B4

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:** GAV-GE:B4

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 242 Algebra II for Statistics**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** GAV-GE:B4

Math 242 is for students whose educational plan includes ONLY Math 5 (Freshman-level Statistics). If your major is math, science, engineering, computer science, business, etc., and/or your educational plan includes any college-level math class other than Math 5, or you are unsure about your major, you should take Math 240. Math 240 and Math 242 are not equivalent. Math 242 prepares students for Freshman-level Statistics (Math 5) by covering core concepts from Algebra II and statistics that are needed to understand the basics of college level statistics. Topics include functions, inequalities, radicals, exponential and logarithmic functions, exploratory analysis of categorical, quantitative, single variable and bivariate data, and probability. **PREREQUISITE:** Math 430 with a C or better, or Math 205 with a C or better, or Math 205A and Math 205B with a C or better, or by placement recommendation.

MATH 400 Elements of Arithmetic**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory

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

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:** 7.0 **Hours:** 7.0 Lecture

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 412 Math Refresher**Units:** .5 **Hours:** .5 Lecture

A remedial intensive math course designed to be a refresher for students who wish to review basic math concepts before taking the Assessment Placement test or to prepare prior to retaking the Assessment test. The primary focus is on operations with whole numbers, fractions, decimals and percentages. This is a pass/no pass course. Units earned in this class do not count toward the associate degree and/or certain certificate requirements.

MATH 413 Math Immersion Review - Basic Concepts Level 1**Units:** 1.0 TO 2.0 **Hours:** 1.0 TO 2.0 Lecture

A remedial mathematics course designed for those students who need to learn, or re-learn, the fundamental concepts of math. The primary focus is on operations with whole numbers, fractions, decimals, percentage and real life problems. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This class is an intense preparation for Math 402, Math 430 or Math 411 and Math 235.

MATH 414 Math Immersion Review - Basic Concepts Level 2**Units:** 1.0 TO 3.0 **Hours:** 1.0 TO 3.0 Lecture

A remedial Immersion math course designed for those students who need to learn, re-learn, or re-fresh the fundamental concepts of Math. The primary emphasis is on fractions, signed numbers, linear equations, algebraic structures and word problems. This class is an intense preparation for Math 402, Math 411, Math 430 and Math 235. This is a pass/no pass course. Units earned in this course do not count toward the associate degree or certain certificate requirements.

MATH 415 Math Immersion Review - Algebraic Concepts**Units:** 1.0 TO 3.0 **Hours:** 1.0 TO 3.0 Lecture

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. This class is an intense preparation for Math 240, Math 242, Math 8A.

MATH 416 Math for Summer Bridge**Units:** 1.0 TO 3.0 **Hours:** 1.0 TO 3.0 Lecture

This class is a remedial mathematics course for students new to Gavilan College who are participating in the Summer Bridge Program or other special cohorts. Students enrolled in this class must have taken the math placement exam prior to the first day of class. The purpose of the class is to review and hone basic math skills, acclimate the student to the rigors of college level work, and improve other student skills needed for learning and academic achievement. Upon completion of the course, students will be allowed to retake the placement exam. The primary mathematical focus is on prealgebra topics such as operations with whole numbers, fractions, decimals, percentage and real life problems. Students can also get practice with other topics in Algebra I such as solving linear equations, graphing linear functions, and factoring. 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

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.

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-GE:C1, IGETC:3A, GAV-GE:C1

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-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 2 History of Jazz and Rock

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:C1, IGETC:3A, GAV-GE:C1, GAV-GE:F

This course covers the introduction and history of jazz and rock music from traditional, ragtime, boogie-woogie, swing, bebop, and cool, to various contemporary jazz, rock and fusion art forms. It includes a study of the forces that have shaped the art from European, African, Latin, and African-American influences. The class explores the contributions and conflicts of African-American influences throughout the history and development of this American music.

MUS 3A Harmony, Theory, Musicianship I

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory
Transferable: CSU-GE:C1, GAV-GE:C1

Fundamentals of music, beginning harmony. (C-ID: MUS 120) MUS 3A, 3B, 3C and 3D must be taken in sequence.

MUS 3B Harmony, Theory, Musicianship II

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory
Transferable: GAV-GE:C1

Continuation of Music 3A. Fundamentals of music, intermediate harmony, and musicianship. Introduction to counterpoint. (C-ID: MUS 130) MUS 3A, 3B, 3C and 3D must be taken in sequence. **PREREQUISITE:** MUS 3A.

MUS 3C Harmony, Theory, Musicianship III

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory
Transferable: GAV-GE:C1

Continuation of Music 3AB. Chromatic harmony, analysis and composition. MUS 3A, 3B, 3C and 3D must be taken in sequence. (C-ID: MUS 140) **PREREQUISITE:** Music 3B

MUS 3D Harmony, Theory, Musicianship IV

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory
Transferable: GAV-GE:C1

Continuation of Music 3C. Analysis and composition. MUS 3A, 3B, 3C and 3D must be taken in sequence. (C-ID: MUS 150) **PREREQUISITE:** Music 3C

MUS 4A Beginning Piano

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: 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 3.0 Laboratory
Transferable: GAV-GE:C1

Continuation of Music 4A. 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:** Music 4A

MUS 5A Intermediate Piano

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: 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 3.0 Laboratory
Transferable: 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 3.0 Laboratory
Transferable: 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 3.0 Laboratory
Transferable: 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-GE:C1, IGETC:3A, GAV-GE:C1, GAV-GE: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

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:** 1.0 Lecture and 3.0 Laboratory**Transferable:** 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:** 1.0 Lecture and 3.0 Laboratory**Transferable:** 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:** 1.0 Lecture and 3.0 Laboratory**Transferable:** 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:** 1.0 Lecture and 3.0 Laboratory**Transferable:** 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:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** 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:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** 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

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. (C-ID: MUS 160) **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

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. (C-ID: MUS 160) **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:** 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 14 Instrumental Ensemble**Units:** 1.0 TO 4.0 **Hours:** 3.0 TO 12.0 Laboratory**Transferable:** 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. (C-ID: MUS 180)

MUS 15 Music Appreciation**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C1, IGETC:3A, GAV-GE:C1

This course is designed to acquaint the students with the elements of music and the primary musical periods of traditional Western European classical music. Students will have a brief overview of the major composers and their music through class lectures, listening to musical examples in class, reading the text, listening to musical examples provided on the student CDs or recordings, actively engaging in class discussions, attending live concerts of suggested performances, and completing research papers and/or oral presentations pertinent to the course material.

MUS 16A Introduction to Audio Recording Techniques**Units:** 3.0 **Hours:** 3.0 Lecture

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:** 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 98 Special Topics**Units:** .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture**Transferable:** 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.

MUS 190 Occupational Work Experience, Commercial Music**Units:** 1.0 TO 4.0 **Hours:** 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

PHILOSOPHY**PHIL 1 Introduction to Philosophy****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C2, IGETC:3B, GAV-GE:C2

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-GE:A3, GAV-GE:C2

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. **ADVISORY:** Eligible for English 1A.

PHIL 3A Ethics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C2, IGETC:3B, GAV-GE:C2

This course examines the central theories and perennial issues in ethics. The ethical systems of Aristotle, Kant, and the utilitarians will be investigated. These systems will be applied to contemporary moral problems. Questions about objective morality, the ideal society, social justice, and moral agency will be pursued. This course is also listed as AJ 3A. (C-ID: PHIL 120) **ADVISORY:** Eligible for English 1A.

PHIL 3B Contemporary Moral Issues**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C2, IGETC:3B, GAV-GE:C2, GAV-GE: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-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, paying 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. Students will write a minimum of 6,000 words. **PREREQUISITE:** English 1A

PHIL 6 Comparative Religions**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C2, IGETC:3B, GAV-GE:C2, GAV-GE: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-GE:C2, IGETC:3B, GAV-GE:C2

This course introduces students to the key themes in ancient philosophy as advanced by the major thinkers and schools of ancient philosophy. Typical themes include the theories of reality, cognition, virtue, and cosmology, whilst the philosophical movements to be covered include the Pre-socratics, Plato, Aristotle, the Stoics, and the Hellenistic philosophers. (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-GE:C2, IGETC:3B, GAV-GE:C2

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. (C-ID: PHIL 140) **ADVISORY:** Eligible for English 1A.

PHIL 9 Philosophy of Religion**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C2, IGETC:3B, GAV-GE:C2, GAV-GE:E2

In this course we will systematically explore religious claims. The issues to be investigated include: Does God exist? What is God's nature? Can the existence of God be reconciled with human suffering? Can faith and reason be reconciled? Can conflicting religions simultaneously be true? Other topics include: the afterlife, religious experience, miracles, freedom and divine foreknowledge, and the relationship of religion and science. **ADVISORY:** Eligible for English 1A.

PHIL 12 Introduction to Political Thought**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C2, CSU-GE:D, IGETC:3B, GAV-GE:C2

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-GE:C2, IGETC:3B, GAV-GE:C2, GAV-GE:F

This course is designed to introduce the student to the major 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.

