



Gavilan Joint Community College District

GAVILAN COLLEGE CATALOG 2007-2009

Associate of Arts

Administration of Justice
Art
Business
Child Development
Fine Arts
Interpersonal Communication
Language Arts
Liberal Arts
Media Arts
Music
Physical Education
Social Science
Spanish
Theatre Arts

Associate of Science

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



5055 Santa Teresa Blvd., Gilroy, CA 95020

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

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



Big Time Education, Hometown Location!

Thank you for choosing Gavilan College. Whether you're new to college, transferring or returning to school after an absence, you'll soon find out how much Gavilan College has to offer, both in and out of the classroom. Here you'll find small classes, a beautiful campus and excellent faculty -- many with doctoral degrees and/or years of professional experience in their fields.

Even a small college like Gavilan can feel like a large place, so take advantage of the services and activities that can help you connect with students who share your goals and interests: The Writing Center, Math Engineering and Science Achievement (MESA), TRIO (for first generation students), the Disability Resource Center, MANO (Men's Academic Network Organization), Puente, and more. Visit the Associated Student Body in the Student Center to find out about clubs, cheerleading, and college governance.

Thanks to the Measure E bond measure (approved by voters in March 2004) we are in a multi-year project to improve the campus. State-of-the-art computer technology is now in use in our student labs. Improved lighting has already been installed for many areas of campus. Renovations to classroom buildings and parking lots have already begun and will provide a safe and comfortable campus for years to come.

Whether your goal is to transfer to a four-year university, to complete an associate's degree, to achieve career certification, or to improve your skills, Gavilan College has what you need to make your dreams a reality. You don't have to travel a long distance to go far. We hope to remain your "College of Choice."

A handwritten signature in black ink that reads "Steven M. Kinsella". The signature is written in a cursive style with a large, sweeping initial 'S'.

Steven M. Kinsella, D.B.A., C.P..A. , Superintendent-President

Contents

Directory	4-5
College Profile	6
Policies and Procedures	8-19
Student Services and Instructional Support	20-28
Student Activities	29-30
Matriculation	31-32
Admission to the College	33-36
Academic Information	37-44
General Education and Transfer Programs	45-64
Associate's Degrees/Certificates/Career Programs	65
Gavilan College Degrees and Certificates	66-145
Administration of Justice	67
Allied Health	71
Art	74
Aviation Maintenance Technology	76
Biological Science	78
Business	79
Child Development and Educational Studies	90
Communication Studies	97
Computer Graphics & Design	98
Computer Science & Information Systems	100
Cosmetology	109
Digital Media	110
Fine Arts	116
Fire Technology	117
General Education	118
Health Science	121
Interpersonal Communication	122
Language Arts	123
Liberal Arts	124
Mathematics	131
Media Arts	132
Music	134
Physical Education	135
Physical Science & Engineering	137
Social Science	139
Spanish	141
Theatre Arts	144
Courses	146-222
Community Educational Resources	223-230
Community Education, Contract Education, Gavilan College Educational Foundation, Noncredit Program, Regional Occupational Programs (ROP)	
Glossary of Common College Terms	231-233
ESL Program	234
Información en Español	234-254
Administrators/Full-time Faculty	255-258
Index	259-262
Maps	263-265



The Gavilan College Catalog and Schedule of Classes is available in alternate media formats. Contact the Disability Resource Center

(408-848-4865) or the Office of the Vice President of Student Services (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 Estudiantes con Incapacidades (408-848-4865) o la Oficina del Vicepresidente de Servicios de Estudiante en 408-848-4738.



Check out
our web site
www.gavilan.edu

DIRECTORY

To contact personnel listed below by email, type the first initial of the first name, followed by the last name@gavilan.edu (i.e., contact Marilyn Abad at mabad@gavilan.edu)

MAIN CAMPUS - GILROY	
5055 Santa Teresa Blvd., Gilroy, CA 95020	408-848-4800
When calling from Hollister (toll free)	831-637-1158
Evening Office (SC112)	408-848-4276
HOLLISTER - BRIGGS BUILDING	
365 Fourth St., Hollister, CA 95023.	831-636-3783
MORGAN HILL - COMMUNITY CENTER	
17060 Monterey Rd., Morgan Hill, CA 95037	408-782-2873
AVIATION PROGRAM (HOLLISTER AIRPORT)	
490 Skyline Dr., Hollister, CA 95023.	831-637-1151

Security

EMERGENCY/CAMPUS SECURITY:	
First: Dial '911' (On campus, dial '8' first)	
Second: Dial '10' for campus emergency support	
From campus pay phone.	408-710-7490
NON EMERGENCY:	
Security Office (S/M)	408-848-4703

Administration

Superintendent/President	408-848-4711
Dr. Steven M. Kinsella	408-848-4712
<i>Community Development & Grants Management, Community Education, Gavilan College Educational Foundation, Institutional Research, Physical Education/Athletics, Public Information Office</i>	
Vice President of Instructional Services	408-848-4761
Victor Krimsley (interim)	408-848-4760
<i>Accreditation, Curriculum, Certificates, Degrees, Institutional Effectiveness, Class Schedule Development, Faculty Professional Development, Liberal Arts & Sciences, Technical & Public Services</i>	
Vice President of Student Services	408-848-4738
John Pruitt	408-848-4732
<i>Admissions & Records, Articulation, Assessment, Career/Transfer Resource Center, Counseling/Guidance Courses, Disability Resource Center, Extended Opportunity Programs & Services, Enrollment Management, Financial Aid, Health Services, Hollister and Morgan Hill Sites, Matriculation, Outreach & Recruitment, Retention, Schedule/Catalog Production, Student Activities, Student Government, Switchboard/Information Center, Tutoring, TRIO</i>	
Vice President, Administrative Services	408-848-4731
Joseph Keeler	408-848-4715
<i>Equal Opportunity and Grievance Officer, Risk Management, Facility Construction, Faculty and Classified Negotiations, Health and Safety, and Internal/External Contract Management, Business Services, Facilities' Services, Human Resources, MIS, and Security & Support Services</i>	
Dean, Liberal Arts & Sciences	
Fran Lozano.	408-848-4702
<i>Community Media Access Partnership (CMAP), Computer Labs, Fine Arts, English, English as a Second Language (ESL), Library, Math-Engineering-Science Achievement (MESA), Natural Sciences, Online Course Development/Distance Learning, Puente, Social Sciences, Staff Resource Center, Television Services</i>	
Dean, Technical & Public Services	
Sherrean Carr	408-847-4757
<i>Administration of Justice, Allied Health, Aviation, Business, Child Development and Educational Studies, Child Development Center, Computer Graphics and Design, Computer Labs, Cooperative Work Experience (CWE), Cosmetology, Digital Media, Media Services, Regional Occupational Programs (ROP), Tech Prep</i>	
Director, Physical Education/Athletics, Ron Hannon.	408-848-4895
Associate Dean, Community Development and Grants Management	
Rachel Perez	408-848-4847
<i>Noncredit Instruction, Special Projects</i>	
Associate Dean, Disability Resource Center, Fran Lopez.	408-848-4871
<i>Adapted Physical Education, Career Prep, Classes and Services, Counseling, High Tech Center, HOPE - Vocational Training for Adults with Developmental Disabilities, Learning Skills Program, WorkAbility III</i>	

Associate Dean, EOPS/CalWORKs, Anne Ratto	408-848-4772
Director, Contract and Community Education, Terry Newman	408-847-2514
Director, Admissions and Records, Joy Parker	408-848-4754
<i>Admissions, Enrollment Verification, Grades, International Students, Registration, Residency Determination and Transcripts</i>	
Director, California Applied Biotechnology Center, Susan Patereau	408-848-4828
<i>BioScience/Technology, San Juaquin Biotechnology Center</i>	
Director, Business Services, Susan Cheu.	408-848-4739
<i>Accounting, Accounts Payable, Budget Development, Cashier, Payroll, Purchasing/Contract Support</i>	
Director, Child Development Center, Susan Alonzo	408-848-4814
Director, Facility Services, Bill Wagner (interim)	408-848-4705
Facilities, Grounds, Maintenance, Custodial	408-846-4975
Director, Financial Aid, Veronica Martinez.	408-848-4725
<i>Financial Assistance, Funding for Future Education, Recruitment, Assist Students and Provide Connection to Resources</i>	
Director, Human Resources, Shairon Zingsheim	408-848-4753
<i>Benefits Administration, Compensation, Recruitment, Workers' Compensation, and Employee Relations</i>	
Director, Management Information Systems, Mimi Arvizu	408-848-4840
<i>Information Systems, Phone and Web Registration, State Reporting, Technology Planning and Support, and Website</i>	
Director, Public Information, Jan Bernstein Chargin	408-848-4724
Director, Institutional Research (vacant)	408-848-4852
Director, Security & Support Services, Ana Hipol	408-848-4720
<i>Facilities Use Scheduling, Mail, Parking, Reprographics, Security, Warehouse and Receiving</i>	
Director, TRIO, Richard Alfaro	408-846-4981
Director, CalWORKs, Susan Sweeney.	408-848-4813
Director, MESA, Eduardo Cervantes	408-846-4968
Site Director, Hollister, Judy Rodriguez	831-636-3783
<i>365 Fourth St., Hollister, CA 95023</i>	
Site Director, Morgan Hill, Lorraine Welk.	408-782-2873
<i>17060 Monterey Rd., Morgan Hill, CA 95037</i>	

Board of Trustees

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

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A.A., College of San Mateo; B.A., M.A., San Jose State University

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B.S., M.A., San Jose State University

Laura Perry, Esq., Morgan Hill
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Deb Smith, Gilroy
B.S., University of Phoenix

Leonard Washington, Morgan Hill
B.A., Texas Southern University, M.A., Santa Clara University

Andrew Williams, Student Trustee

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

Departments

COMMUNITY AND CONTRACT EDUCATION (CJ) 408-847-2514

COUNSELING (SC113) 408-848-4723
Articulation, Guidance, Mediation, Transfer Institute

DISABILITY RESOURCE CENTER (LI117)
Adapted Physical Education, CareerPrep, Classes and Services, Counseling, High Tech Center, HOPE - Vocational Training for Adults with Developmental Disabilities, Learning Skills Program, WorkAbility III
. 408-848-4865

TTY FOR THE DEAF AND HARD OF HEARING 408-846-4924

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS) (LI101A)
. 408-848-4740

LIBERAL ARTS AND SCIENCES (SS116) 408-848-4701
English (English, Humanities), English as a Second Language, Fine Arts (Art, Communications, French, Japanese, Journalism, Music, Philosophy, Spanish, Theatre Arts), Natural Sciences (Astronomy, Biological Science, Chemistry, Ecology, Engineering, Geology, Mathematics, Physical Geography, Physical Science & Engineering, Physics), Social Sciences (Anthropology, Cultural Geography, History, Political Science, Psychology, Sociology)

LIBRARY AND INFORMATION TECHNOLOGY (LI) 408-848-4810
Distance Learning, Library

NONCREDIT INSTRUCTION (PB2) 408-848-4847

PHYSICAL EDUCATION / ATHLETICS (GY) 408-848-4876
Physical Education (Academic), Physical Education (Activities), Intercollegiate Athletics

TECHNICAL AND PUBLIC SERVICES (BU116) 408-848-4719
Administration of Justice, Allied Health (Registered Nursing, Licensed Vocational Nursing, Certified Nurse Assistant, Health Education, Home Health Aide, Clinical Medical Assisting), Aviation Maintenance Technology, Business (Accounting, Business, General, Business Office Technology, Computer Science & Information Systems, Economics), Child Development and Educational Studies, Computer Graphics and Design, Cooperative Work Experience, Cosmetology, Digital Media

Direct Phone Numbers

Admissions and Records Office (SC111)	408-848-4735
or	408-846-4954
Assessment Office (BU120B)	408-846-4992
ASB - Student Body Office (SC158)	408-848-4777
Associated Student Body Advisor (SC 1037B)	408-846-4972
Bookstore (SC)	408-848-4742
Business Skills Center (BU110)	408-848-4786
CalWORKs (LI101A)	408-848-4813
Cooperative Agencies Resources for Education (CARE) (LI101A)	408-848-4790
Career/Transfer Resource Center (SC102)	408-848-4818
Child Development Center (CD133)	408-848-4815
Clubs and Activities (SC158)	408-846-4777
Computer Place (LI168/LI171)	408-848-4729
Community Media Access Partnership (CMAP) (LI135)	408-846-4983
Cooperative Work Experience (BU125)	408-846-4993
Cosmetology (appointment line) (COS)	408-842-5055
Counseling Secretary (SC113)	408-848-4723
Discrimination/Harassment Complaints (HR)	408-848-4715
Distance Education Coordinator (OE)	408-848-4885
ESL Computer Lab (BU119)	408-848-4856
Evening Office	408-852-2814
Financial Aid (SC124)	408-848-4727
Foundation/Fund Raising (CJ)	408-846-4936
GavTV, Channel 18 (LI141)	408-848-4764
Gilroy Early College Academy (PB 17-18)	408-846-4909
Golf Course (south end of campus)	408-846-4920
Grant Writer (TH 128)	408-848-4787
Health Services (SC118)	408-848-4791
Human Resources (HR)	408-848-4753
International Students (SC110)	408-848-4754
Library (LI)	408-848-4810
Reference Desk	408-848-4806
Math Lab (PB14)	408-846-4959
Math Science Engineering Achievement (MESA) (PB15)	408-848-4887
Noncredit Program (PB2)	408-848-4859
Outreach and Recruitment (tours) (BU125)	408-846-4993
Public Information Office (PB2)	408-848-4724
Puente Program (SC105)	408-848-4807
The Gavilan Press (HU106)	408-848-4827
Reading Lab (LI201)	408-846-4980
Research	408-848-4852
ROP, Campus Specialist (BU124)	408-848-4816
South Bay Regional Public Safety Training Consortium (San Jose)	
or	408-270-6458
Theater Arts Box Office (TH111)	408-846-4973
Transfer Institute (SC113)	408-848-4723
TRIO Support Services (SC160)	408-846-4981
Tutoring Center (LI116)	408-848-4838
Veteran's Services (SC124)	408-848-4734
Writing Center (LI20)	408-848-4811



COLLEGE PROFILE

Mission In an environment that cultivates creativity, stimulates curiosity and emphasizes student learning, Gavilan College serves its community by providing high quality educational and support services that prepare students for transfer, technical and public service careers, life-long learning and participation in a diverse global society.

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

Philosophy

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

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

Purpose

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

Background

Gavilan College's course of studies includes a two-year lower division program that prepares students for transfer to a four-year college or university. Gavilan College also offers a variety of one-and two-year technical and occupational and pre-professional courses of study that lead to employment. Currently, 27 Associate Degree programs and 12 certificate and career programs are offered.

Currently, more than 6,000 day, evening and online students are enrolled at Gavilan College, and approximately 300 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 booming employment market of Silicon Valley in from 1999-2001 divided the District into two distinct sub-regions. The northern region (South San Jose and Morgan Hill) is now more technical and industrial, and demographically higher income. The southern part of the district, in San Benito County, is still largely agricultural. Unemployment is high and social services are constrained by ongoing budget problems. The center of the district, Gilroy, has seen rapid growth in residential construction and a booming retail economy providing large numbers of service jobs. The high price of real estate in the Silicon Valley is also having an impact on the District. As families have looked southward for affordable housing while remaining employed in Santa Clara County, large numbers of district residents commute long distances for work.

Orienting a curriculum to meet the needs of this diverse population is challenging. High school students continuing on to post-secondary education, students returning for skills or career grades, and life-long learners represent a substantial, and growing, portion of Gavilan College's enrollment. However, the number of students needing English language and basic skills acquisition is also increasing. This is indeed a challenging time for Gavilan.

Organizational Structure

A seven-member Board of Trustees governs the Gavilan Community College District. Voters within the district elect the Trustees 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 president positions that carry responsibility for administrative, instructional and student services. Deans and Directors provide direct oversight for the tasks related to the provision of administrative, instructional and student services.

Campus and Facilities

Every aspect of the 150-acre Gavilan College campus has been planned to emphasize the student-centered philosophy adopted by the Board of Trustees and the college staff.

The main campus is located south of Gilroy against the hills that form the western boundary of the Santa Clara Valley.

Buildings have been designed 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 have been developed to emphasize a pleasant, tranquil setting.

Off-Campus Sites

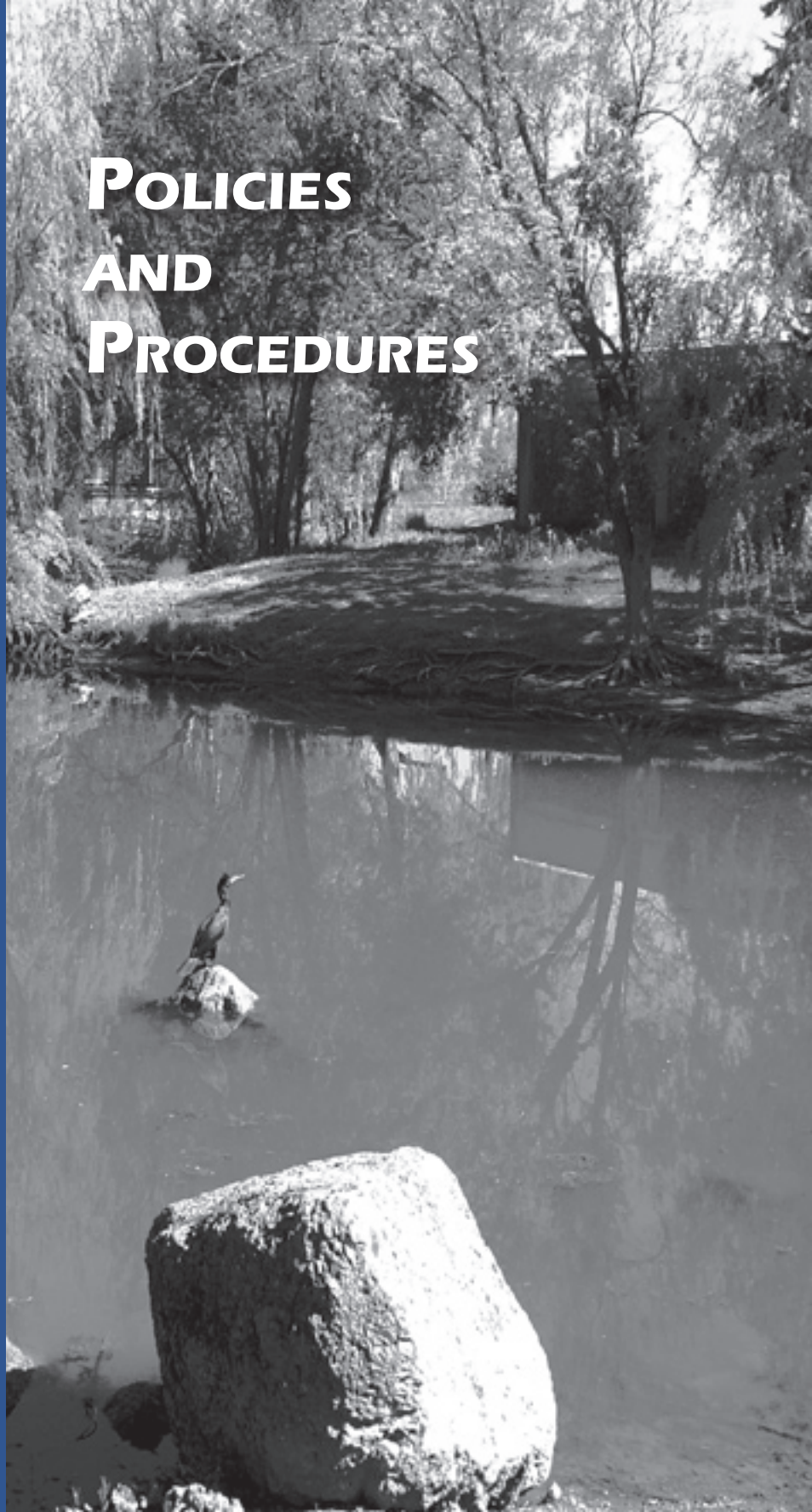
Gavilan College has off-campus instructional sites at the Briggs building in Hollister, at the Morgan Hill Community Center, and at the Hollister airport. In addition selected credit classes are offered at local high schools, and non-credit classes are offered at senior centers and other community locations.

Accreditation

Gavilan College is accredited by the Accrediting Commission for Community and Junior Colleges and the Western Association of Schools and Colleges, 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.

Services for Students with Disabilities
AIDS/HIV
Open Enrollment
Vocational English Skills
Non-Discrimination
Prohibition of Harassment and Hate Crimes
American's With Disabilities Act (ADA)
Compliance
Title VI, Title IX and Americans with Dis-
abilities Act/Section 504/508
Drug Free Schools and Campuses Act
Sexual Assault
Revision of Administrative Regulations
Computer Use
Photography, Video and Audio Recordings
Authority of Instructors
Family Educational Rights and Privacy
Smoke-Free Buildings
Children on Campus
Campus Posting Policy
Parking
Transcripts
Withholding Records for Non-Payment of
Financial Obligations
Academic Honesty Policy
Standards of Student Conduct
Student Discipline Procedures
Students' Problem Resolution Process

POLICIES AND PROCEDURES



Services for Students with Disabilities

DRC provides a variety of services and classes that equalize educational opportunities for students with disabilities as they move toward their educational or vocational goals.

Students requiring academic or physical accommodations because of visual, physical, learning and/or other verified disabilities should contact the Disability Resource Center Department at (408) 848-4865.

Services include note taking, academic, career and personal counseling, referral services, learning skills assessment, vocational classes, academic and educational tutoring, registration assistance, mobility assistance, vocational aptitude testing, multi-media educational aids, sign language interpreting, job training and placement, accommodations and alternate media services.

AIDS/HIV

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

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

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

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

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.

Vocational English Skills

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

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, or the perception that a person has one or more of the foregoing characteristics.

Americans With Disabilities Act (ADA) Compliance

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

Title VI, Title IX and Americans with Disabilities Act/Section 504/508

To file complaints in the following areas please contact the Equal Opportunity Officer, Joseph D. Keeler, Vice President of Administrative Services, HR 101 (408-848-4731) or Shairon Zingsheim, Director of Human Resources, HR103 (408-848-4753).

The areas are:

- Civil rights complaints (Title VI)
- Gender equity, sex discrimination/harassment complaints (Title IX)
- Persons with disabilities discrimination complaints (ADA/Section 504/508)

Drug Free Schools and Campuses Act

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

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

Sexual Assault

Sexual assault can happen to anyone, anywhere and at anytime. Gavilan College is committed to providing a safe environment for students and staff. Reports of sexual misconduct will be thoroughly investigated and the victim informed of the outcome. If you, or someone you know, have been the victim of sexual assault, notify Campus Security at 848-4703 or 710-7490. Confidential counseling is available on campus through Counseling at 848-4723 or Student Health Services at 848-4791. Off campus confidential counseling is available at Community Solutions: (408)779-2115 and (831) 637-SAFE/637-7233.

Revision of Administrative Regulations

Any regulation issued by the administration of the college shall have 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.

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.

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 the classes or meetings.

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 in the Appendix.) 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.

Policies and procedures are subject to Board review and may change. Students are invited to review current policies and procedures by visiting the Gavilan College website at www.gavilan.edu.

Family Educational Rights and Privacy

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

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

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

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

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

Smoke-Free Buildings

Reference: Education Code BP 6500

Smoking is prohibited inside all public buildings, within twenty feet of all entrances/exits, operable windows or ventilation air intake. Smoking is also prohibited in all college-owned vehicles.

Tobacco products shall not be sold on campus either through vending machines or campus establishments.

Implementation of the campus smoke-free environment policy will be the responsibility of every student, faculty member, staff person and visitor on campus.

Policy for 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.

The following guidelines exist:

- 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.

Campus Posting Policy

Reference: AP 5550

Students shall be 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, ASB advisor or designee. Materials displayed shall be removed after the passage of ten (10) days.

Parking

There are two types of campus parking permits - daily and semester. Daily parking permits are available from machines located near each entrance to the campus. No parking fees are charged at the Morgan Hill or Hollister sites. Semester permits are purchased from Admissions and Records during registration and throughout the year.

Student parking is permitted on campus in designated areas only. Traffic rules and regulations are available from the Gavilan College Security Department. Parking regulations are strictly enforced and tickets are issued for violations.

The California Vehicle Code applies to all vehicles on campus and is enforced by local law enforcement and campus security.

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.

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, AP5500

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

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

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

ACADEMIC HONESTY PROCEDURES

Reference: BP 5500

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

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

- Purposely allowing another student to copy from another student during a test.
- Giving homework, term paper or other academic work to another student to plagiarize.
- Having another persons 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 the work for re-grading (without knowledge of the instructor).
- Removing test(s) from 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 the test without 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 faculty member, responsible for a course, has reason to believe, and has evidence to substantiate, that the behavior of a student or students falls within one or both of the above sets of definitions, it is an instructor's responsibility to take the following steps:

- 1 Arrange an office conference with the student and at that time advise the

student of the allegations and make him or her aware of the supporting evidence and the probable consequences. Any classroom confrontation should be as discreet as possible. If, as a result of this meeting, the instructor believes that the student's response is insufficient to offset the charge of academic dishonesty to the extent that the student may be excused, the instructor will inform the student of the sanctions to be recommended or assessed in accordance with this policy.

2. At the discretion of the instructor, a written report of the infraction and the sanction taken may be submitted to the Vice President of Instruction with a copy to the appropriate area Dean.
3. When a student, who has been informed of an impending conference to discuss the alleged dishonesty, fails to attend, or when the apparent dishonesty is detected near the end of the semester and the instructor makes a good faith effort to contact the student but is unable to do so, the instructor may impose the recommended sanctions and file a written report to the area Dean and Vice President of Instruction 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 concerning a student's status on campus and are acted on by the Vice President of Instruction.

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

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

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

Administrative Sanctions: As stipulated in the California Administrative Code, Sanction 41301, cheating or plagiarism in connection with an academic program at a campus may warrant expulsion, suspension, probation or a lesser sanction. Administrative action involving academic dishonesty at Gavilan is the responsibility of the Vice President of Instruction according to the Standards of Student Conduct (Student Discipline Procedures, AP5520). The Vice President of Instruction will notify faculty members involved when action has been taken.

The Vice President of Instruction will respond to:

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

PROTECTION OF RIGHTS

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

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

Standards of Student Conduct

Reference: Education Code Section 66300 and BP 5500

Gavilan College is dedicated to promoting a harmonious learning and social environment characterized by mutual respect for all our students, staff and community. A student enrolling at Gavilan College assumes an obligation to act in a manner compatible with the college's function as an educational institution. Students and visitors are expected to obey all federal laws that pertain to behavior on a college campus or at a campus-sponsored event.

The following standards of conduct represent reasonable expectations of student behavior and violations 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 College.

3. The manufacture, possession, use, sale, offer to sell or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. 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.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Students who engage in any of the above are subject to the procedures outlined in Student Discipline Procedures (Administrative Procedures 5520, Education Code section 66300, 72122, 76030.)

Student Discipline Procedures

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

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

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

DISCIPLINARY ACTIONS AND PROCEDURES

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

1. Admonition: An oral statement to student offender who has violated college rules.
2. Warning: Notice to student, oral or in writing, that continuation or repetition of wrongful conduct may be cause for additional disciplinary action. Written warnings may be considered in the event of future violations.
3. Reprimand: Written statement of violation of a specified regulation including the possibility of more severe disciplinary action. Reprimands may be considered in the event of future violations.
4. Disciplinary Action: Exclusion from participation in privileges or extracurricular activities as set forth in the notice of disciplinary action.
5. Restitution: Reimbursement by the student for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
6. Removal from Class: [Education Code Section 76032] An instructor may remove a student from his/her class when the student has interfered with the instructional process. Duration will be for the day of the removal and the next class meeting.
 - a. Instructors must complete the Student Removal from Class form and submit the form to the area Dean.
 - b. The Dean shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Dean shall attend the conference.
 - c. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

7. **Summary Suspension:** A summary suspension is for the purpose of investigation. It is the means of relieving the campus of tension due to serious misconduct, removing a threat for the well-being of students, or removing a student or students whose presence would prevent the continued normal conduct of the college community. Summary suspension is limited to that period of time necessary to ensure that the investigation is accomplished. This summary suspension shall not exceed ten (10) school days.
8. **Disciplinary Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for definite period of time. Conditions for readmission will be stated in the notice of suspension.
 - A short term suspension is exclusion from one or more classes for a period of up to ten (10) consecutive school days.
 - A long-term suspension is exclusion from one or more classes for the remainder of the school term, or from classes and activities of the college for one or more terms.
9. **Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if permitted, shall be stated in the order of expulsion.

ADMINISTRATIVE CORRECTIVE MEASURES FOR MISCONDUCT

1. **Immediate Interim Suspension [Education Code Section 66017]:** The President of the College or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an immediate interim suspension has been ordered, the time limits contained in these procedures shall not apply. The right to a Disciplinary Appeal Hearing (when a long-term suspension or expulsion is recommended) will be afforded to the student within ten (10) school days of the disciplinary action.
2. **Withdrawal of Consent to Remain on Campus.** The Vice President of Student Services or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the Vice President of Student Services a written report must be promptly made to the President of the College. The person from whom consent has been withdrawn may submit a written request for a Disciplinary Appeal Hearing within ten (10) school days of the withdrawal. The hearing will be conducted in accordance with the provisions of this procedure relating to Immediate Interim Suspensions. In no case shall consent to remain of campus be withdrawn for longer than twenty (20) school days from the date upon which consent was initially withdrawn. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. [Penal Code Section 626.4]

DISCIPLINARY APPEAL HEARING PROCEDURES

1. **Request for Hearing.** Within five (5) school days after receipt of the President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the President of the College or designee. Appeals are only heard for long-term suspensions and expulsions.
2. **Schedule of Hearing.** The formal hearing shall be held within five (5) school days after a formal request for hearing is received.
3. **Composition of the Hearing Panel.** The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student.
4. **Selection of the Hearing Panel Members.** The President of the College, the President of the Academic Senate, and the ASB President shall each, at the beginning of the academic year, establish a list of at least five (5) persons who will serve on student disciplinary hearing panels. The President of the College shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.
5. **Hearing Panel Chair.** The President of the College shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.
6. **Conduct of the Hearing.** The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins. A college representative who shall be the Vice President of Student Services shall present the facts supporting the accusation.
 - a. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
 - b. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.

7. Representation. The student may represent him or herself, and may also have the right to be represented by a person of his or her choice. The student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five (5) school days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
8. Confidentiality. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) school days prior to the date of the hearing.
 - a. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
 - b. The hearing shall be recorded by the District either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask people present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
 - c. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.
9. Decision. Within ten (10) school days following the close of the hearing, the hearing panel shall prepare and send to the President of the College a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

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.

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,

Students' Problem Resolution Process

Reference: AP5530

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

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

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

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

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

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

ACADEMIC FREEDOM

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

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

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

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

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

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

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

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

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

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

This PROBLEM RESOLUTION PROCESS also requires this first step.

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

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

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

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

STEPS FOR STUDENTS' PROBLEM RESOLUTION PROCESS:

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

A Checklist for Clarifying Issues

Date of incident _____

Time _____

Location _____

People involved or present: _____

Description of incident or problem: _____

What actual behaviors or actions were demonstrated?

What specific words or statements were made?

How did you feel about the interactions?

Example: I felt _____ (an emotion, not a thought)
 when Mr./Ms. _____ (said or did what?)

The resolution I would like to see is:

Does the solution fit the incident? Is it reasonable?
 Realistic? _____

Other thoughts on the situation: _____

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

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

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

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

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

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

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

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

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

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

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

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

This committee will be composed of:

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

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

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

School Day: For the purposes of this procedure, a 'school day' is any Monday through Friday that all normal college business is conducted, both in the classroom and in the administrative offices. All weekend and college holidays are not considered school days.



Video crew after taping of Andes Manta on the GavTV website

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

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

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

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

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

STUDENT SERVICES AND INSTRUCTIONAL SUPPORT



Student Learning Outcomes
Placement Assessment
Assessment for DRC
Career Services
Career/Vocational Planning
Child Development Center
Counseling Services
Health Services
Student-to-Student Mediation
Transfer Services
Transfer Institute
Financial Aid

Student Support Programs/Services

CalWORKs
Disability Resource Center (DRC)
Extended Opportunity Programs & Services (EOPS)
CARE
First Year Experience
Learning Communities
Math, Engineering, Science Achievement (MESA)
Puente
TRIO

Instructional Support

Computer Place
ESL Computer Lab
Library and Information Technology
Math Lab
Reading Lab
Tutoring Services
Writing Center

Student Learning Outcomes

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

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

Academic Skills Assessment (Placement Assessment)

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

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

Federal regulations require students who do not have a high school diploma, General Educational Development (GED) certificate or California High School Proficiency Exam (CHSPE) and who are applying for financial aid, to take an "ability to benefit" assessment. If you have a high school diploma (or equivalent) from another country you are exempt. See page 24 (Ability to Benefit Test) for information on assessment for non-English speakers.

Students who have previously taken the assessment may retest after thirty (30) days. You may re-assess only once per semester. The assessment schedule is available on the Gavilan webpage.

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

RE-ASSESSMENT SESSIONS:

Students who have previously taken the placement assessment may re-test after thirty (30) days. You may re-assess once per semester. Call the Assessment Office to confirm dates, times and locations.

For additional information about assessment see page 32.

PROCTORING

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

Assessment for Disability Resource Center

The Disability Resource Center (DRC) provides individualized assessments of students' strengths and weaknesses in reading, mathematics, written language, reasoning, oral language, perception and memory. The results are used to determine the students' eligibility for services of the Learning Skills Lab and/or other DRC services.

Career Services

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

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

Career/Vocational Planning

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

Child Development Center/Preschool/Infant Toddler

The Child Development Center provides care for preschool children in two state-funded programs for families whose monthly income meets eligibility criteria. In addition, a fee based preschool/infant toddler program is available to all parents. These programs serve children with disabilities and special needs as well as children who are limited or non-English speaking. The Center is the only facility in Gilroy that is accredited by the National Association for the Education of Young Children (NAEYC)

Counseling Services

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

Counseling is available to students who are uncertain about their plans for the future, who are experiencing difficulty in making appropriate decisions, or who have any other personal or social problem which is interfering with their adjustment to college. Personal counseling is available on a short-term basis. Counseling is also available in the DRC, TRIO 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 day or evening hours. Students can schedule their own appointment by using the computer system outside the counseling secretary's office (SC 113).

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

ACADEMIC COUNSELING

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

For additional information on counseling see page 32.

Health Services

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

Health Services is a comprehensive "one-stop" center for a variety of health services and is located in Student Center 118. Services are free and available Monday through Friday. Students receive confidential personal health counseling with a Master's prepared Registered Nurse for numerous health concerns, e.g., birth control, sexually transmitted diseases, wellness, lifestyle changes, etc. Health Services provides first aid treatment, blood pressure screening, tuberculin skin testing for work/study students, HIV testing referrals, condoms and over-the-counter medications such as aspirin.

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

Health Services provides first aid kits on campus for student use and responds to campus emergencies. Information regarding low cost health insurance for the college students is also available. Students are encouraged to utilize the Health Center.

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

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 program.

Student-to-Student Mediation

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

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

To obtain mediation services, contact the Counseling Department.

Transfer Services

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

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

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

ASSIST

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

Transfer Institute

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

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

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

Transfer Institute students receive:

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

Contact the Counseling Department for additional information.



Gavilan College Health Services

For all registered Gavilan College students

Free Services include:

Health education information • First aid • Over the counter medication • Access to low cost health insurance • Confidential counseling • Birth control information • Condoms • Alcohol and drug information • TB skin testing (call for scheduling) • AIDS/STD information • Referrals to numerous agencies and for various issues such as physical health, wellness concerns, mental health, family planning and others.

Health Services is located in the Student Center, Room SC 118 (near Admissions and Records)

(408) 848-4791

www.gavilan.edu/health

Financial Aid Office

Gavilan College participates in several types of financial aid programs. These programs are designed to assist students who need financial support in order to pursue their college education. Financial aid programs are funded through various sources: federal, state and private agencies.

APPLICATION PROCEDURE

The FAFSA (Free Application for Federal Student Aid) determines your eligibility for the financial aid programs listed below. Students may complete and submit the FAFSA through a paper application or online at www.fafsa.ed.gov. Be sure to include the Gavilan College school code on your FAFSA so that the Financial Aid Office can receive your processed application. Our school code is 001202.

Applications for each academic year are made available in January. Deadlines for the various programs vary considerably. You are encouraged to call or visit the Financial Aid Office for more information.

Grants

- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Federal Work Study Grant
- Academic Competitiveness Grant
- Cal Grant B
- Cal Grant C
- Chafee Grant
- Child Development Grant
- Extended Opportunity Programs & Services Grant
- Cooperative Agencies Resources for Education Grant
- TRIO Grant

Board of Governors (BOG) Fee Waiver

You may apply for the BOG Fee Waiver through the BOG Application or FAFSA.

Loans

- Subsidized Stafford Loans

Ability to Benefit (ATB) Assessment and Combined English Language Skills Assessment (CELSA)

Federal regulations require students who do not have a high school diploma, general educational development certificate (GED), or California High School Proficiency Exam (CHSPE) to take and pass an assessment to satisfy this requirement to qualify for certain financial aid programs.

Native English speakers who do not have a high school diploma, GED, or CHSPE are required to take the ATB assessment. Contact the Financial Aid Office for an appointment for the ATB.

Students with limited English language skills who are enrolled in English as a Second Language courses and do not have high school diploma, GED, or CHSPE are required to take and pass the CELSA. Contact the Financial Aid Office to schedule an appointment for the CELSA.

SATISFACTORY ACADEMIC PROGRESS POLICY

According to federal regulations, the Financial Aid Office is required to measure the academic performance of Financial Aid applicants and recipients. The Satisfactory Academic Progress (SAP) Policy is used to measure academic progress toward a Certificate, Associate, or Transfer degree program.

Standard #1: Cumulative GPA of at least 2.0.

Standard #2: Unit Completion Requirement

A student is required to complete a minimum number of units as defined in the chart below. Unit Completion is defined with grades of A, B, C, D, or Credit. Note that if you are a transfer student, in some circumstances D grades are not transferable.