PHYSICAL EDUCATION - ADAPTED**APE 34 Adapted Aquatic Exercise****Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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 fitness. 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.

APE 35 Adapted Swimming for Total Fitness**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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. 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.

APE 36 Adapted Physical Education**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, GAV-GE:E1

An individualized program of adapted 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 fitness. 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.

APE 38 Adapted Cardiovascular Conditioning and Training**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU-GE:E, 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.

APE 534 Adapted Aquatic Exercise**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory

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 fitness. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This is a pass/no pass course.

APE 535 Adapted Swimming for Total Fitness**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory

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 fitness. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course is pass/no pass.

APE 536 Adapted Physical Education**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory

An individualized program of adapted 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 fitness. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This is a pass/no pass course.

APE 538 Adapted Cardiovascular Conditioning and Training**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory

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.

PHYSICAL SCIENCE**PSCI 1 Principles of Physical Science****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** 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. PREREQUISITE: MATH 205, or MATH 430, or the equivalent, with a grade of "C" or better. ADVISORY: English 250 and English 260.

PSCI 2 Introduction to Meteorology**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** 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.

PSCI 3 Ocean Studies

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: 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.

PHYSICS**PHYS 1 Introduction to Physics**

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

This 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 430.

PHYS 2A General Physics I

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

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. (C-ID: PHYS 105), (C-ID: PHYS 100S: Phys 2A + Phys 2B) **PREREQUISITE:** MATH 8A **ADVISORY:** Eligible for English 250 and English 260.

PHYS 2B General Physics II

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

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. (C-ID: PHYS 110) (C-ID: PHYS 100S: Phys 2A + Phys 2B) **PREREQUISITE:** Physics 2A with a grade of 'C' or better. **ADVISORY:** Eligible for English 250 and English 260

PHYS 4A Physics for Scientists and Engineers - Mechanics

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

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 Engineers - Electricity and Magnetism

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

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.

PHYS 4C Physics for Scientists and Engineers - Heat, Optics, Modern Physics

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

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.

POLITICAL SCIENCE**POLS 1 Introduction to American Government**

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:D, IGETC:4H, IGETC:7A, GAV-GE:D1, GAV-GE:D2, GAV-GE:F, US:2, US:3

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. (C-ID: POLS 110) **ADVISORY:** Eligible for English 250 and English 260.

POLS 3 Introduction to Comparative Politics

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:D, IGETC:4H, GAV-GE:D2, GAV-GE: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. (C-ID: POLS 130) **ADVISORY:** Eligible for English 250 and English 260.

POLS 4 Introduction to International Relations

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:D, IGETC:4H, GAV-GE:D2, GAV-GE: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. (C-ID: POLS 140)

POLS 5 Introduction to Modern International Terrorism

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:D, 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-GE:D, GAV-GE:D2

Introduction to Conflict Resolution introduces students to non-violent communication skills, conflict resolution, and mediation models. Integrating non-violent theory and practice, students will apply core concepts about the causes of conflict; choose, practice and evaluate communication skills in a variety of settings on campus and in the community; and formulate appropriate conflict resolution strategies based on analysis of varying conflict situations with sensitivity to ethnicity, class, sexuality, and gender influences. They will also develop and practice basic co-mediation skills in formal and informal settings. 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 7 Introduction to California Government and Politics

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: IGEC:4H, GAV-GE:D2, GAV-GE:F

The purpose of this course is to provide students with an in-depth understanding of how the state of California is governed. Emphasis will be placed on local elections, political parties, legislative, executive, and judicial power, special interest groups, lobbying, urban politics, how such a diverse and multi-linguistic state be effectively governed, and policy-making, citizen activism and the importance of community service. Major events in the historical development of California and on current issues of significance will be examined in the context of the United States and California state constitutions. ADVISORY: English 250 and English 260.

POLS 10 Introduction to Political Science

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:D, IGEC:4H, GAV-GE:D2, GAV-GE:F

Introduction to Political Science introduces students to the discipline of political science. It is designed to familiarize students with basic political concepts, political ideologies, theories, political systems, and sub-fields within the field of political science. (C-ID: POLS 150)

POLS 12 Introduction to Political Thought

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:D, IGEC:3B, GAV-GE:C2, 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. (C-ID: POLS 120)

POLS 27 Contemporary Leadership

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:E, GAV-GE:E2

This course provides a cross-disciplinary approach to the theory and practice of leadership. It covers the five practices and ten commitments of exemplary leadership, effective communication styles, and topics related to gender, culture, ethics, power, parliamentary procedure, and running effective meetings. The skills students will learn in this course are directly applicable to work, personal, and college environments. This course is also listed as GUID 27 and PSYC 27. ADVISORY: Eligible for English 250 and English 260.

POLS 32 Introduction to Research Methods

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:D, IGEC:4H, GAV-GE:D2

An overview of the methodologies used in experimental, quasi-experimental and non-experimental research in psychology. Students will learn how to design and conduct research, including formulating hypotheses, reviewing the literature, evaluating ethical issues, selecting methodologies, organizing data, applying statistics, and writing reports. This course is also listed as PSYC 32 and ANTH 32. (C-ID: POLS 160) PREREQUISITE: PSYC 10 with a grade or "C" or better and MATH 5 with a grade of "C" or better.

PSYCHOLOGY**PSYC 2 Early Child Development**

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU-GE:D, IGEC:4I, GAV-GE:D2, GAV-GE:E2

This course examines typical and atypical development within the psychosocial, cognitive, and physical domains from conception through the preschool years. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. This course is also listed as 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-GE:D, IGEC:4I, GAV-GE:D2, GAV-GE:E2

This course examines typical and atypical development within the psychosocial, cognitive and physical domains from middle childhood through adolescence. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. This course has the option of a letter grade or pass/no pass. This course is also listed as 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-GE:E, 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-GE:D, GAV-GE:D2

Introduction to Conflict Resolution introduces students to non-violent communication skills, conflict resolution, and mediation models. Integrating non-violent theory and practice, students will apply core concepts about the causes of conflict; choose, practice and evaluate communication skills in a variety of settings on campus and in the community; and formulate appropriate conflict resolution strategies based on analysis of varying conflict situations with sensitivity to ethnicity, class, sexuality, and gender influences. They will also develop and practice basic co-mediation skills in formal and informal settings. 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-GE:D, GAV-GE:D2, GAV-GE: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-GE:D, IGETC:4I, GAV-GE:D2, GAV-GE: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-GE:D, 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:** 3.0 Lecture**Transferable:** CSU-GE:E, GAV-GE:E2

This course provides a cross-disciplinary approach to the theory and practice of leadership. It covers the five practices and ten commitments of exemplary leadership, effective communication styles, and topics related to gender, culture, ethics, power, parliamentary procedure, and running effective meetings. The skills students will learn in this course are directly applicable to work, personal, and college environments. This course is also listed as GUID 27 and POLS 27. ADVISORY: Eligible for English 250 and English 260.

PSYC 32 Introduction to Research Methods**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:D, IGETC:4I, GAV-GE:D2, GAV-GE:E2

An overview of the methodologies used in experimental, quasi-experimental and non-experimental research in psychology. Students will learn how to design and conduct research, including formulating hypotheses, reviewing the literature, evaluating ethical issues, selecting methodologies, organizing data, applying statistics, and writing reports. This course is also listed as ANTH 32 and POLS 32. (C-ID: PSY 200) PREREQUISITE: PSYC 10 with a grade of "C" or better and MATH 5 with a grade of "C" or better.

PSYC 40 Child Development**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:D, IGETC:4G, GAV-GE:D2

This course examines the development within the psychosocial, cognitive/language development, and physical domains, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. This course is appropriate for those working with students in transitional kindergarten, kindergarten, and early education classrooms. Also listed as PSYC 40. (C-ID: CDEV 100) ADVISORY: Eligible for English 1A; transfer students consult with advisor.

PSYC 52 Peer Mentoring, Education, and Leadership**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** GAV-GE:E2

An overview of the principles, skills, and methods used in peer mentoring and education. Course emphasizes communication skills, goal setting, intervention techniques, and referral skills for peer leaders. Students will complete national Certified Peer Educator certification upon successful course completion. This course is also listed as GUID 52. ADVISORY: Eligible for English 250 and English 260.

PSYC 98 Special Topics**Units:** .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture

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.

REAL ESTATE**RE 160 Real Estate Principles****Units:** 3.0 **Hours:** 3.0 Lecture

The fundamental course covering an introduction to the field of real estate, including economics, working concepts, forms and terminology. This course prepares the student for the California Department of Real Estate License exam. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250, English 260 and Mathematics 430.

RE 162 Real Estate Practice**Units:** 3.0 **Hours:** 3.0 Lecture

Introduction to the practice of real estate in California; emphasis on the practical application of listings, selling, advertising, financing, escrow, taxation, and valuation of real estate. This course meets a requirement for the California Broker's License. This course has the option of a letter grade or pass/no pass. ADVISORY: Real Estate 160

RE 163 Real Estate Finance**Units:** 3.0 **Hours:** 3.0 Lecture

This course covers the regulations and procedures for financing real estate: types of lenders, primary and secondary investors, and methods and guidelines for qualifying for real property loans. This course meets a requirement for the California Broker's License. This course has the option of a letter grade or pass/no pass. ADVISORY: Real Estate 160

RE 164 Real Estate Appraisal**Units:** 3.0 **Hours:** 3.0 Lecture

An introductory course covering the purpose of appraisals, the appraisal process, and the different approaches, methods and techniques used to estimate the value of various types of property, with a special emphasis on single-family residential properties. This course meets a requirement for the California Broker's License. This course has the option of a letter grade or pass/no pass. ADVISORY: Real Estate 160

RE 165 Legal Aspects of Real Estate**Units:** 3.0 **Hours:** 3.0 Lecture

A study of California real estate law including agency and contract law; title, escrow and closing; real estate financing; and landlord/tenant law. This course meets a requirement for the California Broker's License. This course has the option of a letter grade or pass/no pass. ADVISORY: Real Estate 160

RE 166 Property Management**Units:** 3.0 **Hours:** 3.0 Lecture

A study of techniques and practices in the management of income property from acquisition to disposal. The course will cover neighborhood analysis, rent schedules, rental finance, collections, eviction, maintenance and rehabilitation, tax considerations, depreciation and the pitfalls in the purchase of income property. This course may be used for the California Broker's License. This course has the option of a letter grade or pass/no pass. ADVISORY: Real Estate 160

RE 167 Real Estate Economics**Units:** 3.0 **Hours:** 3.0 Lecture

An introduction to the economic factors affecting real estate; business fluctuations and real estate cycles; the mortgage market; commercial, industrial and residential income properties and trends; and rural and specific purposes properties and trends. This course may be used for the California Broker's License. This course has the option of a letter grade or pass/no pass. ADVISORY: Real Estate 160

RE 168 Real Estate Escrow**Units:** 3.0 **Hours:** 3.0 Lecture

This is an introductory course to escrow procedures and title insurance. The course will cover the general facets of escrow, title examination, preliminary report preparation and the factors upon which title insurance is based. This course has the option of a letter grade or pass/no pass. ADVISORY: Real Estate 160

RE 190 Occupational Work Experience, Real Estate**Units:** 1.0 TO 4.0 **Hours:** 3.3 TO 16.7 Laboratory

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. Pass/No Pass grading. 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work hours per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.0 GPA. REQUIRED: Declared vocational major.

SOCIOLOGY**SOC 1A Introduction to Sociology****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:D, IGETC:4J, GAV-GE:D2

Analysis of the structure and dynamics of human society focusing on basic concepts, theories and methods; the development of culture; the socialization process; group behavior; social inequality, deviance; sexism, racism, and ageism; major social structures and social institutions; human ecology, and global dynamics. 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-GE:D, IGETC:4J, GAV-GE:D2

This course provides an overview of how sociologists understand, identify, and address social problems, including the role of power and ideology in the definition of social problems. Students will be introduced to and critically evaluate various theories to explain and analyze the causes and consequences of 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 and methods of intervention. Some issues that may be examined are: economic globalization, immigration, poverty, inequalities in educational and employment opportunities, race and gender inequality, and crime and violence in society. (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-GE:D, IGETC:4J, GAV-GE:D2, GAV-GE: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-GE:D, IGETC:4J, GAV-GE:D2

This course is designed to introduce students to gender as a basic organizing principle of social life at the macro-analytic institutional level and the micro-analytic individual level. Students will examine how gender, femininity, and masculinity are socially constructed, and how these constructions shape gender, the socialization of gender, how individuals "do" gender, and how these affect self-identity, interpersonal interaction, and inequality in society. Students will critically analyze the interactions of gender with race, class, sexuality, the impact of economic and political change on gender expectations and practices. (C-ID: SOCI 140) ADVISORY: Eligible for English 250 and English 260.

SOC 10 Mass Media and Society**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C2, CSU-GE:D, IGETC:4J, GAV-GE:C2, GAV-GE: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. ADVISORY: English 250, English 260

SOC 21 Marriage and the Family**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:E, GAV-GE:E2

Overview of the sociological study of the family as a social institution. Examines historical and contemporary family patterns, theoretical perspectives regarding family roles and formation, and the effect of the economy, public policy, and other social institutions on families. Emphasis placed on gender, sexuality, social class, and racial/ethnic diversity in American families. (C-ID: SOCI 130) ADVISORY: Eligible for English 1A.

SPANISH**SPAN 1A Elementary Spanish****Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU-GE:C2, GAV-GE:C2, GAV-GE:F

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. (C-ID: SPAN 100)

SPAN 1B Elementary Spanish**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU-GE:C2, IGETC:6A, GAV-GE:C2, GAV-GE:F

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.

SPAN 2A Intermediate Spanish**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU-GE:C2, IGETC:3B, IGETC:6A, GAV-GE:C2, GAV-GE:F

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. (C-ID: SPAN 200) PREREQUISITE: Spanish 1B or equivalent.

SPAN 2B Intermediate Spanish**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU-GE:C2, IGETC:3B, IGETC:6A, GAV-GE:C2, GAV-GE:F

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. (C-ID: SPAN 210) PREREQUISITE: Spanish 2A or equivalent.

SPAN 8A Conversational Spanish**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** 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:** 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:** 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:** 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-GE:C2, IGETC:6A, GAV-GE:C2, GAV-GE: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. (C-ID: SPAN 220) PREREQUISITE: Spanish 2B or equivalent.

SPAN 12B Spanish for Spanish Speakers**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU-GE:C2, IGETC:6A, GAV-GE:C2, GAV-GE: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. (C-ID: SPAN 230) PREREQUISITE: Spanish 12A or equivalent.

SPAN 98 Special Topics**Units:** .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture, .5 TO 3.0 Laboratory

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.

TELEVISION / FILM / MEDIA**MCTV 6 Introduction to Audio Production****Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory

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-GE:C1, IGETC:3A, GAV-GE:C1, GAV-GE: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

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 18 Single Camera Production**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** GAV-GE:C1

This course provides an introduction to the theory, terminology, and operation of single camera video production, including story creation, image composition, camera operation, portable lighting and audio operation and basic editing. This course focuses on the aesthetics and fundamentals of video story production including script writing, producing, directing, acting, post-production, and distribution. This course is also listed as THEA 18. (C-ID: FTVE 130)

MCTV 19 Acting and Voice for TV, Film and Media**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory

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.

THEATRE ARTS**THEA 1 Theatre History: Greece to Restoration****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C1, IGETC:3A, GAV-GE:C1, GAV-GE: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:** 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:** 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-GE:C1, IGETC:3A, GAV-GE:C1, GAV-GE: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-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. (C-ID: COMM 170) 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

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-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 11A Dance and Movement for the Theatre, A**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** 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 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. This course is also listed as KIN 111A.

THEA 11B Dance and Movement for the Theatre, B**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** GAV-GE:C1

Intermediate levels of various dance genres and movement techniques suitable for Theatre Arts are explored further, including ballet, modern, jazz, social dance, musical theatre, improvisation and yoga. Increased body awareness, broader movements in space and choreography with character development will be explored at the intermediate level. This course has the option of a letter grade or pass/no pass. This course is also listed as KIN 111B. PREREQUISITE: THEA 11A or KIN 111A

THEA 11C Dance and Movement for the Theatre, C**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** GAV-GE:C1

High intermediate to advanced levels of various dance genres and movement techniques suitable for Theatre Arts are explored further, including ballet, modern, jazz, social dance, musical theatre, improvisation and yoga. Students in THEA 11C have the option to take on more of a leadership role and learn assistant techniques in movement and dance for the theatre. This course has the option of a letter grade or pass/no pass. This course is also listed as KIN 111C. PREREQUISITE: THEA 11B or KIN 111B

THEA 12A Acting I**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:C1, GAV-GE:C1

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:** 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. (C-ID: THTR 152) PREREQUISITE: Theatre Arts 12A.

THEA 13A Actor's Workshop**Units:** 1.0 TO 3.0 **Hours:** 3.0 TO 9.0 Laboratory**Transferable:** GAV-GE:C1

Audition, rehearsal and performance of a theatrical production for public performance. Repeatable for a maximum of 3 units. This course has the option of a letter grade or pass/no pass. (C-ID: THTR 191)

THEA 13B Actor's Workshop**Units:** 1.0 TO 3.0 **Hours:** 3.0 TO 9.0 Laboratory**Transferable:** GAV-GE:C1

Audition, rehearsal and performance of a theatrical production for public performance. This course has the option of a letter grade or pass/no pass. ADVISORY: THEA 13A

THEA 13C Actor's Workshop**Units:** 1.0 TO 3.0 **Hours:** 3.0 TO 9.0 Laboratory**Transferable:** GAV-GE:C1

Audition, rehearsal and performance of a theatrical production for public performance. This course has the option of a letter grade or pass/no pass. ADVISORY: THEA 13B.