UNIT COMPLETION REQUIREMENT CHART

Units Attempted	Enrollment Status	Minimum Unit Completion Requirement
12 or more	Full time	9
9-11.5	Three-quarter time	7
6-8.5	Half time	6
1-5.5	Less than half time	All attempted

Standard #3: Overall units on transcript are within maximum allowable timeframe.

A maximum allowable timeframe of 150% of your academic goal/program is permitted. This is equivalent to 3 years or six semesters of full-time enrollment for an Associate degree, or transfer program. Students majoring in a certificate program will have their timeframe extended for 1.5 years of three semesters of full-time enrollment.

MAXIMUM ALLOWABLE TIMEFRAME

Academic Goal	Average number of units required to achieve the Academic Goal	Number of units Allowed:
Associate Degree	60 units	90 units
General Education for Transfer	60 units	90 units
Certificate	30 units	45 units



Review Process

Upon review of student's academic progress, the Financial Aid Office will determine if the student is meeting the standards set forth in the SAP Policy. Students who do not meet all three requirements will be placed on disqualification or probation status and will be notified in writing about Financial Aid Appeal/Probation Process.

SCHOLARSHIPS

Scholarships are funded through many organizations, and require a separate application. Scholarships are awarded on the basis of academic achievement and/or financial need. Information on scholarship opportunities is available at the Financial Aid Office as well as on our website www.gavilan.edu/finaid/. The Gavilan College offers scholarships through the Educational Foundation Scholarship Application, which is released in the fall.

VETERANS' AFFAIRS EDUCATION BENEFITS

The Financial Aid Office assists veterans in the application process for Veterans Affairs (VA) education benefits on the Montgomery G.I. Bill. Academic counselors assist veterans in planning their educational goals and completing an Education Plan. Gavilan College certifies the Montgomery G.I. Bill, Veterans Educational Assistance Program, or Selected Reserve Education Assistance Program. Educational benefits may also be available to dependents of veterans.

Federal regulations require that students on VA educational benefits (veterans, reservists, dependents) must maintain satisfactory academic progress. Students who receive VA benefits and whose GPA is 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.

STUDENT SUPPORT PROGRAMS AND SERVICES

CalWORKs

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

CalWORKs 75/25, a subsidized employment program is available to assist students with job related skills.

Disability Resource Center (DRC)

The Disability Resource Center (DRC) provides a variety of services to equalize educational opportunities for students with temporary or permanent disabilities. Services include academic advising, career and vocational counseling, college campus orientation, educational tutoring, four-year college transfer assistance, job training and placement, learning skills assessment, liaison with the State Department of Rehabilitation, mobility assistance, multi-media educational aids, notetakers, referral services, registration assistance, sign language interpreters, support classes, test taking facilitation and assistive computer technology and training.

Bilingual (English/Spanish) staff members are available.

ACCESSIBILITY

Gavilan College is an accessible campus. All the classroom buildings, the Library/Tutoring Center, the administrative buildings, and the Student Center are accessible to individuals with physical disabilities. Ramps provide access to upper and lower levels. Mobility assistance can be provided for students with disabilities. Designated parking is provided for vehicles displaying a state issued disability placard/parking permit. Call (408) 848-4823 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. See the class schedule for dates and times.

Assistive Computer Technology and Training - The Disability Resource Center High Tech Center provides assistive computer technology and training. The state-of-the-art equipment, software and trained staff empower students with disabilities to meet their educational goals. The skills and knowledge a student gains in the High Tech Center can be taken to other campuses, universities and ultimately, to the workplace.

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

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

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

Learning Skills Lab - The Learning Skills Lab provides support services and instruction to students with verified disabilities. Individualized and small group instruction, tutoring in basic academic subjects, and support for students who are taking college courses are offered in the Learning Skills Lab, Library 116.

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

WorkAbility III Program - Job Placement Center - This program provides job readiness and job placement for students eligible for the Department of Rehabilitation Services. The program responds to the needs of local employers by matching interests, skills and abilities to specific jobs.

Extended Opportunity Programs and Services (EOPS)

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

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, grants and book vouchers, a book lending library, priority registration, field trips to major four-year universities, student success workshops and tutoring.

Spanish-speaking staff are available.

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.

First Year Experience

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

Learning Communities

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

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.

Puente Program — Bridge to Success

The mission of the Puente Program 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.

TRIO Program

The TRIO Student Support Services Program is funded by the U.S. Department of Education to specifically identify and support students who fit at least one of the following criteria: first in their family to attend college (first-generation college students), low income students, or students with verified disabilities. TRIO seeks to assist students to stay in college, graduate and transfer to four-year universities.

TRIO provides a variety of services including academic and personal counseling, tutoring in English & mathematics, supplemental grant aid, textbook lending library, weekly laptop computer loan, learning communities (linked courses), Summer Bridge Program, informational workshops, cultural & social activities, volunteer opportunities and visits to four-year universities.



TRIO students visit Sacramento, California

INSTRUCTIONAL SUPPORT

Computer Place

The Computer Place is a student service that supports student learning and academic success. Services provided include Internet and email access and word processing and Spanish support software.

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.

Library and Information Technology

The Gavilan College Library delivers an array of print and electronic resources to the college community. Augmenting the 52,000 title printed book collection are 15,000+ e-books, and over 2,500 magazine titles, many available online in electronic databases. The Library staff prides itself on being a leader in information literacy projects and web-based instruction and has received several State grants supporting that effort. The Library faculty also teaches various courses on Internet use, and works in tandem with other faculty in planning and revising courses with an information literacy component. The Library homepage at www.gavilan.edu/library/ provides an online catalog of our 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.

Reading Lab

The Reading Lab supports students who have enrolled in reading and ESL courses.

Tutoring Services

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

Writing Center

The Gavilan College Writing Center fosters, celebrates and encourages writers by offering free one-on-one consultation sessions across the disciplines. It also provides no-cost use of center computers, printer, internet connections and study areas.

Specially trained student assistants help writers start and strengthen class assignments as well as poetry, short stories, resumes, and business letters.

Ease writing anxiety and find inspiration in the center's relaxed and friendly space. Look for help online at <http://www.gavilan.edu/writing>.

STUDENT ACTIVITIES



GavFEST Celebration, May 2006



GavFEST Celebration, May 2007

Associated Student Body (ASB)
Campus Clubs
College Colors And Mascot
Intercollegiate Athletics
Publications
Rho Alpha Mu - Honor Society
Theatre Productions

Associated Student Body (ASB)

The collective voice of students is an important and powerful component in the college's participatory governance process.

The ASB is the official student organization on campus and provides the majority of student input and recommendations on critical campus issues to faculty, staff, administration and the Board of Trustees.

The Student Senate is a representative body of students who meet weekly to plan, implement and evaluate college activities and services that meet the needs of Gavilan College students.

Any student who meets the requirements of the ASB's by-laws may become a voting member of the Student Senate. The elected and appointed officers provide a liaison between the students and academic departments and student services. The variety of leadership positions allows for different levels of involvement so that students can balance their academic and extracurricular loads effectively.

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

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

ASSOCIATED STUDENT BODY - CARDS

The benefits of buying a student body card are many. The revenue supports social and cultural activities on campus in addition to providing the purchaser with discounts at athletic and cultural events and free bluebooks and scanners (testing supplies) in the bookstore. Many businesses in Gilroy, Morgan Hill and Hollister offer discounts to card holders. Support your college ASB.

Campus Clubs

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

College Colors and Mascot

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

Intercollegiate Athletics

As a member of the California Community College Athletics Association, Gavilan College is proud of its rich tradition in intercollegiate athletics. Representing the Coast Conference, Gavilan College offers (8) intercollegiate athletic programs: Women's Soccer, Volleyball, Basketball and Softball; and for men: Baseball, Football, Basketball, Golf 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, second year participants must also have an official Student Education Plan on file within the Director of Athletics' Office prior to the start of the second season. Coordinate with the Athletic Counselor to complete your Student Education Plan.

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

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

Publications

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

The Gavilan College Literary Journal provides a forum for creative writers, helping to model and sustain the practice of writing poetry and prose.

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 variety of productions from original childrens' plays to musicals to Shakespeare. Student actors have performed in recent productions of Lend Me A Tenor, Treasure Island, King Lear and Lorca's Blood Wedding. In addition to performance experience onstage, students are also given the opportunity to learn about design, backstage and technical production skills.

The Monday Night Series presents staged readings of new, controversial or unusual material free of charge to the Public. The Monday Night Series is sponsored and run by TADA (Theatre Artists and Dramatic Activities) the Gavilan Theatre ASB Club.

The Summer Theatre Arts Repertory (STAR) summer program trains children in dramatic performance. Students from the academic program serve as STAR leaders, often directing and producing plays for themselves. The Theatre program is a multi-faceted endeavor that provides academic credit, production experience, and the opportunity for individual growth through the arts.



MATRICULATION

Orientation

Assessment and Course Placement

Counseling and Educational Planning

Follow-up Support Services

Exemption from Services

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

Matriculation services include:

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

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

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

Orientation

Online orientation is an easy, convenient and productive way to become familiar with Gavilan College. The orientation will introduce you to what is different about college - the expectations and challenges you will face. Whether you plan on transferring to a four-year university or are on a career path, there are important things you need to know before you begin. General education patterns, transfer issues, certificate and major requirements, homework expectations and the critical support services are only some of the aspects included. Those who complete orientation have an easier introduction to college and move towards their goal with more confidence and in a reasonable amount of time. To access the online orientation, go to the college's homepage at www.gavilan.edu/orientation.

You may choose not to participate in orientation; however, you will not be eligible for priority registration.

Assessment and Course Placement

Students' language and computational skills are measured by a placement assessment. Placement assessment scores, along with additional indicators of students' abilities, are used by counselors and advisors to recommend appropriate placement in English and mathematics courses and other college transfer courses that require reading, writing and computational skills. For more information see page 21.

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

RE-ASSESSMENT SESSIONS:

Students who have previously taken the placement assessment may re-test after thirty (30) days. You may re-assess once per semester. Call the Assessment Office to confirm dates, times and locations.

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. 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. For more information see page 22.

Follow-up Support Services

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

Yet, there will be times when some students will fall below the required academic or progress levels required—2.0 GPA and completion of at least 50% of units attempted. The standards for probation and dismissal (see page 42) will be reviewed with students and a plan to regain good standing will be developed. Multiple visits with a counselor will provide the strategies and support needed to accomplish this. Taking advantage of additional support services may also be included in the plan: financial aid, childcare, personal counseling, tutoring, writing and math labs, computer skills, etc.

Exemptions From Services

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

- have an associate's degree or higher
- have accumulated less than 12 units in transfer courses
- be presently enrolled in less than six units
- not plan to earn a certificate or degree
- formally waive your rights to assessment and orientation at the Admissions & Records Office. If you waive your rights to assessment and orientation, you will not be eligible for priority (early) registration.

You still have the right to use the other matriculation services. We encourage you to do so.

Admissions and Records

ADMISSION TO THE COLLEGE

Admission Eligibility

High School Students' Concurrent
Enrollment Opportunities Program

Out-of-State Students

International Students

Admission Requirements

Transfer Credit

Residence Requirements

Resident Enrollment Fees for Non-
Immigrant Students (AB540)

Fees

Refund Policy and Procedure



Admission Eligibility

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

NON-HIGH SCHOOL GRADUATES

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

High School Students' Concurrent Enrollment Opportunities Program

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

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

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

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

Additional information regarding requirements and admission procedures is available in the class schedule.

Out-of-State Students

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

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

International Students

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

1. A completed application form with photograph of applicant.
2. A \$100 nonrefundable, one-time filing fee.
3. Official transcripts of secondary and post-secondary school work, translated in English and evaluated by an approved agency.
4. Test of English as a Foreign Language (TOEFL) with a minimum score of 501 through 550 on the paper-based exam or a computer-based test score of 173-213 for placement in English 420 or 440.
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 Licensed Vocational Nursing or Registered Nursing.

Admission Requirements

Students shall complete the following requirements prior to registration:

1. File an Application for Admission with the Admissions and Records Office.
2. Submit official transcripts of all previous high school and college work. The transcripts should be mailed 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 Gavilan College skill assessment and orientation. Dates are available in the Admissions and Records Office, the schedule of classes and online.
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.

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. Courses with letter grades of less than "C" will not be transferred.

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

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

Residence Requirements

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

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

LEGAL RESIDENCE

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

1. The students are at least 19 and have been legal residents of California for more than one full year immediately preceding the first day of instruction for the term they propose to attend.
2. Unmarried students between 18 and 19 years of age shall have their residency classification determined by considering:
 - a. The residency status of their parents prior to age 18, and
 - b. Their own residency after they became 18. The total time (a) plus (b) must be more than one year as in number 1 above. Unmarried students who are under 18 years of age must prove they have been entirely self-supporting and present in California for more than two years.
3. Students on active military duty based in California (and not assigned for educational purposes to a state-supported institution of higher education) or are the spouse or a child of a California resident. Persons under this classification shall be tentatively classified residents for the first year they are stationed in California. After that time they must have taken steps to become California residents (i.e., have a California driver's license, have voter registration in California, pay state income tax on earnings).
4. Students who are employed by a community college district in a full-time certificated position are classified tentatively as residents for the first year they reside in California. After that time they must have taken steps to become California residents.
5. Public California college or university employees, their spouses, or children, are classified tentatively as residents for the first year they reside in California. After that time they must have taken steps to become California residents.
6. They are apprentices.
7. They are adult aliens who have had permanent U.S. residence (as determined from the date on alien registration card) for more than one year and have been a resident of California for more than one year. Adult aliens who are between 18 and 19 years of age shall have the residency classification determined by considering:
 - a. The residence status of their parents while they were under 18, and
 - b. Their own residency after becoming 18. The total time (a) plus (b) must be more than one year.
8. They are minor aliens whose parent(s) have been admitted for permanent residence to the U.S. and the parent(s) have resided in California for more than one year. The parent's immigrant visa may be required to be seen.
9. They are students who are younger than 19 years old and have been under the direct care and custody of an adult other than their parents for a period of not less than two years, provided the adult is a legal resident of California.
10. They are students or parent(s) who earn their livelihood by performing agricultural labor for hire and have performed such labor for at least two months per year in each of the preceding two years.
11. They are minor students. They may not by their own act, by the appointment of a guardian, or by release of control by the parent, change residency while either parent is living.
12. They are students who are adult aliens. They shall be entitled to resident classification if they are refugees who have been granted parolee status or indefinite voluntary departure status in accordance with all applicable laws of the United States; provided that they have lived in the state one year. (EC68076)

NON-RESIDENT CLASSIFICATION

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

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

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

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

Resident Enrollment Fees for Non-Immigrant Students (AB540)

On Jan. 1, 2002, Gavilan College implemented AB540 as required by California law. This bill provides an exemption from payment of non-resident tuition for nonimmigrant students who have attended high school in California for a minimum of three years and have received a high school diploma or its equivalent in California. To be eligible, a student must have attended a California high school for three full years and have graduated from a California high school or have received the equivalent of a California diploma (GED, CHESPE). The exemption does not grant residency status and the qualifying student may not be eligible for state aid programs such as BOG or EOPS or federal financial aid. 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 & Records Office for more information.

Fees

Resident and non-resident enrollment fees are subject to change each year. Consult the Schedule of Classes for current information. Payment of all fees are required upon registration.

Refund Policy and Procedure

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

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

* Less processing fee

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

Refunds of the Enrollment Fee, Student Center Use Fee, parking fees and/or tuition are not automatically processed when a student withdraws or when classes are cancelled. All students must apply for a refund, even in the event of cancelled classes, by completing a Petition for Refund obtainable from the Admissions and Records Office. There is a minimum of a four-week processing time for all refunds to be received by mail. Requests for refunds must be made no later than two weeks following the date that the withdrawal/cancellation becomes effective. Refund amounts will follow the stated policy, minus the \$10 processing fee.

REFUNDS OF STUDENT BODY CARDS

Anyone requesting an ASB card fee refund must obtain the written approval of both the ASB advisor and the Vice President of Student Services.



ACADEMIC INFORMATION

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

Student Classification

Students at Gavilan College are classified by the following definitions:

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

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

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

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

Definition of a Semester

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

Course Availability

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

Gavilan College provides special registration assistance to disabled and disadvantaged students 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. Any catalog year thereafter

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, including summers at any accredited college or university.

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

A student who is absent for at least three (3) consecutive terms, including summer, 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 or any catalog year thereafter

Course Repetition

Course Repetition There are limitations on the number of times a student may repeat a course. All courses listed in this publication with no repeat notation following the description may be repeated once without filing a petition if a grade of D, F, NC or NP was earned. A student may file a petition to repeat a course a second time if a grade of D, F, NC or NP is earned again. To file a petition, the student must meet with a counselor to evaluate circumstances and receive written approval. The student's transcript and grade point average will reflect the last grade the student receives in the course. A student may petition to repeat the course a third time by filing a Request to Repeat a Course Under Special Circumstances and providing the necessary documentation to support the special circumstances claim.

To repeat a course in which the student has received a final grade of "C" or better, a student must file a Request to Repeat a Course Under Special Circumstances prior to registering for the course again. Units and grade points for the repeated course are not computed in the grade point average unless the course is being repeated to meet legally mandated training requirements as a condition of continued paid or volunteer employment. This request must also be approved by a counselor.

Withdrawal Policy

Students may withdraw from a course by notifying Admissions & Records either online or in person. The following grading practices apply when withdrawing from a course:

- A student who withdraws from a course prior to 30% of the class meetings being held will receive no grade of record.

- A student may withdraw from a course and receive a grade of “W” prior to completion of 75% of the class meetings for the course; thereafter, the student will receive whatever grade they would have earned, based upon the entire semester’s work.
- A student may withdraw from a course up to four times and receive a grade of “W”; after a fourth “W”, the student will receive the grade they would have earned, based upon the entire semester’s work.
- A withdrawal may be excluded from the four-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.

Course Prerequisite

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

HOW COURSE PREREQUISITES ARE ESTABLISHED

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

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

CHALLENGE OF PREREQUISITE

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

The college must respond to a completed challenge submitted by a student

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

Course Advisory

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

HOW COURSE ADVISORIES ARE ESTABLISHED

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

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 at Gavilan College, 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. This information is contained in the course descriptions in this catalog.

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.

Computing Grade Point Average (GPA)

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

Grade point values:

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

Example:

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

Placing values into formula above:

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

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

Semester to Quarter Conversion Formula

Some colleges and universities operate on a "quarter" calendar of three twelve-week terms; fall, winter and spring.

The following formula shall be used when converting quarter hours to semester hours or semester hours to quarter hours in order to compute graduation requirements, grade points for the required standards of scholarships, non-resident student regulations, and the college calendar.

Semester credit hours (or semester units of credit) are converted to quarter credit hours (or quarter units of credit) by multiplying the number of semester credit hours by one and a half.

Example: 15 Semester credits \times 1-1/2 = 22.5 quarter credits.

Quarter credit hours are converted to semester credit hours by multiplying the number of quarter hours by two-thirds.

Example: 22.5 quarter credits \times 2/3 = 15 semester credits

Grading Options

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

Students receiving the pass (P) grade must have achieved the course objectives equivalent to at least a "C" grade 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. See page 42 for additional information.

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

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

- Once the option has been selected, the student's decision is final and irreversible.
- To select one option over another, a student must complete the Grading Option form and file it with the Admissions & Records Office prior to the NRS (No Record Shown) date for the course. This date is 30% of the course length. Short-term classes are calculated differently (See Admissions and Records).
- 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.

- The student 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 (Student Withdrawal from class will be designated a "W" only between the Monday of the fourth week and the Friday of the twelfth week). Withdrawal at other times follows this pattern:	
	Weeks*	Symbol
	1 through 3	No Record Shown (NRS)
	4 through 12	W
	13 to end of term	F
MW	Military Withdrawal (called to active duty)	0

*Approximate times indicated. Specific dates are printed in the Schedule of Classes. These times are applicable only to semester-long courses.

Non-Traditional Credit

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

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

CREDIT BY EXAMINATION ("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.

Procedures:

- 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 tuition for the challenged class. A minimum of \$100 will be paid prior to taking the challenge 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.

ADVANCED PLACEMENT (AP)

Gavilan College grants up to six semester units of transfer credit for each College Board 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.

The previously used CR and NC grades have been replaced by the P and NP grades of record.

Advanced Placement credit will be awarded as follows:

Examination	Score**	Equiv. Gav. College	Semester Units	IGETC Area
American History	3,4,5	HIST 1,2	6	3A or 3B*
Art History	3,4,5	ART 1A, 1B	6	3A or 3B
Biology	3,4,5	BIO 10	4	5B w/lab
Chemistry	3,4	CHEM 30A	4	5A w/lab
	5	CHEM 1A	5	5A w/lab 3B and 6A
Chinese and Language Cult				3B and 6A
Computer Science A	3,4,5	CSIS 45	3	
Computer Science AB	3,4,5	CSIS 45,46	6	
Economics, Macro	3,4,5	ECON 1	3	4B
Economics, Micro	3,4,5	ECON 2	3	4B
English Language & Comp	3,4,5	ENGL 1A	3	1A
English Composition & Lit	3,4	ENGL 1A	3	1A or 3B*
	5	ENGL 1A, 1B	6	1A or 3B*
(Max # Units in English= 6)				
Environmental Science				5A w/lab
European History*				4B or 4F*
French Language				3B and 6A
French Literature				3B and 6A
German Language				3B and 6A
Government & Politics:				
U.S.	3,4,5	POLS 1	3	4H
Comparative	3,4,5	POLS 3	3	4H
Human Geography				4E
Italian Language & Cult				3B and 6A
Japanese Language & Cult				3B and 6A
Latin Literature				3B and 6A
Latin: Vergil				3B and 6A
Math/Calc AB	3,4,5	MATH 1A	4	2A
Math/Calc BC	3,4,5	MATH 1B	4	2A
Math/Statistics	3,4,5	MATH 5	3	2A
Music Theory	3,4,5	MUS 3A	3	
Physics B	3,4,5	PHYS 2A	4	5A w/lab
Physics C Mechanics	3,4,5	PHYS 4A	4	5A w/lab
Physics C Elec/Magnetism	3,4,5	PHYS 4B	4	5A w/lab
Psychology	3,4,5	PSYC 1A	3	4I
Spanish	3,4	SPAN 1B	5	
	5	SPAN 2A	5	3B and 6A 3B or 4F
World History				3B and 6A 3B or 4F

* 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.

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

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 prerequisites, including admission procedures for the nursing program.
3. The college reserves the right to deny challenge to any specific course.

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 substandard course work which is not reflective of the student's demonstrated ability. To be eligible for renewal, the following criteria must be met:
 - a. A period of two years has elapsed between the time of the petition and the date of the course work to be renewed.
 - b. Subsequent to the semester being renewed, the student must complete either:
 - 30 or more units with a grade point average of 2.0 or
 - 24 units with a grade point average of 2.5 or
 - 18 units with a grade point average of 3.0

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

Cooperative Work Experience

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

Cooperative internships emphasize the development of individualized performance objectives. Insights obtained in an actual occupational internship and

the experience obtained from business and industry result in skills that are essential to fast track career futures.

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

Distance Learning Program

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

Methods of instruction include:

- Online classes, using a computer with an individual email account and access to the World Wide Web. Class meetings and the majority of coursework are done primarily online. However, one or more on-campus meetings may be held.
- Telecourses, using a set of videos which can be checked out from the Gavilan Library or either the Hollister or Morgan Hill branch campuses. Videos are also cablecast on GavTV (channel 18 in Gilroy, Hollister and San Juan Bautista). There may be 3 or fewer required meetings for classes.
- Hybrid courses are a mix of online meetings plus face-to-face meetings, usually in a 50/50 ratio.

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

Evening Program

The evening program at Gavilan College is an extension of the day program. Courses meeting the requirements for the Associate of Arts and Associate of Science degrees and for transfer in most majors to four-year institutions and a variety of occupational/technical courses are available at all three locations. A student may choose to attend only at night, or combine day and evening courses.

Many college facilities are available on the main campus to students enrolled in the evening program. These include the college library, counseling services, tutoring services, the science, arts, business and occupational laboratories, the student bookstore, cafeteria and the Student Center. The satellite sites in Hollister and Morgan Hill are also open in the evening.



Study Abroad Programs

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

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

For a current list of course opportunities, see the Class Schedule or the College Website or contact the Office of the Vice President of Instruction at (408) 848-4761.

South Bay Regional Public Safety Training Consortium

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

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



GENERAL EDUCATION AND TRANSFER PROGRAMS

General Education
General Education Learning Outcomes
Additional Associate's Degrees
Gavilan College Graduation Requirements
Associate's Degree General Education
Requirements
General Education Reciprocity Agreement
Articulation Agreements
Transfer to the University of California System
Transfer Patterns
IGETC Curriculum and Pattern
Transfer to the California State University System
CSU (Breadth) Pattern
Transfer Admissions Agreement
Indiana University Transfer Agreement
Transfer Agreements with Private Colleges/
Universities
General Education/Course Credit Matrix



General Education

Gavilan's general education (GE) requirements introduce students to a variety of means 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's 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 Communications in the English Language

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

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

AREA B Physical Universe and its Life Forms

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

- ▶ Explain concepts and theories related to physical and biological phenomena.
- ▶ Identify structures of selected living organisms and relate structure to biological function.
- ▶ Recognize and utilize appropriate mathematical techniques to solve both abstract and practical problems.
- ▶ Utilize safe and effective laboratory techniques to investigate scientific problems.
- ▶ Discuss the use and limitations of the scientific process in the solution of problems.

- ▶ Make critical judgments about the validity of scientific evidence and the applicability of scientific theories.
- ▶ Utilize appropriate technology for scientific and mathematical investigations and recognize the advantages and disadvantages of that technology.
- ▶ Work collaboratively with others on labs, projects, and presentations.
- ▶ Describe the influence of scientific knowledge on the development of world's civilizations as recorded in the past as well as in present times.

AREA C Arts, Foreign Language, Literature and Philosophy

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

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

AREA D Social, Political, and Economic Institutions

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

- ▶ Identify and analyze key concepts and theories about human and/or societal development.
- ▶ Critique generalizations and popular opinion about human behavior and society, distinguishing opinion and values from scientific observation and study.
- ▶ Demonstrate an understanding of the use of research and scientific methodologies in the study of human behavior and societal change.

- ▶ Analyze different cultures and their influence on human development or society, including how issues relate to race, class and gender.
- ▶ Describe and analyze cultural and social organizations, including similarities and differences between various societies.

AREA E Lifelong Understanding and Self-Development

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

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

AREA F Cultural Diversity

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

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

Additional Associate's Degrees

An Associate of Arts or an Associate of Science degree will be awarded to those currently possessing an associate's 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. A 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.

Gavilan College Graduation Requirements

An associate's 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 AA/AS 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 AA/AS 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 requirements 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.

NOTE: Effective fall of 2009, the new Gavilan College graduation requirements will include ENGL 1A (Area A2 of the A.A./A.S. Gavilan College General Education Pattern) and Math 233 (Area B4).

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.

Updated - 6/1/08

GAVILAN COLLEGE

ASSOCIATE'S DEGREE GENERAL EDUCATION REQUIREMENTS (2008-2009)

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

NOTE: Effective fall of 2009, the new Gavilan College graduation requirements will include ENGL 1A (Area A2 of the A.A./A.S. Gavilan College General Education Pattern) and Math 233 (Area B4).

AREA A	PHYS 4C	PSCI 1	PSCI 2	B - 2 LIFE SCIENCE	ANTH 1	BIO 1	BIO 4	BIO 5	BIO 7	BIO 8	BIO 9	BIO 10	BIO 13	BIO 15	BIO 20	ECOL 1	B - 3 LABORATORY ACTIVITY	B - 4 Mathematics	AREA C	ENGL 2A	ENGL 2B	ENGL 2C	ENGL 2D	ENGL 2E	ENGL 2F	ENGL 2H	ENGL 2I	ENGL 2J	ENGL 4A	ENGL 4B	ENGL 5A	ENGL 5B	ENGL 9A	ENGL 9B	ENGL 9C	HIST 1	HIST 2	HIST 3	HIST 4A	HIST 4B	HIST 5	HIST 6	HIST 7A, B	HIST 10	HIST 12	HIST 14	HIST 18	HIST 19	HIST 21	HUM 3	HUM 4	HUM 5	HUM 10	JOUR 10	PHIL 1	PHIL 2	PHIL 3A	PHIL 3B	PHIL 4																																																																																																																																																																																																																																											
COMMUNICATION IN THE ENGLISH LANGUAGE Select one course from each category. All courses must be completed with a grade of "C" or better. 6 Semester Units	Phys for Scientists & Engineers (Thermodynamic / Optics Modern Physics) (4)	Principles of Physical Science (3)	Introduction to Meteorology (3)	General Biology (4)	Intro to Physical Anthropology(3)	General Zoology (4)	General Botany (4)	Human Anatomy (4)	General Microbiology (5)	Human Physiology (5)	Principles of Biology (4)	Marine Biology (4)	Survey of Human Anatomy & Physiology (5)	Field Biology (4)	Conservation of Nat Res (4)	LAB courses are bold in Areas B-1 and B-2 above	Minimum of Math 205 or equivalent. (Competency may be verified by an approved test.) NOTE: Students starting Fall 2009 will need to complete Math 233 Intermediate Alegbra	ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE Select one course from each category. 5 Semester Units	Introduction to Poetry (3)	Intro to Multi-Cultural Literature (3)	Intro to Film and Fiction (3)	Intro to the Study of Fiction (3)	Introduction to Women Writers (3)	Children's Literature* (3)	Mexican-American Literature (3)	Intro to Native American Lit (3)	Mythology (3)	British Lit - 449 through 1798 (3)	British Lit - 1798 to present (3)	Survey of American Literature - 1620 - 1865 (3)	Survey of American Literature - 1865 to present (3)	Intro to Creative Writing (3)	Advanced Creative Writing (3)	Poetry Writing (3)	U.S. Hist through Reconstruction (3)	United States History - Reconstruction to the Present (3)	History of California (3)	Hist of World Societies Before 1500 (3)	Hist of World Societies Before 1500 (3)	Women's Lives in Early U.S Hist (3)	Women's Lives in Recent U.S. Hist (3)	History of Western Civilization (3)(3)	African American History (3)	Cult Hist of the Mex American (3)	U.S. in the 20th Century: An Oral History Approach (3)	Our American Experience I (3)	Our American Experience II (3)	Ancient Americas: A History Through Art (3)	Introduction to the Cinema (3)	Intro to the American Cinema (3)	Humanities Through the Arts (3)	Approaches to ContempFilm (3)	Mass Media and Society (3)	Introduction to Philosophy (3)	Logic (3)	Ethics (3)	Contemporary Moral Issues (3)	Critical Thinking and Writing (3)																																																																																																																																																																																																																																												
PHYSICAL UNIVERSE AND ITS LIFE FORMS Select one course from each category. The Physical or Life Science course must include a laboratory (indicated in BOLD). 9 Semester Units	Phys for Scientists & Engineers (Mechanics / Fluids / Waves) (4)	Physics for Sci & Engineers (4)	Physics for Scientists and Engineers (Electromagnetism) (4)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)	Elementary Chemistry (4)	Elem Organic Biochem (4)	Physical Geography (3)	Introduction to Geology (4)	Environmental Geology (3)	Introduction to Physics (4)	General Physics (4)(4)	Physics for Sci & Engineers (4)	Arts (Art, Dance Music, Theater) (3)	Humanities (Literature, Philosophy, Foreign Language) (3)	Composition and Literature (3)	Critical Reasoning and Writing (3)	Introduction to General Astronomy (3)	General Chemistry (5)(5)	Organic Chemistry (5)(5)

Updated - 6/1/08

AREA C cont.			AREA E (continued)					
C - 2 Humanities (continued)			HIST 18	Our American Experience I	(3)	PSYC 5	Self-Assessment and Career Dev	(2)
PHIL 6A	Comparative Religions	(3)	HIST 19	Our American Experience II	(3)	PSYC 27	Contemporary Leadership	(3)
PHIL 6B	Philosophy of Religion	(3)	JOUR 10	Mass Media and Society	(3)	PSYC 41	Psychology of Adjustment	(2)
PHIL 7A	Hist of Phil: Ancient to Medieval	(3)	PHIL 12	Intro to Political Thought	(3)	SOC 21	Marriage and the Family	(3)
PHIL 7B	Hist of Phil: Renaissance to Modern	(3)	POLS 1	Intro to American Gov	(3)	AREA F		
PHIL 8	Intro to the Philosophy of Science	(3)	POLS 3	Intro to Comparative Politics	(3)	CULTURAL DIVERSITY		
PHIL 15	Asian Philosophies	(3)	POLS 4	Intro to International Relations	(3)	6 Semester Units		
SOC 10	Mass Media and Society	(3)	POLS 6	Intro to Conflict Resolution	(3)	2 courses from the following list; courses listed under more than one area may be used, double counted, to satisfy other general education requirements.		
Any Foreign Language Course		(3)	POLS 12	Introduction to Political Thought	(3)	AH 3	The Person in the Life Cycle	(3)
AREA D			PSYC 1A, B	Intro to Psychology	(3)(3)	AH 11	Nutrition	(3)
SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS			PSYC 2	Early Childhood Development	(3)	ANTH 3	Intro to Cultural Anthropology	(3)
Two requirements: select one course from D-1, and select 2 courses from D-29 Semester Units			PSYC 3	Child Growth and Development During the School Years	(3)	ANTH 5	Magic, Witchcraft and Religion	(3)
D - 1			PSYC 6	Conflict Resolution	(3)	ANTH 9	Cultural Context of Childhood	(3)
HIST 1	U.S. Hist through Reconstruction	(3)	PSYC 7	Cultural Context of Childhood	(3)	ANTH 10	Native American Culture	(3)
HIST 2	U.S. Hist Reconst to the Present	(3)	SOC 1A	Introduction to Sociology	(3)	ART 10A	Cultural History of Ceramics	(3)
HIST 5	Womens Lives in Early U.S.	(3)	SOC 1B	Introduction to Sociology: Social Problems	(3)	ART 11	Creativity, Imagination, & Innovation	(3)
HIST 18	Our American Experience I	(3)	SOC 3	Sociology of Race, Ethnicity, and Cultural Identity	(3)	ART 20	Art of Asia	(3)
HIST 19	Our American Experience II	(3)	SOC 4	Sociology of Women and Men	(3)	ART 21	Ancient Americas: A History Through Art	(3)
POLS 1	Intro to American Government	(3)	SOC 10	Mass Media and Society	(3)	BIO 11	Nutrition	(3)
D - 2			SSCI 1	Intro to Social Sciences	(3)	CD 7	Cultural Context of Childhood	(3)
AJ 6	Intro to Conflict Resolution	(3)	AREA E			CMUN 4	Intercultural Communication	(3)
AJ 10	Intro to Administration of Justice	(3)	LIFE-LONG UNDERSTANDING AND SELF-DEVELOPMENT			ENGL 2B	Intro to Multi-Cultural Literature	(3)
ANTH 2	Introduction to Archeology	(3)	3 Semester Units			ENGL 2E	Introduction to Women Writers	(3)
ANTH 3	Intro to Cultural Anthropology	(3)	1. Select one unit of Physical Education activity class or intercollegiate sport.			ENGL 2H	Mexican-American Literature	(3)
ANTH 5	Magic, Witchcraft and Religion	(3)	2. Select Two units from:			ENGL 2I	Intro to Native American Lit	(3)
ANTH 8	Intro to New World Archeology	(3)	AH 3	The Person in the Life Cycle	(3)	GEOG 2	Cultural Geography	(3)
ANTH 9	Cultural Context of Childhood	(3)	AH 11	Nutrition	(3)	HIST 3	History of California	(3)
ANTH 10	Native American Culture	(3)	AH 30	Standard First Aid and Cardiopulmonary Resuscitation	(3)	HIST 5	Women's Lives in Early U.S. History	(3)
BUS 1	Fundamentals of Business	(3)	BIO 11	Nutrition	(3)	HIST 6	Women's Lives in Recent U.S. History	(3)
CD 2	Early Childhood Development	(3)	CD 2	Early Childhood Development	(3)	HIST 10	African American History	(3)
CD 3	Child Growth and Development During the School Years	(3)	CD 3	Child Growth and Development During the School Years	(3)	HIST 12	Cultural Hist of the Mexican American	(3)
CD 7	Cultural Context of Childhood	(3)	CSIS 1	Computer Literacy - MS Office	(2)	HIST 21	Ancient Americas: A History Through Art	(3)
CMUN 4	Intercultural Communication	(3)	CSIS 2	Computers in Bus - MS Office	(4)	PHIL 6A	Comparative Religions	(3)
ECON 1	Principles of Macroeconomics	(3)	CSIS 6	Web Page Authoring I	(2)	PHIL 15	Asian Philosophies	(3)
ECON 2	Principles of Microeconomics	(3)	CSIS 8	Introduction to the Internet	(1)	POLS 3	Intro to Comparative Politics	(3)
ECON 10	Fundamentals of Economics	(3)	CSIS 45	C++ Programming I	(4)	POLS 4	Intro to International Relations	(3)
GEOG 2	Cultural Geography	(3)	CSIS 51	Visual Basic Net Programming	(3)	PSYC 7	Cultural Context of Childhood	(3)
HIST 1	U.S. Hist through Reconstruction	(3)	GUID 1	Self-Assessment and Career Dev	(2)	SOC 3	Sociology of Race, Ethnicity, and Cultural Identity	(3)
HIST 2	U S Hist - Reconst to the Present	(3)t	GUID 6	Life Skills for Higher Education	(2)	SPAN 9A	Spanish for Span Speakers	(3)
HIST 3	History of California	(3)	GUID 200	Planning College Success	(3)	SPAN 12A	Spanish for Span Speakers	(5)
HIST 4A	Hist of World Societies Before 1500	(3)	HE 1	Health Education	(3)	SPAN 12B	Spanish for Span Speakers - Intermediate / Advanced	(5)
HIST 4B	History of World Societies 1500 to Present	(3)	HE 2	Human Sexuality	(3)	THEA 1	Theater History	(3)
HIST 5	Women's Lives in Early U.S. History	(3)	PHIL 3B	Contemporary Moral Issues	(3)			
HIST 6	Women's Lives in Recent U.S. History	(3)	PHIL 6B	Philosophy of Religions	(3)			
HIST 10	African American History	(3)	PHIL 8	Intro to the Philosophy of Sci	(3)			
HIST 12	Cult Hist of the Mexican American	(3)	PHIL 15	Asian Philosophies	(3)			
HIST 14	U.S. in the 20th Century An Oral History Approach	(3)	POLS 27	Contemporary Leadership	(3)			
			PSYC 2	Early Childhood Development	(3)			
			PSYC 3	Child Growth and Development During the School Years	(3)			



General Education Reciprocity Agreement

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

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

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

The process for obtaining a Certification of Gavilan College General Education is as follows:

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


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

Articulation Agreements

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

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

www.assist.org



assist

Your official source for California articulation and student transfer information.