THEA 13D Actor's Workshop**Units:** 1.0 TO 3.0 **Hours:** 3.0 TO 9.0 Laboratory**Transferable:** GAV-GE:C1

Audition, rehearsal and performance of a theatrical production for public performance. This course has the option of a letter grade or pass/no pass. ADVISORY: THEA 13B and THEA 13C

THEA 14 Stage Production**Units:** 2.0 TO 3.0 **Hours:** 6.0 TO 9.0 Laboratory**Transferable:** 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. (C-ID: THTR 192) 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:** 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-GE:C1, IGETC:3A, GAV-GE:C1, GAV-GE: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:** 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 18 Single Camera Production**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** GAV-GE:C1

This course provides an introduction to the theory, terminology, and operation of single camera video production, including story creation, image composition, camera operation, portable lighting and audio operation and basic editing. This course focuses on the aesthetics and fundamentals of video story production including script writing, producing, directing, acting, post-production, and distribution. This course is also listed as MCTV 18. (C-ID: FTVE 130)

THEA 19 Acting and Voice for TV, Film and Media**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** 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-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 25 Fundamentals of Costume Design**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU-GE:C1, GAV-GE:C1

Students will study costume history, design, and basic construction techniques as an introduction to basic theatrical costuming. Fabrics and their various uses will be investigated. (C-ID: THTR 174) ADVISORY: THEA 15, Introduction to Design or THEA 7, Theatre Appreciation.

THEA 26 Script Analysis**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C1, GAV-GE:C1

Principles, theories and techniques of playscript analysis for theatrical production. (C-ID: THTR 114)

THEA 27 Fundamentals of Lighting**Units:** 3.0 **Hours:** 3.0 Lecture

This course involves the study and execution of stage lighting with emphasis on equipment, control, color and their relationship to design. (C-ID: THTR 173)

THEA 29 History of American Musical Theatre**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C1, IGETC:3A, GAV-GE:C1, GAV-GE:C2

A survey of the influential artists who produce, write, direct and perform on America's musical stages. Course surveys 17th Century to Present.

THEA 30 Dance Appreciation**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:C1, GAV-GE:C1

Students will explore dance from an aesthetic, historic, and cultural point of view. Students will examine the elements of dance including body, space, time, and dynamic qualities and develop a vocabulary with which to analyze and write critically about dance. Dance will be explored in many of its genres including social dance, jazz dance, ballet, modern, and dance from cultures around the globe. Attendance at a live dance performance is required.

THEA 31 Improvisation**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Improvisation is a Theatre Course designed to provide the student training in body movement, voice techniques, stage presence, spontaneity, acting techniques and character development.

THEA 98 Special Topics**Units:** .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture

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.

WATER RESOURCES MANAGEMENT**WTRM 101 Introduction to Water, Wastewater Technology****Units:** 3.0 **Hours:** 3.0 Lecture

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

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

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

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

This is a comprehensive course that teaches basic principles of operation and maintenance of a water distribution system. It course 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

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 and .0 Laboratory

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

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: WTRN 105 Water Distribution 1; WTRM 102 Beginning Water/Wastewater Mathematics.

WTRM 109 Advanced Water Treatment Plant Operation

Units: 3.0 Hours: 3.0 Lecture

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 111 Advanced Wastewater Treatment Plant Operation

Units: 3.0 Hours: 3.0 Lecture

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 Operation.

WTRM 112 Applied Hydraulics

Units: 3.0 Hours: 3.0 Lecture

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

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

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 132 Advanced Water Distribution

Units: 3.0 Hours: 3.0 Lecture

This advanced level course prepares students for work in a highly skilled or supervisory position in the operation of a water distribution system. It prepares the student to take the State of California Water Distribution Operator exam at D3, D4, and D5 levels. ADVISORY: WTRM 105 Water Distribution 1, WTRM 108 Water Distribution 2, WTRM 102 Beginning Water/Wastewater Mathematics.

WTRM 133 Water Conservation

Units: 3.0 Hours: 3.0 Lecture

This course provides technical and practical information in water use efficiency, the need for and major components of comprehensive water conservation programs and the role of the water conservation coordinator in the public water supply industry. Topics include: customers and their water uses, water sustainability factors, regulatory agencies and careers/opportunities in the field of water management. This class will help the student prepare for the AWWA Grade 1 Water Conservation Practitioner Certification.

WTRM 134 Industrial Wastewater and Stormwater Management

Units: 4.0 Hours: 4.0 Lecture

This course is designed to provide an overview of water/ wastewater regulations with an emphasis on local, state, and federal regulatory standards. The study of the principles of wastewater and stormwater management including hydrology, water distribution, wastewater collection, stormwater management, and safe drinking water issues will be covered along with an introduction to the one water management concept.

WTRM 190 Occupational Work Experience, Water, Wastewater Technology

Units: 1.0 TO 4.0 Hours: 3.3 TO 16.7 Laboratory

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA REQUIRED: Declared vocational major.

WTRM 210 Advanced Water / Wastewater / Distribution Math

Units: 3.0 Hours: 3.0 Lecture

This course is a continuation of the Beginning Water/Wastewater Mathematics course WTRM 202 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. Previously listed as WTRM 110. ADVISORY: Math 205 Elementary Algebra and WTRM 202 Beginning Water/Wastewater Mathematics.

WTRM 215 Leadership and Supervision in the Water Industry

Units: 3.0 Hours: 3.0 Lecture

Leadership and 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. This course was previously listed as WTRM 115. ADVISORY: WTRM 201 Introduction to Water/Wastewater Technology.

WTRM 216 Advanced Wastewater Collections

Units: 3.0 Hours: 3.0 Lecture

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. This course was previously listed as WTRM 116. ADVISORY: WTRM 201: Introduction to Water/Wastewater Technology, WTRM 213: Beginning Wastewater Collections

WTRM 217 Water Use Efficiency Practitioner

Units: 3.0 Hours: 3.0 Lecture

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. This course was previously listed as WTRM 117.

WTRM 218 Introduction to Occupational Health and Safety

Units: 3.0 Hours: 3.0 Lecture

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, lock-out-tagout, respiratory protection, heat stress, fall protection and traffic control. Each section will satisfy existing Cal/OSHA and other water industry related training requirements. This course was previously listed as WTRM 118.

WTRM 219 Industrial Wastewater Management and Treatment**Units:** 3.0 **Hours:** 3.0 Lecture

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 201: Introduction to Water/Wastewater Technology, WTRM 207: Beginning Wastewater Treatment Plant Operation

WTRM 220 Pollution Prevention and Storm Water Management**Units:** 3.0 **Hours:** 3.0 Lecture

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 storm water 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 storm water runoff. ADVISORY: WTRM 201: Introduction to Water/Wastewater Technology; WTRM 207: Beginning Wastewater Treatment Plant Operation. This course was previously listed as WTRM 120.

WTRM 221 Mechanical Maintenance**Units:** 3.0 **Hours:** 3.0 Lecture

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 201: Introduction to Water/Wastewater Technology. This course was previously listed as WTRM 121.

WTRM 235 Pollution Prevention**Units:** 3.0 **Hours:** 3.0 Lecture

Study of the raw materials and chemicals used in industry and the changes that occur as they move through the industrial process. Topics include: regulations, the materials balance concept of inventory, the importance of waste minimization/pollution prevention, and residential waste generation/reduction/prevention. This course has the option of a letter grade or pass/no pass.

WTRM 236 OSHA Construction Industry Safety Course**Units:** 1.0 **Hours:** 1.0 Lecture

This course covers OSHA standards and requirements as they apply to the construction industry and teaches safety awareness which helps in recognizing and reducing the risk of job site hazards. Emphasis will be on hazard identification, avoidance, control and prevention. Students who successfully complete this course will receive their 10-hour Construction safety course completion certificate/card. This course is a pass/no pass course.

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.

All Noncredit classes are open entry / exit.

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 (NURSING)

AH 743 Healthier Living Through Tobacco Cessation**Units:** .0 **Hours:** 2.0 Lecture

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 10.0 Laboratory

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.

COMPUTER SCIENCE & INFO SYSTEMS

CSIS 638 Assistive Computer Technology Lab**Units:** .0 **Hours:** 1.0 TO 6.0 Laboratory

Under the direction of the faculty in the High Tech Center, students will receive assistance with the application of their specialized software, and/or hardware to the classes in which they are currently enrolled. This course is designed for students with disabilities. Open entry/Open exit.

ENGLISH

ENGL 747 Film and Literacy**Units:** .0 **Hours:** 1.0 Lecture

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

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 4.0 Laboratory

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

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.

ENGLISH AS A SECOND LANGUAGE**ESL 702A ESL Citizenship****Units:** .0 **Hours:** 1.0 TO 6.0 Lecture

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:** 1.0 TO 6.0 Lecture

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

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:** 1.0 TO 10.0 Laboratory

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 705 NC Keyboarding Basics for ESL Students**Units:** .0 **Hours:** 1.0 Lecture

This self paced course is designed for ESL students who want to familiarize themselves with the alphabetic keyboard by touch and who want to develop their keyboarding speed. ADVISORY: ESL 785, or ESL Assessment Recommendation.

ESL 706 NC Computer and Internet Basics for ESL Students**Units:** .0 **Hours:** 1.0 Lecture and .0 Laboratory

This course is for ESL students who have little or no experience with computers and navigating the internet. This course will introduce students to parts of a computer, basic desktop tools, browsers, email, security, virus protection, and social media. ADVISORY: ESL 786 or ESL Assessment Recommendation.

ESL 707 NC Presentation Basics for ESL Students**Units:** .0 **Hours:** 1.0 Lecture

This course introduces ESL students to presentation graphics using Microsoft Office's "Power Point" software to create a computerized (slide show) with text and objects. ADVISORY: ESL 786 or ESL Assessment Recommendation, and ESL 705

ESL 708 NC Website Design Basics for ESL Students**Units:** .0 **Hours:** 1.0 Lecture and .0 Laboratory

This course provides students with a basic introduction to website design, from planning page layouts to publishing a complete site to the web. Students will learn how to use a theme-based builder to create their own personal or business website. ADVISORY: ESL 786 or ESL Assessment Recommendation, and ESL 706

ESL 709 NC Excel Basics for ESL Students**Units:** .0 **Hours:** 1.0 Lecture

This course provides ESL students with an introduction to the terms, commands, and applications of a spreadsheet program. ADVISORY: ESL 786 or ESL Assessment Recommendation, and ESL 705

ESL 710 NC Word Processing Basics for ESL Students**Units:** .0 **Hours:** 1.0 Lecture

This course introduces ESL students to the basic word processing skills of creating, saving and printing a document. Students will also learn to cut, copy and paste text, change fonts and styles, and use the spelling, grammar and thesaurus features. ADVISORY: ESL 786 or ESL Assessment Recommendation, and ESL 705.

ESL 711 NC ESL Basics for YOUR Business**Units:** .0 **Hours:** 6.0 Lecture and .0 Laboratory

This course is a beginning noncredit ESL course designed to introduce students to some of the basic concepts and vocabulary needed to become an entrepreneur. Students will review beginning ESL language structures through reading, writing, speaking, listening, and grammar exercises while exploring if entrepreneurship might be for them. Concurrent Noncredit ESL Computer Skills courses such as: Keyboarding Basics, Computer/Internet Basics, Word Processing Basics, Presentation Basics, Website Design Basics, and Excel Basics may be beneficial. ADVISORY: ESL 787 or ESL Assessment Recommendation.

ESL 727 NC Integrated Reading, Writing I**Units:** .0 **Hours:** 6.0 Lecture

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. ADVISORY: ESL Assessment Recommendation

Also see credit ESL classes

ESL 728 NC Integrated Listening, Speaking I**Units:** .0 **Hours:** 6.0 Lecture

This is the first course in a series of integrated skills courses designed to develop the listening, speaking and pronunciation skills of 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. ADVISORY: ESL Assessment Recommendation

ESL 737 NC Integrated Reading, Writing II**Units:** .0 **Hours:** 6.0 Lecture

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. ADVISORY: ESL 727 or ESL Assessment Recommendation

ESL 738 NC Integrated Listening, Speaking II**Units:** .0 **Hours:** 6.0 Lecture

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. ADVISORY: ESL 728 or ESL Assessment Recommendation

ESL 741 NC Intermediate ESL Listening/Speaking II**Units:** .0 **Hours:** 4.0 Lecture and .0 Laboratory

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 738 or ESL assessment recommendation.

ESL 742 NC Intermediate ESL Reading/Vocabulary II**Units:** .0 **Hours:** 3.0 Lecture and .0 Laboratory

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 737 or ESL Assessment Recommendation.

ESL 743 NC Intermediate ESL Grammar/Writing II**Units:** .0 **Hours:** 5.0 Lecture and .0 Laboratory

This course reviews basic tenses learned in previous courses, pronouns, and nouns and expands the grammar overview into modal auxiliaries, gerunds and infinitives, and other intermediate-level grammar structures. Students continue developing sentence and paragraph skills begun in previous courses. PREREQUISITE: ESL 737 or ESL Assessment Recommendation.

ESL 744 NC Culture Through Film**Units:** .0 **Hours:** 3.0 Lecture

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. ADVISORY: ESL 738, or ESL Assessment Recommendation.

ESL 746 NC Introduction to Computers for ESL Students**Units:** .0 **Hours:** 1.0 Lecture

Introduction to basic computer hardware functions and terminology; overview of Windows operating environment and word processing for ESL students. This course may be repeated.

ESL 747 NC Integrated Reading, Writing III**Units:** .0 **Hours:** 6.0 Lecture

This is the third course in a series of integrated skills courses designed to expand the development of reading, writing, and grammar skills of high-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 further practice and refinement of sentence and paragraph skills, structure and punctuation. ADVISORY: ESL 737 or ESL Assessment Recommendation

ESL 748 NC Integrated Listening, Speaking III**Units:** .0 **Hours:** 6.0 Lecture

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 (focused 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. ADVISORY: ESL 738 or ESL Assessment Recommendation

ESL 752 NC Advanced ESL Reading/Vocabulary I**Units:** .0 **Hours:** 4.0 Lecture

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 742 or ESL 747.

ESL 753 NC Advanced ESL Composition I**Units:** .0 **Hours:** 5.0 Lecture

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 743 or ESL 747.

ESL 754 NC Advanced ESL Grammar I**Units:** .0 **Hours:** 5.0 Lecture

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 perfect, passive voice, and modal auxiliaries for past time, and they review present 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 743 or ESL 747.

ESL 762 NC Advanced ESL Reading / Vocabulary II**Units:** .0 **Hours:** 4.0 Lecture

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 literacy appreciation. **PREREQUISITE:** ESL 752 - NC Advanced ESL Reading/ Vocabulary I, or ESL Assessment Recommendation.

ESL 763 NC Advanced ESL Composition II**Units:** .0 **Hours:** 5.0 Lecture

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 753 - NC Advanced ESL Composition or ESL Assessment Recommendation.

ESL 775 ESL Literacy I**Units:** .0 **Hours:** 5.0 Lecture

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

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 784 NC ESL Lifeskills 1A**Units:** .0 **Hours:** 6.0 Lecture

This is the first course in a series of English classes for students with basic oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as family, school, time and shopping to manage in the English speaking community. This course integrates listening, speaking, reading and writing. **ADVISORY:** ESL Assessment Recommendation

ESL 785 NC ESL Lifeskills 1B**Units:** .0 **Hours:** 6.0 Lecture

This is the second course in a series of English classes for students with basic oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as daily routines, food work, and health to manage in the English speaking community. This course integrates listening, speaking, reading and writing. **ADVISORY:** ESL Assessment Recommendation

ESL 786 NC ESL Lifeskills 2A**Units:** .0 **Hours:** 6.0 Lecture

This is the third course in a series of English classes for students with low beginning 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. **ADVISORY:** ESL Assessment Recommendation

ESL 787 NC ESL Lifeskills 2B**Units:** .0 **Hours:** 6.0 Lecture

This is the fourth course in a series of English classes for students with low beginning 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. **ADVISORY:** ESL Assessment Recommendation

GUIDANCE**GUID 550 Supervised Tutoring****Units:** .0 **Hours:** 1.0 TO 5.0 Laboratory

Laboratory class emphasizing college learning skills, appropriate study techniques, and learning assistance utilizing one-to-one or small group tutorial.

GUID 700 Online Basic Academic Skills**Units:** .0 **Hours:** 1.0 TO 6.0 Laboratory

This course is designed for 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 skills. 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.

HOSPITALITY AND TOURISM MGMT**HTM 701 Hospitality Careers and Ambassadorship****Units:** .0 **Hours:** 6.0 Lecture

This course provides the student with an overview of the career opportunities in the Hospitality and Tourism industry as well as the ambassadorships in South County.

HTM 702 Excellence in Guest Service**Units:** .0 **Hours:** 9.0 Lecture

This course focuses on quality customer service in a hospitality business. Includes the benefit of high quality customer service, skills to engage the guest and effective strategies for handling dissatisfied customers. This course will prepare students to take the Certified Guest Service Professional (GSP) exam.

HTM 703 Social Media Marketing**Units:** .0 **Hours:** 6.0 Lecture

This course introduces the student to the different types of social media and how they can be used to market the Hospitality and Tourism industry.

LIBRARY**LIB 732 Introduction to Online Gavilan****Units:** .0 **Hours:** 1.0 TO 3.0 Laboratory

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:** 1.0 Lecture

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, develop information literacy, and locate and use quality information to deepen and extend their learning.