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

Transfer to the University of California System

The UC system includes the following campuses:

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

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

UC ADMISSION POLICY

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

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

UC TRANSFER REQUIREMENTS

CALIFORNIA RESIDENTS: There are basically 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.



Transfer Patterns

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

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

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

Intersegmental General Education Transfer Curriculum (IGETC)

The IGETC can be used by community college transfer students to fulfill lower division general education requirements in 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.

UC/CSU Intersegmental General Education Transfer Curriculum IGETC - 2008-2009

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

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

AREA 1	AREA 3	
<p>ENGLISH COMMUNICATION</p> <p>CSU - 3 courses required, one each from Group A, B, and C</p> <p>UC - 2 courses required, one each from Group A and B</p> <p>1-A English Composition</p> <p style="padding-left: 20px;">ENGL 1A Composition (3)</p> <p>1-B Critical Thinking / English Composition</p> <p style="padding-left: 20px;">ENGL1C Critical Reasoning and Writing (3)</p> <p style="padding-left: 20px;">PHIL 4 Critical Thinking and Writing (3)</p> <p>1-C Oral Communication (CSU requirement only)</p> <p style="padding-left: 20px;">CMUN1A Introduction to Public Speaking (3)</p> <p style="padding-left: 20px;">CMUN 5 Fund of Com Studies (3)</p> <p style="padding-left: 20px;">CMUN 8 Interpersonal Communication (3)</p> <p style="padding-left: 20px;">CMUN 10 Small Group Communication (3)</p>	<p>ARTS AND HUMANITIES</p> <p>At least 3 courses, with at least one course from the Arts and one course from the Humanities.</p> <p>3-A Arts</p> <p style="padding-left: 20px;">ART 1A,B Art History (3) (3)</p> <p style="padding-left: 20px;">ART 6 Art Appreciation (3)</p> <p style="padding-left: 20px;">ART 20 Art of Asia (3)</p> <p style="padding-left: 20px;">ART 21 Ancient Americas: A History Through Art (3)</p> <p style="padding-left: 20px;">HIST 21 Ancient Americas: A History Through Art (3)</p> <p style="padding-left: 20px;">HUM 6 Foreign Cinema (3)</p> <p style="padding-left: 20px;">MUS 1A,B Music History and Literature (3) (3)</p> <p style="padding-left: 20px;">THEA 1 Theater History (3)</p> <p style="padding-left: 20px;">THEA 3 El Teatro Campesino (3)</p> <p style="padding-left: 20px;">THEA 7 Theater Appreciation</p> <p>3-B Humanities</p> <p style="padding-left: 20px;">ENGL 1B Composition and Literature (3)</p> <p style="padding-left: 20px;">ENGL 2A Introduction to Poetry (3)</p> <p style="padding-left: 20px;">ENGL 2B Intro to Multi-Cultural Literature (3)</p> <p style="padding-left: 20px;">ENGL 2C Introduction to Film and Fiction (3)</p> <p style="padding-left: 20px;">ENGL 2D Introduction to the Study of Fiction (3)</p> <p style="padding-left: 20px;">ENGL 2E Introduction to Women Writers (3)</p> <p style="padding-left: 20px;">ENGL 2F Childrens's Literature ** (3)</p> <p style="padding-left: 20px;">ENGL 2H Mexican-American Literature (3)</p> <p style="padding-left: 20px;">ENGL 2I Intro to Native American Literature (3)</p> <p style="padding-left: 20px;">ENGL 2J Mythology (3)</p> <p style="padding-left: 20px;">ENGL 4A British Literature - 449 through 1798 (3)</p> <p style="padding-left: 20px;">ENGL 4B British Literature - 1798 to present (3)</p> <p style="padding-left: 20px;">ENGL 5A Survey of American Literature - 1620 - 1865 (3)</p> <p style="padding-left: 20px;">ENGL 5B Survey of American Literature - 1865 to present (3)</p> <p style="padding-left: 20px;">* HIST 1 U.S. Hist through Reconstruction (3)</p> <p style="padding-left: 20px;">* HIST 2 U.S. Hist Reconstruction to Present (3)</p> <p style="padding-left: 20px;">* HIST 3 History of California (3)</p> <p style="padding-left: 20px;">* HIST 4A Hist of World Societies Before 1500 (3)</p> <p style="padding-left: 20px;">* HIST 4B History of World Societies - 1500 to Present (3)</p> <p style="padding-left: 20px;">* HIST 5 Women's Lives in Early U.S. Hist (3)</p> <p style="padding-left: 20px;">* HIST 6 Women's Lives in Recent U.S. Hist (3)</p> <p style="padding-left: 20px;">HIST 7A History of Western Civilization (3)</p> <p style="padding-left: 20px;">HIST 7B History of Western Civilization (3)</p> <p style="padding-left: 20px;">* HIST 10 African American History (3)</p> <p style="padding-left: 20px;">* HIST 12 CultHist. of the Mexican American (3)</p> <p style="padding-left: 20px;">* HIST 14 U.S. in the 20th Century: An Oral History Approach (3)</p>	<p>* HIST 18 Our American Experience I (3)*</p> <p>HIST 19 Our American Experience II (3)</p> <p>HUM 3 Introduction to the Cinema (3)</p> <p>HUM 4 Intro to the American Cinema (3)</p> <p>HUM 5 Humanities Through the Arts (3)</p> <p>HUM 10 Approaches to Contemporary Film (3)</p> <p>PHIL 1 Introduction to Philosophy (3)</p> <p>PHIL 3A Ethics (3)</p> <p>PHIL 3B Contemporary Moral Issues (3)</p> <p>PHIL 6A Comparative Religions (3)</p> <p>PHIL 6B Philosophy of Religion (3)</p> <p>PHIL 7A History of Philosophy: Ancient to Medieval (3)</p> <p>PHIL 7B History of Philosophy: Renaissance to Modern (3)</p> <p>PHIL 8 Intro to the Philosophy of Science (3)</p> <p>PHIL 15 Asian Philosophies (3)</p> <p>* SPAN 2A,B Intermediate Spanish (5) (5)</p> <p>SPAN 9A Spanish for Spanish Speakers ** (3)</p>
AREA 2		AREA 4
<p>MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</p> <p>1 course, 3 semester, 4-5 quarter units</p> <p>2-A Math</p> <p style="padding-left: 20px;">CSIS 26 Discrete Mathematics (4)</p> <p style="padding-left: 20px;">+ ECON 11 Statistics for Business & Economics (4)</p> <p style="padding-left: 20px;">+ GBUS 11 Statistics for Business & Economics (4)</p> <p style="padding-left: 20px;">+ MATH 1A Single Variable Calculus & Analytic Geometry (4)</p> <p style="padding-left: 20px;">MATH 1B Single Variable Calculus & Analytic Geometry (4)</p> <p style="padding-left: 20px;">MATH 1C Multivariable Calculus (4)</p> <p style="padding-left: 20px;">MATH 2 Linear Algebra (3)</p> <p style="padding-left: 20px;">MATH 2C Differential Equations (3)</p> <p style="padding-left: 20px;">MATH 5 Introductions to Statistics (3)</p> <p style="padding-left: 20px;">+ MATH 6 Calc for Bus / Social Sci (3)</p> <p style="padding-left: 20px;">MATH 7 Finite Mathematics (3)</p> <p style="padding-left: 20px;">+ MATH 8 Precalculus (5)</p> <p style="padding-left: 20px;">+ MATH 8A First Half of Precalculus (4)</p> <p style="padding-left: 20px;">+ MATH 8B Second Half of Precalculus (4)</p> <p style="padding-left: 20px;">+ MATH 9 College Algebra and Trig ± (5)</p> <p style="padding-left: 20px;">+ MATH 10 Functional Analysis and Mod ± (3)</p> <p style="padding-left: 20px;">MATH 14 Math for the Liberal Arts (3)</p> <p style="padding-left: 20px;">MATH 26 Discrete Math (4)</p>		<p>SOCIAL AND BEHAVIORAL SCIENCES</p> <p>Three courses from at least two disciplines or an interdisciplinary sequence.</p> <p>9 semester, 12-15 quarter units.</p> <p>4-A Anthropology and Archeology</p> <p style="padding-left: 20px;">ANTH 2 Introduction to Archeology (3)</p> <p style="padding-left: 20px;">ANTH 3 Intro to Cultural Anthropology (3)</p> <p style="padding-left: 20px;">ANTH 5 Magic, Witchcraft and Religion (3)</p> <p style="padding-left: 20px;">ANTH 8 Intro to New World Archeology ** (3)</p> <p style="padding-left: 20px;">ANTH 10 Native American Culture (3)</p> <p>4-B Economics</p> <p style="padding-left: 20px;">+ ECON 1 Principles of Macroeconomics (3)</p> <p style="padding-left: 20px;">+ ECON 2 Principles of Macroeconomics (3)</p> <p style="padding-left: 20px;">+ ECON 10 Fundamentals of Economics (3)</p> <p>4-E Geography</p> <p style="padding-left: 20px;">GEOG 2 Cultural Geography (3)</p> <p>4-F History</p> <p style="padding-left: 20px;">* HIST 1 U.S.Hist through Reconstruction (3)</p> <p style="padding-left: 20px;">* HIST 2 United States History: Reconstruction to the Present (3)</p> <p style="padding-left: 20px;">* HIST 3 History of California (3)</p> <p style="padding-left: 20px;">* HIST 4A History of World Societies Before 1500 (3)</p>

<p>4-F History - Cont.</p> <p>* HIST 4B History of World Societies 1500 to Present (3)</p> <p>* HIST 5 Women's Lives in Early U.S. Hist. (3)</p> <p>* HIST 6 Women's Lives in Recent U.S. History (3)</p> <p>* HIST 10 African American History (3)</p> <p>* HIST 12 Cultural Hist of the Mexican American (3)</p> <p>* HIST 14 U.S. in the 20th Century: An Oral History Approach (3)</p> <p>* HIST 18 Our American Experience I (3)</p> <p>* HIST 19 Our American Experience II (3)</p> <p>4-G Interdisciplinary, Social & Behavioral Science</p> <p>CMUN 4 Intercultural Communication (3)</p> <p>SSCI 1 Introduction to Social Sciences (3)</p> <p>4-H Political Science, Government & Legal Institutions</p> <p>PHIL 12 Intro to Political Thought (3)</p> <p>POLS 1 Intro to American Government (3)</p> <p>POLS 3 Intro to Comparative Politics (3)</p> <p>POLS 4 Intro to International Relations (3)</p> <p>POLS 12 Introduction to Political Thought (3)</p> <p>4-I Psychology</p> <p>CD 2 Early Childhood Development (3)</p> <p>CD 3 Child Growth and Development During the School Years (3)</p> <p>PSYC 1A,B Introduction to Psychology (3)(3)</p> <p>PSYC 2 Early Childhood Development (3)</p> <p>PSYC 3 Child Growth and Development During the School Years (3)</p> <p>4-J Sociology & Criminology</p> <p>JOUR 10 Mass Media and Society (3)</p> <p>SOC 1A Introduction to Sociology (3)</p> <p>SOC 1B Intro to Sociology: Social Problems (3)</p> <p>SOC 3 Sociology of Race, Ethnicity and Cultural Identity (3)</p> <p>SOC 4 Sociology of Women and Men (3)</p> <p>SOC 10 Mass Media and Society (3)</p>	<p>+ CHEM 30A Elementary Chemistry (4)</p> <p>CHEM 30B Elementary Organic Biochemistry (4)</p> <p>GEOG 1 Physical Geography (3)</p> <p>GEOL 1 Introduction to Geology (4)</p> <p>GEOL 13 Environmental Geology ** (3)</p> <p>+ PHYS 1 Introduction to Physics (4)</p> <p>+ PHYS 2A General Physics (4)</p> <p>+ PHYS 2B General Physics (4)</p> <p>+ PHYS 4A Physics for Scientists and Engineers (Mechanics/Fluids/Waves) (4)</p> <p>+ PHYS 4B Physics for Scientists and Engineers (Electromagnetism) (4)</p> <p>+ PHYS 4C Physics for Scientists and Engineers (Thermodynamic/Optics/Moderns Physics) (4)</p> <p>+ PSCI 1 Principles of Physical Science (3)</p> <p>PSCI 2 Introduction to Meteorology (3)</p> <p>5B Biological Science</p> <p>AH 8 General Microbiology (5)</p> <p>+ AH 9 Human Physiology (5)</p> <p>+ AH 15 Survey of Human Anatomy and Physiology (5)</p> <p>ANTH 1 Intro to Physical Anthropology (3)</p> <p>BIO 1 General Biology (4)</p> <p>BIO 4 General Zoology (4)</p> <p>BIO 5 General Botany (4)</p> <p>+ BIO 7 Human Anatomy (4)</p> <p>BIO 8 General Microbiology (5)</p> <p>+ BIO 9 Human Physiology (5)</p> <p>+ BIO 10 Principles of Biology (4)</p> <p>BIO 13 Marine Biology (4)</p> <p>+ BIO 15 Survey of Human Anatomy and Physiology (5)</p> <p>ECOL 1 Conservation of Natural Resources(4)</p> <p>+ Transfer credit may be limited by either UC or CSU or both. Please consult with a counselor.</p>	<p>CSU Graduation Requirement in U.S. History, Constitution and American Ideals.</p>
<p>AREA 5</p>	<p>AREA 6</p>	<p>Not Part of IGETC (May be completed prior to transfer.)</p> <p>For the baccalaureate degree, CSU requires one of the following combinations:</p> <p>HIST 1 & 2, HIST 1 & 19, HIST 2 & 18: POLS 1 with either HIST 1, 2, 18 or 19</p> <p>CSU campuses have the discretion whether to allow courses used to satisfy the CSU US History, Constitution and American Ideals (AI) graduation requirement to count in both Area 3B or 4F and to meet the graduation requirement.</p>
<p>PHYSICAL AND BIOLOGICAL SCIENCES</p> <p>At least 2 courses, one Physical Science course and one Biological Science course; At least one must include a laboratory.</p> <p>Courses in BOLD include a laboratory component.</p> <p>7-9 semester, 9-12 quarter units</p> <p>5-A Physical Science</p> <p>ASTR 1 Intro to General Astronomy (3)</p> <p>CHEM 1A General Chemistry (5)</p> <p>CHEM 1B General Chemistry (5)</p> <p>CHEM 12A Organic Chemistry (5)</p> <p>CHEM 12B Organic Chemistry (5)</p>	<p>LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY)</p> <p>Proficiency equivalent to two years of high school study in the same language.</p> <p>6-A Language Other Than English</p> <p>FRNH 1B Elementary French (5)</p> <p>JPN 1B Elementary Japanese (5)</p> <p>* SPAN 1B Elementary Spanish (5)</p> <p>* SPAN 2A,B Intermediate Spanish (5)(5)</p> <p>* SPAN 12A Spanish for Spanish Speakers (5)</p> <p>* SPAN 12B Spanish for Spanish Speakers - Intermediate / Advanced (5)</p> <p>* Courses listed in multiple areas shall not be certified in more than one area except for courses in Languages Other Than English, which can be certified in both areas 3B and 6A.</p>	<p>SUPPLEMENTARY NOTES</p>
		<ol style="list-style-type: none"> 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 courses toward major preparation are not changed by the IGETC.
		<p>+ Transfer credit may be limited by either UC or CSU or both. Please consult with a counselor.</p> <p>** Approved for Fall, 2007</p> <p>□ Approved retroactively for Fall, 1999.</p> <p>± Approved retroactively for Fall, 1999.</p>

Transfer to the California State University System (CSU)

The California State University system includes the following campuses:

Bakersfield	Northridge
Channel Island	Pomona
Chico	Sacramento
Dominguez Hills	San Bernardino
East Bay	San Diego
Fresno	San Francisco
Fullerton	San Jose
Humboldt	San Luis Obispo
Long Beach	San Marcos
Los Angeles	Sonoma
Maritime Academy	Stanislaus
Monterey Bay	

Gavilan College courses numbered 1-99 are transferable to all of the 23 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.

AREA A: COMMUNICATIONS IN THE ENGLISH LANGUAGE:

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: PHYSICAL UNIVERSE AND ITS LIFE FORMS:

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, FOREIGN LANGUAGE, LITERATURE AND PHILOSOPHY:

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, POLITICAL, AND ECONOMIC INSTITUTIONS:

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 UNDERSTANDING 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.

Updated - 6/1/08

CSU General Education (Breadth) Requirements 2008-2009

certified by Gavilan College

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

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

AREA A		B - 2 LIFE SCIENCE							
COMMUNICATION IN THE ENGLISH LANGUAGE 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 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 (3) A - 3 CRITICAL THINKING ENGL 1C Critical Reasoning and Writing (3) PHIL 2 Logic (3) PHIL 4 Critical Thinking and Writing (3)		ANTH 1 Intro to Physical Anthropology (3) ECOL 1 Conservation of Natural Resources(4) BIO 1 General 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 13 Marine Biology (4) BIO 15 Survey of Human Anatomy and Physiology (5) BIO 20 Field Biology (4)	ART 6 Art Appreciation (3) ART 8A Beginning Photography From Analog to Digital (3) ART 10A Cultural History of Ceramics (3) ART 13 Three Dimensional Design (3) ART 14 Beginning Mural Painting (3) ART 20 Art of Asia (3) ART 21 Ancient Americas: A History Through Art (3) HIST 21 Ancient Americas: A History Through Art (3) ART 25A Art Methods (3) CD 25A Art Methods (3) CMUN 2 Oral Reading (3) THEA 4 Oral Reading (3) HUM 6 Foreign Cinema (3) HUM 10 Approaches to Contemporary Film (3) MUS 1A, B Music, History, and Literature (3) (3) MUS 3A Harmony-Theory-Musicianship (4) MUS 4A Beginning Piano (3) THEA 1 Theater History (3) THEA 3 El Teatro Campesino (3) THEA 7 Theater Appreciation (3) THEA 12A Acting: History and Practice (3) THEA 20 Introduction to Script Writing (3)						
		B - 3 LABORATORY ACTIVITY See Areas B - 1 & B - 2 above B - 4 Mathematics/Quantitative Reasoning Grade "C" or better is required MATH 1A, B Single-Variable Calculus and Analytic Geometry (4) (4) MATH 1C Multivariable Calculus (4) MATH 2 Linear Algebra (3) MATH 2C Differential Equations (3) MATH 5 Introductions to Statistics (3) MATH 6 Calculus for Bus / Social Science (3) MATH 7 Finite Mathematics (3) MATH 8 Precalculus (5) MATH 8A First Half of Precalculus (4) MATH 8B Second Half of Precalculus (4) MATH 9± College Algebra & Trigonometry (5) MATH 10± Functional Analysis and Modeling (3) MATH 12 Math for Elementary Teachers (3) MATH 14 Math for the Liberal Arts (3) MATH 26 Discrete Math (4) CSIS 26 Discrete Math (4) ECON 11 Statistics for Bus and Econ (4) GBUS 11 Statistics for Bus and Econ (4)	ART 25A Art Methods (3) CD 25A Art Methods (3) CMUN 2 Oral Reading (3) THEA 4 Oral Reading (3) HUM 6 Foreign Cinema (3) HUM 10 Approaches to Contemporary Film (3) MUS 1A, B Music, History, and Literature (3) (3) MUS 3A Harmony-Theory-Musicianship (4) MUS 4A Beginning Piano (3) THEA 1 Theater History (3) THEA 3 El Teatro Campesino (3) THEA 7 Theater Appreciation (3) THEA 12A Acting: History and Practice (3) THEA 20 Introduction to Script Writing (3)						
		AREA B		AREA C					
		PHYSICAL UNIVERSE AND ITS LIFE FORMS 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,B General Chemistry (5) (5) CHEM 12A,B Organic Chemistry (5) (5) CHEM 30A Elementary Chemistry (4) CHEM 30B Elementary Organic Biochemistry (4) GEOG 1 Physical Geography (3) GEOL 1 Introduction to Geology (4) GEOL 13 Environmental Geology (3) PHYS 1 Introduction to Physics (4) PHYS 2A, B General Physics (4)(4) PHYS 4A Physics for Scientists & Engineers (Mechanics / Fluids / Waves) (4) PHYS 4B Physics for Scientists and Engineers (Electromagnetism) (4) PHYS 4C Physics for Scientists & Engineers (Thermodynamic / Optics Moderns Physics) (4) PSCI 1 Principles of Physical Science (3) PSCI 2 Introduction to Meteorology (3)		ARTS, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGE Required: English 1B, one course from C-1 and one course from C-2 9 semester units or 12-15 quarter units C - 1 Arts (Art, Dance Music, Theater) Minimum of 2 units from one of these courses. ART 1A, B Art History (3) (3) ART 2A Two Dimensional Design (3) ART 3A Drawing and Composition (3)	C - 2 Humanities (Literature, Philosophy, Foreign Language) ART 11 Creativity, Imagination, & Innovation (3) ART 21 Ancient Americas: A History Through Art (3) HIST 21 Ancient Americas: A History Through Art (3) ENGL 2A Introduction to Poetry (3) ENGL 2B Intro to Multi-Cultural Literature (3) ENGL 2C Intro to Film and Fiction (3) ENGL 2D Intro to the Study of Fiction (3) ENGL 2E Introduction to Women Writers (3) ENGL 2F Children's Literature* (3) ENGL 2H Mexican-American Literature (3) ENGL 2J Intro to Native American Literature (3) ENGL 2J 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 Poetry Writing (3) FRNH 1A, B Elementary French (5) (5)				
				AREA C					

Updated - 6/1/08

<p>C - 2 Humanities (continued)</p> <p>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 History of World Societies Before 1500 (3) HIST 4B History of World Societies Before 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, B History of Western Civilization (3) (3) HIST 10 African American History (3) HIST 12 Cult Hist of the Mexican American (3) HIST 14 U.S. in the 20th Century: An Oral History Approach (3) HIST 18 Our American Experience I (3) HIST 19 Our American Experience II (3) HUM 3 Introduction to the Cinema (3) HUM 4 Intro to the American Cinema (3) HUM 5 Humanities Through the Arts (3) HUM 10 Approaches to Contemporary Film (3) JPN 1A, B Elementary Japanese ±± (5) (5) SPAN 1A, B Elementary Spanish (5) (5) SPAN 2A, B Intermediate Spanish (5) (5) SPAN 9A Spanish for Spanish Speakers (3) SPAN 12A Spanish for Spanish Speakers (5) SPAN 12B Spanish for Spanish Speakers Intermediate/Advanced (5) JOUR 10 Mass Media and Society (3) SOC 10 Mass Media and Society (3) PHIL 1 Introduction to Philosophy (3) PHIL 3A Ethics (3) PHIL 3B Contemporary Moral Issues (3) PHIL 6A Comparative Religions (3) PHIL 6B Philosophy of Religion (3) PHIL 7A Hist of Philosophy: Ancient to Medieval (3) PHIL 7B History of Philosophy: Renaissance to Modern (3) PHIL 8 Intro to the Philosophy of Science (3) PHIL 15 Asian Philosophies (3)</p>	<p>NOTE: For the baccalaureate degree, one of the following combinations will satisfy the CSU graduation requirement in US History, Constitution and American Ideals: HIST 1 & 2, HIST 1 & 19, HIST 2 & 18, POLS 1 with either HIST 1, 2, 18, or 19.</p> <p>Requirement 2:</p> <p>D - 1 Anthropology and Archeology D - 1 ANTH 2 Introduction to Archeology (3) ANTH 3 Intro to Cultural Anthropology (3) ANTH 5 Magic, Witchcraft and Religion (3) ANTH 8 Intro to New World Archeology (3) ANTH 10 Native American Culture (3)</p> <p>D - 2 Economics ECON 1 Principles of Macroeconomics (3) ECON 2 Principles of Microeconomics (3) ECON 10 Fundamentals of Economics (3)</p> <p>D - 3 Ethnic Studies CMUN 4 Intercultural Communication (3) HIST 10 African American History (3) HIST 12 Cultural History of the Mexican American (3) SOC 3 Sociology of Race, Ethnicity & Cultural Identity (3)</p> <p>D - 4 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)</p> <p>D - 5 Geography GEOG 2 Cultural Geography (3)</p> <p>D - 6 History HIST 1 U.S. Hist through Reconstruction (3) HIST 2 United States History - Reconstruction to the Present HIST 3 History of California (3) HIST 4A History of World Societies Before 1500 (3) HIST 4B History of World Societies Before 1500 to Present (3) HIST 5 Women's Lives in Early U.S. Hist. (3) HIST 6 Women's Lives in Recent U.S. Hist. (3) HIST 10 African American History (3) HIST 12 Cultural History of the Mexican American (3) HIST 14 U.S. in the 20th Century An Oral History Approach (3) HIST 18 Our American Experience I (3) HIST 19 Our American Experience II (3)</p> <p>D - 7 Interdisciplinary Social & Behavioral Sci. ANTH 9 Cultural Context of Childhood (3) CMUN 4 Intercultural Communication (3) PSYC 6 Conflict Resolution (3)</p>	<p>AJ 6 Intro to Conflict Resolution (3) POLS 6 Intro to Conflict Resolution (3) PSYC 7 Cultural Context of Childhood (3) CD 7 Cultural Context of Childhood (3) SSCI 1 Introduction to Social Sciences (3)</p> <p>D - 8 Political Science, Government and Legal Institutions POLS 1 Intro to American Government (3) POLS 3 Intro to Comparative Politics (3) POLS 4 Intro to International Relations (3) POLS 12 Introduction to Political Thought (3) PHIL 12 Introduction to Political Thought (3)</p> <p>D - 9 Psychology PSYC 1A, B Intro to Psychology (3) (3) PSYC 2 Early Childhood Development (3) PSYC 3 Child Growth and Development During the School Years (3) CD 2 Early Childhood Development (3) CD 3 Child Growth and Development During the School Years (3)</p> <p>D - 0 Sociology and Criminology 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 10 Mass Media and Society (3) JOUR 10 Mass Media and Society (3)</p>
AREA E		
LIFE-LONG UNDERSTANDING AND SELF-DEVELOPMENT		
1. One unit of Physical Education activity course		
2. Two units from:		
AH 3 The Person in the Life Cycle (3)		
AH 11 Nutrition (3)		
BIO 11 Nutrition (3)		
GUID 6 Life Skills for Higher Education (2)		
HE 1 Health Education (3)		
HE 2 Human Sexuality (3)		
PSYC 5 Self-Assessment and Career Development (2)		
GUID 1 Self-Assessment and Career Development (2)		
□ PSYC 2 Early Childhood Development (3)		
□ PSYC 3 Child Growth and Development During the School Years (3)		
» CD 2 Early Childhood Development (3)		
» CD 3 Child Growth and Development During the School Years (3)		
PSYC 41 Psychology of Adjustment (2)		
SOC 21 Marriage and the Family (3)		
AREA D		
SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS		
Two requirements: select one course from Requirement 1 and select 2 courses from Requirement 2.		
9 semester units or 12-15 quarter units		
Requirement 1:		
HIST 1 U.S. Hist through Reconstruction (3)		
HIST 2 U.S. Hist Reconstruction to the Present (3)		
HIST 18 Our American Experience I (3)		
HIST 19 Our American Experience II (3)		
POLS 1 Intro to American Government (3)		
Courses listed under more than one discipline or area may be used only once to satisfy an area.		
* = Approved for Fall 2006 ± = Approved Retroactively for Fall 1999, ±± = Approved retroactively for Fall 2005.		
NOTE: "□" or "»". PSYC 2 + 3 acceptable for AREA E only if taken as combination.		
NOTE: Transfer credit of certain courses (especially Science and Math) may be limited by UC or CSU or both. Consult with a counselor.		



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

Gavilan College has Transfer Admission Agreements with the following universities:

- California State University, Monterey Bay
- San Francisco State University
- San Jose State University
- University of California, Davis
- University of California, Riverside
- University of California, Santa Cruz
- Santa Clara University

Indiana University Transfer Agreement (90/30)

Gavilan College has joined forces with Indiana University School of Continuing Studies to offer a Bachelor of General Studies that can be completed entirely online or through correspondence courses. There are no oncampus residency requirements. Students pay the same tuition as Indiana residents.

HOW 90 ► 30 WORKS

1. Earn 60 semester hours/units at Gavilan College.
2. Apply for admission to Indiana University. While you may apply to Indiana University before earning an associate degree at Gavilan College, it is advisable to earn your degree before submitting your application.
3. Once admitted to Indiana University, complete an additional 30 semester hours/units from the Gavilan College curriculum.
4. Take your final 30 semester hours/units of upper-division courses via distance education at Indiana University, and earn a Bachelor of General Studies Degree.

Please consult a counselor for more detailed information.

Transfer (Articulation) Agreements with Private Universities

Certain private universities have completed course agreements with Gavilan College to facilitate student transfer. The following universities have provided Gavilan students with a course transfer pattern for students who plan to attend these private institutions:

- Academy of Art University (San Francisco)
- Boston University (Engineering Program)
- Brigham Young University (BYU)
- Brigham Young University (Hawaii)
- Cleveland Chiropractic College
- Cogswell Polytechnical College
- Embry-Riddle Aeronautical University
- Golden Gate University
- Indiana University
- Loma Linda College (nursing agreement)
- Los Angeles College of Chiropractic
- Menlo College
- Mills College (Oakland)
- Monterey Institute of International Studies
- National University
- Samuel Merritt College (Nursing)
- United States International University (USIU)
- University of Phoenix
- University of San Francisco (USF)
- University of Santa Clara
- University of Southern California (USC)
- University of the Pacific (School of Pharmacy and Health Sciences)

Please see your counselor for current and additional information and to view copies of specific transfer agreements.

The Counseling Office is located in SC113. For more information visit www.gavilan.edu/counseling/transfer information.

GENERAL EDUCATION/COURSE CREDIT MATRIX

UC/CSU: Courses transferable to a UC or CSU campus.

CSU-GE: Courses meet general education requirements for CSU.

IGETC: Courses satisfy IGETC transfer pattern requirements.

AA/AS: Courses meet associate's degree requirements

CAN: The California Articulation Number (CAN) System identifies some of the transferable, lower division, introductory, preparatory courses commonly taught within each academic discipline on college campuses.

The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course on another participating campus.

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER	
ACCT 20	CSU/UC					BUS2
ACCT 21	CSU/UC					BUS4
ACCT 20 + 21						BUS SEQ A
ACCT 23	CSU					
ACCT 101	CSU					
ACCT 103	CSU					
ACCT 105	CSU					
ACCT 111	CSU					
ACCT 120	CSU					
ACCT 190	CSU					
AFT 121	CSU					
AFT 122	CSU					
AFT 133	CSU					
AH 3	CSU/UC	E2			E2 F	
AH 8	CSU/UC	B2 B3		5B	B2 B3	BIO14
AH 9	CSU/UC	B2 B3		5B	B2 B3	BIO12
AH 11	CSU/UC	E2			E2 F	FCS2
AH 15	CSU/UC	B2 B3		5B	B2 B3	
AH 16	CSU					
AH 22	CSU					
AH 23	CSU					
AH 30	CSU/UC				E2	
AH 32	CSU					
AH 43	CSU					
AH 44	CSU					
AH 45	CSU					
AH 46	CSU					
AH 61	CSU					
AH 62	CSU					
AH 63	CSU					
AH 64	CSU					
AH 100	CSU					
AH 101	CSU					
AH 110	CSU					
AH 111	CSU					
AH 112	CSU					
AH 114	CSU					
AH 115	CSU					
AH 116	CSU					
AH 120	CSU					
AH 121	CSU					
AH 130	CSU					
AH 140	CSU					
AH 141	CSU					

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER	
AH 150	CSU					
AH 170	CSU					
AH 171	CSU					
AH 180	CSU					
AH 181	CSU					
AH 182	CSU					
AH 185	CSU					
AH 186	CSU					
AH 190	CSU					
AH 191A	CSU					
AH 191B	CSU					
AH 191C	CSU					
AJ 6	CSU		D7		D2	
AJ 10	CSU/UC					AJ2
AJ 12	CSU					
AJ 14	CSU/UC					AJ4
AJ 16	CSU					
AJ 18	CSU/UC					
AJ 19	CSU					
AJ 20	CSU					
AJ 21	CSU					
AJ 22	CSU					
AJ 23	CSU					
AJ 24	CSU					
AJ 32	CSU					
AJ 100A	CSU					
AJ105P	CSU					
AJ129P	CSU					
AJ 170	CSU					
AJ 171	CSU					
AJ 172	CSU					
AJ 173	CSU					
AJ 176	CSU					
AJ 190	CSU					
AMT 100	CSU					
AMT 101	CSU					
AMT 110	CSU					
AMT 111	CSU					
AMT 120	CSU					
AMT 121	CSU					
AMT 190	CSU					
ANTH 1	CSU/UC	B2		5B	B2	ANTH2
ANTH 2	CSU/UC	D1		4A	D2	
ANTH 3	CSU/UC	D1		4A	D2 F	ANTH4
ANTH 5	CSU/UC	D1		4A	D2	
ANTH 8	CSU/UC	D1		4A	D2	
ANTH 9	CSU	D7			D2 F	
ANTH 10	CSU/UC	D1		4A	D2 F	
ART 1A	CSU/UC	C1		3A	C1	ART2
ART 1B	CSU/UC	C1		3A	C1	ART4
ART 1A + 1B	CSU/UC	C1		3A	C1	ART SEQ A
ART 2A	CSU/UC	C1			C1	ART14
ART 2B	CSU/UC				C1	
ART 3A	CSU/UC	C1			C1	ART8
ART 3B	CSU/UC				C1	
ART 5A	CSU/UC				C1	
ART 5B	CSU/UC				C1	
ART 6	CSU/UC	C1		3A	C1	
ART 8A	CSU/UC	C1			C1	ART18
ART 8B	CSU/UC				C1	

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
ART 9A	CSU/UC				C1
ART 9B	CSU				C1
ART 10A	CSU/UC	C1			C1 F ART6
ART 10B	CSU/UC				C1
ART 11	CSU	C2			C2 F
ART 12A	CSU/UC				C1 ART12
ART 12B	CSU/UC				C1
ART 13	CSU/UC	C1			C1
ART 14	CSU/UC	C1			C1
ART 15A	CSU/UC				C1
ART 15B	CSU/UC				C1
ART 16A	CSU/UC				C1
ART 16B	CSU/UC				C1
ART 20	CSU/UC	C1 C2		3A	C2 F
ART 21	CSU/UC	C1 C2		3A	C2 F
ART 22	CSU				
ART 23	CSU				
ART 25A	CSU	C1			C1
ART 25B	CSU				C1
ART 34A	CSU/UC				C1 ART24
ART 34B	CSU/UC				C1
ART 40	CSU				C1
ART 45	CSU				C1
ART 48A	CSU				C1
ART 48B	CSU				C1
ART 74	CSU				C1
ART 75	CSU				C1
ART 76	CSU				C1
ART 77	CSU/UC				C1
ART 79	CSU				C1
ART 80	CSU/UC				C1
ART 85	CSU				C1
ART 98	CSU				C1
ART 107	CSU				C1
ART 108	CSU				C1
ART 110	CSU				C1
ART 113	CSU				C1
ART 114	CSU				C1
ART 116	CSU				C1
ART 117	CSU/UC				C1
ART 140	CSU/UC				C1
ART 199					C1
ASTR 1	CSU/UC	B1		5A	B1
ATH 35	CSU/UC	E1			E1
ATH 36	CSU/UC	E1			E1
ATH 38	CSU/UC	E1			E1
ATH 42	CSU/UC	E1			E1
ATH 45	CSU/UC	E1			E1
ATH 46	CSU/UC	E1			E1
ATH 47	CSU/UC	E1			E1
BIO 1	CSU/UC	B2 B3		5B	B2 B3 BIOL2
BIO 4	CSU/UC	B2 B3		5B	B2 B3 BIOL4
BIO 5	CSU/UC	B2 B3		5B	B2 B3 BIOL6
BIO 1 + 4 + 5					BIOL SEQ A
BIO 7	CSU/UC	B2 B3		5B	B2 B3 BIOL10
BIO 8	CSU/UC	B2 B3		5B	B2 B3 BIOL14
BIO 9	CSU/UC	B2 B3		5B	B2 B3 BIOL12
BIO 7 + 9					BIOL SEQ B
BIO 10	CSU/UC	B2 B3		5B	B2 B3
BIO 11	CSU/UC	E2			E2 FCS2
BIO 13	CSU/UC	B2 B3		5B	B2 B3
BIO 15	CSU/UC	B2 B3		5B	B2 B3
BIO 20	CSU	B2 B3			B2 B3
BIO 21	CSU				