LIB 736 Library Research: Develop a Topic**Units:** .0 **Hours:** 1.0 Lecture

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

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

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

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

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH11 (Nutrition).

AE 605 Vocational Training VI**Units:** .0 **Hours:** .5 Lecture and 1.0 Laboratory

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, and practice in functional reading. Students will read stories written or revised for adults with limited reading skills. NOTE: Students are required to register with the DRC Counselor for this course.

AE 613 Independence Training IV**Units:** .0 **Hours:** .5 Lecture and 1.0 Laboratory

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. NOTE: Students are required to register with a DRC Counselor for this course.

AE 636 Adapted Physical Education**Units:** .0 **Hours:** .0 Lecture and 3.0 Laboratory

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 physical fitness. 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.

VOCATIONAL PREP - DISABILITY**AE 600 Vocational Training I****Units:** .0 **Hours:** .0 Lecture, 1.7 TO 30.0 Laboratory

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, 1.7 TO 30.0 Laboratory

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

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.



COMMUNITY EDUCATIONAL RESOURCES

Community Education

Contract Education

Gavilan College Educational Foundation

Gilroy Early College Academy (GECA)

High Step

Noncredit Program

English as a Second Language (ESL)

Community Education

Community Education is designed to meet the lifelong learning needs of the community. Short term, not for credit classes provide personal and professional growth and enjoyment.

We offer business, management, art and hobby classes, programs to improve health and fitness, computer applications, notary, and Spanish for medical professionals to enhance educational and employment skills. We specialize in offering career training programs such as Phlebotomy, Welding, Pharmacy Technician, Veterinary Assistant, and more.

Go to our website: www.gavilanCE.com, to view our current classes and to register.

Community Education classes are not supported by taxpayers dollars, state funding or federal financial aid. Fees are charged to cover program costs.

Contract Education

Do you need workplace training? Looking to train new or current employees in targeted areas specific to your individual business? We can train your employees at your site or ours, at a time that is convenient for you. From biotech to customer service, leadership to water treatment, we have industry experts that can bring real world experience to your organization.

If your employees are too busy or remotely located, our cutting edge online classes can provide expert and assessable training.

Call 408-229-4206 or visit www.gavilan.edu/ce/contract_edu.php to find out how you can positively impact employee performance and production, as well as improve your bottom line!

Gavilan College Educational Foundation

The mission of the foundation is to serve as advocates for Gavilan College and to seek additional financial resources for college services to meet the needs of its faculty, students and services.

The specific purposes for which the corporation is formed are to:

Provide financial assistance to college programs and other related activities by supporting district research, educational projects, and capital development.

Provide a means for the community to invest in Gavilan College through donations, planned giving, and special events. Foster good will and promote interaction between the community and Gavilan College staff and students.

Provide and administer scholarships and financial aid assistance to deserving Gavilan College students. Develop individual business ventures and projects to obtain funds to support Gavilan College programs and related activities. Seek and facilitate grants, when appropriate, between Gavilan College and state and federal governments, business, industry, and private foundations.

Gilroy Early College Academy

The Dr. TJ Owens Gilroy Early College Academy (GECA) at Gavilan College Academy is an innovative, academic environment designed to serve motivated students with high potential for future academic and career success. As an Early College High School, GECA seeks to serve students traditionally under-represented in a four-year university setting, such as those who are first in the immediate family (parents and siblings) to attend and graduate from a four-year college or university; are from a low income family; speak a language at home that is other than English; are faced with special circumstances that may be obstacles to future academic achievement in a traditional high school environment

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. It was recognized in 2013 with the State of California's highest honor, California Distinguished School, and, in 2015, GECA was recognized by the California Department of Education with a Gold Ribbon Award, and as one of U. S. News' top ten high schools in California.

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 between 40 and 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, Live Oak, Sobrato, Anzar and San Benito High Schools. All courses offered in the High Step program are transfer-level courses accepted at most universities or colleges. This program is coordinated through the office of Career Technical Education. For general information, call 408-848-4757. 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 concurrent enrollment documents (high school contract forms and requirements) are required. 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 needs and capabilities of those adult learners who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities. All courses are free of charge. Courses are open to all students and they can enter the class at any time during the semester.

Registration takes place in the Admissions and Records office, online, or on site at the first class meeting a student attends. Students should contact the Noncredit office directly if they have any questions at (408) 852-2824 or visit www.gavilan.edu/noncredit/index.php.

Basic Skills Program: Instruction in elementary and secondary basic skills and other courses such as remedial academic courses in reading, mathematics and language arts. High School Equivalency (GED) preparation program: Students who do not have a high school diploma are prepared to pass the high school equivalency test. Students are also supported in taking the assessment.

ESL Program: Courses are designed to meet the needs of students whose first language is not English. The mission of ESL program is to equip students with the language and cultural proficiencies required for the eventual fulfillment of personal, vocational, and academic goals.

Immigrant Program: Courses are provided to help immigrants more fully integrate into their communities. Courses are offered to prepare students to pass the Federal Citizenship examination. Students also are able to take ESL courses which provide high levels of support for immigrant students.

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.

STUDENT SUPPORT

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 support 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, develop an appropriate program of study, connect with local services to help them succeed)

ADMISSIONS POLICY

Anyone 18 years old or older can enroll in a Noncredit course. Students can enroll in 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 can be obtained in the Gavilan College Schedule of Classes, 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

Noncredit courses offered in the following categories are listed beginning on page 223:

Basic Skills Courses

ESL Courses

Immigrants Courses

Short-Term Vocational Classes

English as a Second Language

Students who are interested in learning English as a Second Language (ESL) can take classes at different language levels and in different subject areas. Courses at the Gilroy main campus accept students at the beginning of the term. Community-based ESL classes accept new students at any time.

There are ESL classes in Life Skills, Computer Skills, Business and Entrepreneurial Skills, Reading, Writing, Speaking and Listening.

New students who want to take an ESL class need to be assessed in order to find which class is the best fit for them. Prior to the start of each semester, students can attend a scheduled assessment (call 408-848-4751 or Noncredit 408-852-2827). For students who want to enroll during the semester, they can attend any Noncredit ESL class and they will be assessed by a staff person (www.gavilan.edu/noncredit/index.php).

Once assessed, the assessment specialist or counselor will help the student enroll in the correct class.

Students who take ESL classes are provided orientations, counseling support, and in some cases free books and parking passes.

For more information, contact Credit ESL (408-852-2829) or Noncredit ESL (408-852-2827) and they can guide a student to the right class.

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 \$2.00 from machines in Lot A, C, E and H. Machines accept all major credit and debit cards, as well as \$1.00 bills.

Students with Disabilities

The buildings on campus are accessible. The Accessible Education Center (AEC) 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, auditory and / or other verified disabilities should contact the AEC at 408-848-4865.

2017 - 2019 Catalog Production Staff

Catalog Committee: Nancy Bailey, Jan Bernstein Chargin, Kyle Billups, Michele Bresso, Grace Cardinalli, Pilar Conaway, Bonnie Donovan, Kathleen Moberg, Noemi Naranjo, Susan Peterson, Rosa Rivera-Sharboneau, Kathleen Rose, Candice Whitney

Photography Credits: Pablo Balancio, Bob Beede, Jan Bernstein Chargin, Ron Hannon, Jan Janes, Noemi Naranjo

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.

GLOSSARY OF COMMON COLLEGE TERMS

Academic Standing

Students who do not pass their courses or withdraw from more classes than they complete may receive unsatisfactory standard status.

Add

Adding a course or courses to your registered list of classes.

Advisory

Recommendation to consider before registering for a particular class. Chances of success 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

Completing and submitting an application is the first step in becoming a student. Either online (CCCApply) or in person in Admissions and Records.

Articulation

Gavilan College articulation agreements with many four-year colleges and universities which benefits students who are going to transfer. The four-year / receiving colleges have agreed 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 (Placement)

This is an evaluation of a student's readiness for certain levels of math, English and ESL.

Associate's Degree

The Associate of Arts (A.A.) degree or Associate of Science (A.S.) degree is 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 also called 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.

Associate Degrees for Transfer

AA-T and AS-T are degrees that are designed specifically for transfer to the California State University System. These degrees can be completed in 60 transferable semester units (or 90 quarter units) and include coursework in general education, major preparation and electives.

Associated Students of Gavilan College (ASGC)

ASGC is the official student organization on campus. It represents the student body and student issues to the board of trustees, administration, faculty and staff. It provides leadership opportunities through the weekly student senate, a leadership course (Poli Sci/Psychology 27), and through participation on campus committees. 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. 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 course catalog (also found on the web) contains course descriptions, certificate and degree requirements, and general information about the college and being a student.

Career and Technical Education

Courses and programs leading to degrees and certificates in career-based area of study.

Certificate

A 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.

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.

Corequisite

A course which must be taken at the same time as another course.

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 program that includes a student's educational dean and degree audit (progress toward degree).

Dismissal

Students with unsatisfactory progress or academic success (less than 2.0 GPA) may be dismissed from the college.