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
BIO 22	CSU				
BIO 23	CSU				
BIO 30	CSU				
BIO 104	CSU				
BIO 105	CSU				
BIO 103	CSU				
BOT 23	CSU				
BOT 112	CSU				
BOT 160	CSU				
BOT 180	CSU				
BOT 181	CSU				
BOT 182	CSU				
BOT 183	CSU				
BOT 190	CSU				
BOT 191A	CSU				
BOT 191B	CSU				
BOT 191C	CSU				
BUS 1	CSU/UC				D2
BUS 11	CSU/UC	B4		2A	B4
BUS 14	CSU				
BUS 80	CSU/UC				BUS12
BUS 100	CSU				
BUS 102	CSU				
BUS 190	CSU				
CD 1	CSU				
CD 2	CSU/UC	D9 E		4I	D2
CD 3	CSU/UC	D9 E		4I	D2
CD 4	CSU				
CD 5	CSU				
CD 6	CSU				
CD 7	CSU	D7			D2 F
CD 8A	CSU				
CD 8B	CSU				
CD 9	CSU				
CD 10	CSU				
CD 11A	CSU				
CD 11B	CSU				
CD 11C	CSU				
CD 12	CSU				
CD 13	CSU				
CD 14A	CSU				
CD 14B	CSU				
CD 15	CSU				
CD 16	CSU				
CD 17	CSU				
CD 18	CSU				
CD 19	CSU				
CD 20	CSU				
CD 21	CSU				
CD 22	CSU				
CD 23	CSU				
CD 24	CSU				
CD 25A	CSU	C1			C1
CD 25B	CSU				C1
CD 26	CSU				
CD 27	CSU				
CD 28A	CSU				
CD 28B	CSU				
CD 28C	CSU				
CD 28D	CSU				
CD 29	CSU				
CD 30A	CSU				
CD 30B	CSU				
CD 31	CSU				

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AA/AS AREA	AA/AS AREA	CAN NUMBER	
CD 97	CSU					
CD 98	CSU					
CD 160	CSU					
CD 190	CSU					
CD 191A	CSU					
CD 191B	CSU					
CD 191C	CSU					
CGD 1	CSU					
CGD 2	CSU					
CGD 4	CSU					
CGD 6	CSU					
CGD 8	CSU					
CGD 9	CSU					
CGD 23	CSU					
CGD 30	CSU					
CGD 110	CSU					
CGD 160	CSU					
CGD 190	CSU					
CHEM 1A	CSU/UC	B1 B3		5A	B1 B3	CHEM2
CHEM 1B	CSU/UC	B1 B3		5A	B1 B3	CHEM4
CHEM 1A + 1B						CHEM SEQ A
CHEM 12A	CSU/UC	B1 B3		5A	B1 B3	
CHEM 12B	CSU/UC	B1 B3		5A	B1 B3	
CHEM 30A	CSU/UC	B1 B3		5A	B1 B3	CHEM6
CHEM 30B	CSU/UC	B1 B3		5A	B1 B3	CHEM8
CHEM 30A + 30B						CHEM SEQ B
CMUN 1A	CSU/UC	A1		1C	A1	SPCH4
CMUN 2	CSU/UC	C1			C1	
CMUN 4	CSU/UC	D3 D7		4G	D2 F	
CMUN 5	CSU/UC	A1		1C	A1	
CMUN 6	CSU	D7			D2	
CMUN 8	CSU/UC	A1		1C	A1	
CMUN 10	CSU/UC	A1		1C	A1	SPCH10
CMUN 11	CSU					
CMUN 22	CSU					
CMUN 23	CSU					
CMUN 129	CSU					
COS 23	CSU					
CSIS 1	CSU/UC				E2	CSCI2
CSIS 2	CSU				E2	BUS6
CSIS 2L	CSU					
CSIS 3	CSU					
CSIS 5	CSU/UC					CSCI4
CSIS 6	CSU				E2	
CSIS 7	CSU					
CSIS 8	CSU				E2	
CSIS 9	CSU					
CSIS 10	CSU/UC					
CSIS 12	CSU/UC					
CSIS 12L	CSU/UC					
CSIS 18	CSU/UC					
CSIS 18L	CSU/UC					
CSIS 23	CSU					
CSIS 24	CSU/UC					
CSIS 26	CSU/UC	B4		2A	B4	
CSIS 43	CSU/UC					
CSIS 44	CSU					
CSIS 45	CSU/UC				E2	CSCI18
CSIS 46	CSU/UC					
CSIS 47	CSU/UC					
CSIS 48	CSU/UC					
CSIS 49	CSU/UC					
CSIS 51	CSU/UC				E2	
CSIS 52	CSU					

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AA/AS AREA	AA/AS AREA	CAN NUMBER	
CSIS 53	CSU					
CSIS 54	CSU/UC					
CSIS 54L	CSU/UC					
CSIS 56	CSU					
CSIS 61	CSU/UC					
CSIS 72	CSU					
CSIS 73	CSU					
CSIS 74	CSU					C1
CSIS 75	CSU					C1
CSIS 76	CSU					C1
CSIS 77	CSU/UC					C1
CSIS 78	CSU					
CSIS 79	CSU					C1
CSIS 80	CSU/UC					C1
CSIS 84	CSU/UC					
CSIS 85	CSU					C1
CSIS 88	CSU					
CSIS 107	CSU					
CSIS 108	CSU					C1
CSIS 109	CSU					
CSIS 110	CSU					C1
CSIS 112	CSU					
CSIS 113	CSU					C1
CSIS 114	CSU					
CSIS 116	CSU					
CSIS 117	CSU/UC					
CSIS 120	CSU					
CSIS 121	CSU					
CSIS 122	CSU		E1			E1
CSIS 124	CSU					
CSIS 126	CSU					
CSIS 128	CSU					
CSIS 129	CSU					
CSIS 132	CSU					
CSIS 134	CSU					
CSIS 140	CSU/UC					C1
CSIS 142	CSU					
CSIS 151	CSU					
CSIS 155	CSU					
CSIS 169	CSU					
CSIS 175A	CSU					
CSIS 175B	CSU					
CSIS 175C	CSU					
CSIS 177	CSU					
CSIS 178	CSU					
CSIS 181	CSU					
CSIS 182	CSU					
CSIS 183	CSU					
CSIS 190	CSU					
CWE 190	CSU					
CWE 192	CSU					
DM 6	CSU					E2
DM 7	CSU					
DM 48A	CSU					
DM 48B	CSU					
DM 60	CSU					
DM 61	CSU					
DM 71	CSU					
DM 72	CSU					
DM 73	CSU					
DM 74	CSU					C1
DM 75	CSU					C1
DM 76	CSU					C1
DM 77	CSU/UC					C1

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AA/AS AREA	CAN NUMBER	
DM 79	CSU			C1	
DM 80	CSU/UC			C1	
DM 85	CSU			C1	
DM 107	CSU				
DM 108	CSU			C1	
DM 109	CSU				
DM 110	CSU			C1	
DM 111	CSU				
DM 113	CSU			C1	
DM 114	CSU				
DM 116	CSU				
DM 117	CSU/UC				
DM 140	CSU/UC			C1	
ECOL 1	CSU/UC	B2 B3	5B	B2 B3	
ECON 1	CSU/UC	D2	4B	D2	ECON2
ECON 2	CSU/UC	D2	4B	D2	ECON4
ECON 10	CSU/UC	D2	4B	D2	
ECON 11	CSU/UC	B4	2A	B4	
ECON 14	CSU				
ENGL 1A	CSU/UC	A2	1A	A2	ENGL2
ENGL 1B	CSU/UC	C	3B	C2	ENGL4
ENGL 1A + 1B					ENGL SEQ A
ENGL 1C	CSU/UC	A3	1B	C2	
ENGL 2A	CSU/UC	C2	3B	C2 F	
ENGL 2B	CSU/UC	C2	3B	C2 F	
ENGL 2C	CSU/UC	C2	3B	C2	
ENGL 2D	CSU/UC	C2	3B	C2	
ENGL 2E	CSU/UC	C2	3B	C2 F	
ENGL 2F	CSU/UC	C2	3B	C2	
ENGL 2H	CSU/UC	C2	3B	C2 F	
ENGL 2I	CSU/UC	C2	3B	C2 F	
ENGL 2J	CSU/UC	C2	3B	C2	
ENGL 4A	CSU/UC	C2	3B	C2	ENGL8
ENGL 4B	CSU/UC	C2	3B	C2	ENGL10
ENGL 4A + 4B					ENGL SEQ B
ENGL 5A	CSU/UC	C2	3B	C2	ENGL14
ENGL 5B	CSU/UC	C2	3B	C2	ENGL16
ENGL 5A + 5B					ENGL SEQ C
ENGL 9A	CSU/UC	C2		C2	ENGL6
ENGL 9B	CSU/UC	C2		C2	
ENGL 9C	CSU/UC	C2		C2	
ENGL 10	CSU				
ENGL 12A	CSU				
ENGL 12B	CSU				
ENGL 12C	CSU				
ENGL 12D	CSU				
ENGL 22	CSU				
ENGL 23	CSU				
ENGL 30	CSU				
ENGR 1	CSU/UC				ENGR2
ENGR 2	CSU/UC				ENGR8
ENGR 3	CSU/UC				ENGR12
ENGR 4	CSU/UC				ENGR4
ENGR 5	CSU/UC				CSCI4
ENGR 10A	CSU/UC				
ENGR 10B	CSU/UC				
FRNH 1A	CSU/UC	C2	6A	C2	
FRNH 1B	CSU/UC	C2	6A	C2	
GEOG 1	CSU/UC	B1 B3	5A	B1 B3	GEOG2
GEOG 2	CSU/UC	D5	4E	D2 F	GEOG4
GEOG 30	CSU				
GEO 1	CSU/UC	B1 B3	5A	B1 B3	GEO 2
GEO 13	CSU/UC	B1		B1	
GUID 1	CSU	E2		E2	

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
GUID 6	CSU/UC	E2		E2	
GUID 22	CSU				
GUID 23	CSU				
GUID 28	CSU				
GUID 29	CSU				
GUID 191A	CSU				
GUID 191B	CSU				
GUID 191C	CSU				
HE 1	CSU/UC	E2		E2	
HE 2	CSU/UC	E2		E2	
HE 6	CSU				
HIST 1	CSU/UC	C2 D6 7B	3B 4F	C2 D2 F	HIST8
HIST 2	CSU/UC	C2 D6 7B	3B 4F	C2 D2	HIST10
HIST 1 + 2					HIST SEQ B
HIST 3	CSU/UC	C2 D6	3B 4F	C2 D2 F	
HIST 4A	CSU/UC	C2 D6	3B 4F	C2 D2	
HIST 4B	CSU/UC	C2 D6	3B 4F	C2 D2	
HIST 5	CSU/UC	C2 D4 D6	3B 4F	C2 D1 D2 F	
HIST 6	CSU/UC	C2 D4 D6	3B 4F	C2 D2	
HIST 7A	CSU/UC	C2	3B	C2	HIST2
HIST 7B	CSU/UC	C2	3B	C2	HIST4
HIST 7A + 7B					HIST SEQ A
HIST 10	CSU/UC	C2 D3 D6	3B 4F	C2 D2	
HIST 12	CSU/UC	C2 D3 D6	4F 3B	D2 F	
HIST 14	CSU/UC	C2 D6	3B 4F	C2 D2	
HIST 18	CSU/UC	C2 D6	3B 4F	C2 D2	
HIST 19	CSU/UC	C2 D6	3B 4F	C2 D2	
HIST 21	CSU/UC	C1 C2	3A	C2 F	
HIST 22	CSU				
HIST 23	CSU				
HIST 98	CSU				
HORT 20	CSU				
IT115	CSU				
IT116	CSU				
IT117	CSU				
HUM 3	CSU/UC	C2	3B	C2	
HUM 4	CSU/UC	C2	3B	C2	
HUM 5	CSU/UC	C2	3B	C2	
HUM 6	CSU/UC	C1	3A	C1	
HUM 10	CSU/UC	C1 C2	3B	C1 C2	
HUM 22	CSU				
HUM 23	CSU				
HUM 25A	CSU/UC				
HUM 98	CSU				
JOUR 10	CSU/UC	C2 D0	4J	C2 D2	JOUR4
JOUR 15	CSU			C1	
JOUR 16A	CSU			C1	JOUR2
JOUR 16B	CSU			C1	
JOUR 18A	CSU			C1	
JOUR 18B	CSU			C1	
JOUR 18C	CSU			C1	
JOUR 18D	CSU			C1	
JOUR 22	CSU			C1	
JOUR 23	CSU			C1	
JOUR 30	CSU			C1	
JPN 1A	CSU/UC	C2		C2	
JPN 1B	CSU/UC	C2	6A	C2	
LIB 3	CSU				
LIB 6	CSU			E2	
LIB 130	CSU				
LIB 140	CSU				
LIB 141	CSU				
MATH 1A	CSU/UC	B4	2A	B4	MATH 18
MATH 1B	CSU/UC	B4	2A	B4	MATH 20

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER	
MATH 1A + 1B						MATH SEQ B
MATH 1C	CSU/UC	B4		2A	B4	MATH22
MATH 1A + 1B +1C						MATH SEQ C
MATH 2	CSU/UC	B4		2A	B4	MATH26
MATH 2C	CSU/UC	B4		2A	B4	MATH24
MATH 5	CSU/UC	B4		2A	B4	STAT2
MATH 6	CSU/UC	B4		2A	B4	MATH34
MATH 7	CSU/UC	B4		2A	B4	MATH12
MATH 8	CSU/UC	B4		2A	B4	MATH16
MATH 8A	CSU/UC	B4		2A	B4	
MATH 8B	CSU/UC	B4		2A	B4	
MATH 9	CSU/UC	B4		2A	B4	
MATH 10	CSU/UC	B4		2A	B4	
MATH 12	CSU/UC	B4			B4	
MATH 14	CSU/UC	B4		2A	B4	
MATH 22	CSU					
MATH 23	CSU					
MATH 26	CSU/UC	B4		2A	B4	
MGMT 23	CSU					
MGMT 101	CSU					
MGMT 102	CSU					
MGMT 103	CSU					
MGMT 104	CSU					
MGMT 111	CSU					
MGMT 190	CSU					
MKTG 23	CSU					
MKTG 100	CSU					
MKTG 102	CSU					
MKTG 103	CSU					
MKTG 190	CSU					
MUS 1A	CSU/UC	C1		3A	C1	MUS8
MUS 1B	CSU/UC	C1		3A	C1	
MUS 3A	CSU/UC	C1			C1	
MUS 3B	CSU/UC				C1	
MUS 3C	CSU/UC				C1	
MUS 3D	CSU/UC				C1	
MUS 4A	CSU/UC	C1			C1	
MUS 4B	CSU/UC				C1	
MUS 5A	CSU/UC				C1	
MUS 5B	CSU/UC				C1	
MUS 5C	CSU/UC				C1	
MUS 5D	CSU/UC				C1	
MUS 8A	CSU/UC				C1	
MUS 8B	CSU/UC				C1	
MUS 8C	CSU/UC				C1	
MUS 8D	CSU/UC				C1	
MUS 9A	CSU/UC				C1	
MUS 9B	CSU/UC				C1	
MUS 12	CSU/UC				C1	
MUS 13	CSU/UC				C1	
MUS 14A	CSU				C1	
MUS 14B	CSU				C1	
MUS 14C	CSU				C1	
MUS 14D	CSU				C1	
MUS 19	CSU/UC				C1	
MUS 21	CSU				C1	
MUS 22	CSU					
MUS 23	CSU					
MUS 26	CSU/UC				C1	
MUS 28	CSU/UC				C1	
MUS 98	CSU				C1	
MUS 190	CSU					
PE 1	CSU	E				
PE 2	CSU/UC					

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER	
PE 3	CSU/UC					
PE 3A	CSU					
PE 5	CSU/UC					E1
PE 6	CSU					E1
PE 7	CSU					
PE 9A	CSU/UC					E1
PE 9B	CSU/UC					E1
PE 10A	CSU/UC					
PE 10B	CSU/UC					
PE 11A	CSU/UC					
PE 11B	CSU/UC					
PE 12A	CSU/UC					
PE 12B	CSU/UC					
PE 13A	CSU/UC					
PE 13B	CSU					
PE 14A	CSU/UC					E1
PE 14B	CSU/UC					E1
PE 16	CSU/UC	E1				E1
PE 17	CSU/UC	E1				E1
PE 18	CSU/UC	E1				E1
PE 19	CSU/UC	E1				E1
PE 20	CSU/UC	E1				E1
PE 21	CSU/UC	E1				E1
PE 22	CSU					
PE 23	CSU					
PE 24	CSU/UC	E1				E1
PE 25	CSU/UC	E1				E1
PE 27	CSU/UC	E1				E1
PE 29	CSU/UC	E1				E1
PE 33	CSU/UC	E1				E1
PE 34	CSU/UC	E1				E1
PE 35	CSU/UC	E1				E1
PE 36	CSU/UC	E1				E1
PE 37	CSU/UC	E1				E1
PE 38	CSU/UC	E1				E1
PE 39	CSU/UC	E1				E1
PE 40	CSU/UC	E1				E1
PE 41	CSU/UC	E1				E1
PE 43	CSU/UC	E1				E1
PE 44	CSU/UC	E1				E1
PE 46	CSU/UC	E1				E1
PE 47	CSU	E1				E1
PE 60	CSU/UC	E1				E1
PE 61	CSU/UC	E1				E1
PE 62	CSU/UC	E1				E1
PE 63	CSU/UC	E1				E1
PE 64	CSU/UC	E1				E1
PE 65	CSU/UC	E1				E1
PE 66	CSU/UC	E1				E1
PE 68	CSU/UC	E1				E1
PE 70	CSU/UC	E1				E1
PE 71	CSU/UC	E1				E1
PE 72	CSU/UC	E1				E1
PE 73	CSU/UC	E1				E1
PE 74	CSU/UC	E1				E1
PE 75	CSU/UC	E1				E1
PE 76	CSU/UC	E1				E1
PE 78	CSU	E1				E1
PE 99B	CSU	E1				E1
PHIL 1	CSU/UC	C2		3B	C2	PHIL2
PHIL 2	CSU/UC	A3			C2	PHIL6
PHIL 3A	CSU/UC	C2		3B	C2	PHIL4
PHIL 3B	CSU/UC	C2		3B	C2	E2
PHIL 4	CSU/UC	A3		1B	C2	

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER	
PHIL 6A	CSU/UC	C2		3B	C2	F
PHIL 6B	CSU/UC	C2		3B	C2	E2
PHIL 7A	CSU/UC	C2		3B	C2	
PHIL 7B	CSU/UC	C2		3B	C2	
PHIL 8	CSU/UC	C2		3B	C2	E2
PHIL 12	CSU/UC	D8		4H	D2	
PHIL 15	CSU/UC	C2		3B	C2	E2
PHIL 23	CSU					
PHYS 1	CSU/UC	B1	B3	5A	B1	B3
PHYS 2A	CSU/UC	B1	B3	5A	B1	B3
PHYS 2B	CSU/UC	B1	B3	5A	B1	B3
PHYS 2A +2B						PHYS SEQ A
PHYS 4A	CSU/UC	B1	B3	5A	B1	B3
PHYS 4B	CSU/UC	B1	B3	5A	B1	B3
PHYS 4C	CSU/UC	B1	B3	5A	B1	B3
PHYS 4A + 4B + 4C						PHYS SEQ B
PHYS 10	CSU					
PHYS 23	CSU					
POLS 1	CSU/UC	D8		4H 7A	D1	D2
POLS 3	CSU/UC	D8		4H	D2	F
POLS 4	CSU/UC	D8		4H	D2	F
POLS 6	CSU	D7			D2	
POLS 8	CSU					
POLS 12	CSU/UC	D8		4H	D2	
POLS 22	CSU					
POLS 23	CSU					
POLS 27	CSU				E2	
PSCI 1	CSU/UC	B1		5A	B1	
PSCI 2	CSU/UC	B1		5A	B1	
PSCI 23	CSU					
PSYC 1A	CSU/UC	D9		4I	D2	PSY2
PSYC 1B	CSU/UC	D9		4I	D2	
PSYC 2	CSU/UC	D9	E	4I	D2	
PSYC 3	CSU/UC	D9	E	4I	D2	
PSYC 5	CSU	E2			E2	
PSYC 6	CSU	D7			D2	
PSYC 7	CSU	D7			D2	F
PSYC 22	CSU					
PSYC 23	CSU					
PSYC 27	CSU				E2	
PSYC 29	CSU					
PSYC 30	CSU					
PSYC 41	CSU	E2			E2	
PSYC 52	CSU					
PSYC 103	CSU					
PSYC 103A	CSU					
PSYC 103B	CSU					
PSYC 103C	CSU					
PSYC 103D	CSU					
PSYC 103E	CSU					
PSYC 103F	CSU					
RE 23	CSU					
RE 160	CSU					
RE 162	CSU					
RE 163	CSU					
RE 164	CSU					
RE 165	CSU					
RE 166	CSU					
RE 167	CSU					
RE 168	CSU					
RE 190	CSU					
SOC 1A	CSU/UC	D0		4J	D2	SOC2
SOC 1B	CSU/UC	D0		4J	D2	SOC4
SOC 3	CSU/UC	D0		4J	D2	F

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER	
SOC 4	CSU/UC	D0	D4	4J	D2	
SOC 10	CSU/UC	C2	D0	4J	C2	D2
SOC 21	CSU		E2			E2
SOC 22	CSU					
SOC 23	CSU					
SPAN 1A	CSU/UC	C2			C2	SPAN2
SPAN 1B	CSU/UC	C2		6A	C2	SPAN4
SPAN 1A + 1B						SPAN SEQ A
SPAN 2A	CSU/UC	C2		3B 6A	C2	SPAN8
SPAN 2B	CSU/UC	C2		3B 6A	C2	SPAN10
SPAN 2A + 2B						SPAN SEQ B
SPAN 8A	CSU				C2	
SPAN 8B	CSU				C2	
SPAN 8C	CSU				C2	
SPAN 8D	CSU				C2	
SPAN 9A	CSU/UC	C2		3B	C2	F
SPAN 12A	CSU/UC	C2		6A	C2	F
SPAN 12B	CSU/UC	C2		6A	C2	F
SPAN 22	CSU					
SPAN 23	CSU					
SSCI 1	CSU/UC	D7		4G	D2	
THEA 1	CSU/UC	C1		3A	C2	F
THEA 2A	CSU				C1	
THEA 2B	CSU				C1	
THEA 3	CSU/UC	C1		3A	C1	
THEA 4	CSU/UC	C1			C1	
THEA 6	CSU					
THEA 7	CSU/UC	C1		3A	C1	
THEA 10	CSU/UC				C1	
THEA 11	CSU/UC				C1	
THEA 12A	CSU/UC	C1			C1	DRAM8
THEA 12B	CSU/UC				C1	
THEA 13A	CSU/UC				C1	
THEA 13B	CSU/UC				C1	
THEA 13C	CSU/UC				C1	
THEA 13D	CSU/UC				C1	
THEA 14	CSU/UC				C1	
THEA 15	CSU/UC				C1	
THEA 16	CSU				C1	
THEA 17A	CSU				C1	
THEA 17B	CSU				C1	
THEA 19	CSU/UC				C1	
THEA 20	CSU	C1				
THEA 21	CSU/UC				C1	
THEA 22	CSU					
THEA 23	CSU					
THEA 78	CSU					
THEA 98	CSU					

COURSES NUMBERED 22, 122, 23, 123, 98, 198

These courses are also called "Field Work and Service", "Independent Studies", "Special Topics", etc.. 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.



ASSOCIATE'S DEGREES CERTIFICATES CAREER PROGRAMS

Career Education Options

Gavilan offers three types of career education options:

- Associate's Degree

- Certificate of Achievement (generally 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's 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 Achievement, 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, and the student transcript will reflect the Certificate of Proficiency.

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's degree. To complete General Education requirements a student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern. See page 46 of this catalog for details.

REMINDER: Courses completed to satisfy general education requirements for an associate's 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's degree with courses leading to advanced standing at a four-year college or university. Many students have thus acquired a marketable skill with which they could support themselves and their families while they continue to work for a baccalaureate degree.

GAVILAN COLLEGE DEGREES AND CERTIFICATES

Below is a quick reference of degrees and certificates available at Gavilan College. For more information, call the Counseling Office at (408) 848-4723 or the related department. See program listings beginning on page 65. Regional Occupational Programs (ROP) certificates are listed on pages 219-221.

Updated - 8/1/08

Program	Certificate of Proficiency	Certificate of Achievement	Transfer Program and/or AA/AS Degree
Administration of Justice		■	■
Law Enforcement		■	■
Police Academy		■	■
Corrections		■	■
Allied Health		■	■
Nursing: Registered Nursing		■	■
Nursing: Licensed Vocational Nursing		■	■
Art			■
Aviation Maintenance Technology		■	■
Airframe		■	■
Powerplant		■	■
Biological Science			■
Biotechnology	■		
Business		■	■
Accounting		■	■
Business, General		■	■
Computerized Accounting	■		
Economics		■	■
General Office Skills		■	■
Marketing/Management *		■	■
Medical Office		■	■
Real Estate		■	■
Child Development and Educational Studies			■
Child Development			■
Emphasis in Educational Studies			■
Emphasis in School Age Care			■
Early Childhood Education		■	
Foster Family Day Care		■	
Pre K-12 Special Education Aide	■		
School Age Child Care		■	
Communication Studies	■		
Computer Graphics & Design		■	■
Adv. Technical Computer Graphics		■	■
Technical Desktop Publishing & Graphics		■	■
Computer Science & Information Systems		■	■
Business Computer Applications		■	■
Computational Prep for Bioinformatics	■		
Computer Hardware	■		
Computer Networking	■	■	■
Computer Programming		■	■
Programming for the Internet		■	■
Scientific Programming		■	■
Telecommunications/Network Cabling	■		
UNIX Operating System		■	■
Web Page Production	■		

Program	Certificate of Proficiency	Certificate of Achievement	Transfer Program and/or AA/AS Degree
Cosmetology		■	■
Esthetician		■	■
Digital Media		■	■
Interactive Media and Authoring		■	■
Digital Art & Imaging		■	■
Digital Audio/Video		■	■
Digital imaging/Graphics Production	■		
Digital Print Production		■	
Digital Video Editor Specialist	■		
Web Page Production	■		
Engineering (see Physical Science & Engineering)			
Fine Arts			■
General Education		■	
CSU General Education Pattern		■	
IGETC		■	
Health Science			■
Interpersonal Communication		■	■
Language Arts			■
Liberal Arts			■
Administration of Justice			■
Business			■
Computer Science & Information Systems			■
Elementary Education			■
Expressive Arts			■
Language Arts & Humanities			■
Natural Science			■
Social Science			■
Multiple Subjects			■
Mathematics			■
Media Arts			■
Broadcast Television		■	
Video Arts/Technical Production			■
Journalism			■
Music			■
Physical Education			■
Education			■
Sports Medicine			■
Sports Management			■
Physical Science & Engineering			■
Physical Science & Engineering: General Engineering*			■
Social Science			■
Spanish		■	■
Non-Native Speaker (3 options)	■		
Native Speakers Option 4	■		
Theatre Arts			■
Acting			■
Technical Production			■
Television			■

■ Associate's Degree or Certificate ■ Represents an option within a program

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

Degree and Certificate Titles Changed (statement below added) - Fall '08

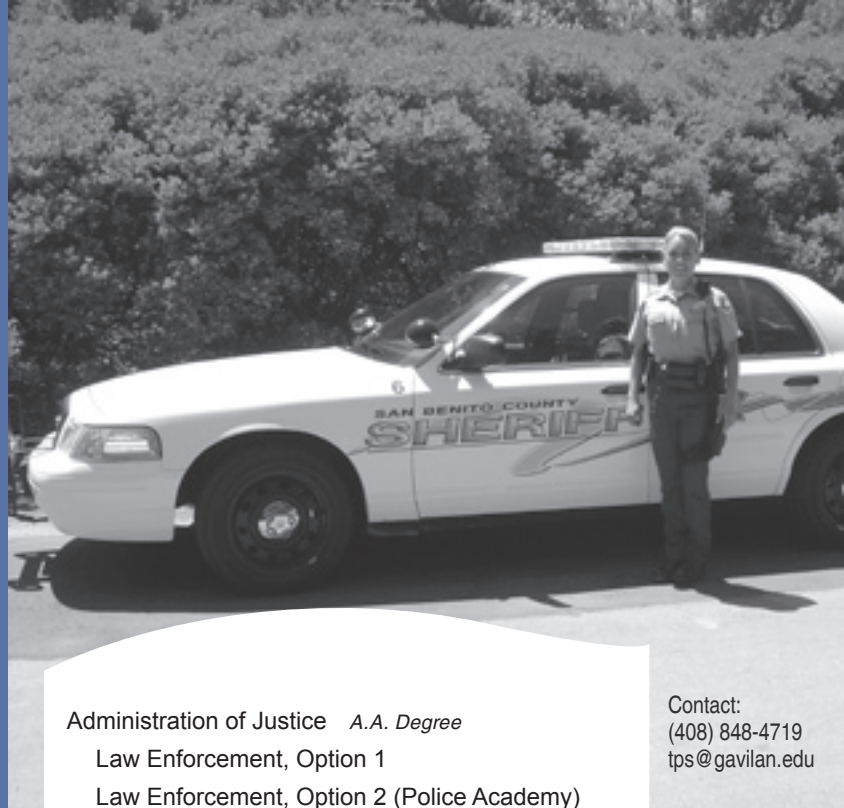
Degree and Certificate Titles: Beginning in the fall of 2008 all certificates previously called "Certificates of Completion" will be called "Certificates of Achievement" and certificates previously called "Certificates of Achievement" will be called "Certificates of Proficiency". These are title changes only and do not affect certificate requirements nor certificates previously awarded.

ADMINISTRATION OF JUSTICE

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

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

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



Administration of Justice *A.A. Degree*
Law Enforcement, Option 1
Law Enforcement, Option 2 (Police Academy)
Corrections Option


Administration of Justice *Certificate of Achievement*
Law Enforcement
Law Enforcement Option 2 (Police Academy)
Corrections Option

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

South Bay Regional Public Safety Training Consortium

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

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



Careers in

Law Enforcement • Fire Technology
Probation Officer • Dispatcher
Corrections Officer • Juvenile Hall Counselor

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

Law Enforcement, Option 1

A.A. Degree

AJ 10	Introduction to the Administration of Justice	.3 units
AJ 12	Criminal Procedures	.3 units
AJ 14	Criminal Law	.3 units
AJ 16	Introduction to Evidence	.3 units
AJ 18	Community and Human Relations	3 units

Choose 6 units:

AJ 6	Introduction to Conflict Resolution	(3 units)
AJ 19	Introduction to Investigation	(3 units)
AJ 20	Juvenile Law and Procedure	(3 units)
AJ 21	Narcotics and Drug Abuse	(3 units)
AJ 24	Administration of Justice Interviewing and Report Writing	(3 units)
AJ 32	Crime and Delinquency	(3 units)
AJ 173	Fundamentals of Probation and Parole	(3 units)
AJ 176	Criminal Street Gangs	(3 units)

.....6 units

Total Units for Major: 21 UNITS

Plus completion of general education requirementsunits vary

Total Units Required for A.A.: minimum of 60 UNITS

Certificate of Achievement

AJ 10	Introduction to the Administration of Justice	.3 units
AJ 12	Criminal Procedures	.3 units
AJ 14	Criminal Law	.3 units
AJ 16	Introduction to Evidence	.3 units
AJ 18	Community and Human Relations	3 units

Choose 6 units:

AJ 6	Introduction to Conflict Resolution	(3 units)
AJ 19	Introduction to Investigation	(3 units)
AJ 20	Juvenile Law and Procedure	(3 units)
AJ 21	Narcotics and Drug Abuse	(3 units)
AJ 24	Administration of Justice Interviewing and Report Writing	(3 units)
AJ 32	Crime and Delinquency	(3 units)
AJ 173	Fundamentals of Probation and Parole	(3 units)
AJ 176	Criminal Street Gangs	(3 units)

.....6 units

Total Units Required for Certificate of Achievement.: 21 UNITS

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 program also prepares students for transfer to UC and CSU bachelors programs.

This program provides a course of study to prepare students for employment in private or public agencies which are wide and varied.

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

Law Enforcement, Option 2 (Police Academy)

A.A. Degree

JLE 100 Basic Police Academy22 units

Choose 6 units:

- AJ 6 Introduction to Conflict Resolution (3 units)
- AJ 19 Introduction to Investigation (3 units)
- AJ 20 Juvenile Law and Procedure (3 units)
- AJ 21 Narcotics and Drug Abuse (3 units)
- AJ 24 Administration of Justice Interviewing and Report Writing (3 units)
- AJ 32 Crime and Delinquency (3 units)
- AJ 173 Fundamentals of Probation and Parole (3 units)
- AJ 176 Criminal Street Gangs (3 units)

......6 units

Total Units for Major: 28 UNITS

Plus completion of general education requirementsunits vary

Total Units Required for A.A.: minimum of 60 UNITS

Certificate of Achievement

JLE 100 Basic Police Academy22 units

Choose 6 units:

- AJ 6 Introduction to Conflict Resolution (3 units)
- AJ 19 Introduction to Investigation (3 units)
- AJ 20 Juvenile Law and Procedure (3 units)
- AJ 21 Narcotics and Drug Abuse (3 units)
- AJ 24 Administration of Justice Interviewing and Report Writing (3 units)
- AJ 32 Crime and Delinquency (3 units)
- AJ 173 Fundamentals of Probation and Parole (3 units)
- AJ 176 Criminal Street Gangs (3 units)

......6 units

Total Units for Certificate of Achievement: 28 UNITS

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

For specific police academy information and scheduling, contact the South Bay Regional Public Safety Training Consortium. See ad on page 67.

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

This program provides a course of study to prepare students for employment in private or public agencies which are wide and varied.

Interested students should contact the South Bay Regional Public Safety Training Consortium. See ad on page 67.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

Corrections Option

A.A. Degree

AJ 10	Introduction to the Administration of Justice	.3 units
AJ 12	Criminal Procedures	.3 units
AJ 14	Criminal Law	.3 units
AJ 170	Introduction to Corrections	.3 units
AJ 171	Institutional Supervision & Treatment of the Offender	.3 units

Choose 6 units:

AJ 6	Introduction to Conflict Resolution	(3 units)
AJ 19	Introduction to Investigation	(3 units)
AJ 20	Juvenile Law and Procedure	(3 units)
AJ 21	Narcotics and Drug Abuse	(3 units)
AJ 24	Administration of Justice Interviewing and Report Writing	(3 units)
AJ 32	Crime and Delinquency	(3 units)
AJ 173	Fundamentals of Probation and Parole	(3 units)
AJ 176	Criminal Street Gangs	(3 units)

..... .6 units

Total Units for Major: 21 UNITS

Plus completion of general education requirement units vary

Total Units Required for A.A.: minimum of 60 UNITS

Certificate of Achievement

AJ 170	Introduction to Corrections	3 units
AJ 171	Institutional Supervision and Treatment of the Offender	.3 units
AJ 172	Fundamentals of Interviewing and Counseling	.3 units
AJ 173	Fundamentals of Probation and Parole	3 units
AJ 32	Fundamentals of Crime and Delinquency	.3 units
AJ 190	Internship (or equivalent or elective)	.3 units
Total Units for Certificate of Achievement:		18 UNITS

Recommended AJ electives: AJ 19, 20, 21, 24

Corrections is that part of the criminal justice system that deals with both juveniles and adults who have been charged with or convicted of a criminal offense. It involves working with the individual at the local, state, or federal level of government.

Corrections professionals subscribe to the philosophy of protecting society and aiding in the rehabilitation of the offender. The Corrections Option is designed to expose the student to different aspects of the correctional system.

The correctional program is designed to expose the student to different aspects of the correctional system.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.



ALLIED HEALTH

Nursing *A.S. Degree*
 Registered Nursing
 Licensed Vocational Nursing

Nursing *Certificate of Achievement*
 Registered Nursing
 Licensed Vocational Nursing

ROP Certificates - see page 228
 Home Health Aide
 Nurse Assistant - Convalescent
 Nurse Assistant - Acute Care
 Basic Clinical Medical Assisting
 Advanced Clinical Medical Assisting

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

The Gavilan College Nursing Career Ladder

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

PREREQUISITES (AS NEEDED)

AH 180	Fundamentals of Nursing Convalescent	.8	units
AH 32	Cardiopulmonary Resuscitation (BCLS)	.1	unit
MATH 400*	Elements of Arithmetic	.3	units
MATH 205*	Elementary Algebra	.5	units
ENGL 420*	Reading Improvement	.3	units
ENGL 440*	Basic Writing	.4	units
ENGL 250*	Practical Writing	.3	units
ENGL 260*	Preparation for College Reading	.3	units
ENGL 1A**	Composition	.3	units
BIO 10	Principles of Biology (if needed)	.4	units

May be satisfied by coursework or Gavilan College Placement Assessment. Two year recency required.
 Prerequisite for admission to Licensed Vocational Nursing Program

L.V.N. LICENSURE REQUIREMENTS

AH 3*	Person in the Life Cycle	.3	units
AH 11*	Nutrition	.3	units
BIO 15*	Survey of Human Anatomy and Physiology	.5	units
PSYC 1A*	Introduction to Psychology	.3	units
AH 61	Medical-Surgical Nursing	.11	units
AH 62	Medical-Surgical Nursing	.11	units
AH 63	Medical-Surgical/Maternal-Neonatal Nursing	.11	units
AH 64	Medical-Surgical/Pediatric Nursing	.11	units

Prerequisites for admission to L.V.N. program.
 Students must meet recency requirements.
 Additional courses must be taken to meet general education requirements for A.S. degree.
 Please consult a counselor (408-848-4723.)

R.N. LICENSURE REQUIREMENTS

L.V.N. Licensure Requirements as listed above, and:

AH 16**	Intravenous Therapy / Blood Withdrawal	.2	units
Choose one:			
BIO 7**	Human Anatomy (4 units)		
BIO 15**	Survey of Anatomy and Physiology (5 units)		
		4-5	units
BIO 8**	General Microbiology	.5	units
BIO 9**	Human Physiology	.5	units
ENGL1A**	Composition	.3	units
CHEM 30A	Elementary Chemistry (recommended)	.4	units
CMUN 1A	Introduction to Public Speaking	.3	units
SOC 1A	Introduction to Sociology	.3	units
AH 43	Interactive and Mental Health Nursing	.10	units
AH 44	Compensatory Nursing Care	.10	units

** Prerequisite for admission to R.N. Associate degree program.
 Students must meet recency requirements.
 LVN License required to progress in the RN program.
 Additional courses must be taken to meet general education requirements for an A.S. degree.

Nurse Assistant - Convalescent *ROP Certificate*

AH180	Fundamentals of Nursing Convalescent	<u>8 units</u>
ROP Certificate Requirement:		8 UNITS

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

Home Health Aide *ROP Certificate*

AH 180	Fundamentals of Nursing - Convalescent	8 units
AH 182	Home Health Aide	<u>2 units</u>
ROP Certificate Requirements:		10 UNITS

Open to certified nursing assistants only, or must be concurrently enrolled in AH 180.