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 schedule. 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 map of courses a student needs to complete to reach his/her degree or transfer goal. All students should have a comprehensive educational plan before completing 15 units.

Exemption

The right of a student to be excluded from orientation or assessment testing services. This, however, does not allow a student to be exempt from prerequisites.

Fee

Associated costs for courses or services.

Full-Time Student

A student who is enrolled in at least 12 units during a semester (fall and /or spring) or for at least 5 units for a summer term.

G Number

The Gavilan student ID. This number is used for all registration activities, access to certain college web functions, and when accessing certain services on campus.

General Education Requirements

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). Students should maintain at least a 2.0 GPA.

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

An area of academic emphasis leading to degree, certificate or transfer. 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. Students receiving financial aid also need an approved major.

MyGav

Is the web portal where students can access their course and registration information, financial aid status, register for courses, pay fees, and obtain unofficial transcripts.

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

A required enrollment component which increases a students' comfort and familiarity with the academic environment and programs. Orientation is offered through GUID 1, 210, KIN 6.

Part-Time Student

A student who is enrolled for less than 12 units in a 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 dropped from all of your courses.

Placement Assessment

Assessment is mandatory for all new college students, and placement tests are administered throughout the year. It is one measure for placement into math, English and ESL courses.

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.

President's Council

Community colleges are required by Assembly Bill 1725 to practice participatory governance. Gavilan College's President's Council is composed of 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 whose academic work or progress is unsatisfactory. Students on academic or progress probation will be required to work with a counselor to plan for improved academic performance and may have an impact on financial aid eligibility.

Registration

The official process for enrolling in courses. This involves selecting courses, completing all registration forms, enrolling either in person or on myGav, 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.

SSSP

Student Success and Support Programs is a state mandate requiring new college students to complete assessment, orientation and educational plans within their first 15 units.

Student Senator

A student who has chosen to become a voting member of the student body government (ASGC). 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 SSSP enrollment requirements by filing a waiver. Obtain the form from the Admissions and Records Office.

Withdrawal

The act of dropping classes after school begins. Dates are established each term defining when courses are eligible for withdrawal and deadlines which prohibit further withdrawal. See the college's semester guide for withdrawal deadlines. It is the student's responsibility to officially withdraw.

ADMINISTRATION

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

Kathleen Rose (2009, President since 2016)
B.A., State University of New York at Geneseo;
M.Ed., Ed.D., University of Arizona

Vice President, Academic Affairs

Michele Bresso (2017)
B.A., University of the Pacific, Stockton;
M.S., Regis University;
M.A., Ph.D., Fielding Graduate University

Vice President, Student Services

Kathleen Moberg (2014)
B.A., M.A., San Jose State University

Vice President, Administrative Services

Frederick E. Harris (2014)
B.A., Raymond College, University of The Pacific

Associate Vice President, Business & Security Services

Wade Ellis (2015)
B.S., Ball State University

Associate Vice President, Human Resources & Labor Relations

Eric Ramones (2011)
B.A., Loyola Marymount University;
M.A., San Jose State University;
Ed. D., Brandman University

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

Randy Brown (2007)
B.A., San Diego State University;
M.S., University of California, Davis;
Ph.D., University of California, Davis

Interim Dean, Accessible Education Center

Brooke Boeding (2015)
A.A., Copper Mountain College;
B.A., M.S., California State University, Fresno;
Ed.D., California State University, Stanislaus;
California Pupil Personnel Services Credential
Counseling grades K-12

Associate Dean, EOPS, CalWORKs & CARE

Carina Cisneros (2016)
B.A., Sonoma State University;
M.A., University of San Francisco

President / CEO, South Bay Regional Public Safety Training Consortium

Linda Vaughn (2017)
B.S., University of the Pacific;
M.A., University of Phoenix

Coordinator, Mathematics Engineering Science Achievement Program, TRIO Student Support Services

Eduardo Cervantes (2005)
A.A., Gavilan College;
B.A., University of California, Santa Cruz;
M.A., Stanford University;
Ed.D., University of San Francisco

Full-Time Faculty

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

Agaliotis, Paul (2016) 408-695-0018
Aviation
A.S., Gavilan College

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) 408-848-4826
Counselor, ASGC Advisor
A.A., Gavilan College;
B.A., M.A., San Jose State University;
Ed.D., San Francisco State University

Behroozi, Dahveed (2014) 408-848-4882
Music
B.A., Manhattan School;
M.A., Brooklyn College

Besson, Denise (2001) 408-848-4831
Communication Studies
B.A., California State University, Stanislaus;
M.A., San Jose State University

Boss, Claire (2016) 408-848-4805
Child Development
A.A., West Valley College;
B.A., Pacific Oaks College;
M.A., Mills College

Brown, Cheryl S (2001) 408-842-0334 CareerPrep, HOPE, Accessible Education Center A.A., West Valley College; B.A., San Jose State University; M.S.W., San Jose State University	Dequin, Nikki (2007) 408-848-4894 Head Softball Coach, Kinesiology Instructor A.A., Gavilan College; B.S., M.S., San Jose State 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
Burgman, Lorraine (2008) 408-848-4861 Accessible Education Center A.A., Gavilan College; B.A., M.A., San Jose State University	Dharia, Sejal (2015) 408-852-2898 Mathematics B.S., University of California, Berkeley; M.I.A., Columbia University; M.A., San Jose State University	Hooper, Jessica (2006) 408-848-4854 English B.A., San Francisco State University; 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	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	Kearns, Julian (2011) 408-852-2868 Economics B.A., University of California, Los Angeles; M.A., San Diego State University
Christensen, Debbie (2016) 408-848-4855 Counselor B.A., University of California, Irvine; M.A., California State University, Long Beach	Dufresne-Reyes, Alice (1996) 408-848-4791 Health Nurse A.A., A.S., Chaffey Community College; B.S.N., Sonoma State University; M.S., University of California, San Francisco	Klein, Debra Lynn (2005) 408-848-4834 Anthropology B.A., Brown University; M.A., Ph.D., University of California, Santa Cruz
Cisneros, Nicole (2007) 408-852-2829 English as a Second Language B.A., University of the Pacific; M.A. TESOL, Monterey Institute of International Studies; Language Program Administration Certificate, Monterey Institute of International Studies; California Single Subject Teaching Credential (Spanish), Chapman University	Edberg, Jane (1998) 408-846-4946 Art, Photography B.A., M.F.A., University of California, Davis	Kramer, Kevin (2007) 408-848-4896 Kinesiology, Athletics A.A., Chabot College; B.A., University of California, Santa Barbara; M.A., National University
Clark, Dale (2000) 408-848-4836 Chemistry B.S., California State University, Bakersfield; Ph.D., University of California, Santa Cruz	Gaitan, Stephen (2015) 408-848-4851 Workability Project Supervisor/Counselor B.S., Sacramento State University; M.A., San Jose State University	LaCarra, Robert (2017) 408-229-4208 Administration of Justice A.A., Los Angeles Valley College; B.A., Loyola Marymount University; M.S., Mount St. Mary's College; M.A.S., University of California, Irvine; Ph.D., Claremont Graduate University
Cribb, Gary D (1993) 408-852-2806 Computer Place A.A., San Jose City College; 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	Lango, John (2001) 408-848-4875 Strength and Conditioning Coach, Kinesiology Instructor B.S., 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	Gatewood, Jessica (2014) 408-852-2870 English B.A., M.A., Notre Dame de Namur University; Post-secondary Reading and Learning Certificate, California State University, Fullerton	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
Dachkova, Elena (2001) 408-848-4708 Mathematics B.S., M.S., Moscow Institute of Petrochemical and Gas Industry	Glass, Kelly (2015) 408-852-2830 Communications A.A., Gavilan College; B.A., M.A., San Jose State University	Lawrence, Sabrina (2008) 408-848-4885 Distance Education Coordinator A.A., Cabrillo College; B.A., California State University, Monterey Bay; M.A., San Jose State University
Del Carmen, Darlene (2016) 408-848-4880 Counselor B.A., University of Virginia; M.A., University of San Francisco	Halper, Leah (1990) 408-848-4846 History B.A. History, B.A. English, Stanford University; M.A., New York University	