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

Nurse Assistant - Acute Care * *ROP Certificate*

AH 181	Fundamentals of Nursing - Acute	<u>8 units</u>
ROP Certificate Requirements:		8 UNITS

Completion of this course will qualify students for a Certificate of Achievement as a Nursing Assistant in the Acute Care Facility and Basic Cardiac Life Support (BCLS) certification. This course is open to students who have completed AH 180 or equivalent. Students receiving the certificate will have job entry skills for Nurse Assistant in the Acute Care Setting.

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

Licensed Vocational Nursing *A.S. Degree and Certificate of Achievement*

PREREQUISITES:

AH 180	Fundamentals Nursing - Convalescent (8 units) or be a Certified Nurse Assistant (CNA)	0-8 units
AH 32	Basic Cardiac Life Support (BCLS)1 unit
MATH 205 *	Elementary Algebra5 units
ENGL 1A	Composition3 units
ENGL 260 *	Preparation for College Reading3 units
ENGL 250 *	Practical Writing3 units
AH 3	The Person in the Life Cycle3 units
AH 11	Nutrition3 units
BIO 15	Survey of Human Anatomy and Physiology5 units
PSYCH 1A	Introduction to Psychology3 units

* May be satisfied by Placement Test score. (Two year recency required.)

REQUIRED CLINICAL COURSES:

AH 61	Medical-Surgical Nursing11 units
AH 62	Medical-Surgical Nursing11 units
AH 63	Medical-Surgical/Maternal-Neonatal11 units
AH 64	Medical-Surgical/Pediatric Nursing11 units

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

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

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.

Registered Nursing *A.S. Degree and Certificate of Achievement*

PREREQUISITES:

LVN LICENSURE REQUIREMENTS	units vary
AH 16 Intravenous Therapy / Blood Withdrawal2 units

Choose one:

BIO 7* Human Anatomy (4 units)	
BIO 15* Survey of Anatomy and Physiology (5 units)	4-5 units
BIO 8* General Microbiology5 units
BIO 9* Human Physiology5 units
CHEM 30A Elementary Chemistry (recommended)4 units
ENGL 1A Composition3 units

REQUIRED CLINICAL COURSES:

AH 43 Interactive and Mental Health Nursing	10 units
AH 44 Compensatory Nursing Care	10 units

ADDITIONAL LICENSURE/GE REQUIREMENTS:

CMUN 1A Introduction to Public Speaking3 units
ENGL 260 Preparation for College Reading3 units
SOC 1A Introduction to Sociology3 units
Arts, Literature and Foreign Language3 units
Social, Political and Economic Institutions3 units
Lifelong Understanding & Self-Development (PE Activity)1 unit
Total Units for A.S. degree/Licensure	minimum of 60 UNITS

* Prerequisite for admission to R.N. program.

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

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

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

After completing the Registered Nursing program and passing the National Council Licensure Examination, students will have job entry skills for registered nursing. The Associate's 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.

Registered Nursing - 30-Unit Option *Certificate of Achievement*

BIO 9* Human Physiology5 units
BIO 8* Microbiology5 units
AH 43 Interactive and Mental Health Nursing	10 units
AH 44 Compensatory Nursing	10 units
Certificate Requirements	30 UNITS

* Prerequisite for admission to R.N. program. Student must be certified in IV therapy and blood withdrawal.

Completion of the courses listed will qualify the student for a Certificate of Achievement in Registered Nursing. This option is available to Licensed Vocational nurses only. Please consult a counselor (408-848-4723.)

Registered Nursing - Transfer Prep. Pre-Major *Courses for Transfer*

AH 3 The Person in the Life Cycle3 units
AH 11 Nutrition3 units
BIO 7 Human Anatomy4 units
BIO 8 Microbiology5 units
BIO 9 Human Physiology5 units
CHEM 30A Elementary Chemistry4 units
CHEM 30B Elementary Organic & Biochemistry4 units
CMUN 1A Introduction to Public Speaking3 units
ENGL 1A Composition3 units
ENGL 1B Composition & Literature3 units
PSYC 1A Introduction to Psychology3 units
SOC 1A Introduction to Sociology3 units
Total Units:	43 UNITS

Students interested in a Bachelor of Science in Nursing program are encouraged to consult the catalog from the college they plan to attend. Generally accepted courses offered at Gavilan are listed here. Courses may have prerequisites. Please consult course description.

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

ART

A.A. Degree

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

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

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

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



Artwork by Natalie McBride

The Art Department faculty and students curate and manage the Gavilan College Gallery, which exhibits a wide range of original works by local and regional artists. Students have the opportunity to assist in organizing exhibits as well as exhibit their own artwork.

Other educational activities available for students are: Arts Festivals, Art Guild (club), OJO Mural Program, Art for Service, and fieldtrips to Bay Area creative events and museums.

Artistic pursuits and careers may include: Studio artist, designer (graphic, interior, industrial), photographer, art historian, art educator, community artist/activist, muralist, museum and gallery technician, arts administrator, curator, director, art therapist, art restorer, architect, advertising and commercial artist.

*“Every child is an artist. The problem is how to remain an artist once he grows up”
- Pablo Picasso*

Art *A.A. Degree*

To complete the Art major program, the student must complete the minimum units specified in each category, plus a minimum of 3 additional units of Art electives to complete a minimum total of 24 units.

MAJOR REQUIREMENTS:

FOUNDATION COURSES:

ART 2A	Two Dimensional Design3 units
ART 13	Three Dimensional Design3 units
ART 3A	Drawing and Composition3 units

ART HISTORY Choose 3 units:

ART 1A	Art History (3 units)	
ART 1B	Art History (3 units)	
ART 20	Art of Asia (3 units)	
ART 21	Ancient Americas: A History through Art (3 units)	
	minimum of 3 units

DRAWING AND PAINTING Choose 6 units:

ART 3B	Drawing and Composition (3 units)	
ART 14	Beginning Mural Painting (3 units)	
ART 15A	Beginning Painting: Form and Composition (3 units)	
ART 15B	Beginning Painting: Imagination and Expression (3 units)	
ART 16A	Watercolor Painting: Form and Composition (3 units)	
ART 16B	Watercolor Painting: Imagination and Expression (3 units)	
ART 34A	Life Drawing (3 units)	
ART 34B	Life Drawing (3 units)	
	minimum of 6 units

SCULPTURE Choose 3 units:

ART 10A	Cultural History of Ceramics (3 units)	
ART 10B	Ceramics (3 units)	
ART 12A	Sculpture (2 units)	
ART 12B	Sculpture (2 units)	
	minimum of 3 units

ART ELECTIVES: Choose 3 units:

In addition to satisfying the requirements outlined above, students may take any class within the Art discipline to satisfy this elective requirement, with the exception of: ART 108 (Digital Media Lab) and ART 190 (Work Experience).

..... minimum of 3 units

Total Units for Major:24 UNITS

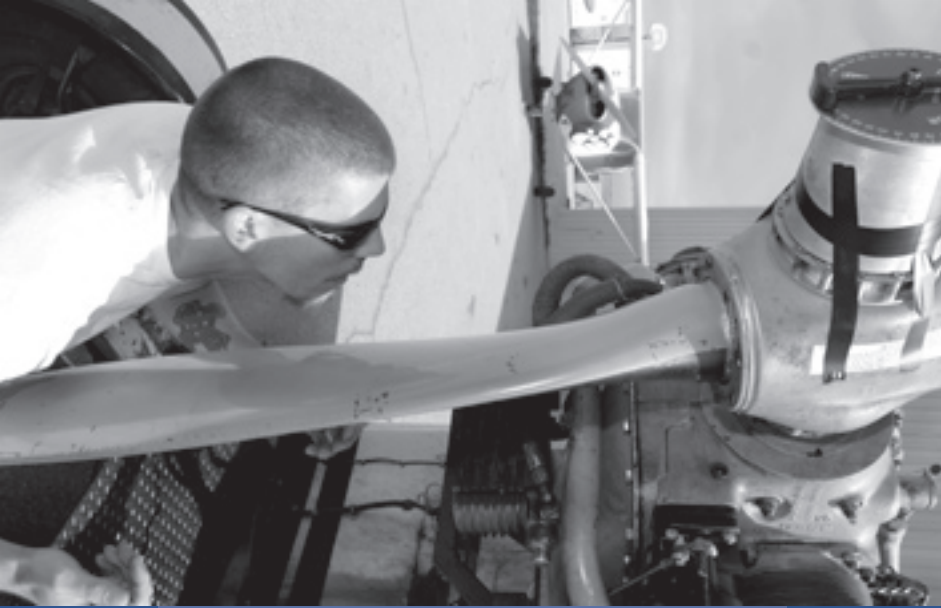
Plus completion of general education requirementsunits vary

Total Units Required for A.A.: minimum of 60 UNITS

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

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.



The aviation program is accredited by the Federal Aviation Administration. The college grants a Certificate of Achievement for completion of the two-year course with a minimum GPA of 2.00 ("C"). The FAA requires a minimum of 1,150 hours of instruction to qualify for either the airframe license or the powerplant license. To qualify for both, 1,900 hours are required. These hours include both academic work and shop experience. Following completion of the Gavilan program, students are prepared for the FAA Mechanics Examination.

The skills learned in the program also prepare graduates for employment in fields such as welding, sheet metal, electrical systems, hydraulics, fuel systems, and automotive repair.

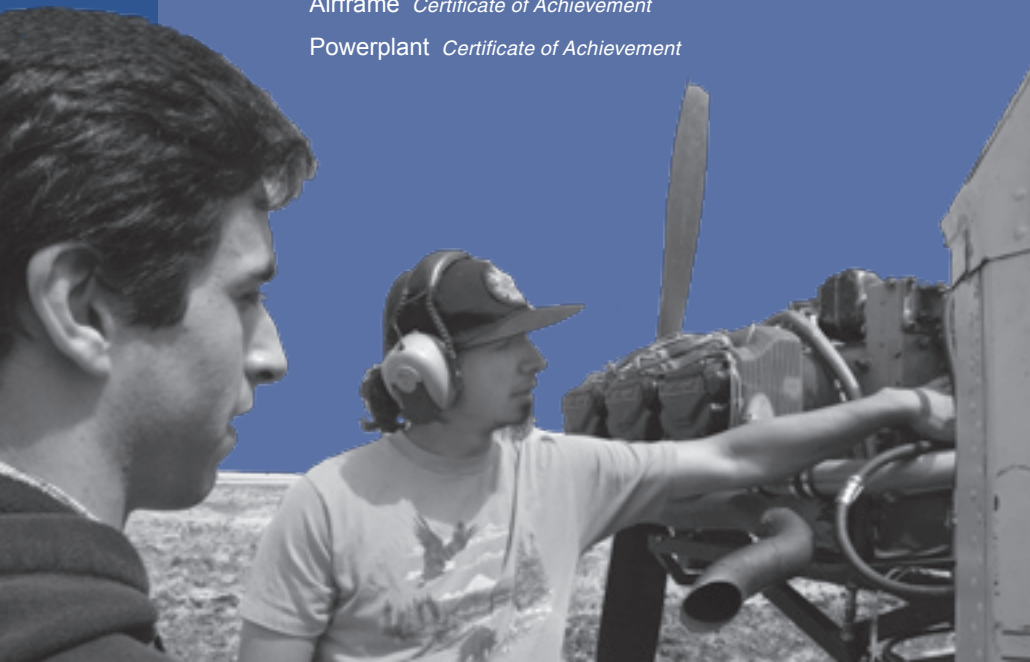
AVIATION MAINTENANCE TECHNOLOGY

Aviation Maintenance Technology *A.S. Degree*

Aviation Maintenance Technology *Certificate of Achievement*

Airframe *Certificate of Achievement*

Powerplant *Certificate of Achievement*



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

Aviation Maintenance Technology

A.S. Degree

AMT 100	General Aircraft Technology I	7.5 units
AMT 101	General Aircraft Technology II	7.5 units
AMT 110	Airframe Maintenance Technology	13.5 units
AMT 111	Airframe Structures	13.5 units
AMT 120	Aviation Powerplant Technology	14.0 units
AMT 121	Aviation Powerplant Systems Technology	<u>14.0 units</u>
Total Units for Major:		70.0 UNITS

Plus completion of general education requirementsunits vary
 Total Units Required for A.S.:minimum of 60 UNITS

Recommended Electives: AFT 122; CSIS 1; CGD 1, 144

Certificate of Achievement

AMT 100	General Aircraft Technology I	7.5 units
AMT 101	General Aircraft Technology II	7.5 units
AMT 110	Airframe Maintenance Technology	13.5 units
AMT 111	Airframe Structures	13.5 units
AMT 120	Aviation Powerplant Technology	14.0 units
AMT 121	Aviation Powerplant Systems Technology	<u>14.0 units</u>
Total Units for Certificate of Achievement:		70.0 UNITS

Recommended Electives: AFT 122; CSIS 1; CGD 1, 144

Airframe Certificate of Achievement

AMT 100	General Aircraft Technology I	7.5 units
AMT 101	General Aircraft Technology II	7.5 units
AMT 110	Airframe Maintenance Technology	13.5 units
AMT 111	Airframe Structures	<u>13.5 units</u>
Total Units for Certificate of Achievement:		42.0 UNITS

Recommended Electives: AMT 190; AFT 122

Powerplant Certificate of Achievement

AMT 100	General Aircraft Technology I	7.5 units
AMT 101	General Aircraft Technology II	7.5 units
AMT 120	Aviation Powerplant Technology	14.0 units
AMT 121	Aviation Powerplant Systems Technology	<u>14.0 units</u>
Total Units for Certificate of Achievement:		43.0 UNITS

Recommended Electives: AMT 190; AFT 122

Courses in the Aviation Technology Department are currently offered only during the day. Students receiving the certificate will have job entry skills for the following occupations: aviation mechanic, aircraft serviceperson, repair or sales of aircraft accessories, airframe specialist.

Students who have completed a certificate in Aviation will have satisfied Area B of the general education requirements for the associate's degree.

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

Students who have completed a certificate in Aviation will have satisfied Area B of the general education requirements for the associate's degree.

Students receiving the certificate will have job entry skills for the following occupations:

Aviation mechanic; aircraft serviceperson; repair or sales of aircraft accessories; airframe specialist

Students who have completed a certificate in Aviation will have satisfied Area B of the general education requirements for the associate's degree.

Students receiving the certificate will have job entry skills for the following occupations:

Aviation mechanic; aircraft serviceperson; repair or sales of aircraft accessories; airframe specialist

Students who have completed a certificate in Aviation will have satisfied Area B of the general education requirements for the associate's degree.

BIOLOGICAL SCIENCE

A.S. Degree

Biotechnology *Certificate of Proficiency*

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



Biological Science

A.S. Degree

MAJOR REQUIREMENTS:

CHEM 1A/B	General Chemistry	5-5 units
BIO 1	General Biology	.4 units
BIO 4	General Zoology	.4 units
BIO 5	General Botany	.4 units
PHYS 2A/B	General Physics	4-4 units
Total Units for Major:		30 UNITS

Plus completion of general education requirements units vary
Total Units Required for A.S.: minimum of 60 UNITS

Recommended Electives:

MATH 1A/B, ECOL 1, BIO 8, 9, 15 (only if taken before BIO 7 and BIO 9)

Students completing the courses will have satisfied requirements for physical and biological sciences. See the Gavilan general education requirements on page 47.

Recommended preparation for the major requirements listed.

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

Biotechnology

Certificate of Proficiency

BIOT 103	Biotechnology Lab Skills and Instrumentation	.4 units
BIOT 104	Seminar in Biotechnology	.1 unit
BIO 10	Principles of Biology	.4 units
CHEM 30A	Elementary Chemistry	.4 units
CHEM 30B	Elementary Organic and Biochemistry	.4 units
Total Units for Certificate of Proficiency:		17 UNITS

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

- ▶ discuss the scientific method and utilize the scientific method in further understanding of their bodies and the world at large.
- ▶ develop basic laboratory skills, which they will be able utilize in further investigations.
- ▶ identify structures of selected organisms and relate structure to biological function.

Students transferring to a four year institution will be prepared for additional study in the following areas: Biology, botany, ecology, entomology, forestry, genetics, marine biology, microbiology, medical technology, molecular biology, nursing, physical therapy, pre-dental, pre-medicine, pre-veterinarian, zoology.

Careers for those with a biotechnology certificate:

- Animal care technician
- Assay analyst
- Laboratory assistant or technician
- Manufacturing technician
- QA/QC technician

In addition to the biotechnology industry, jobs for technicians can be found in environmental testing labs, forensic labs, hospitals, plant pathology labs, research labs and wineries.

BUSINESS



Business *A.A. Degrees*

Accounting
Medical Office
General Business
General Office Skills
Marketing
Management
Real Estate

Business *A.S. Degree*

Economics Option

Computer Science & Information Systems *A.S. Degree*

Business Computer Applications

Business *Certificates of Achievement*

Accounting
Business Computer Applications
Economics Option
General Business
General Office Skills
Management
Marketing
Medical Office
Real Estate

Computerized Accounting *Certificate of Proficiency*

ROP Certificates - *see page 228*

Computerized Accounting - Quickbooks
General Office Accounting
Medical Billing
Medical Coding
Medical Office Procedures
Medical Terminology
Payroll Accounting

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

General Business

A.A. Degree

MAJOR REQUIREMENTS (See #1-4):

ACCT 20	Financial Accounting	.4 units
ACCT 21	Managerial Accounting	.4 units
ECON 1*	Principles of Macroeconomic	0-3 units
ECON 2*	Principles of Microeconomics	0-3 units

Choose one:

MATH 5*	Introduction to Statistics (*0-3 units)	
BUS/ECON 11	Statistics for Business and Economics (4 units)	0-4 units

Choose one:

CSIS 2*	Computers in Business - MS Office (see #4) (4 units)	
CSIS 2L	Computers in Business Lab - MS Office (1 unit)	1-4 units

Electives **	0-9 units
Total Units for Major:	18-31 UNITS

Plus completion of general education requirements	units vary
Total Units Required for A.A.:	minimum of 60 UNITS

* May be used to satisfy general education requirements for A.A. degree. If CSIS 2, ECON 1, ECON 2, or any elective is used to satisfy A.A. general education requirements, the student must take additional courses from the Recommended Business Electives, to provide 18 units exclusively in the major.

** See #3 (next column)

Recommended Business Electives: BUS 1, 80; CMUN 11; MATH 1A, 1B, 1C, 2, 2C, 6, 7, 8, 9, 10

Recommended General Education Electives (see #1): ANTH 3, HIST 7AB, PHIL 2, PSYC 1, SOC 1A

Consult with a counselor regarding other courses which are appropriate to your major.

This program is designed for students pursuing a four-year degree in business.

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ analyze common business transactions and link them to the appropriate financial statements.
 - ▶ analyze the impact of shifts in supply and demand upon equilibrium price and quantity. Students who transfer to four-year colleges will have the appropriate background to successfully pursue a four-year Business degree.
1. 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. (E.g., San Jose State University requires BUS 1, BUS 80 and MATH 7 from the business electives listed and CSIS 2L rather than CSIS 2.)
 2. The Business Associate's degree requirements will typically be required for transfer students; however, because of the diversity of four-year schools' transfer requirements, you may petition for a modification of requirements to meet your specific transfer needs. You will need to complete a minimum of eighteen units, and all modifications must be approved by your counselor and the Business Department Chairperson.
 3. Please note that ECON 1, ECON 2 and MATH 5 are part of the typical requirements. These courses can be used to satisfy general education requirements, but then you may not count the units towards the 18 unit major and you will need to select business electives.
 4. Please note that CSIS 2 is part of the typical requirements. This course can be used to satisfy the Lifelong Understanding and Self-Development Area E of the A.A. general education requirements, but then you may not count it towards the 18 unit major requirement.

Courses completed to satisfy general education requirements cannot be used in the major unless so specified and beyond the 18 unit minimum.



General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

General Business

Certificate of Achievement

ACCT 20	Financial Accounting4 units
ACCT 21	Managerial Accounting4 units
ECON 1	Principles of Macroeconomics3 units
ECON 2	Principles of Microeconomics*3 units

Choose one:

MATH 5	Introduction to Statistics (3 units)	
BUS/ECON 11	Statistics for Business and Economics (4 units)0-4 units

Choose one:

CSIS 2	Computers in Business - MS Office (4 units)	
CSIS 2L	Computers in Business Lab - MS Office (1 unit)1-4 units

Total Units for Certificate of Achievement: 18-22 UNITS

Recommended Business Electives: BUS 1, 80; CMUN 11; CSIS 6, 8 or any transfer level CSIS class; MATH 6, 7, 8, 9, 10

With the consent of counselor and department chairperson, other electives may be chosen

Program Learning Outcomes: After completing this Certificate of Achievement a student will be able to:

- ▶ analyze common business transactions and link them to the appropriate financial statements.
- ▶ analyze the impact of shifts in supply and demand upon equilibrium price and quantity.

This program is designed for students desiring a broad introduction to business rather than a specialized area of concentration. It should also be considered by students who think they may continue their education as a business major at a four-year college.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

Business Computer Applications

A.S. Degree

Choose 21 units from the following list of courses:

Choose only one of the following two courses:

CSIS 1	Computer Literacy - MS Office (2 units)
CSIS 2	Computers in Business - MS Office (4 units)
CSIS 6	Web Page Authoring I (2 units)
CSIS 8	Introduction to the Internet (1 unit)
CSIS 10	BASIC Programming (2 units)
CSIS 72	Desktop Publishing - QuarkXPress (3 units)
CSIS 73	Desktop Publishing - Adobe InDesign (3 units)
CSIS 75	PhotoShop I - Adobe Photoshop (3 units)
CSIS 121	Spreadsheet - MS Excel (1-2 units)
CSIS 124	Windows Fundamentals (1 unit)
CSIS 126	Word Processing - MS Word (2 units)
CSIS 128	Database - MS Access (2 units)
CSIS 129	Presentation Graphics - MS PowerPoint (1 unit)
CSIS 132	Intermediate Word Processing - MS Word (2 units)
CSIS 134	Intermediate Excel (2 units)
CSIS 181	PC Hardware (4 units)
CSIS 182	Operating Systems (4 units)

Total Units for Major:21 UNITS

Plus completion of general education requirementsunits vary

Total Units Required for A.S.:minimum of 60 UNITS

Recommended Electives: CSIS 7 and other desktop publishing courses

Certificate of Achievement

Choose 21 units from the following list of courses:

Choose only one of the following two courses:

CSIS 1	Computer Literacy - MS Office (2 units)
CSIS 2	Computers in Business - MS Office (4 units)
CSIS 6	Web Page Authoring I (2 units)
CSIS 8	Introduction to the Internet (1 unit)
CSIS 10	BASIC Programming (2 units)
CSIS 72	Desktop Publishing - QuarkXPress (3 units)
CSIS 73	Desktop Publishing - Adobe InDesign (3 units)
CSIS 75	PhotoShop I - Adobe Photoshop (3 units)
CSIS 121	Spreadsheet - MS Excel (1-2 units)
CSIS 124	Windows Fundamentals (1 unit)
CSIS 126	Word Processing - MS Word (2 units)
CSIS 128	Database - MS Access (2 units)
CSIS 129	Presentation Graphics - MS PowerPoint (1 unit)
CSIS 132	Intermediate Word Processing - MS Word (2 units)
CSIS 134	Intermediate Excel (2 units)
CSIS 181	PC Hardware (4 units)
CSIS 182	Operating Systems (4 units)

Total Units for Certificate of Achievement:21 UNITS

Recommended Electives: CSIS 7 and other desktop publishing courses

Program Learning Outcome: After completing this degree a student will be able to use a variety of business software, including word processors and spreadsheets to create business letters, reports and other business documents.

The Computer Applications Option prepares students for positions utilizing a wide variety of popular operating systems and business application software. The computer applications taught are used in most business environments including word processing, spreadsheets, databases, graphics, and desktop publishing. This degree is also appropriate for retraining and for improving promotional opportunities.

Career Opportunities include general office work, document preparation, technical support, Help Desk training and support, word processing, Administrative Secretary and administrative services.

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

Program Learning Outcome: After completing this Certificate of Achievement a student will be able to use a variety of business software, including word processors and spreadsheets to create business letters, reports and other business documents.

The Business Computer Applications Certificate of Achievement 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.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

Economics

A.S. Degree

ECON 1	Principles of Macroeconomics3 units
ECON 2	Principles of Microeconomics3 units

Choose one:

MATH 5	Introduction to Statistics (3 units)	
BUS/ECON 11	Statistics for Business and Economics (4 units) 3-4 units

Choose one:

MATH 1A	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 6	Calculus for Business (3 units) 3-4 units

Choose two:

MATH 1B	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 7	Finite Math (3 units)	
ACCT 20	Financial Accounting (4 units) 7-8 units

Total Units for Major: 19-22 UNITS

Plus completion of general education requirements units vary
 Total Units Required for A.A.: minimum of 60 UNITS

Certificate of Achievement

ECON 1	Principles of Macroeconomics3 units
ECON 2	Principles of Microeconomics3 units

Choose one:

MATH 5	Introduction to Statistics (3 units)	
BUS/ECON 11	Statistics for Business and Economics (4 units) 3-4 units

Choose one:

MATH 1A	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 6	Calculus for Business (3 units) 3-4 units

Choose two:

MATH 1B	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 7	Finite Math (3 units)	
ACCT 20	Financial Accounting (4 units) 7-8 units

Total Units for Certificate of Achievement: 19-22 UNITS

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ derive the appropriate profit maximizing price and quantity decisions of firms under different competitive conditions by selecting and applying the appropriate microeconomic principles,
- ▶ calculate equilibrium price and output of markets and the equilibrium GDP deflator and equilibrium real GDP of the whole economy by applying the appropriate economic tools and principles.

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: After completing this Certificate of Achievement a student will be able to:

- ▶ derive the appropriate profit maximizing price and quantity decisions of firms under different competitive conditions by selecting and applying the appropriate microeconomic principles,
- ▶ calculate equilibrium price and output of markets and the equilibrium GDP deflator and equilibrium real GDP of the whole economy by applying the appropriate economic tools and principles.

Students completing this option will have the necessary lower division courses for an economics major at a four-year institution.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

Real Estate

A.A. Degree

RE 160	Real Estate Principles3 units
RE 162	Real Estate Practice3 units

Select at least twelve (12) units from the following courses:

RE 163	Real Estate Finance (3 units)	
RE 164	Real Estate Appraisal (3 units)	
RE 165	Legal Aspects of Real Estate (3 units)	
RE 168	Real Estate Escrows (3 units)	
BUS 80	Business Law (3 units)12 units

Choose one:

RE 167	Real Estate Economics (3 units)
ACCT 20	Financial Accounting (4 units)

3-4 units

Total Units for Major: 21-22 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

Certificate of Achievement

RE 160	Real Estate Principles3 units
RE 162	Real Estate Practice3 units

Select at least twelve (12) units from the following courses:

RE 163	Real Estate Finance (3 units)	
RE 164	Real Estate Appraisal (3 units)	
RE 165	Legal Aspects of Real Estate (3 units)	
RE 168	Real Estate Escrows (3 units)	
BUS 80	Business Law (3 units)12 units

Choose one:

RE 167	Real Estate Economics (3 units)
ACCT 20	Financial Accounting (4 units)

..... 3-4 units

Total Units for Certificate of Achievement: 21-22 UNITS

The state sets the requirements for the Real Estate Salesperson's and Broker's License. A state licensing test is required. Consult your business advisor for current state licensing requirements.

Recommended Electives: CSIS 1, 2; BUS 1; ECON 2; MGMT 102; MKTG 100, 102; MATH 233

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

The state sets the requirements for the Real Estate Salesperson's and Broker's License. A state licensing test is required. Consult your business advisor for current state licensing requirements.

Recommended Electives: CSIS 1, 2; BUS 1; ECON 2; MGMT 102; MKTG 100, 102; MATH 233

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

Business Options

The following degrees and/or certificates require a combination of **CORE COURSES** and additional requirements:

CORE COURSES:

CSIS 8	Introduction to the Internet1 unit
MATH 402	Pre-Algebra (or eligible for higher math) 0-3 units
Choose one:		
ACCT 20	Financial Accounting (4 units)	
ACCT 101	Occupational Accounting (4 units)	
ACCT 103	General Office Accounting (2 units)	
	2-4 units
Choose one:		
CSIS 1	Computer Literacy* (2 units)	
CSIS 2 *	Computers in Business - MS Office (4 units)	
CSIS 2L	Computers in Business Lab - MS Office (1 unit)	
	1-4 units
Choose one:		
ECON 1 *	Principles of Macroeconomics (3 units)	
ECON 10 *	Fundamentals of Economics (3 units)	
BUS 1 *	Fundamentals of Business (3 units)	
	3 units
One of the following: BOT 191A, B, C Work Place Skills.....1 unit		
Choose one:		
CMUN 11	Business Communication (3 units)	
ENGL 250	Practical Writing* (3 units)	
BUS 100	Business Correspondence (3 units)	
	Eligible for English 1A (test score)	
	0-3 units
Core Courses Unit Total:		8-19 UNITS

* May be used for general education for Gavilan General Education A.A. degree.

Completion of the core courses and the additional requirements in a selected area (below) will qualify students for an Associate's degree or Certificate of Achievement in Business.

Students are expected to complete the courses or show competency in the indicated areas. Students who show competency in a required course can have the course and unit requirement waived upon approval of their counselor and the Business Department Chairperson. Regardless of the number of courses waived or transferred, certificate students will still need to meet the minimum "residing" unit requirements (minimum 12 units) at Gavilan College.

Students pursuing a certificate and an associate's degree may apply ECON 1 or 10; CSIS 1 or 2; ENGL 250; BUS 1, and MATH 5 to the A.A. general education requirements, but they will need approval from their counselor and the Business Department Chairperson. When required certificate courses are applied against associate's degree general education requirements, the unit requirements for the certificate are reduced by the same number of units. However, students will still need to meet all the requirements for graduation including a minimum of 18 units in the major.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

Accounting Option

A.A. Degree

CORE COURSES: 8.0-19.0 units

ADDITIONAL REQUIREMENTS:

ACCT 20 Financial Accounting 4.0 units

Choose one:

ACCT 105 Payroll Accounting (2 units)

ACCT 111 Introduction to Income Tax (3 units)

..... 2.0-3.0 units

ACCT 120 Computerized Accounting - QuickBooks 2.0 units

BOT 112 Business Computation w/Machines 0.5 units

CSIS 121 Spreadsheet - MS Excel 1.0-2.0 units

CSIS 128 Database - MS Access 2.0 units

Total Units for Major: 19.5 - 32.5 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

Recommended Electives: ACCT 21; BUS 80; CSIS 122; ACCT 190

Certificate of Achievement

CORE COURSES: 8.0-19.0 units

ADDITIONAL REQUIREMENTS:

ACCT 20 Financial Accounting 4.0 units

Choose one:

ACCT 105 Payroll Accounting (2 units)

ACCT 111 Introduction to Income Tax (3 units)

..... 2.0-3.0 units

ACCT 120 Computerized Accounting - QuickBooks 2.0 units

BOT 112 Business Computation w/Machines 0.5 units

CSIS 121 Spreadsheet - MS Excel 1.0-2.0 units

CSIS 128 Database - MS Access 2.0 units

Total Units for of Achievement: 19.5 - 32.5 UNITS

Recommended Electives: ACCT 21; BUS 80; CSIS 122; ACCT 190

Program Learning Outcome: After completing this degree a student will be able to apply accounting theory to accumulate and summarize financial data. Common business software will be used.

Students receiving the Associate's degree 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.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

Program Learning Outcome: After completing this Certificate of Achievement a student will be able to apply accounting theory to accumulate and summarize financial data. Common business software will be used.

Students receiving the certificate will have job entry skills for these occupations: accounting clerk, accounts receivable/payable, full charge bookkeeping, general ledger accounting, general office accounting.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (w aiver) process.

General Office Skills Option

A.A. Degree

CORE COURSES: 8-19 units

ADDITIONAL REQUIREMENTS:

CSIS 112	Keyboard Speed Building 0.5 units
CSIS 122	Computer Keyboarding 1.5 units
CSIS 124	Windows Fundamentals 1.0 unit
BOT 112	Business Computations with Machines 0.5 units
CSIS 126	Word Processing - MS Word 2.0 units

Choose six units from the following list:

- ACCT 105 (2 units), ACCT 111 (3 units), ACCT/CSIS 120 (2 units), BOT 160 (3 units),
- CSIS 121 (1-2 units), CSIS 132 (2 units), CSIS 134 (2 units), CSIS/DM 6 (2 units),
- CSIS/DM 7 (2 units), CSIS/DM 73 (3 units), CSIS/DM 74 (3 units), CSIS/DM 75 (3 units),
- CSIS/DM 85 (2 units), BUS/ECON 14 (3 units)

..... 6.0 units

Total Units for Major: 19.5-30.5 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

Recommended Elective: CSIS 169

Certificate of Achievement

CORE COURSES: 8-19 units

ADDITIONAL REQUIREMENTS:

CSIS 112	Keyboard Speed Building 0.5 units
CSIS 122	Computer Keyboarding 1.5 units
CSIS 124	Windows Fundamentals 1.0 unit
CSIS 126	Word Processing - MS Word 2.0 units
BOT 112	Business Computations with Machines 0.5 units
CSIS 126	Word Processing - MS Word 2.0 units

Choose six units from the following list:

- ACCT 105 (2 units), ACCT 111 (3 units), ACCT/CSIS 120 (2 units), BOT 160 (3 units),
- CSIS 121 (1-2 units), CSIS 132 (2 units), CSIS 134 (2 units), CSIS/DM 6 (2 units),
- CSIS/DM 7 (2 units), CSIS/DM 73 (3 units), CSIS/DM 74 (3 units), CSIS/DM 75 (3 units),
- CSIS/DM 85 (2 units), BUS/ECON 14 (3 units)

..... 6.0 units

Total Units for Certificate of Achievement: 19.5-30.5 UNITS

Recommended Elective: CSIS 169

Program Learning Outcome: After completing this degree a student will demonstrate the ability of solve mathematical problems involved in common business applications, using electronic calculator and/or computer.

Students receiving the associate's degree will have entry-level office skills.

For those who do not already have a degree, the A.A. option is preferred by employers.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

Program Learning Outcome: After completing this Certificate of Achievement a student will demonstrate the ability of solve mathematical problems involved in common business applications, using electronic calculator and/or computer.

Students receiving the certificate will have entry-level office skills.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

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- 7/1/07*

Marketing/Management Option *

A.A. Degree

CORE COURSES: 8-19 units

ADDITIONAL REQUIREMENTS:

MGMT 101	Introduction to Supervision	.3 units
MKTG 100	Principles of Marketing	.3 units
BUS 80	Business Law	.3 units

Choose two:

MGMT 102	Techniques of Management	(3 units)
MGMT 103	Human Relations in Business	(3 units)
MGMT 104	Leadership	(3 units)
MKTG 102	Techniques of Selling	(3 units)
MKTG 103	Principles of Advertising	(3 units)

..... .6 units

Total Units for Major: 23-33 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

Recommended Electives: CWE; BUS 100; CSIS 129; MGMT or MKTG courses

Certificate of Achievement

CORE COURSES: 8-19 units

ADDITIONAL REQUIREMENTS:

MGMT 101	Introduction to Supervision	.3 units
MKTG 100	Principles of Marketing	.3 units
BUS 80	Business Law	.3 units

Choose two:

MGMT 102	Techniques of Management	(3 units)
MGMT 103	Human Relations in Business	(3 units)
MGMT 104	Leadership	(3 units)
MKTG 102	Techniques of Selling	(3 units)
MKTG 103	Principles of Advertising	(3 units)

..... .6 units

Total Units for Certificate of Achievement: 23-33 UNITS

Recommended Electives: CWE; BUS 100; CSIS 129; MGMT or MKTG courses

Students receiving the degree will have job entry skills for positions in mid-management/mid-marketing training in large firms.

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

Students receiving the Certificate of Achievement will have job entry skills for positions in mid-management/mid-marketing training in large firms.

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

Medical Office Option

A.A. Degree

CORE COURSES: 8-19 units

ADDITIONAL REQUIREMENTS:

CSIS 122	Computer Keyboarding	1.5 units
CSIS 124	Windows Fundamentals	1.0 unit
CSIS 126	Word Processing - MS Word	2.0 units
BOT 160	Records Management	3.0 units
BOT 180	Medical Terminology	3.0 units
BOT 181	Medical Billing - MediSoft	2.0 units
BOT 182	Medical Office Procedures	3.0 units
Total Units for Major:		23.5-34.5 UNITS

Plus completion of general education requirements units vary
 Total Units Required for A.A.: minimum of 60 UNITS

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

Certificate of Achievement

CORE COURSES: 8-19 units

ADDITIONAL REQUIREMENTS:

CSIS 122	Computer Keyboarding	1.5 units
CSIS 124	Windows Fundamentals	1.0 unit
CSIS 126	Word Processing - MS Word	2.0 units
BOT 160	Records Management	3.0 units
BOT 180	Medical Terminology	3.0 units
BOT 181	Medical Billing - MediSoft	2.0 units
BOT 182	Medical Office Procedures	3.0 units
Total Units for Certificate of Achievement:		23.5-34.5 UNITS

The following Certificate of Proficiency does not require the business core courses:

Computerized Accounting *Certificate of Proficiency*

CSIS 121	Computerized Spreadsheet - MS Excel	.2 units
CSIS 2L	Computers in Business Lab – MS Office	.1 unit
ACCT 20	Financial Accounting	.4 units
ACCT 21	Managerial Accounting	.4 units
ACCT 120	Computerized Accounting – QuickBooks	.2 units

Choose One from the Following List of Courses:

ACCT 103	General Office Accounting (2 units)
ACCT 105	Payroll Accounting (2 units)
ACCT 111	Introduction to Income Tax (3 units)

..... 2-3 units
 Total Units for Certificate of Proficiency: 15-16 UNITS

Program Learning Outcome: After completing this degree a student will demonstrate the ability to perform common tasks for the medical office, such as patient record management and billing and be able to explain the meaning of common medical terms.

Students receiving the associate's degree 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 Outcome: After completing this Certificate of Achievement a student will demonstrate the ability to perform common tasks for the medical office, such as patient record management and billing and be able to explain the meaning of common medical terms.

Students receiving the certificate will have entry-level job skills for the medical front office.

Students are expected to complete the courses or show competency. See a counselor regarding the course competency (waiver) process.

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

A young child, likely a girl, is shown from the waist up, smiling and holding a woven basket filled with several eggs. She is wearing a white t-shirt with the words 'DADDY'S GIRL' and three stars printed on it. The background is a light blue gradient.

CHILD DEVELOPMENT AND EDUCATIONAL STUDIES

Child Development *A.A. Degree*
Emphasis in Educational Studies
Emphasis in School Age Care

Child Development *Certificate of Achievement*
Early Childhood Education
School Age Child Care
Foster/Family Day Care

Pre K-12 Special Education Aide
Certificate of Proficiency

Contact:
408) 848-4719
tps@gavilan.edu

The Child Development and Educational Studies Program (CDES) offers students an Associate of Arts degree in three main areas:

- 1) Child Development
- 2) Child Development with Emphasis in Educational Studies, and
- 3) Child Development with Emphasis in School Age Care. The associate's degree 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.

Students completing the associate's degree may apply to become a teacher, master teacher, or site supervisor within the California Child Development and School Age Matrix.

The CDES program also offers five Certificates of Achievement. The certificates serve as an introductory sequence of classes leading to the associate's degree, and prepare students to work in the field of early childhood education, recreation, and before and after school age care. Students may be employed as instructional aides, tutors, childcare specialists or other paraprofessionals for public and private agencies.

Child Development

A.A. Degree

CD 1	Principles & Philosophies of Early Childhood Education3 units
CD 2	Early Child Development3 units
CD 4	Observing & Assessing Children3 units

Choose one:

CD 5	Child, Family, and the Community (3 units)	
CD 7	Cultural Context of Childhood (3 units)	
3 units

CD 9	Health, Safety and Nutrition for Children3 units
CD 19	Introduction to Careers with Children2 units
CD 20	Children's Language and Literature3 units
Electives - Any CD courses6 units

Student Teaching Practicum:

CD 30A	Teaching Practices and Techniques I3 units
CD 30B	Teaching Practices and Techniques II3 units
CD 190	Child Development Cooperative Work Experience	2-4 units

Total Units for Major: 34-36 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

Student Teaching Practicum:

Associate's degree students are required to complete a two-semester Student Teaching Practicum in an approved child development site under the supervision of a Gavilan College instructor.

The student teaching practicum consists of a two-semester curriculum course (CD 30 A/B, Teaching Practices and Techniques I, II, 3/3 units), and concurrent enrollment in a supervised child development work experience class (CD 190, Child Development Cooperative Work Experience, 1-4 units each semester). It is recommended that students complete CD 1, 2, and CD 5 or 7 before beginning the student teaching practicum.

CD 190 (Child Development Cooperative Work Experience) may also be taken as an independent class throughout the student's program (1-4 units per semester, for a total of 4-16 units). Students enrolled in a Cooperative Work Experience class must be enrolled in at least seven total units each semester.

Program Learning Outcomes: After completing the Associate's degree in Child Development a student will be eligible:

- ▶ to apply for the Associate, Assistant, Teacher and Master Teacher Permits for the California Child Development Permit MATRIX.
- ▶ for employment in state and federally funded childcare centers, and private childcare programs as teacher aides, teachers and master teachers, or site supervisors.

Graduates will:

- ▶ function within the scope of approved state and nationally accredited early childhood and childcare competencies.
- ▶ practice within professional and legal standards, ethical principles, and demonstrate a sensitivity to language and cultural differences of the children, families, and staff where they will be working or completing their cooperative work experiences.
- ▶ apply principles of written and verbal communication, and research to communicate relevant, accurate and complete information.
- ▶ apply child development principles and sensitivity to theory and applications of working with families of children with special needs.
- ▶ demonstrate an ability to design, develop and implement curriculum, appropriate educational environments, and successful teaching practices that enhance development in children in the early years.

The associate's degree will prepare students to transfer to 4 year colleges and universities and provides an introductory sequence of classes leading to careers in child development and elementary and secondary education. Students will be eligible to apply for a permit to become a teacher, master teacher or site supervisor within the California Child Development and School Age Matrix. The Child Development Permit Matrix was developed to ensure a career pathway for child care professionals in state or federally funded programs. See page 96.

Completion of the Associate's Degree in Child Development: Associate's degree students need to complete the required courses and student teaching practicum previously listed and the general education requirements. In order to qualify for the California Child Development Permit Matrix, associate's degree classes must be completed with a letter grade of "C" or higher. A copy of the Permit Matrix may be viewed on page 94 of this catalog.

All Child Development majors need to consult with a child development faculty member in order to ensure that degree requirements and licensing regulations are satisfied and complete an Educational Plan.

Emphasis in Educational Studies

A.A. Degree

CD 2	Early Child Development3 units
CD 3	Child Growth and Development During the School Years3 units
CD 7	Cultural Context of Childhood3 units
CD 8A	American Education in a Changing World3 units
CD 8B *	Teaching Reading and Writing to Children3 units
CD 14A	Working with School Age Children3 units
CD 14B	Behavior Management and Guidance of School Age Children3 units
CD 190	Child Development Work Experience1 unit

Choose 6 units from the following courses:

CD/PE 6	Games and Rhythms for Children (3 units)
CD/ART 25A	Art Methods (3 units)
CD 31	Tutoring School Age Children (1 unit)
CD 97	Introduction to Service Learning with Children (3 units)
HIST 3	History of California (3 units)
MATH 12	Mathematics for Elementary Teachers (3 units)
SPAN 1A	Elementary Spanish (5 units)

..... 6 units

Total Units for Major: 28 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A. minimum of 60 UNITS

* This course requires concurrent enrollment in CD 190, Child Development Work Experience, 1 unit.

Program Learning Outcomes: After completing this associate's degree in Child Development a student will:

- ▶ be eligible to apply for the Associate, Assistant, Teacher and Master Teacher Permits for the California Child Development Permit MATRIX. Graduates will be eligible for employment in state and federally funded child care centers and private child care programs as teacher aides, teachers and master teachers or site supervisors.
- ▶ function within the scope of approved state and nationally accredited early childhood and child care 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.

The Associate's degree in Child Development with Emphasis in Educational Studies prepares students to work as instructional aides or tutors in public school classrooms. It provides an introductory sequence of courses that can lead to a career in teaching.

Visit the Gavilan College website to view the current Catalog

www.gavilan.edu/catalog

Emphasis in School Age Care

A.A. Degree

CD 3	Child Growth and Development During the School Years3 units
Choose one:		
CD 5	Child, Family, and the Community (3 units)	
CD 7	Cultural Context of Childhood (3 units)	
3 units
CD 8A	American Education in a Changing World3 units
CD 11A	Administration of Programs for Young Children3 units
CD 14A	Working with School Age Children3 units
CD 14B	Behavior Management and Guidance of School Age Children3 units
CD 19	Introduction to Careers with Children2 units
CD 31	Tutoring School Age Children1 unit
Choose 6 units from the list below*:		<u>.6 units</u>
Total Units for Major:		27 UNITS
Plus completion of general education requirements		<u>units vary</u>
Total Units Required for A.A.:		minimum of 60 UNITS

* Choose 6 units from the following courses:

AJ 20	Juvenile Law and Procedure (3 units)
ART/CD 25A	Art Methods (3 units)
ART/CD 25B	Art Methods (3 units)
CD/PE6	Games and Rhythms for Children (3 units)
CD 8B*	Teaching Reading & Writing to Children (3 units)
CD 10	Children with Special Needs (3 units)
CD12	Computer Education for Teachers (3 units)
CD 20	Children's Language and Literature (3 units)
CD 24	Educational Cooking & Nutritional Experiences for Children (2 units)
CD 31	Tutoring School Age Children (1 unit)
CD 97	Introduction to Service Learning with Children (3 units)
CD 98	Special Topics (.5-3 units)
THEA 2A	Children's Theatre Repertory (2 units)
THEA 2B	Children's Theatre Repertory (2 units)

The knowledge and skills in this major 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.

Students completing this degree will meet the education requirement of the Child Development Permit with a School-Age Emphasis at the Teacher level. The experience requirement for that permit is 175 days of 3+ hours per day within 4 years. For more information, go to the Child Development Training Consortium website at www.dhilddevelopment.org.

* This course requires concurrent enrollment in CD 190, Child Development Work Experience, 1 unit.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

Child Development Options

The following two Certificates of Achievement require a combination of **CORE COURSES** and additional requirements:

CORE COURSES:

CD 1	Principles and Philosophies of Early Childhood Education3 units
CD 2	Early Child Development3 units
Choose one:		
CD 5	Child, Family and the Community (3 units)	
CD 7	Cultural Context of Childhood (3 units)	
3 units
CD 9	Health, Safety and Nutrition for Children3 units
CD 19	Introduction to Careers with Children2 units
Core Courses Unit Total:		14 UNITS

Completion of the core courses and the additional requirements in a selected area (below) will qualify students for the Certificate of Achievement in Child Development.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

Early Childhood Education Option

Certificate of Achievement

CORE COURSES:14 units

ADDITIONAL REQUIREMENTS: Choose 10 units from list below:

Select 10 units from any of the following Child Development classes:

CD 4	Observing & Assessing Children (3 units)	
CD 5	Child, Family, and Community (3 units)	
CD 7	Cultural Context of Childhood (3 units)	
CD 10	Children with Special Needs (3 units)	
CD 12	Computer Education for Teachers (3 units)	
CD 13	Infant and Toddler Development and Care (3 units)	
CD 15	Music and Movement for Children (1 unit)	
CD 16	Exploring Mathematics with Children (1 unit)	
CD 17	Exploring Science with Children (1 unit)	
CD 18	Outdoor Environments for Children (3 units)	
CD 20	Children's Language and Literature (3 units)	
CD 21	Creative Experiences for Children (2 units)	
CD 22	Field Work and Service (.5-1 unit)	
CD 23	Independent Study (1-2 units)	
CD 24	Educational Cooking & Nutritional Experiences for Children (2 units)	
CD 26	The Montessori Method (2 units)	
CD 27	Practical Piaget: Thinking Skills for Young Children (2 units)	
CD 29	Introduction to High/Scope Curriculum (2 units)	
CD 97	Introduction to Service Learning with Children (3 units)	
CD 98	Special Topics (.5-3 units)	
	10 units

Total Units for Certificate of Achievement: 24 UNITS

Program Learning Outcomes: After completing the Certificate of Achievement for Early Childhood Education graduates will be eligible to apply for the Assistant Teacher Permit and the Associate Teacher Permit for the California Child Development Permit Matrix that will enable them to apply for child care employment in state and federally funded, and private child care programs. Graduates will:

- ▶ be eligible to apply for the Assistant Teacher Permit and the Associate Teacher Permit for the California Child Development Permit Matrix that will enable them to apply for child care employment in state and federally funded, and private child care programs.
- ▶ 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.

School Age Child Care Option *Certificate of Achievement*

CORE COURSES:14 units

ADDITIONAL REQUIREMENTS:

Choose 10-12 units from list below:

Select 10-12 units from any of the following Child Development classes:

- CD 3 Child Growth and Development During the School Years (3 units)
- CD 8A American Education in a Changing World (3 units)
- CD 14A Working with School Age Children (3 units)
- CD 14B Behavior Management and Guidance of School Age Children (3 units)
- CD 31 Tutoring School Age Children (1 unit)
- CD 97 Service Learning with Children (3 units)

.....10-12 units

Total Units for Certificate of Achievement: 24-26 UNITS



Foster/Family Day Care *Certificate of Achievement*

- CD 2 Early Child Development3 units
- CD 3 Child Growth and Development During the School Years3 units
- CD 5 Child, Family and the Community3 units
- CD 9 Health, Safety and Nutrition for Children3 units
- CD 28 A Child Development and Guidance for Family Child Care/Foster Care1 unit
- CD 28 B Developing Learning Activities for Family Child Care and Foster Care1 unit
- CD 28 C Administering a Family Child Care Home1 unit
- CD 28 D* Issues in Family Foster Parenting1 unit
- Any Child Development classes3 units

Total Units for Certificate of Achievement: 19 UNITS

* There are times when a course listed as a requirement for a major or certificate cannot be offered in a reasonable timeframe. Course substitutions and waivers will be considered by the department. Please contact the department chairperson. This information is available from the Office of Instruction - (408) 848-4761.



Pre K-12 Special Education Aide *Certificate of Proficiency*

- CD 2 Early Child Development3 units
- CD 3 Child Growth & Development During the School Years3 units
- CD 10 Children with Special Needs3 units
- CD 97 Introduction to Service Learning with Children3 units

Total Units for Certificate of Proficiency: 12 UNITS

The knowledge and skills required for this certificate prepare students to work as special education aides in elementary and secondary schools and preschools.



Child Development and School Age Emphasis Matrix

The Child Development Permit Matrix was developed to ensure a career pathway for child care professionals in state or federally funded programs.

Child Development Permit Matrix - with Alternative Qualification Options Indicated					
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)	Assist in the care, development and instruction of children in a child care and development program under the supervision of an Associate Teacher or above.	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. CDA Credential must be earned in California	May provide service in the care, development and instruction of children in a child care and development program; and supervise an Assistant Permit holder 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** <u>plus</u> 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	Option 2: AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting	May provide service in the care, development and instruction of children in a child care and development program, and supervise all above.	105 hours of professional growth*****
Master Teacher	Option 1: 24 units ECE/CD including core courses** <u>plus</u> 16 GE units* <u>plus</u> 6 specialization units <u>plus</u> 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, <u>plus</u> 3 units supervised field experience in ECE/CD setting	May provide service in the care, development and instruction of children in a child care and development program, and supervise all above. Also may serve as a coordinator of curriculum and staff development in a child care & development program.	105 hours of professional growth*****
Site Supervisor	Option 1: AA (or 60 units) which includes: <ul style="list-style-type: none"> • 24 ECE/CD units with core courses** • 16 GE units* • 6 administration units • 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, <u>plus</u> 3 units supervised field experience in ECE/CD setting; or Option 3: Admin. credential*** with 12 units of ECE/CD, <u>plus</u> 3 units supervised field experience in ECE/CD setting; or Option 4: Teaching credential**** with 12 units of ECE/CD, <u>plus</u> 3 units supervised field experience in ECE/CD setting	May 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 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: <ul style="list-style-type: none"> • 24 ECE/CD units with core courses** • 6 administration units • 2 adult supervision units 	Site Supervisor status and one program year of Site Supervisor experience	Option 2: Admin. credential*** with 12 units of ECE/CD, <u>plus</u> 3 units supervised field experience in ECE/CD setting; or Option 3: Teaching credential**** with 12 units of ECE/CD, <u>plus</u> 3 units supervised field experience in ECE/CD setting, <u>plus</u> 6 units administration; or Option 4: Master's Degree in ECE/CD or Child/Human Development	May supervise a child care and development program operated 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. Spanish translation of matrix available.

*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 the core areas of child/human growth & development and child/family/community.

***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) 572-6085 for assistance in locating an advisor.

This matrix was prepared by the Child Development Training Consortium. www.childdevelopment.org. Call (209) 572-6080 for a permit application.

9/05

* CD Core courses = Child Growth and Development, Child/Family/Community, and Programs/Curriculum.

** SA Core courses = Child Growth and Development, Child & Youth, Family & Community, Programs/Curriculum including school-age instructional practices

*** One course in each of four general education categories required: English, math or science, social sciences, humanities.

To view the school-age permit matrix, go to the website above.

COMMUNICATION STUDIES

Certificate of Proficiency



See also: Interpersonal Communication degrees and certificates on page 117.

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

Communication Studies

Certificate of Proficiency

Choose 12 units:

- CMUN 1A Introduction to Public Speaking (3 units)
- CMUN 2 Oral Reading (3 units)
- CMUN 4 Intercultural Communication (3 units)
- CMUN 5 Introduction to Communication Studies (3 units)
- CMUN 8 Interpersonal Communication (3 units)
- CMUN 10 Small Group Communication (3 units)
- CMUN 11 Business Communication (3 units)
- CMUN 129 Presentation Graphics - MS Powerpoint (1 unit)

Total Units for Certificate of Proficiency:12 UNITS

Program Learning Outcomes: After completing this Certificate of Proficiency, a student will be able to:

- ▶ apply theory and research findings in communication studies to their professional and personal relationships. Students will be able to restate communication theory and technique and demonstrate them in interpersonal relationships.
- ▶ engage in professional public discourse with application of research, organization, reasoning and oral presentation.
- ▶ This certificate will inform future employers, college admission offices and professional institutions that you have received specialized training in communication skills.

Interpersonal, intercultural, small group, public communication, presentation graphics and performance can be explored further through specialized classes in these areas. Your communication studies certificate can accompany any associate degree and enhance your qualifications for the job or university transfer that you desire.

COMPUTER GRAPHICS & DESIGN

Computer Graphics & Design

A.S. Degree

Certificate of Achievement

Advanced Technical Computer Graphics

Certificate of Achievement

Technical Desktop Publishing & Graphics

Certificate of Achievement

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

Computer Graphics & Design *A.S. Degree*

CGD 2	2D/3D Technical Computer Graphics I	.4 units
CGD 4	2D/3D Technical Computer Graphics II	.4 units
CGD 8	Computer Graphics Application I	.4 units
CGD 9	Computer Graphics Application II	.4 units
CGD 110	Computer Graphics Lab	<u>.4 units</u>
Total Units for Major:		20 UNITS

Plus completion of general education requirements units vary
Total Units Required for A.S.: minimum of 60 UNITS

Students can both broaden and deepen their advanced concentration using primary software (RHINO and 3-D Studio Max) and secondary support software (AutoCad LT and Adobe PhotoShop).

Three dimensional modeling, rendering and working drawings are the core digital graphic processes for the CGD program and these processes can be applied in the design fields of character and sets, architectural, product, mechanical, interior, furniture and jewelry. Throughout the program, a student can place emphasis on any one core graphic process. Students learn the problem solving approach and structure to the various fields of design..

Computer Graphics & Design *Certificate of Achievement*

CGD 2	2D/3D Technical Computer Graphics I4 units
CGD 4	2D/3D Technical Computer Graphics II4 units
CGD 8	Computer Graphics Application I4 units
CGD 9	Computer Graphics Application II4 units
CGD 110	Computer Graphics Lab4 units
Total Units for Certificate of Achievement:		20 UNITS

Three dimensional modeling, rendering and working drawings are the core digital graphic processes for the CGD program and these processes can be applied in the design fields of character and sets, architectural, product, mechanical, interior, furniture and jewelry. Throughout the program, a student can place emphasis on any one core graphic process. Students learn the problem solving approach and structure to the various fields of design.

Students can both broaden and deepen their advanced concentration using primary software (RHINO and 3-D Studio Max) and secondary support software (AutoCad LT and Adobe PhotoShop).

Computer Graphics & Design Options

The following two certificates require a combination of core courses and additional requirements.

CORE COURSES:

CGD 2	2D/3D Technical Computer Graphics I4 units
CGD 4	2D/3D Technical Computer Graphics II4 units
CGD 8	Computer Graphics Application I4 units
CGD 9	Computer Graphics Application II4 units
CGD 110	Computer Graphics Lab4 units
Core Unit Total:		20 UNITS

Completion of the core courses and the additional requirements in a selected area (below) will qualify students for a Certificate of Achievement.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

Advanced Technical Computer Graphics Option *Certificate of Achievement*

CORE COURSES:20 units

ADDITIONAL REQUIREMENTS:

CGD 6	Advanced Technical Computer Graphics4 units
CGD 110	Computer Graphics Lab4 units
Total Units for Certificate of Achievement:		28 UNITS

Students can both broaden and deepen their advanced concentration using primary software (RHINO and 3-D Studio Max) and secondary support software (AutoCad LT and Adobe PhotoShop).


Technical Desktop Publishing and Graphics Option *Certificate of Achievement*

CORE COURSES:20 units

ADDITIONAL REQUIREMENTS:

CGD 160	Technical Desktop Publishing and Graphics4 units
CGD 110	Computer Graphics Lab4 units
Total Units for Certificate of Achievement:		28 UNITS

Students can both broaden and deepen their advanced concentration using primary software (RHINO and 3-D Studio Max) and secondary support software (AutoCad LT and Adobe PhotoShop).



COMPUTER SCIENCE & INFORMATION SYSTEMS

CSIS *A.S. Degrees*

- Business Computer Applications
- Computer Networking
- Computer Programming
- Programming for the Internet
- Scientific Programming
- UNIX Operating System

CSIS *Certificates of Achievement*

- Business Computer Applications
- Computer Networking
- Computer Programming
- Programming for the Internet
- Scientific Programming
- UNIX Operating System

CSIS *Certificates of Proficiency*

- Computational Preparation for Bioinformatics
- Computer Hardware
- Computer Networking
- Telecommunications/Network Cabling
- Web Page Production Specialist

ROP Certificates - see page 228

- Networking Essentials
- Router Theory and Router Technologies
- Advanced Routing/Switching/WAN
- Computer Office Applications
- Operating Systems
- PC Hardware
- C++ Programming I
- Applied Networking

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

Computational Preparation for Bioinformatics *Certificate of Proficiency*

CORE COURSES:20 units

ADDITIONAL REQUIREMENTS:

CGD 160 Technical Desktop Publishing and Graphics.4 units
 CGD 110 Computer Graphics Lab4 units
 Total Units for Certificate of Achievement: 28 UNITS

This Certificate of Proficiency will prepare students for computational work in Bioinformatics in industry and is for 4-year college transfer students. Students will need a BA or higher degree in Biology or Computer Science, or related disciplines to use these computational skills in bioinformatics.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

Business Computer Applications

A.S. Degree

Choose 21 units from the following list of courses:

Choose only one of the following two courses:

CSIS 1 Computer Literacy - MS Office (2 units)
 CSIS 2 Computers in Business - MS Office (4 units)

CSIS 6 Web Page Authoring I (2 units)
 CSIS 8 Introduction to the Internet (1 unit)
 CSIS 10 BASIC Programming (2 units)
 CSIS 72 Desktop Publishing - QuarkXPress (3 units)
 CSIS 73 Desktop Publishing - Adobe InDesign (3 units)
 CSIS 75 PhotoShop I - Adobe Photoshop (3 units)
 CSIS 121 Spreadsheet - MS Excel (1-2 units)
 CSIS 124 Windows Fundamentals (1 unit)
 CSIS 126 Word Processing - MS Word (2 units)
 CSIS 128 Database - MS Access (2 units)
 CSIS 129 Presentation Graphics - MS PowerPoint (1 unit)
 CSIS 132 Intermediate Word Processing - MS Word (2 units)
 CSIS 134 Intermediate Excel (2 units)
 CSIS 181 PC Hardware (4 units)
 CSIS 182 Operating Systems (4 units)

Total Units for Major:21 UNITS

Plus completion of general education requirementsunits vary

Total Units Required for A.S.: minimum of 60 UNITS

Recommended Electives: CSIS 7 and other desktop publishing courses

Program Learning Outcome: After completing this degree 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.

Computer Applications prepares students for positions utilizing a wide variety of popular operating systems and business application software. The computer applications taught here, including word processing, spreadsheets, databases, graphics, and desktop publishing are used in most business environments. This degree is also appropriate for retraining and for improving promotional opportunities.

Career Opportunities: general office work, document preparation, technical support, help desk training and support, word processing, administrative secretary, administrative services.

Business Computer Applications

Certificate of Achievement

Choose 21 units from the following list of courses:

Choose only one of the following two courses:

- | | |
|--------|---|
| CSIS 1 | Computer Literacy - MS Office (2 units) |
| CSIS 2 | Computers in Business - MS Office (4 units) |

- | | |
|----------|--|
| CSIS 6 | Web Page Authoring I (2 units) |
| CSIS 8 | Introduction to the Internet (1 unit) |
| CSIS 10 | BASIC Programming (2 units) |
| CSIS 72 | Desktop Publishing - QuarkXPress (3 units) |
| CSIS 73 | Desktop Publishing - Adobe InDesign (3 units) |
| CSIS 75 | PhotoShop I - Adobe Photoshop (3 units) |
| CSIS 121 | Spreadsheet - MS Excel (1-2 units) |
| CSIS 124 | Windows Fundamentals (1 unit) |
| CSIS 126 | Word Processing - MS Word (2 units) |
| CSIS 128 | Database - MS Access (2 units) |
| CSIS 129 | Presentation Graphics - MS PowerPoint (1 unit) |
| CSIS 132 | Intermediate Word Processing - MS Word (2 units) |
| CSIS 134 | Intermediate Excel (2 units) |
| CSIS 181 | PC Hardware (4 units) |
| CSIS 182 | Operating Systems (4 units) |

Total Units for Certificate of Achievement:21 UNITS

Recommended Electives: CSIS 7 and other desktop publishing courses

Computer Hardware *Certificate of Proficiency*

CSIS 181	PC Hardware.....	.4 units
CSIS 182	Operating Systems.....	.4 units
Total Units for Certificate of Proficiency:		8 UNITS

Recommended Electives: CSIS 122, CSIS 2 or 2L

Program Learning Outcome: After completing this Certificate of Achievement 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.

Computer Applications prepares students for positions utilizing a wide variety of popular operating systems and business application software. The computer applications taught here, including word processing, spreadsheets, databases, graphics, and desktop publishing are used in most business environments. This degree is also appropriate for retraining and for improving promotional opportunities.

Career Opportunities: general office work, document preparation, technical support, help desk training and support, word processing, administrative secretary, administrative services

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.

TRANSFER STUDENTS

Apply for an Associate's Degree (AA/AS) also.

It will be your first college degree!

Computer Networking

A.S. Degree

CSIS 175A	Networking Essentials4 units
CSIS 175B	Router Theory & Router Technologies4 units
CSIS 175C	Advanced Routing/Switching/WAN4 units
CSIS 48	UNIX/Linux Operating System4 units
CSIS 181	PC Hardware4 units
CSIS 182	Operating Systems4 units
Total Units for Major:		24 UNITS

Plus completion of general education requirements units vary
 Total Units Required for A.S.: minimum of 60 UNITS

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

Certificate of Achievement

CSIS 175A	Networking Essentials4 units
CSIS 175B	Router Theory & Router Technologies4 units
CSIS 175C	Advanced Routing/Switching/WAN4 units
CSIS 48	UNIX/Linux Operating System4 units
CSIS 181	PC Hardware4 units
CSIS 182	Operating Systems4 units
Total Units for Certificate of Achievement:		24 UNITS

Certificate of Proficiency

Certificate updated Jan/2008

Choose one:

CSIS 175A	Networking Essentials (4 units)	
CSIS 178	Applied Networking (4 units)	
		.4 units

Choose two:

CSIS 175B	Router Theory & Router Technologies (4 units)	
CSIS 175C	Advanced Routing/Switching/WAN (4 units)	
CSIS 179	Introduction to Information Security (4 units)	
CSIS 183	Introduction to Microsoft Servers (4 units)	
		.8 units
Total Units for Certificate of Proficiency:		12 UNITS

Recommended courses to be taken before starting (or concurrent with) the Networking sequence: CSIS 2L, 48, 181, 274; MATH 205

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ work individually and in teams
- ▶ install and test hardware and software necessary for network connectivity.
- ▶ set up a connection with a remote host, employing appropriate commands.

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 and the Cisco Certified Network Administrator (CCNA) exam for certification. The program also provides a solid foundation in network technology for students who plan to pursue further education in the networking field at a four year college.

Career Opportunities: network technician, network maintenance, network Help Desk, Assistant Network Administrator, PC/network installation.

Program Learning Outcomes: After completing this Certificate of Achievement a student will be able to:

- ▶ work individually and in teams
- ▶ install and test hardware and software necessary for network connectivity.
- ▶ set up a connection with a remote host, employing appropriate commands.

Students receiving this certificate will have job skills for the computer networking field. Students will be eligible for Cisco Certified Network Administrator (CCNA) certification and the A+ hardware certification exams.

This is a three-course program with the Cisco Networking Academy. Upon completion, students will be eligible for industry certification. (Cisco Certified Network Administrator - CCNA)

Computer Programming

A.S. Degree

CSIS 46	C++ Programming II	4 units
CSIS 48	UNIX/Linux Operating System	4 units

Choose one:

CSIS 45	C++ Programming I (4 units)	
CSIS 5	C++ Scientific Programming (3 units)	
		3-4 units

Choose 10 units:

CSIS 6	Web Page Authoring I (2 units)	
CSIS 12/12L	Assembly Language Programming (4 units)	
CSIS 24	Java Programming I (4 units)	
CSIS 44	C#.NET Programming (4 units)	
CSIS 51	Visual Basic .NET Programming (4 units)	
CSIS 54/54L	Perl Programming (4 units)	
CSIS 78	Web Sites with SQL and PHP (4 units)	
		10 units

Total Units for Major: 21-22 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.S.: minimum of 60 UNITS

Recommended Electives:

For transfer majors: MATH 1A and MATH 1B For non-transfer majors: MATH 233

Certificate of Achievement

CSIS 46	C++ Programming II	4 units
CSIS 48	UNIX/Linux Operating System	4 units

Choose one:

CSIS 45	C++ Programming I (4 units)	
CSIS 5	C++ Scientific Programming (3 units)	
		3-4 units

Choose 10 units:

CSIS 6	Web Page Authoring I (2 units)	
CSIS 12/12L	Assembly Language Programming (4 units)	
CSIS 24	Java Programming I (4 units)	
CSIS 44	C#.NET Programming (4 units)	
CSIS 51	Visual Basic .NET Programming (4 units)	
CSIS 54/54L	Perl Programming (4 units)	
CSIS 78	Web Sites with SQL and PHP (4 units)	
		10 units

Total Units for Certificate of Achievement: 21-22 UNITS

Additional programming courses are recommended.

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ create programs in three different languages that use control flow statements such as if and switch statements.
- ▶ create programs in three different languages that use loop statements such as for and while statements.

Computer Programming prepares students for entry-level programming in a wide variety of occupations. Many of the courses in this degree 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, data base specialist and Web programmer.

Program Learning Outcomes: After completing this Certificate of Achievement a student will be able to:

- ▶ create programs in three different languages that use control flow statements such as if and switch statements.
- ▶ create programs in three different languages that use loop statements such as for and while statements.

Computer Programming prepares students for entry-level programming in a wide variety of occupations. Many of the courses in this Certificate of Achievement 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, data base specialist and Web programmer.

Programming for the Internet

CSIS 6	Web Page Authoring I2 units
CSIS 51	Visual Basic .NET Programming4 units
CSIS 54/54L	Perl Programming4 units
CSIS 84	JavaScript Programming2 units

Choose one:

CSIS 45	C++ Programming I (4 units)	
CSIS 5	C++ Scientific Programming (3 units)	
	3-4 units

Choose courses for at least 4 units:

CSIS 7	Web Page Authoring II (2 units)	
CSIS 75	PhotoShop I - Adobe Photoshop (3 units)	
CSIS 78	SQL and Database Management Systems (3 units)	
CSIS 85	Web Design I: Dreamweaver (2 units)	
CSIS 110	Interactive Animation: Flash (3 units)	
4 units

Total Units for Major: 19-20 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.S.: minimum of 60 UNITS

Recommended Elective: MATH 233

Certificate of Achievement

CSIS 6	Web Page Authoring I2 units
CSIS 51	Visual Basic .NET Programming4 units
CSIS 54/54L	Perl Programming4 units
CSIS 84	JavaScript Programming2 units

Choose one:

CSIS 45	C++ Programming I (4 units)	
CSIS 5	C++ Scientific Programming (3 units)	
	3-4 units

Choose courses for at least 4 units:

CSIS 7	Web Page Authoring II (2 units)	
CSIS 75	PhotoShop I - Adobe Photoshop (3 units)	
CSIS 78	SQL and Database Management Systems (3 units)	
CSIS 85	Web Design I: Dreamweaver (2 units)	
CSIS 110	Interactive Animation: Flash (3 units)	
4 units

Total Units for Certificate of Achievement: 19-20 UNITS

Recommended Elective: MATH 233

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ create, modify, and program web pages with images and forms.
- ▶ create programs in three different languages that use loop statements such as for and while statements.

Programming for the Internet prepares students for entry-level positions developing and maintaining Internet and Intranet web pages. The courses prepare students to create, modify, and program web pages, such as those used in electronic commerce. Students will gain knowledge in both technical and artistic sides of this profession.

Career Opportunities: web page developer, web programmer, technical support, webmaster.

Program Learning Outcomes: After completing this Certificate of Achievement a student will be able to:

- ▶ create, modify, and program web pages with images and forms.
- ▶ create programs in three different languages that use loop statements such as for and while statements.

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 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

Scientific Programming

A.S. Degree

CSIS 46	C++ Programming II4 units
MATH 1A	Single-Variable Calculus and Analytic Geometry4 units

Choose one:

CSIS 5	C++ Scientific Programming (3 units)	
CSIS 45	C++ Programming I (4 units)3-4 units

Choose two:

CSIS 24	Java Programming I (4 units)	
CSIS 47	Visual C++ Programming (4 units)	
CSIS 51	Visual Basic .NET Programming (4 units)	
CSIS 54/54L	Perl Programming (4 units)8 units

Choose two:

MATH 1B	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 5	Introduction to Statistics (3 units)	
MATH 7	Finite Mathematics (3 units)	
CSIS/MATH 26	Discrete Math (4 units)6-8 units

Total Units for Major: 25-28 UNITS

Plus completion of general education requirementsunits vary

Total Units Required for A.S.: minimum of 60 UNITS

Certificate of Achievement

CSIS 46	C++ Programming II4 units
MATH 1A	Single-Variable Calculus and Analytic Geometry4 units

Choose one:

CSIS 5	C++ Scientific Programming (3 units)	
CSIS 45	C++ Programming I (4 units)3-4 units

Choose two:

CSIS 24	Java Programming I (4 units)	
CSIS 47	Visual C++ Programming (4 units)	
CSIS 51	Visual Basic .NET Programming (4 units)	
CSIS 54/54L	Perl Programming (4 units)8 units

Choose two:

MATH 1B	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 5	Introduction to Statistics (3 units)	
MATH 7	Finite Mathematics (3 units)	
CSIS/MATH 26	Discrete Math (4 units)6-8 units

Total Units for Certificate of Achievement: 25-28 UNITS

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ create programs in three different languages that use control flow statements such as if and switch statements.
- ▶ create scientific programs in three different languages that use loop statements such as for and while statements.

Scientific Programming prepares students for entry-level scientific programming in a wide variety of occupations. Many of the courses in this degree will be needed for students transferring to a university to study Computer Science. Students planning to transfer need to research lower division major requirements at the transfer destination of their choice.

Career Opportunities: scientific programming, computer programming, statistical programming, research.

Program Learning Outcomes: After completing this Certificate of Achievement a student will be able to:

- ▶ create programs in three different languages that use control flow statements such as if and switch statements.
- ▶ create scientific programs in three different languages that use loop statements such as for and while statements.

Scientific Programming prepares students for entry-level scientific programming in a wide variety of occupations.

Career Opportunities: scientific programming, computer programming, statistical programming, research

To receive an Associate of Science degree students must also complete Gavilan general education requirements.

Telecommunications/Network Cabling *Certificate of Proficiency*

This is a comprehensive course that introduces network cabling through a short term and hands-on program. Students will become skilled in installing, terminating, testing and troubleshooting both copper and fiber-optic based cabling systems. Classes are geared to people with no technical experience.

Upon satisfactory completion of this class the student will receive a Network Cabling Specialist Certification for both copper-based and fiber-optic based cabling issued by C-Tech, Inc. and the student's name will be made available to prospective employers on the C-Tech website.

Prerequisites: none

Hours: 4 hours per week for one semester

CSIS 274 Telecommunication and Network Cabling2 units

UNIX Operating System

A.S. Degree

Choose one:

CSIS 18/18L	UNIX/C++ Programming (4 units)	
CSIS 45	C++ Programming I (4 units)	
CSIS 5	C++ Scientific Programming (3 units)	
		.4 units

CSIS 48	UNIX/Linux Operating System4 units
CSIS 49	UNIX/Linux Shell Programming4 units
CSIS 52	Linux/UNIX System Administration4 units

Choose two:

CSIS 24	Java Programming I (4 units)	
CSIS 54/54L	Perl Programming (4 units)	
CSIS 175A	Networking Essentials (4 units)	
CSIS 46	C++ Programming II (4 units)	
		.8 units

Total Units for Major: 24 UNITS

Plus completion of general education requirements units vary
Total Units Required for A.S.: minimum of 60 UNITS

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ use UNIX editors to create and modify files.
- ▶ modify, move, and rename files and directories. They will be able to use UNIX email and ftp commands.

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 in this degree will be needed for students transferring to a 4-year college to study Computer Science. Students planning to transfer need to research lower division major requirements at the transfer destination of their choice.

Career Opportunities: UNIX/Linux system administration, webmaster, C/C++ programming

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

UNIX Operating System

Certificate of Achievement

Choose one:

CSIS 18/18L	UNIX/C++ Programming (4 units)	
CSIS 45	C++ Programming I (4 units)	
CSIS 5	C++ Scientific Programming (3 units)	
4 units

CSIS 48	UNIX/Linux Operating System4 units
CSIS 49	UNIX/Linux Shell Programming4 units
CSIS 52	Linux/UNIX System Administration4 units

Choose two:

CSIS 24	Java Programming I (4 units)	
CSIS 54/54L	Perl Programming (4 units)	
CSIS 175A	Networking Essentials (4 units)	
CSIS 46	C++ Programming II (4 units)	
8 units

Total Units for Certificate of Achievement: 24 UNITS

Program Learning Outcomes: After completing this Certificate of Achievement a student will be able to:

- ▶ use UNIX editors to create and modify files.
- ▶ modify, move, and rename files and directories. They will be able to use UNIX e-mail and ftp commands.

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 in this degree will be needed for students transferring to a 4-year college to study Computer Science.

Career Opportunities: UNIX/Linux system administration, webmaster, C/C++ programming

To receive an Associate of Science degree students must also complete Gavilan general education requirements.