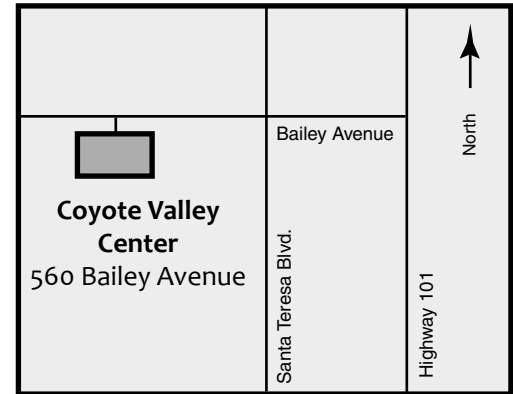
Lawton-Haehl, John (2006) 408-848-4860 Theatre Arts B.A., University of California, Berkeley; Ph.D., University of California, Davis	Nari, Jennifer (2008) 408-848-4897 Mathematics B.A., University of California, Berkeley; M.A., University of California, Santa Cruz	Rivera-Sharboneau, Rosa (1991) 408-848-4758 Counselor B.A., M.A., San Jose State University; Ed.D., University of LaVerne
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	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	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
Maringer-Cantu, Jane (1988) 408-848-4722 High Tech Center, Accessible Education Center B.S., Indiana University of Pennsylvania; M.S., San Jose State University	Overson, Robert (2008) 408-848-4832 Accessible Education Center B.A., M.A., San Jose State University; California Commission on Teacher Credentialing & Licensing (Mild / Moderate Disabilities and Multiple Subjects)	Salvin, Christina (1998) 408-848-4830 English B.A., University of California, Santa Cruz; M.A., 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	Parakati, Vania (2017) 408-852-2889 Counselor B.A., University of Athens; 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
Marquez, Celia (1991) 408-848-4807 Counselor, Puente B.A., M.A., San Jose State University	Park, Nicholas (2016) 408-852-2816 Sociology B.A., San Jose State University; M.A., Ph.D. University of Nebraska, Lincoln;	Sanidad, Mary Ann (2001) 408-846-4945 English as a Second Language B.A., Saint Mary's College; M.A., San Jose State University
Medina, Erik (2016) 408-852-2862 Mathematics B.A., Dickinson College; Ph.D., University of New Mexico	Perez, David (1999) 408-848-4842 Spanish B.A., San Jose State University; M.A., California State University, Sacramento	Sato, Karen (1984) 408-848-4878 Adapted Physical Education, Accessible Education Center A.A., Gavilan College; B.A., M.A., San Francisco State University
Melchor, Blanca (2016) 408-852-2824 Counselor B.A., California State University, Monterey Bay; M.A., San Jose State University	Ramirez, Gilbert (2007) 408-846-4961 Cosmetology A.A., Gavilan College; B.S., M.A., San Jose State University	Smith, Kimberly (2001) 408-848-4889 English, Journalism B.F.A., California Institute of the Arts; M.S., Columbia University
Merrill, Tamara (1996) 408-842-0334 CareerPrep, HOPE, Accessible Education Center A.A., De Anza College; B.A., San Diego State University; M.A., United States International University, San Diego	Reid, Diane (2017) 408-848-4876 Allied Health A.S., Gavilan College	Spenner, Herbert (2011) 408-852-2819 Aviation Maintenance Technology B.S., Purdue University; FAA Airframe and Powerplant Certificate, Gavilan College; Private Pilot License
Montague, Kimberly (2016) 408-848-4841 Allied Health A.S., A.S., Gavilan College; M.S., University of San Francisco	Reyes, Simone (2016) 408-848-4776 Counselor B.A., M.A., San Jose State University	Stewart, Johanna (2006) 408-846-4972 Counselor B.A., St. Mary's College; M.A., San Jose State University
Morales, Rey (2004) 408-848-4872 Biology B.S., University of California, Davis; M.S., California State University, Hayward	Richards, Grant (1997) 408-848-4710 English B.A., California State University, Chico; B.A., M.A., California State University, Sacramento	Stoykov, Alexandre (2016) 408-852-2879 Computer Science and Information Systems B.S., M.S., San Jose State University

- Stubblefield, Linda** (2003) 408-848-4869
Allied Health, Licensed Vocational Nurse
B.S.N., University of Pennsylvania
- Stuckey, Dewitt** (2017) 408-852-2837
Counselor
B.A., University of Oregon;
M.A., San Jose State University
- Tenney, Leslie** (2000) 408-846-4951
Counselor
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
- Velarde-Barros, Carla** (2014) 408-848-4747
Counselor
B.A., San Francisco State University;
M.A., University of Pennsylvania
- 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
- Weiler, Jessica** (2017) 408-848-4848
Counselor
B.A., California State University, Long Beach;
M.A., Santa Clara 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
- Yuh, Patrick** (2014) 408-848-4870
Biology
B.A., University of California, Berkeley;
M.A., University of California, Santa Cruz
- Zamora, Osvaldo** (2016) 408-848-4747
Counselor
B.S., California State University, Monterey Bay;
M.A., San Jose State University

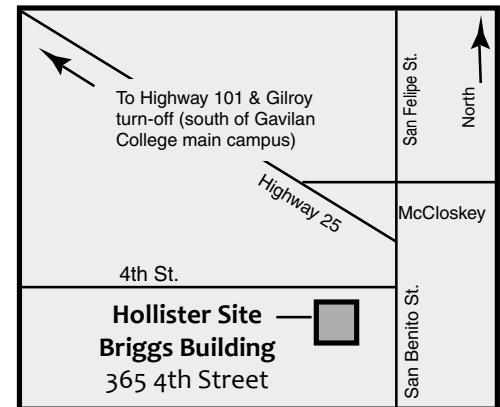




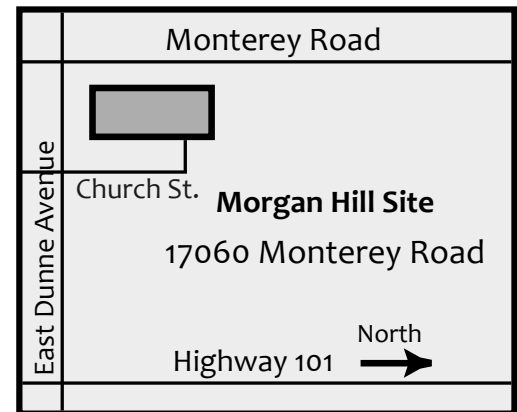
GAVILAN COLLEGE COYOTE VALLEY CENTER
 560 BAILEY AVENUE, SAN JOSE, CA 95141 408.229.4200



GAVILAN COLLEGE HOLLISTER SITE
 BRIGGS BUILDING 365 4TH STREET, HOLLISTER, CA 95023 831.636.3783



GAVILAN COLLEGE MORGAN HILL SITE
 COMMUNITY & CULTURAL CENTER 17060 MONTEREY ROAD, MORGAN HILL, CA 95037 408.782.2873





GAVILAN COLLEGE SAN MARTIN AVIATION TECHNOLOGY SITE
 13021 MURPHY AVENUE, SAN MARTIN, CA 95046 408.695.0017

SERVICES OFFERED	COYOTE VALLEY	HOLLISTER	MORGAN HILL	SAN MARTIN
Admissions & Records		x	x	
Orientations		x	x	
Placement / Assessment		x	x	
Counseling		x	x	
Tutoring		x	x	
First Aid		x	x	
Financial Aid		x	x	
Bookstore Pickup		x	x	
Computer Use		x	x	
GoPrint cards		x	x	
Lending Library		x	x	
Career / Transfer Information		x	x	
Accessible Education Center		x		
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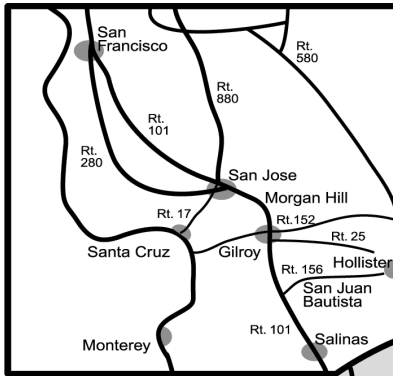
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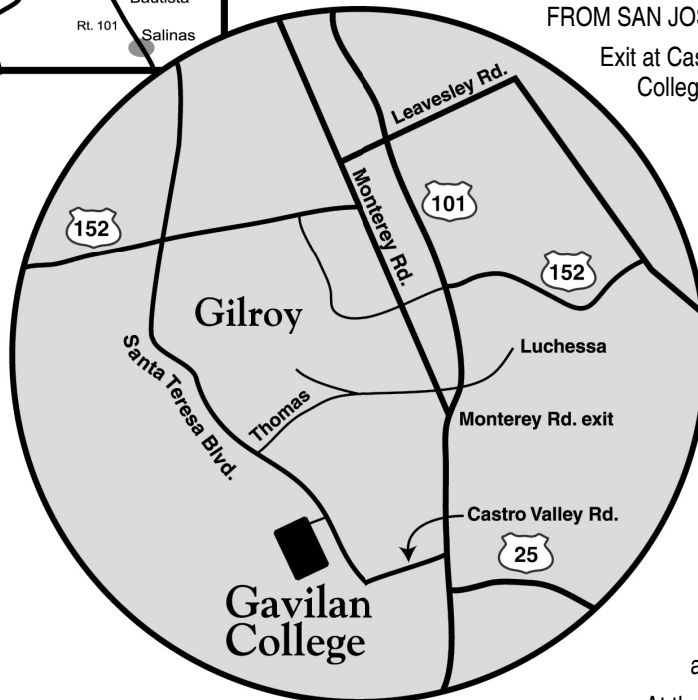
MAPS



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.