Web Page Production Specialist *Certificate of Proficiency*

CSIS 6	Web Page Authoring I2 units
CSIS 77	Introduction to Digital Media & Its Tools3 units
CSIS 126	Word Processing - MS Word2 units

Choose one:

CSIS 114	Digital Media Production (2 units)	
JOUR 18A	Working on the Newspaper (2 units)	
2 units

Choose one:

CSIS 7	Web Page Authoring II (2 units)	
CSIS 85	Web Design I: Dreamweaver (2 units)	
2 units

Choose one:

CSIS 110	Interactive Animation: Flash (3 units)	
CSIS 109	Interactive Animation and Authoring: Director (3 units)	
3 units

Choose one:

CSIS 75	Photoshop I - Adobe Photoshop (3 units)	
JOUR 16A	Writing for Media (3 units)	
3 units

Total Units for Certificate of Proficiency: 17 UNITS

This certificate prepares the student for entry-level work laying out and adding content to web pages for the Internet. Students may concentrate on visual or text content. This certificate can lead to advanced certificates or degrees in Web Page Design, Digital Media or Media Arts.



COSMETOLOGY

**A.S. Degree
Certificate of Achievement**

Esthetician
Certificate of Achievement

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



Cosmetology

A.S. Degree

COS 200	Beginning Phase12 units
COS 201	Intermediate Phase12 units
COS 202	Advanced Phase12 units
COS 203	Completion Phase2-12 units
Total Units for Major:		38-48 UNITS

Plus completion of general education requirements units vary
Total Units Required for A.S.: minimum of 60 UNITS

Recommended Electives: COS 204, 205, 206

Certificate of Achievement

COS 200	Beginning Phase12 units
COS 201	Intermediate Phase12 units
COS 202	Advanced Phase12 units
COS 203	Completion Phase2-12 units
Total Units for Certificate of Achievement:		38-48 UNITS

Recommended Electives: COS 204, 205, 220

Esthetician*

Certificate of Achievement

COS 220	Scientific Skin Care8 units
COS 221	Advanced Scientific Skin Care8 units

Choose two:

COS 204	Job Entry Skills (3 units)
MGMT 111**	Starting a Small Business (3 units)
CMUN 1A	Introduction to Public Speaking (3 units)
CMUN 10	Small Group Communication (3 units)

......6 units
Total Units for Certificate of Achievement: 22 UNITS

This degree is not for transfer majors.

Cosmetology is a 1600 hour course of study designed to meet the State of California Cosmetology Act Standards for state licensing. Gavilan College offers the required hours in a four module sequence of classes.

Students who have received the Cosmetology Certificate may achieve associate's degree level credit by completing supplemental coursework that meets the rigor and critical thinking requirements of the Associate of Science degree. See a cosmetology instructor or counselor for details.

Completion of the courses listed will qualify students for the Certificate of Achievement in Cosmetology. To qualify for the California State Board of Cosmetology license a student must have a minimum of 1,600 hours of instruction. Courses are offered primarily during the day.

Students receiving the certificate will have job entry skills for the following occupations: Beauty culturist, cosmetician, cosmetologist, manicurist, salon owner or manager, stylist

This certificate will prepare students for the State examination for a license as a licensed Esthetician (Facialist).

* Not all major/certificates may be scheduled during this catalog cycle. Contact a counselor - (408) 848-4723.

** 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.



DIGITAL MEDIA

Digital Media *A.S. Degree*
 Digital Art and Imaging Option
 Digital Audio/Video Option
 Interactive Media & Authoring Option

Digital Media *Certificates of Achievement*
 Digital Art and Imaging Option
 Digital Audio/Video Option
 Interactive Media & Authoring Option

Digital Imaging/Graphics Production Specialist
 Digital Print Production Specialist
 Web Page Production Specialist
 Digital Video Editor Specialist

Digital Media *Certificates of Proficiency*
 Digital Imaging/Graphics Production Specialist
 Digital Print Production Specialist
 Digital Video Editor Specialist
 Web Page Production Specialist

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

Completion of the **CORE COURSES** and the additional requirements in a selected option (on following pages) will qualify students for either an A.S. degree and/or Certificate of Achievement in Digital Media.

CORE COURSES

DM 77*	Introduction to Digital Media & Its Tools	.3 units
ART 11*	Creativity, Imagination, and Innovation	.3 units
Choose one:		
DM 6	Web Page Authoring I (2 units)	
DM 85*	Web Design I: Dreamweaver (2 units)	
		.2 units
DM 75*	Photoshop	.3 units
DM 107*	Digital Media Design	.2 units
DM 114*	Digital Media Team Production	.2 units
Total Core		15 UNITS

* May be used to satisfy general education requirements for A.S. degree.

Program Learning Outcomes: After completing the A. A. degree or Certificate of Achievement in Digital Media a student will:

- ▶ analyze the relationship of aesthetics, content, user needs, and/or interactivity of projects suitable for implementing using digital media. This will enable them to synthesize a design, produce development guidelines incorporating techniques such as storyboards and flow charts and render their design using good design principles and contemporary digital technology.
- ▶ be able to perform and communicate ideas in a team environment and contribute significant work related to their option area of study.

Digital Media Options

The following six associate's degrees and/or Certificates of Achievement require a combination of core courses (see previous page) and additional requirements.

Digital Art and Imaging Option

A.S. Degree

CORE COURSES:15 units

ADDITIONAL REQUIREMENTS:

Choose 9 units from the following list:

ART 2A*	Two Dimensional Design (3 units)
ART 2B*	Form and Color (3 units)
ART 48A*	Computer Art I (3 units)
ART 48B*	Computer Art II (3 units)
DM 60	3D Animation I (3 units)
DM 61	3D Animation II (3 units)
DM 74*	Advanced Photoshop (3 units)
DM 76*	Digital Illustration (3 units)
DM 80*	Digital Photography (3 units)
DM109*	Interactive Animation: Director (3 units)
DM110*	Interactive Animation: Flash (3 units)
DM117*	Motion Graphics/Special Effects (3 units)

.....9 units

Elective course in any other option area3 units

Total Units for Major: 27 UNITS

Plus completion of general education requirementsunits vary

Total Units Required for A.S.: minimum of 60 UNITS

Certificate of Achievement

CORE COURSES:15 units

ADDITIONAL REQUIREMENTS:

Choose 9 units from the following list:

ART 2A	Two Dimensional Design (3 units)
ART 2B*	Form and Color (3 units)
ART 48A	Computer Art I (3 units)
ART 48B	Computer Art II (3 units)
DM 60	3D Animation I (3 units)
DM 61	3D Animation II (3 units)
DM 74	Advanced Photoshop (3 units)
DM 76	Digital Illustration (3 units)
DM 80*	Digital Photography (3 units)
DM109	Interactive Animation: Director (3 units)
DM110	Interactive Animation: Flash (3 units)
DM117	Motion Graphics/Special Effects (3 units)

.....9 units

Elective course in any other option area3 units

Total Units for Certificate of Achievement: 27 UNITS

Program Learning Outcome: After completing this degree a student will demonstrate an ability to use Digital Media technology and concepts to design, produce, and integrate aesthetically pleasing 2D/3D visual and animated material for film, video, web pages, CD/DVD, video games, or digital print.

* May be used to satisfy general education requirements for A.S. degree.

Program Learning Outcome: After completing this Certificate of Achievement a student will demonstrate an ability to use Digital Media technology concepts to design, produce, and integrate aesthetically pleasing 2D/3D visual and animated material for film, video, web pages, CD/DVD, video games, or digital print.

This certificate will enable a graduate to obtain entry level jobs as a graphic designer/artist for Web, CD ROM, DVD, and digital print.

To receive an Associate of Science degree students must also complete Gavilan College general education requirements.

Digital Audio/Video Option

A.S. Degree

CORE COURSES:15 units

ADDITIONAL REQUIREMENTS:

Choose 9 units from the following list:

ART 2A*	Two Dimensional Design (3 units)	
DM 60	3D Animation I (3 units)	
DM 111*	Sound Design for Digital Media (3 units)	
DM 113*	Introduction to Digital Video (3 units)	
DM 116*	DVD Authoring (2 units)	
DM 117*	Motion Graphics/Special Effects (3 units)	
HUM 25A	Film Production (3 units)	
MUS 21*	Electronic Music/Sound Design (3 units)	
THEA 16*	Introduction to Television (3 units)	
THEA 17A or B*	Television and Video Workshop (3 units)	
THEA 98*	Special Topics: GavTV Production (1-2 units)	
	9 units

Elective course in any other option area3 units
Total Units for Major: 27 UNITS

Plus completion of general education requirementsunits vary
Total Units Required for A.S.: minimum of 60 UNITS

* May be used to satisfy general education requirements for A.S. degree.

Certificate of Achievement

CORE COURSES:15 units

ADDITIONAL REQUIREMENTS:

Choose 9 units from the following list:

ART 2A	Two Dimensional Design (3 units)	
DM 60	3D Animation I (3 units)	
DM 111	Sound Design for Digital Media (3 units)	
DM 113	Introduction to Digital Video (3 units)	
DM 116	DVD Authoring (2 units)	
DM 117	Motion Graphics/Special Effects (3 units)	
HUM 25A	Film Production (3 units)	
MUS 21	Electronic Music/Sound Design (3 units)	
THEA 16	Introduction to Television (3 units)	
THEA 17A or B	Television and Video Workshop (3 units)	
THEA 98	Special Topics: GavTV Production (1-2 units)	
	9 units

Elective course in any other option area3 units
Total Units for Certificate of Achievement: 27 UNITS

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ create and produce time-based visual art and sound.
- ▶ analyze project definitions (including scripts or storyboards) in order to, using digital technology, creatively and logically edit video; design sound and motion graphics for broadcast or to be incorporated into web sites, CD/DVDs, video/film, video games, or cell phones.

Program Learning Outcomes: After completing this Certificate of Achievement a student will be able to:

- ▶ create and produce time-based visual art and sound.
- ▶ analyze project definitions (including scripts or storyboards) in order to, using digital technology, creatively and logically edit video; design sound and motion graphics for broadcast or to be incorporated into web sites, CD/DVDs, video/film, video games, or cell phones.

This certificate will enable a graduate to obtain entry level jobs as a digital audio/video producer/director, video or sound editor, web streaming media designer/producer.

To receive an Associate of Science degree students must also complete Gavilan College general education requirements.

Interactive Media and Authoring Option

A.S. Degree

CORE COURSES:15 units

ADDITIONAL REQUIREMENTS:

Choose 9 units from the following:

DM 60 3D Animation I (3 units)

Choose only one of the following two courses:

DM 85* Web Design I: Dreamweaver (2 units)

CSIS 7 Web Page Authoring II (2 units)

DM 109* Interactive Animation and Authoring: Director (3 units)

DM 110* Interactive Animation: Flash (3 units)

DM 116* DVD Authoring (2 units)

CSIS 24 Java Programming I (4 units)

CSIS 45 C++ Programming I (4 units)

CSIS 56 Game Programming (3 units)

CSIS 84 JavaScript Programming (2 units)

CSIS 151 Introduction to XML Authoring (3 units)

.....9 units

Elective course in any other option area3 units

Total Units for Major: 27 UNITS

Plus completion of general education requirementsunits vary

Total Units Required for A.S.: minimum of 60 UNITS

Certificate of Achievement

CORE COURSES:15 units

ADDITIONAL REQUIREMENTS:

Choose 9 units from the following:

DM 60 3D Animation I (3 units)

Choose only one of the following two courses:

DM 85 Web Design I: Dreamweaver (2 units)

CSIS 7 Web Page Authoring II (2 units)

DM 109 Interactive Animation and Authoring: Director (3 units)

DM 110 Interactive Animation: Flash (3 units)

DM 116 DVD Authoring (2 units)

CSIS 24 Java Programming I (4 units)

CSIS 45 C++ Programming I (4 units)

CSIS 56 Game Programming (3 units)

CSIS 84 JavaScript Programming (2 units)

CSIS 151 Introduction to XML Authoring (3 units)

.....9 units

Elective course in any other option area3 units

Total Units for Certificate of Achievement: 27 UNITS

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ analyze requirements and proposals for an interactive project.
- ▶ describe the relationship of content elements and synthesize aesthetic interactive projects such as video games, web sites, CD/DVD, educational multimedia, or interactive TV in line with current theories in human cognition.

* May be used to satisfy general education requirements for A.S. degree.

This certificate will enable a graduate to obtain entry level jobs as a web designer, web architect, information designer, web master, and CD ROM/DVD or computer game designer.

To receive an Associate of Science degree students must also complete Gavilan College general education requirements.

General Education Requirements:
 A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern.
 See a counselor for details.

Digital Imaging/Graphics Production Specialist *Certificate of Proficiency*

DM 75	PhotoShop I - Adobe Photoshop	.3 units
DM 76	Digital Illustration	.3 units
DM 77	Introduction To Digital Media & Its Tools	.3 units

Choose one:

DM 114	Digital Media Production (2 units)	
JOUR 18A	Working on the Newspaper (2 units)	
		.2 units

Choose one:

ART 2A	Two Dimensional Design (3 units)	
ART 2B	Form and Color (3 units)	
		.3 units

Choose one:

ART 8A	Beginning Photography from Analog to Digital (3 units)	
ART 48A	Computer Art I (3 units)	
ART 48B	Computer Art II (3 units)	
DM 80	Digital Photography (3 units)	
DM 110	Interactive Animation: Flash (3 units)	
CGD 110	Computer Graphics Lab (3 units)	
		.3 units

Total Units for Certificate of Proficiency: 17 UNITS

This Certificate of Proficiency prepares the student for entry-level work preparing images and graphics for print, web, video or other multi-media publication. Also, it can lead to advanced certificates or degrees in digital Imaging/Graphic Design or Digital Media.

Digital Print Production Specialist *Certificate of Proficiency*

DM 77	Introduction to Digital Media & Its Tools	.3 units
CSIS 126	Word Processing - MS Word	.2 units
CSIS 169	Adv. Word Processing w/Desktop Publishing - MS Word	.2 units

Choose one:

DM 114	Digital Media Production (2 units)	
JOUR 18A	Working on the Newspaper (2 units)	
		.2 units

Choose one:

DM 75	PhotoShop I - Adobe Photoshop (3 units)	
DM 76	Digital Illustration (3 units)	
		.3 units

Choose one:

DM 71	Desktop Publishing - Adobe PageMaker (3 units)	
DM 72	Desktop Publishing—QuarkXpress (3 units)	
CGD 160	Technical Manual Desktop Publishing/Graphics (4 units)	
		3-4 units

Total Units for Certificate of Proficiency: 15-16 UNITS

This Certificate of Proficiency prepares students for entry-level work combining images and text for print publication (commonly called Desktop Publishing.) It may lead students to advanced certificates or degrees in desktop publishing, digital print design or graphic design.

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

Digital Video Editor Specialist *Certificate of Proficiency*

DM 77	Introduction to Digital Media & Its Tools	.3 units
DM113	Digital Video/Audio	.3 units
Choose one:		
DM117	Motion Graphics/Special Effects (3 units)	
DM110	Interactive Animation: Flash (3 units)	
MUS 21	Electronic Music/Sound Design (3 units)	
THEA 16	Introduction to Television (3 units)	
		.3 units
Choose one:		
THEA 17A	Television and Video Workshop (3 units)	
THEA 17B	Television and Video Workshop (3 units)	
		.3 units
THEA 98	Special Topics: GavTV Production	1-2 units
Total Units for Certificate of Proficiency:		13-14 UNITS

This Certificate of Proficiency prepares the student for entry-level work in the TV, video, and film industry as a digital video editor, post production specialist, or multimedia video specialist.

Courses in this certificate can lead the achiever to further study for advanced certificates or degrees in Digital Media or Media Arts - TV Production.

Web Page Production Specialist *Certificate of Proficiency*

DM 6	Web Page Authoring I	.2 units
DM 77	Introduction to Digital Media & Its Tools	.3 units
CSIS 126	Word Processing - MS Word	.2 units
Choose one:		
DM 114	Digital Media Production (2 units)	
JOUR 18A	Working on the Newspaper (2 units)	
		.2 units
Choose one:		
DM 7	Web Page Authoring II (2 units)	
DM 85	Web Design I: Dreamweaver (2 units)	
		.2 units
Choose one:		
DM 110	Interactive Animation: Flash (3 units)	
CSIS 109	Interactive Animation & Authoring: Director (3 units)	
		.3 units
Choose one:		
DM 75	Photoshop I - Adobe Photoshop (3 units)	
JOUR 16A	Writing for Media (3 units)	
		.3 units
Total Units for Certificate of Proficiency:		17 UNITS

This Certificate of Proficiency prepares the student for entry-level work laying out and adding content to web pages for the Internet. Students may concentrate on visual or text content.

This certificate can lead to advanced certificates or degrees in Web Page Design, Digital Media or Media Arts.

Engineering Program

See Physical Science & Engineering: General Engineering pages 129-130.

English as a Second Language (ESL) Program

See page 234.

FINE ARTS

A.A. Degree

Program Learning Outcomes:

After completing this major a student will be able to:

- ▶ critique and evaluate the performance and execution of artistic endeavors in art, theatre and music.
- ▶ use music specific to the creation of art, music and theatre arts.

Students transferring to a four-year institution will be prepared for additional study in the following areas:

Creative Arts
Elementary & Secondary Teaching
Fine Arts
Humanities
Interdisciplinary Studies
Liberal Studies

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



Fine Arts, General *A.A. Degree*

ART 1A	Art History3 units
MUS 1A	Music History and Literature3 units
THEA 1A	Theatre History3 units

Choose 6 units:

ART 1B	Art History (3 units)	
ART 21	Ancient Americas: A History through Art (3 units)	
MUS 1B	Music History and Literature (3 units)	
THEA 3	El Teatro Campesino (3 units)	
THEA 7	Introduction to Theatre (3 units)	
6 units

Choose a minimum of 9 units of any performance list.9 units
Total Units for Major: 24 UNITS

Plus completion of general education requirementsunits vary
Total Units Required for A.A.: minimum of 60 UNITS

Recommended Electives: ANTH 3, CSIS 1 or 2, any English Literature, HIST 7, any Journalism

Performance Courses: In addition to completing the core courses, an emphasis in Art, Music or Theatre must be completed with a minimum of 6 units of activity courses in that area. Electives from the Three units from the other performance areas should be taken to complete the 9 unit minimum.

Studio Art Courses: ART 2A, 3A, 3B, 8A, 10A, 10B, 13, 14, 15A, 15B, 16A, 16B, 25A, 25B, 34A

Music Performance Courses: MUS 3A, 3B, 4A, 4B, 8A, 8B, 8C, 9A, 9B, 12, 14A, 14B, 14C

Theatre Performance Courses: THEA 2A, 2B, 10, 11, 12A, 12B, 13A, 13B, 17A, 17B, 19

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ critique and evaluate the performance and execution of artistic endeavors in art, theatre and music.
- ▶ use music specific to the creation of art, music and theatre arts.

Revision effective Fall 2007

VISIT THE
GAVILAN COLLEGE WEBSITE
TO VIEW THE
CURRENT CATALOG
WWW.GAVILAN.EDU/CATALOG

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

FIRE TECHNOLOGY

South Bay Regional Public Safety Training Consortium

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



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.

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

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

GENERAL EDUCATION

Certificates of Achievement

CSU General Education Pattern

Intersegmental General Education Transfer Curriculum (IGETC)

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



Certificate added 8/2008

California State University (CSU) General Education Pattern

Certificate of Achievement

AREA A – Communication in the English Language and Critical Thinking9 units

Select one course from each category. All courses must be completed with a grade of “C” or better.

A-1 Oral Communication: CMUN 1A, 5, 8 or 10

A-2 Written Communication: ENGL 1A

A-3 Critical Thinking: PHIL 2, 4 or ENGL 1C

AREA B – Physical Universe and its Life Forms9 units

Once course from each category. The Physical or Life Science course must include a laboratory section (lab courses are underlined)

B-1 Physical Science: ASTR 1; CHEM 1A, 1B, 12A, 12B, 30A, 30B, GEOG 1; GEOL 1, 13; PHYS 1, 2A, 2B, 4A, 4B, 4C; PSCI 1, 2

B-2 Life Science: AH 8, 9, 15; ANTH 1; BIO 1, 4, 5, 7, 8, 9, 10, 13, 15; 20, ECOL 1

B-3 Laboratory Activity: Lab courses are underlined and included in B-1 and B-2

B-4 Mathematics / Quantitative Reasoning (Grade “C” or better): ECON/BUS 11; MATH 1A, 1B, 1C, 2, 2C, 5, 6, 7, 8, 8A, 8B, 9, 10, 12, 14; MATH/CSIS 26

AREA C – Arts, Literature, Philosophy and Foreign Language9 units

ENGL 1B: Composition and Literature (3 units) (required)

Choose one course from the following list:

C-1 Arts (Art, Dance, Music, Theatre) – minimum of 2 units from one of these courses:

ART 1A, 1B, 2A, 3A, 6, 8A, 10A, 13, 14, 20, 21, 25A; CD 25A; CMUN 2, HIST 21; HUM 6, 10; MUS 1A, 1B, 3A, 4A; THEA 1, 3, 4, 7, 12A, 20

Choose one course from the following list:

C-2 Humanities (Literature, Philosophy, Foreign Languages): ART 11, 21; ENGL 2A-F, 2H, 2I, 2J, 4A, 4B, 5A, 5B, 9A-C; FRNH 1A, 1B; JPN 1A, 1B; SPAN 1A, 1B, 2A, 2B, 9A, 12A, 12B; HIST 1, 2, 3, 4A, 4B, 5, 6, 7A, 7B, 10, 12, 14, 18, 19, 21; HUM 3, 4, 5, 10; JOUR 10; PHIL 1, 3A, 3B, 6A, 6B, 7A, 7B, 8, 15; SOC 10

AREA D – Social, Political and Economic Institutions9 units

Select one course from Requirement 1:

Requirement 1: HIST 1, 2, 18, 19; POLS 1

Note: For the baccalaureate degree, one of the following combinations is required: HIST 1 & 2, HIST 1 & 19, HIST 2 & 18, POLS 1 with either HIST 1, 2, 18 or 19

Select two courses from Requirement 2:

Requirement 2:

D-1 Anthropology and Archaeology: ANTH 2, 3, 5, 8, 10

D-2 Economics: ECON 2, 10

D-3 Ethnic Studies: CMUN 4; HIST 10, 12; SOC 3

D-4 Gender Studies: HIST 5, 6; SOC 4

D-5 Geography: GEOG 2

D-6 History: HIST 1, 2, 3, 4A, 4B, 5, 6, 10, 12, 14, 18, 19

D-7 Interdisciplinary Social and Behavioral Science: ANTH 9; CMUN 4; AJ/POLS/PSYC 6; PSYC/CD 7; SSC1 1

D-8 Political Science, Government and Legal Institutions: POLS 1, 3, 4; POLS/PHIL 12

D-9 Psychology: PSYC 1A, 1B; PSYC/CD 2, 3

D-0 Sociology and Criminology: SOC 1A, 1B, 3, 4; SOC/JOUR 10

AREA E – Lifelong Understanding and Self-Development3 units

1. Once unit from any Physical Education activity course

2. Select two units from the following list: AH 3, 11; BIO 11; CD 2+3 (acceptable for Area E only if taken in combination); GUID 1, 6; HE 1, 2; PSYC 2+3 (acceptable for Area E only if taken in combination), 5, 41; SOC 21

Total Units Required for Certificate of Achievement39 units

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.

Intersegmental General Education Transfer Curriculum

Certificate of Achievement

AREA 1 – English Communication9 units

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

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

A: English Composition – ENGL 1A

B: Critical Thinking – ENGL 1C; PHIL 4

C: Oral Communication – CMUN 1A, 5, 8 or 10

AREA 2 – Mathematical Concepts and Quantitative Reasoning3 units

One course: ECON/BUS 11; MATH 1A, 1B, 1C, 2, 2C, 5, 6, 7, 8, 8A, 8B, 9, 10, 14, MATH/CSIS 26

AREA 3 – Arts and Humanities9 units

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

Art: ART 1A, 1B, 6, 20, ART/HIST 21; HUM 6; MUS 1A, 1B; THEA 1, 3, 7

Humanities: ENGL 1B, 2A, 2B, 2C, 2D, 2E, 2F, 2H, 2I, 2J, 4A, 4B, 5, 5B; HIST 1, 2, 3, 4A, 4B, 5, 6, 7A, 7B, 10, 12, 14, 18, 19; HUM 3, 4, 5, 10; PHIL 1, 3A, 3B, 6A, 6B, 7A, 7B, 8, 15; SPAN 2A, 2B, 9A

AREA 4 – Social and Behavioral Sciences9 units

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

ANTH 2, 3, 5, 8, 10; CD/PSYC 2, 3; CMUN 4; ECON 1, 2, 10; GEOG 2; HIST 1, 2, 3, 4A, 4B, 5, 6, 10, 12, 14, 18, 19; JOUR/SOC 10; POLS 1, 3, 4; POLS/PHIL 12; PSYC 1A, 1B; SOC 1A, 1B, 3, 4; SSCI 1

AREA 5 – Physical and Biological Science7-9 units

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>)

Physical Science: ASTR 1; CHEM 1A, 1B, 12A, 12B, 30A, 30B, GEOG 1; GEOL 1, 13; PSCI 1, 2; PHYS 1, 2A, 2B, 4A, 4B, 4C

Biological Sciences: AH 8, 9, 15; ANTH 1; BIO 1, 4, 5, 7, 8, 9, 10, 13, 15; ECOL 1

AREA 6A - LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY)

Proficiency equivalent to two years of high school study in the same language.

6-A Language Other Than English

FRN 1B Elementary French (5)

JPN 1B Elementary Japanese (5)

SPAN 1B Elementary Spanish (5)

*SPAN 2A,B Intermediate Spanish (5) (5)

SPAN 12A Spanish for Spanish Speakers (5)

SPAN 12B Spanish for Spanish Speakers – Intermediate/Adv. (5)

Total General Education Units Required for IGETC: 40-42 units

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 Languages Other Than English, which can be certified in both Areas 3B and 6A.



HEALTH SCIENCE

A.S. Degree

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

Transfer Prep

A.S. Degree

AH 3	The Person in the Life Cycle3 units
H 11	Nutrition3 units

Choose one of the following:

CHEM 1A or 1B	General Chemistry (5 units)	
CHEM 30A	Elementary Chemistry (4 units)	
CHEM 30B	Elementary Organic and Biochemistry (4 units)	
BIO 1	General Biology (4 units)	
BIO 10	Principles of Biology (4 units)	
BIO 15	Survey Human Anatomy & Physiology (5 units)	
	4-5 units

Choose two of the following:

BIO 7	Human Anatomy (4 units)	
BIO 8	General Microbiology (5 units)	
BIO 9	Human Physiology (5 units)	
	9-10 units

Total Units for Major: 19-21 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.S.: minimum of 60 UNITS

Recommended Electives: AH 11; MATH 233 or higher; ECOL 1; PSYC 1A

This degree is intended for students who plan to pursue a more advanced degree or certificate in a health career.

Vocational Program Opportunities:

- pre-professional in X-ray technology
- dental hygiene
- physician's assistant
- other related health careers

Industrial Technology

Courses required to complete the Industrial Technology major will not be offered during this catalog cycle.

INTERPERSONAL COMMUNICATION

A.A. Degree

Certificate of Proficiency

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

See also: Communication Studies certificate on page 95.



Interpersonal Communication

A.A. Degree

CMUN 10	Small Group Communication	.3 units
PSYC 1A	Introduction to Psychology	.3 units
PSYC 27	Contemporary Leadership	.3 units
PSYC 30	Psychology of Interpersonal Communication	.2 units
PSYC 52*	Peer Counseling	.2 units

Choose one:

PSYC 41	Psychology of Adjustment (2 units)	
SOC 3	Sociology of Minorities (3 units)	
		2-3 units

Choose one:

ANTH 3	Cultural Anthropology (3 units)	
SOC 4	Sociology of Women and Men (3 units)	
SOC 21	Marriage and the Family (3 units)	
		.3 units

Total Units for Major: 18-19 UNITS

Plus completion of general education requirements units vary
Total Units Required for A.A.: minimum of 60 UNITS

Recommended Electives: SOC 1A, HE 2

Certificate of Proficiency

Certificate updated. (Fall '08)

Choose four:

CMUN 5	Fundamentals of Communication (3 units)	
CMUN 6	Introduction to Conflict Resolution (3 units)	
CMUN 8	Interpersonal Communication (3 units)	
CMUN 10	Small Group Communication (3 units)	
PSYC 1A	Introduction to Psychology (3 units)	
PSYC/POLS 27	Contemporary Leadership (3 units)	
SOC 1A	Introduction to Sociology (3 units)	

Total Units for Certificate of Proficiency: 12 units

The knowledge and skills in this major are designed to promote positive communication and increase problem-solving skills in work and personal environments. Those interested in psychology will also benefit from this major.

* There are times when a course listed as a requirement for a major or certificate cannot be offered in a reasonable timeframe. Course substitutions and waivers will be considered by the department. Please contact the department chairperson. This information is available from the Office of Instruction - (408) 848-4761.

The knowledge and skills in this Certificate of Proficiency are designed to promote positive communication and increase problem-solving skills in work and personal environments.

LANGUAGE ARTS

A.A. Degree

After completing the Language Arts major students transferring to a four-year institution will be prepared for additional study in English or Liberal studies.

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



Language Arts

A.A. Degree

Communications Course3 units
Philosophy Course3 units

Choose one:

ENGL 2A Introduction to Poetry (3 units)
ENGL 2B Introduction to Multi-Cultural Literature (3 units)
ENGL 2C Introduction to Film and Fiction (3 units)
ENGL 2D Introduction to the Study of Fiction (3 units)
ENGL 2E Introduction to Women Writers (3 units)
ENGL 2H Mexican-American Literature (3 units)
ENGL 2I Introduction to Native-American Literature (3 units)
ENGL 4A British Literature (449 to 1798 A.D.) (3 units)
ENGL 4B British Literature (1798 to the Present) (3 units)
ENGL 5A Survey of American Literature - 1620-1865 (3 units)
ENGL 5B Survey of American Literature - 1865 to Present (3 units)
.....3 units

Choose one:

SPAN 1A Elementary Spanish (5 units)
SPAN 1B Elementary Spanish (5 units)
SPAN 12A Spanish for Spanish Speakers (5 units)
SPAN 12B Spanish for Spanish Speakers - Intermediate/Advanced (5 units)
.....5 units

Choose one:

JOUR/SOC 10 Mass Media and Society (3 units)
JOUR 16A Writing for Media (3 units)
.....3 units

Additional course from any of the above lists3 units
Total Units for Major: 20 UNITS

Plus completion of general education requirementsunits vary
Total Units Required for A.A. minimum of 60 UNITS

Recommended Electives: ANTH 1, 3, ART 1A or 1B, CSIS 1 or 2, ECOL 1, HIST 7, MUS 1A, 1B, Theatre Arts.

To complete the requirements for the Language Arts major the student must complete a minimum of one (1) course from each of the categories listed. Any remaining units needed for the 20-unit major may be taken from any of the categories.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

LIBERAL ARTS

A.A. Degrees

Liberal Arts - Areas of Emphasis include:

- Administration of Justice
- Business
- Computer Science & Information Systems
- Elementary Education
- Expressive Arts
- Language Arts & Humanities
- Natural Science
- Social Science

Liberal Arts - Multiple Subjects

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

The Associate in Liberal Arts Degree includes a multidisciplinary curriculum encompassing all areas of knowledge in the arts and sciences. It is designed for students who plan to transfer to a University of California or a California State University campus.

The Liberal Arts major allows the student to select an area of emphasis and complete the prerequisite course work necessary for transfer into a particular major. Students must meet Gavilan College GPA and residency requirements.



- ▶ A comprehensive updated list of the Intersegmental General Education Transfer Curriculum (IGETC) and CSU General Education Breadth Requirements are available in the Counseling Secretary's Office (SC113) or on the Gavilan College website (www.gavilan.edu/catalog/index.html)

*These Areas of Emphasis replace the University Studies IGETC and CSU AA Degrees effective Fall/2008
CSU General Education Pattern and Intersegmental General Education Transfer Curriculum (IGETC)
Certificates of Achievement will be offered effective Fall/2008 (see pages 118-120)*

AREAS OF EMPHASIS

- Complete a minimum of 18 units from one of the areas of emphasis listed below; where indicated, choose courses from the disciplines listed.
- Students should select general education courses from the two options presented to satisfy either IGETC or CSU breadth requirements
- Courses selected can be used/double counted to fulfill GE areas.
- Students may have to complete additional elective courses to total the 60 overall units necessary for the Associate Degree.

Administration of Justice Emphasis

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

Administration of Justice: AJ 6, AJ 10, AJ 12, AJ 14, AJ 16, AJ 18, AJ 19, AJ 20, AJ 21, AJ 24, AJ 32, AJ 172, AJ 173, AJ 176

Total Units for Area of Emphasis: 18 units

Plus completion of general education requirements units vary
Total Units Required for A.A.: minimum of 60 UNITS

Areas of Emphasis added Fall/2008

Program Learning Outcomes: Students will demonstrate an understanding of the history, structure, and processes of law enforcement, the judicial system, correctional system and the juvenile justice system.

They will reflect critically on developments in criminal justice policy and the relationship of these policies to the wider political and social environment. Students will demonstrate an ability to effectively communicate orally and in writing the results of their analysis and understanding.

A.A. Degrees in Liberal Arts *continued...*

Business Emphasis

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

Business: BUS 1

Economics: ECON 1, ECON 2, ECON 10

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

Accounting: ACCT 20, ACCT 21

Business: BUS 11, BUS 14, BUS 80

Computer Science & Information Systems: CSIS 1, CSIS 2, CSIS 2L

Economics: ECON 1, ECON 2, ECON 10, ECON 11

Total Units for Area of Emphasis: 18 units

Plus completion of general education requirements *units vary*

Total Units Required for A.A.: minimum of 60 UNITS

Areas of Emphasis added Fall/2008

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.

General Education Requirements:
A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern.
See a counselor for details.

Computer Science & Information Systems Emphasis

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

Computer Science & Information Systems: CSIS 5, CSIS 6, CSIS 7, CSIS 8, CSIS 9, CSIS 10, CSIS 12, CSIS 12L, CSIS 18, CSIS 18L, CSIS 24, CSIS 26, CSIS 43, CSIS 44, CSIS 45, CSIS 46, CSIS 47, CSIS 49, CSIS 51, CSIS 52, CSIS 53, CSIS 54, CSIS 54L, CSIS 56, CSIS 61, CSIS 84, CSIS 88

Digital Media: DM 60 or DM 61, DM 73 or CSIS 73 or ART 73, DM 74 or CSIS 74 or ART 74, DM 75 or CSIS 75 or ART 75, DM 76 or CSIS 76 or ART 76, DM 77 or CSIS 77 or ART 77, DM 80 or CSIS 80 or ART 80, DM 85 or CSIS 85 or ART 85, DM 113 or CSIS 113 or ART 113, DM 114 or CSIS 114 or ART 114

Total Units for Area of Emphasis: 18 units

Plus completion of general education requirements *units vary*

Total Units Required for A.A.: minimum of 60 UNITS

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.

Areas of Emphasis added Fall/2008

A.A. Degrees in Liberal Arts *continued...*

Elementary Education Emphasis

Area A Complete the following required courses (6 units)

Child Development: CD 8A, CD 8B

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

Child Development: CD 2, CD 3, CD 7, CD 14A, CD 14B, CD 31, CD 97

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

Administration of Justice: AJ 20

Allied Health: AH 3

Art: CD 25A or Art 25A

English: ENGL 2F

History: HIST 3

Mathematics: MATH 12

Physical Education: CD 6 or PE 6

Theater: THEA 2A

Total Units for Area of Emphasis: 18 units

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

Areas of Emphasis added 8/2008

This emphasis recognizes that teachers play a vital role in the development of children, introducing them to numbers, language, science, and social studies. Elementary teachers facilitate student learning through interactive class discussions, educational activities, "hands-on" learning, and one-on-one assistance. This emphasis offers a core of interdisciplinary and specialized courses that provide students with the knowledge and skills necessary for communicating concepts to children, and an introduction to social, political and economic issues that influence the field of public education.

Program Learning Outcomes: Students who complete this emphasis will be able to use their understanding of young children's characteristics and needs and of multiple interacting influences on children's development and learning to create environments that are healthy, respectful, supportive, and challenging for all children. Because they will have experienced actual classrooms with actual children, they will now be able to decide if a career in teaching young children is right for them.

A.A. Degrees in Liberal Arts *continued...*

Expressive Arts Emphasis

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

Art: ART 1A, ART 1B, ART 6, ART 21

Music: MUS 1A, MUS 1B

Theater: THEA 1, THEA 3, THEA 7

.....6 units

Choose a minimum of 3 units from each area below:

Art: ART 2A, ART2B, ART 3A, ART 3B, ART 5A, ART 5B; ART 8A, ART 8B; ART 9A, ART 9B, ART 10A, ART 10B, ART 12A, ART 12B, ART 13, ART 14, ART 15A, ART 15B, ART 16A, ART 16B, ART 25A, ART 25B, ART 34A, ART 34B, ART 45, ART 48A, ART 498B, ART 74, ART 75, ART 76, ART 77, ART 80, ART 85, ART 110, ART 114, ART 116, ART 117

Music: MUS 4A, MUS 4B, MUS 5A, MUS 5B, MUS 5C, MUS 5D, MUS 8A, MUS 8B, MUS 8C, MUS 8D, MUS 9A, MUS 9B, MUS 12, MUS 14A, MUS 14B, MUS 14C, MUS 14D, MUS 19, MUS 26, MUS 28

Theater: THEA 2A, THEA 2B, THEA 12A, THEA 12B, THEA 13A, THEA 13B, THEA 13C, THEA 13D, THEA 17A, THEA 17B, THEA 19, THEA 21, THEA 78

Creativity and Innovation: ART 11

.....12 units

Total Units for Area of Emphasis: 18 units

Plus completion of general education requirementsunits vary

Total Units Required for A.A.: minimum of 60 UNITS

Language Arts & Humanities Emphasis

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.)

Communication: CMUN 1A, CMUN 2, CMUN 4, CMUN 5, CMUN 6, CMUN 8, CMUN 10, CMUN 11, CMUN 129

Philosophy: PHIL 1,PHIL 2, PHIL 3A, PHIL 3B, PHIL4, PHIL 6A, PHIL 6B, PHIL 7A, PHIL 7B, PHIL 8, PHIL 12, PHIL 15

English: ENGL 1B, ENGL 2A, ENGL 2B, ENGL 2C, ENGL 2D, ENGL 2E, ENGL 2F, ENGL 2H, ENGL 2I, ENGL 2J, ENGL 4A, ENGL 4B, ENGL 5A, ENGL 5B, ENGL 9A

Foreign Language: SPAN 1A, SPAN 1B, SPAN 9A, SPAN 12A, SPAN 12B, FRNH 1A, FRNH 1B, JPN 1A, JPN 1B

Journalism: JOUR 10 or SOC 10, JOUR 16A

Total Units for Area of Emphasis: 18 units

Plus completion of general education requirementsunits vary

Total Units Required for A.A.: minimum of 60 UNITS

Areas of Emphasis added Fall/2008

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.

Areas of Emphasis added Fall/2008

The Language Arts & Humanities Emphasis provides a knowledge base for students interested in the study of cultural, literary, and artistic expression of human beings. This area of emphasis develops students' analytical and expressive skills, their ability to read, write and think clearly through coursework that spans over five different disciplines.

Program Learning Outcomes: Students completing this area of emphasis will be able to analyze and interpret the ways in which people through the ages have reflected upon themselves and their place in the world, and the communication of this reflection through language.

A.A. Degrees in Liberal Arts *continued...*

Natural Science Emphasis

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: BIO 1, BIO 4, BIO 5, BIO 7, BIO 8, BIO 9, BIO 15, BIO 20, BIO 21

Chemistry: CHEM 1A, CHEM 1B, CHEM 12A, CHEM 12B

Ecology: ECOL 1

Geology: GEOL 1

Mathematics: MATH 1A, MATH 1B, MATH 1C, MATH 2, MATH 2C, MATH 5, MATH 7, MATH 8A, MATH 8B

Physics: PHYS 2A, PHYS 2B, PHYS 4A, PHYS 4B, PHYS 4C

Total Units for Area of Emphasis: 18 units

Plus completion of general education requirements units vary
Total Units Required for A.A.: minimum of 60 UNITS

Areas of Emphasis added 8/2008

The Area of Emphasis for Studies in Natural Science recognizes the integrated role that Biology, Chemistry, Physics, and Mathematics play in the description and understanding of our everyday world.

Program Learning Outcomes: Employing the scientific method as a basis for evaluating theoretical and laboratory derived information, students will gain an understanding of the Biological and/or physical worlds. Students will also gain a working familiarity with mathematics and an understanding of mathematics as it applies to modeling in the sciences and as an elegant stand-alone discipline.

Social Science Emphasis

Option A: Cultural and Historical Social Sciences:

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

Administration of Justice/Political Science/Psychology: AJ 6 or POLS 6 or PSYC 6

Anthropology: ANTH 1, ANTH 2, ANTH 3, ANTH 5, ANTH 10

Art: ART 10, ART 21

Child Development: CD 5, CD 6

Economics: ECON 1, ECON 2

Geography: GEOG 2

History: HIST 1, HIST 2, HIST 3, HIST 4A, HIST 4B, HIST 5, HIST 6, HIST 7A, HIST 7B, HIST 10, HIST 12, HIST 21

Philosophy: PHIL 7A, PHIL 7B

Political Science: POLS 1, POLS 2

Sociology: SOC 1A, SOC 1B, SOC 3, SOC 4

Total Units for Area of Emphasis: 18 units

Plus completion of general education requirements units vary
Total Units Required for A.A.: minimum of 60 UNITS

Areas of Emphasis added 8/2008

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.

A.A. Degrees in Liberal Arts *continued...***Social Science Emphasis** *continued***Option B: Behavioral and Organizational Social Sciences:**

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

Administration of Justice: AJ 10, AJ 18

Allied Health: AH 3

Biology: BIO 15

Child Development: CD 2, CD 3

Economics: ECON 1, ECON 2

Journalism: JOUR 10

Mathematics: MATH 5, MATH 6

Philosophy: PHIL 12 (or POLS 12)

Political Science: POLS 1, POLS 3, POLS 4, POLS 6, POLS 12 (or PHIL 12)

Psychology: PSYC 1A, PSYC 1B, PSYC 6, PSYC 7, PSYC 41

Sociology: SOC 1A, SOC 1B, SOC 3, SOC 4, SOC 10, SOC 21

Social Sciences: SSCI 1

Total Units for Area of Emphasis: 18 units

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

Areas of Emphasis added 8/2008

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.

Multiple Subjects

A.A. Degree

AREA 1 - ENGLISH & COMMUNICATION SKILLS

ENGL 1B, 2A-E, 2H-J, 4A, 4B, 5A, 5B
CMUN 1, 2, 8, 10

.....3 units

AREA 2 - MATHEMATICS & NATURAL SCIENCE

Mathematics - Any baccalaureate level mathematics

Biological Sciences:

ANTH 1
BIO 1, 4, 5, 7, 8, 9, 10, 11, 15, 20
ECOL 1; AH 8, 9, 11, 15

Physical Science:

ASTR 1
CHEM 1A, 1B, 12A, 12B, 30A, 30B
GEOL 1
GEOG 1
PHYS 1, 2A, 2B, 4A, 4B, 4C
PSCI 1

.....3-5 units

AREA 3 - SOCIAL SCIENCE

ANTH 2, 3, 5, 8, 9, 10
CD 2, 3, 7
CMUN 4
ECON 1, 2, 10
GEOG 2
HIST 1, 2, 3, 5, 6, 12, 14, 18, 19
JOUR 10
PHIL 12
POLS 1, 3, 4, 12
PSYC 1A, 1B, 2, 3, 7, 41
SOC 1A, 1B, 3, 4, 10, 21
SSCI 1

.....2-3 units

AREA 4 - HUMANITIES & FINE ARTS

ART 1, 11, 20, 21
PHIL 1, 2, 3A, 3B, 4, 6A, 6B, 8, 15
HIST 7A, 7B, 21
HUM 3, 4, 5, 10
MUS 1
THEA 1
SPAN 1A, 1B, 2A, 2B, 9A, 12A, 12B

.....3-5 units

AREA 5 - COMPUTER SCIENCE & INFORMATION SYSTEMS

CSIS 1, 22-4 UNITS

Total Units for Major: minimum of 19 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

Major Requirements:

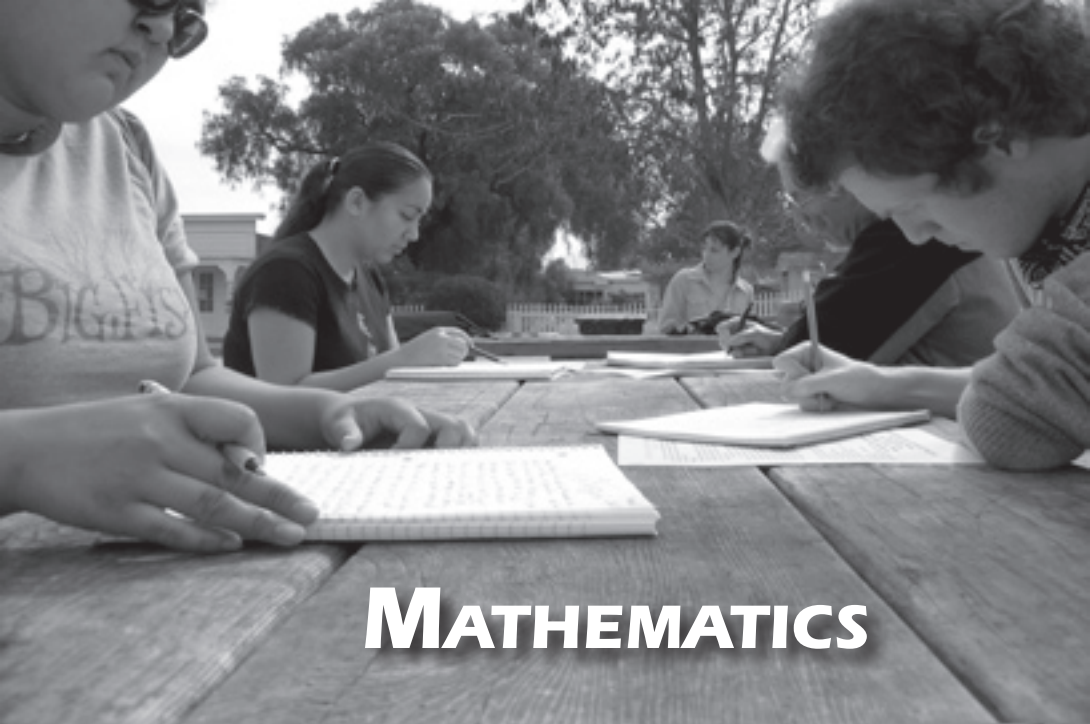
Complete one course from each area. Any remaining units needed to reach a minimum of 19 units may be completed by selecting any course from areas 1-5.

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 not 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.

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

Recommended Electives: Any transfer course

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.



MATHEMATICS

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

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

Mathematics *A.S. Degree*

ENGR 5	C++ Scientific Programming3 units
MATH 1A	Single-Variable Calculus and Analytic Geometry4 units
MATH 1B	Single-Variable Calculus and Analytic Geometry4 units
MATH 1C	Multivariable Calculus4 units
MATH 2*	Linear Algebra.3 units
MATH 2C	Differential Equations3 units
Total Units for Major:		21 UNITS

Plus completion of general education requirements units vary
 Total Units Required for A.S.: minimum of 60 UNITS

Recommended Electives: MATH 5, 26; PHYS 4A, B, C

* There are times when a course listed as a requirement for a major or certificate cannot be offered in a reasonable timeframe. Course substitutions and waivers will be considered by the department. Please contact the department chairperson. This information is available from the Office of Instruction - (408) 848-4761.

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ identify and utilize appropriate mathematical operations in the simplification of expressions and solution of equations.
- ▶ compare and contrast various mathematical models and then apply the appropriate model to real world problems.
- ▶ describe, compare and contrast various mathematical functions using everyday language.
- ▶ describe, compare and contrast various mathematical properties and operations for real and imaginary numbers using everyday language.

Mathematics majors are encouraged to consult four-year college catalogs during their first semester at Gavilan College. See Gavilan general education requirements on page 47. Students completing the core courses will have satisfied requirements for Area B (Physical Universe and Its Life Forms), 3. Mathematics.

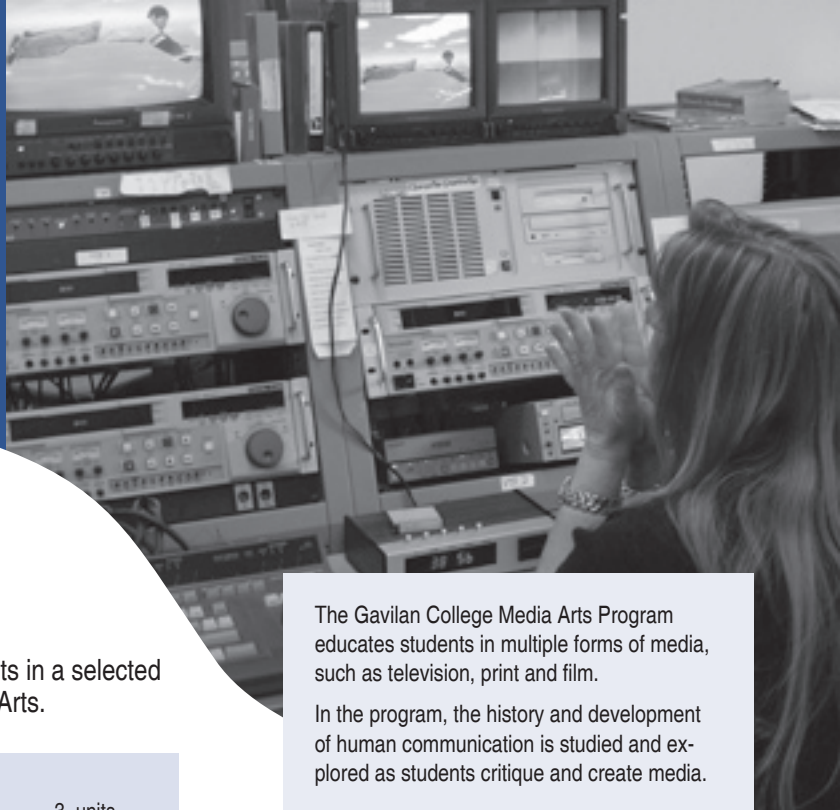
MEDIA ARTS

A.A. Degrees

Video Arts/Technical Production

Journalism

Broadcast Television *Certificate of Proficiency*



Media Arts Options

The following two associate's degree options require a combination of

CORE COURSES and additional requirements:

Completion of the core courses and the additional requirements in a selected area (below) will qualify students for an A.A. degree in Media Arts.

The Gavilan College Media Arts Program educates students in multiple forms of media, such as television, print and film.

In the program, the history and development of human communication is studied and explored as students critique and create media.

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

CORE COURSES:

JOUR 10	Mass Media & Society.....	.3 units
JOUR 16A	Writing for Media.....	.3 units
THEA 16	Introduction to Television.....	.3 units
THEA 17A	Television & Video Workshop.....	.3 units
Core Courses Unit Total:		12 UNITS

Video Arts/Technical Production Option **A.A. Degree**

CORE COURSES:12 units

ADDITIONAL REQUIREMENTS (12 units minimum)

THEA 14	Stage Production.....	.3 units
THEA 17B	Television & Video Workshop.....	.3 units
THEA 20	Introduction to Scriptwriting.....	.3 units

Choose one course from:

HUM 3	Introduction to the Cinema (3 units)
THEA 4	Oral Reading (3 units)
THEA 12B	Theatre Acting Techniques (2 units)
THEA 19	Television & Film Acting (3 units)
THEA 6	Audio Production (3 units)
THEA 17B	Television & Video Workshop (3 units repeated)
DM 117	Motion Graphics/Special Effects (3 units)

..... 2-3 units
Total Units for Major: 23-24 UNITS

Plus completion of general education requirements units vary
Total Units Required for A.A.: minimum of 60 UNITS

There are no restrictions for double counting major courses to satisfy the IGETC, GSU or Gavilan transfer general education requirements. *Statement Deleted 7/1/07*

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ demonstrate knowledge and skills related to pre-production, production and post-production for a studio or field production in television broadcast.
- ▶ participate in a live television broadcast and perform a minimum of three essential roles during the broadcast in the control room or on the studio floor.

The VideoArts/Technical Production option prepares students for four-year studies in media arts, communications, film and television studies.

Journalism Option *A.A. Degree*

CORE COURSES:12 units

ADDITIONAL REQUIREMENTS (12 units minimum):

JOUR 18 Working on the Newspaper6 units

Choose two courses from:

JOUR 15* On-Line Investigation (3 units)

JOUR 16B Reporting for Media (3 units)

JOUR 18 Working on the Newspaper (3 additional units)

JOUR 30* Magazine Writing (3 units)

CSIS 73 Desktop Publishing - Adobe InDesign (3 units)

CSIS 75 PhotoShop I - Adobe PhotoShop (3 units)

CSIS 85 Web Design I: Dreamweaver (2 units)

.....6 units

Total Units for Major (six units can double-count for GE): 24 UNITS

Plus completion of general education requirementsunits vary

Total Units Required for A.A.: minimum of 60 UNITS

* There are times when a course listed as a requirement for a major or certificate cannot be offered in a reasonable timeframe. Course substitutions and waivers will be considered by the department. Please contact the department chairperson. This information is available from the Office of Instruction - (408) 848-4761.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

Program Learning Outcomes: After completing this degree a student will be able to:

- ▶ plan, formulate and compose news stories, requiring them to restate facts, describe people and conditions and explain and report on current events as well as describe and translate constitutionally guaranteed freedom of speech into practical language and define libel and best ethical journalistic practices, differentiating between standard and sub-standard ethics.
- ▶ define and apply standard journalistic practices and work with each other to appraise and revise each other's stories as well as interpret current events, campus organizational structures and human beings to demonstrate a common understanding of news values, choosing and selecting interesting stories to cover.

Students who choose the Journalism option prepare for transfer to four-year institutions in journalism, communications and technical writing.

Broadcast Television *Certificate of Proficiency*

THEA 14 Stage Production2 units

THEA 16 Introduction to Television3 units

THEA 17A Television and Video Workshop3 units

THEA 17B Television and Video Workshop3 units

THEA 19 Television and Film Acting3 units

Choose one of the following courses:

THEA 6 Introduction to Audio Production (3 units)

THEA 20 Introduction to Scriptwriting (3 units)

.....3 units

Total Units for Certificate of Proficiency: 17 UNITS

Music

A.A. Degree

After completing the Music major, students transferring to a four-year institution will be prepared for additional study in the following areas:

Commercial music, drama, education, fine arts, music education, music history, music performance, music theory, music as a minor for recreation



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

Music A.A. Degree

MUS 1A	Music History & Literature	.3 units
MUS 1B	Music History & Literature	.3 units
MUS 3A	Harmony/Theory	.4 units
MUS 3B	Harmony/Theory	.4 units
MUS 4A *	Beginning Piano	.3 units
MUS 4B *	Beginning Piano	.2 units
MUS 8A *	Beginning Voice	.2 units
MUS 8B *	Beginning Voice	.2 units

Choose one:

MUS 12 Vocal Ensemble (2 units)

MUS 14A Instrumental Ensemble (2 units)

..... .2 units

Total Units for Major: 25 units

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

* or demonstrated proficiency at this level. Students whose major instrument is piano or voice should enroll in the entire 2-year sequence of piano or voice classes.

There are no restrictions for double counting major courses to satisfy the IGETC, CSU or Gavilan transfer general education requirements. *Statement Deleted 7/1/07*

Recommended Electives: ART 1 or 2A, CSIS 1 or 2, PSYC 1A, SPAN, THEA 1

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

- ▶ be able to hear, identify, and work conceptually with the elements of music: rhythm, melody, harmony, and structure.
- ▶ demonstrate ability in performing areas appropriate to his/her needs and interests, including historical and modern music.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

PHYSICAL EDUCATION

A.A. Degrees

Education Option
Sports Management Option
Sports Medicine Option

Contact:
(408) 848-4876
pe@gavilan.edu

Program Learning Outcomes: After completing the Physical Education major a student will be able to:

- ▶ list and describe five career options available in the field of physical education.
- ▶ explain the importance of lifetime fitness in today's society.
- ▶ discuss the concentration area (option) that is their major emphasis of study.
 - a. History
 - b. Role within the work setting
 - c. Skill demonstration if appropriate (athletic training)
- ▶ select a sport and explain an appropriate tournament format or describe the basic skills required to participate in that sport.



Education Option *A.A. Degree*

AH 30	Standard First Aid and Cardiopulmonary Resuscitation2 units
PE 2	Introduction to Physical Education3 units
PE 3	Introduction to Athletic Training4 units
PE 5	Individual and Dual Sports3 units
BIO 15*	Survey of Anatomy and Physiology5 units

Choose one of the following:

PE 1	Orientation for Student Athlete Success (1 unit)	
PE 6	Games and Rhythms for Children (3 units)	
PE 7	Theory of Sports Management (3 units)	
PE 9	Fundamentals of Soccer (2 units)	
PE 10	Fundamentals of Softball (2 units)	
PE 11	Fundamentals of Baseball (2 units)	
PE 12	Fundamentals of Football (2 units)	
PE 13	Fundamentals of Volleyball (2 units)	
PE 14	Fundamentals of Basketball (2 units)	
HE 1**	Health Education (3 units)	
	1-3 units

Physical Education Activity Courses -

A minimum of 8 units from at least 5 different activities (may include Intercollegiate Athletics) 8 units

Total Units Required for Major: 26-28 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

Students completing the major will have satisfied requirements for Biological Science List 1 and the Physical Education Activity classes in the general education requirements for the A.A. degree.

Career Options: sports medicine, coaching, athletic trainer, physical education instructor, personal trainer/fitness specialist.

* Will satisfy majors prerequisite at most 4-year institutions. Students planning to transfer should consult with a counselor.

**HE 1 can be used to satisfy general education and the major requirements.

Sports Management Option *A.A. Degree*

AH 30	Standard First Aid and Cardiopulmonary Resuscitation	.2 units
PE 2	Introduction to Physical Education	.3 units
PE 3	Introduction to Athletic Training	.4 units
PE 5	Individual and Dual Sports	.3 units
PE 7	Theory of Sports Management	.3 units

Choose one of the following:

PE 1	Orientation for Student Athlete Success (1 unit)	
PE 6	Games and Rhythms for Children (3 units)	
PE 9	Fundamentals of Soccer (2 units)	
PE 10	Fundamentals of Softball (2 units)	
PE 11	Fundamentals of Baseball (2 units)	
PE 12	Fundamentals of Football (2 units)	
PE 13	Fundamentals of Volleyball (2 units)	
PE 14	Fundamentals of Basketball (2 units)	
HE 1*	Health Education (3 units)	
	 1-3 units

Physical Education Activity Courses -

A minimum of 8 units from at least 5 different activities (may include Intercollegiate Athletics) 8 units

Total Units Required for Major: 24-26 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

Students completing the major will have satisfied requirements for the Physical Education Activity classes in the general education requirements for the A.A. degree.

Career Options: Working with professional sports teams and college sports teams, sports management specialist

* HE 1 can be used to satisfy general education and the major requirements.

Sports Medicine Option *A.A. Degree*

AH 30	Standard First Aid and Cardiopulmonary Resuscitation	.2 units
PE 2	Introduction to Physical Education	.3 units
PE 3	Introduction to Athletic Training	.4 units
PE 5	Individual and Dual Sports	.3 units
BIO 15*	Survey of Anatomy and Physiology	.5 units

Choose one of the following:

PE 1	Orientation for Student Athlete Success (1 unit)	
PE 3A	Athletic Training Field Experience (2 units)	
PE 6	Games and Rhythms for Children (3 units)	
PE 7	Theory of Sports Management (3 units)	
PE 9	Fundamentals of Soccer (2 units)	
PE 10	Fundamentals of Softball (2 units)	
PE 11	Fundamentals of Baseball (2 units)	
PE 12	Fundamentals of Football (2 units)	
PE 13	Fundamentals of Volleyball (2 units)	
PE 14	Fundamentals of Basketball (2 units)	
HE 1**	Health Education (3 units)	
	 1-3 units

Physical Education Activity Courses:

A minimum of 8 units from at least 5 different activities (may include Intercollegiate Athletics) 8 units

Total Units Required for Major: 26-28 UNITS

Plus completion of general education requirements units vary

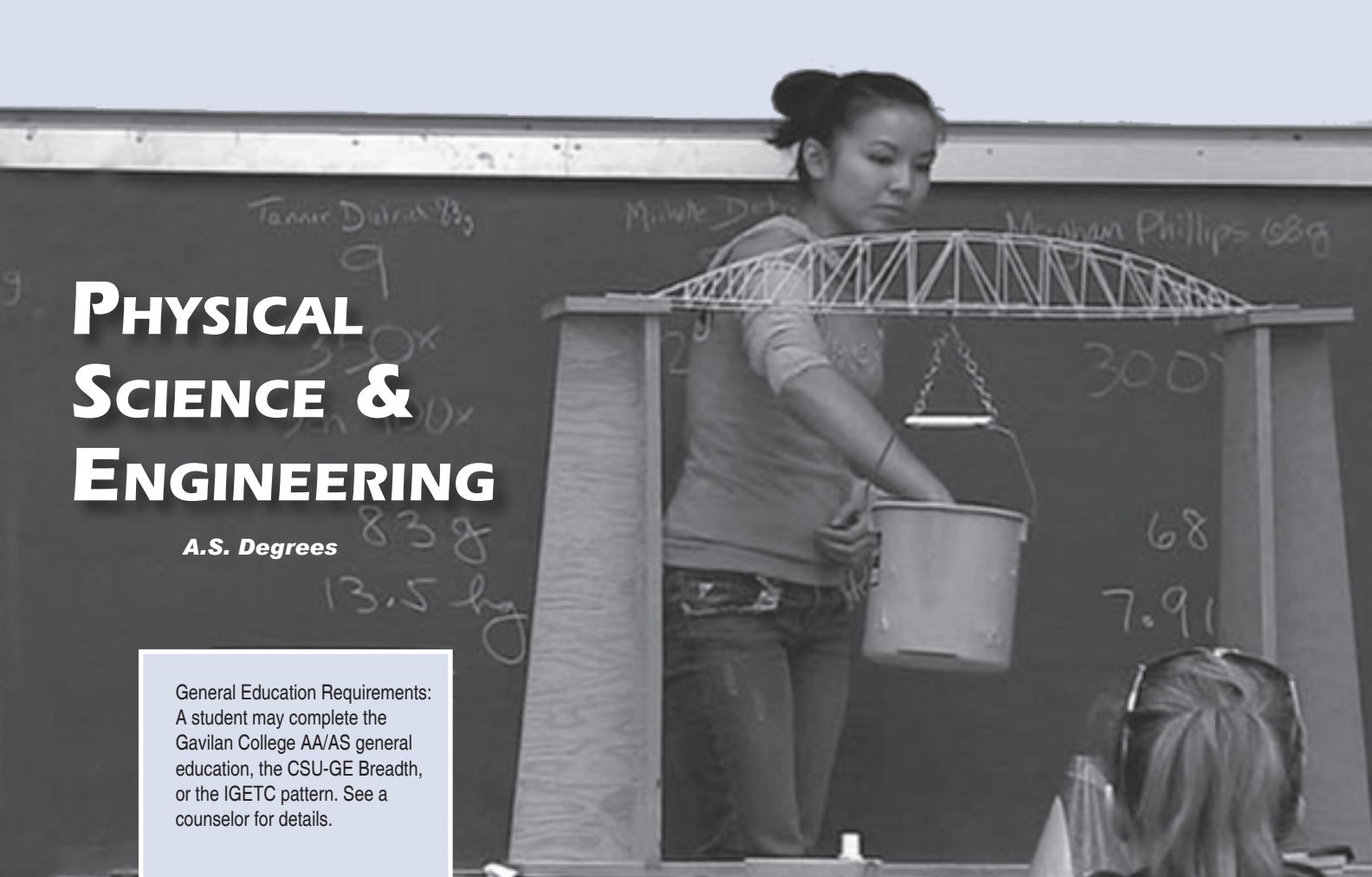
Total Units Required for A.A.: minimum of 60 UNITS

Students completing the major will have satisfied requirements for Biological Science List 1 and the Physical Education Activity classes in the general education requirements for the A.A. degree.

Career Options: sports medicine, coaching, athletic trainer, physical education instructor, personal trainer/fitness specialist.

* Will satisfy majors prerequisite at most 4-year institutions. Students planning to transfer should consult with a counselor.

**HE 1 can be used to satisfy general education and the major requirements.



PHYSICAL SCIENCE & ENGINEERING

A.S. Degrees

General Education Requirements:
A student may complete the
Gavilan College AA/AS general
education, the CSU-GE Breadth,
or the IGETC pattern. See a
counselor for details.

The A.S. degree in Engineering and Physical Science has two options.

The **Physical Science and Engineering** option is for students interested in pursuing degrees in astronomy, chemistry, geology or geophysics, general science, meteorology, oceanography, physics, etc.

The **Physical Science and Engineering: General Engineering** option is for students interested in pursuing a degree in any field of engineering (Aeronautical, Chemical, Civil, Computer, Electrical, Industrial, Materials, Mechanical, etc.). The General Engineering option follows a pattern of lower-division courses established by the California Engineering Liaison Council (ELC), an organization composed of representatives from two and four-year colleges. Students who complete the General Engineering option will be able to transfer to the UC or CSU campus of their choice and complete their degree program in the same amount of time as students who start at the four-year schools.

During their first semester at Gavilan, Physical Science and Engineering majors are encouraged to consult the catalogs of the four-year schools to which they plan to transfer. Specific requirements for four-year engineering degrees vary by university.

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

Physical Science and Engineering *A.S. Degree*

CHEM 1A/B	General Chemistry	5-5	units
MATH 1A/B	Single-Variable Calculus & Analytic Geometry	4-4	units
MATH 1C	Multivariable Calculus	.4	units
MATH 2*	Linear Algebra	.3	units
MATH 2C	Differential Equations	.3	units
ENGR 5	C++ Scientific Programming	.3	units
PHYS 4ABC	Physics for Scientists and Engineers	4-4-4	units
		43	UNITS

Plus completion of general education requirements

* 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

Program Learning Outcomes: After completing this degree a student will be able to:

demonstrate appropriate integration of math and science to solve real-world problems.

demonstrate appropriate design and execution of experiments, as well as analysis and interpretation of the data.

demonstrate an ability to communicate clearly using written, oral, electronic, and graphical means.

See Gavilan general education requirements on page 47. Students completing the core courses will have satisfied requirements for Area B (Physical Universe and Its Life Forms), 1. Physical Science and 3. Mathematics. Students completing the General Engineering Option will have satisfied requirements for Area A (Communication in the English Language), 2. Written Communication.

Physical Science and Engineering: General Engineering *A.S. Degree*

CHEM 1A/B	General Chemistry	5-5	units
ENGL 1A	Composition	.3	units
ENGR 1	Engineering Graphics	.3	units
ENGR 2	Statics	.3	units
ENGR 3	Electrical Circuits, Devices and Systems	.3	units
ENGR 4	Properties of Materials	.3	units
ENGR 5	C++ Scientific Programming	.3	units
MATH 1A/B	Single-Variable Calculus & Analytic Geometry	4-4	units
MATH 1C	Multivariable Calculus	.4	units
MATH 2*	Linear Algebra	.3	units
MATH 2C	Differential Equations	.3	units
PHYS 4ABC	Physics for Scientists and Engineers	4-4-4	units
		58	UNITS

Plus completion of general education requirements

* 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

Program Learning Outcomes: After completing this degree a student will be able to:

identify, compare and contrast engineering problems and demonstrate integration of math and science to solve them.

demonstrate appropriate design and execution of experiments, as well as analyze and interpret of the data.

demonstrate the engineering design process by designing a system, component or process to meet a desired need.

demonstrate an ability to communicate clearly using written, oral, electronic and graphical means.

See Gavilan general education requirements on page 47. Students completing the core courses will have satisfied requirements for Area B (Physical Universe and Its Life Forms), 1. Physical Science and 3. Mathematics. Students completing the General Engineering Option will have satisfied requirements for Area A (Communication in the English Language), 2. Written Communication.

SOCIAL SCIENCE

A.A. Degree



After completing the Social Science major, students transferring to a four-year institution will be prepared for additional study in the following areas:

Anthropology, child development, counseling, education, ethnic studies, government, history, political science, psychology, social psychology, social work, sociology



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

Social Science *A.A. Degree*

MAJOR REQUIREMENTS:

Complete one course from each list. Any remaining units needed to reach a minimum of 18 may be selected from any of the lists.

Choose one:

- | | |
|------------|---|
| HIST 1 | United States History Through Reconstruction (3 units) |
| HIST 2 | United States History Reconstruction to the Present (3 units) |
| HIST 3 | History of California (3 units) |
| HIST 5 | Women's Lives in Early United States History (3 units) |
| HIST 6 | Women's Lives in Recent United States History (3 units) |
| HIST 7A | History of Western Civilization (3 units) |
| HIST 7B | History of Western Civilization (3 units) |
| HIST 10 12 | Cultural History of the Mexican American (3 units) <i>This class was erroneously listed as HIST 10. (2/29/08)</i> |
| HIST 14 | U.S. in the 20th Century: An Oral History Approach (3 units) |
| HIST 18 | Our American Experience I (3 units) |
| HIST 19 | Our American Experience II (3 units) |
| HIST 21 | Ancient Americas: A History through Art (3 units) |

.....3 units

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

continued...

SPANISH

After completing the Spanish major, students transferring to a four-year institution will be prepared for additional study in Spanish.

A.A. Degrees and Certificates of Achievement

Non-Native Speakers Options
Native Speakers Option

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



Summer 2006 Program
Study and travel in Zacatecas, Mexico

Malaga, Spain

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

Non-Native Speakers Option 1

A.A. Degree

SPAN 1A	Elementary Spanish	.5 units
SPAN 1B	Elementary Spanish	.5 units
SPAN 2A	Intermediate Spanish	.5 units
SPAN 2B	Intermediate Spanish	.5 units
Total Units for Major:		20 UNITS

Plus completion of general education requirements units vary
Total Units Required for A.A.: minimum of 60 UNITS

Certificate of Achievement Certificate approved fall 2008

SPAN 1A	Elementary Spanish	.5 units
SPAN 1B	Elementary Spanish	.5 units
SPAN 2A	Intermediate Spanish	.5 units
SPAN 2B	Intermediate Spanish	.5 units
Total Units for Certificate of Achievement:		20 UNITS

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

- ▶ be able to converse in Spanish at the basic level.
- ▶ demonstrate proper conjugation of verbs; in the written and oral form.

Spanish Non-Native Speakers Option 2

A.A. Degree

SPAN 1B	Elementary Spanish	.5 units
SPAN 2A	Intermediate Spanish	.5 units
SPAN 2B	Intermediate Spanish	.5 units

Choose one course from following list:

SPAN 12A	Spanish for Spanish Speakers	(5 units)	
SPAN 12B	Spanish for Spanish Speakers - Intermediate/Advanced	(5 units)	
SPAN 23	Independent Study	(3 units minimum)	
			<u>3-5 units</u>

Total Units for Major: 18-20 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

Certificate of Achievement Certificate approved fall 2008

SPAN 1B	Elementary Spanish	.5 units
SPAN 2A	Intermediate Spanish	.5 units
SPAN 2B	Intermediate Spanish	.5 units

Choose one course from following list:

SPAN 12A	Spanish for Spanish Speakers	(5 units)	
SPAN 12B	Spanish for Spanish Speakers - Intermediate/Advanced	(5 units)	
SPAN 23	Independent Study	(3 units minimum)	
			<u>3-5 units</u>

Total Units for Certificate of Achievement: 18-20 UNITS

Spanish Non-Native Speakers Option 3

A.A. Degree

SPAN 2A	Intermediate Spanish	.5 units
SPAN 2B	Intermediate Spanish	.5 units

Choose a minimum of 8 units from following list:

SPAN 12A	Spanish for Spanish Speakers	(5 units)	
SPAN 12B	Spanish for Spanish Speakers - Intermediate/Advanced	(5 units)	
SPAN 23	Independent Study	(2 units)	
			<u>.8 units</u>

Total Units for Major: 18 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

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

- ▶ be able to converse in Spanish at the basic level.
- ▶ demonstrate proper conjugation of verbs; in the written and oral form.

Note: Students with two years of high school Spanish are advised to take this option.

Note: Students with two years of high school Spanish are advised to take this option.

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

- ▶ be able to converse in Spanish at the basic level.
- ▶ demonstrate proper conjugation of verbs; in the written and oral form.

Note: Students with four years of high school Spanish are advised to take this option.

Spanish Non-Native Speakers Option 3 *continued*

Certificate of Achievement Certificate approved summer 2008

SPAN 2A	Intermediate Spanish5 units
SPAN 2B	Intermediate Spanish5 units

Choose a minimum of 8 units from following list:

SPAN 12A	Spanish for Spanish Speakers	(5 units)	
SPAN 12B	Spanish for Spanish Speakers - Intermediate/Advanced	(5 units)	
SPAN 23	Independent Study	(2 units)	
	8 units

Total Units for Certificate of Achievement: 18 UNITS

Note: Students with four years of high school Spanish are advised to take this option.

Spanish Native Speakers Option 4

A.A. Degree

SPAN 12A	Spanish for Spanish Speakers5 units
SPAN 12B	Spanish for Spanish Speakers - Intermediate/Advanced5 units
SPAN 23	Independent Study2 units

Choose 2 courses from following list:

ART 21	Ancient Americas: A History through Art	(3 units)	
HIST 12	Cultural History of the Mexican American	(3 units)	
ENGL 2H	Mexican-American Literature	(3 units)	
	6 units

Total Units for Major: 18 UNITS

Plus completion of general education requirementsunits vary

Total Units Required for A.A.: minimum of 60 UNITS

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

- ▶ be able to converse in Spanish at the basic level.
- ▶ demonstrate proper conjugation of verbs; in the written and oral form.

Note: Students with native fluency can take this option.

Recommended Electives: ANTH 3, ART 21, ENGL 2B, SOC 3

Certificate of Achievement Certificate approved summer 2008

SPAN 12A	Spanish for Spanish Speakers5 units
SPAN 12B	Spanish for Spanish Speakers - Intermediate/Advanced5 units
SPAN 23	Independent Study2 units

Choose 2 courses from following list:

ART 21	Ancient Americas: A History through Art	(3 units)	
HIST 12	Cultural History of the Mexican American	(3 units)	
ENGL 2H	Mexican-American Literature	(3 units)	
	6 units

Total Units for Certificate of Achievement: 18 UNITS

Note: Students with native fluency can take this option.

THEATRE ARTS

A.A. Degrees

Acting Option

Technical Production Option

Television Option

The Gavilan College Theatre Arts Program celebrates drama in literature, history and performance. In the program, the history and development of theatre as art and human expression is studied and explored.

An essential component of the learning experience in theatre arts at Gavilan College is the creation and participation of live theatrical performances from all genres for audiences of all ages.

Program Learning Outcomes: After completing a major in Theatre Arts a student will:

- ▶ critique live theatrical performances articulating a clear opinion discussing whether the production has succeeded in illuminating the playwright's intention.
- ▶ use and demonstrate skills in participating in the technical production elements of a live theatrical production including: sound, lights, costumes, scenery and stage management

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

The following associate's degree options require a combination of

CORE COURSES and additional requirements:

CORE COURSES:

THEA 1	Theatre History3 units
THEA 2A	Children's Theatre Repertory2 units
THEA 12A	Acting Techniques3 units
THEA 13A	Actor's Workshop3 units
THEA 14	Stage Production2 units
Core Courses Unit Total:		13 UNITS

Completion of the core courses and the additional requirements in a selected area (below) will qualify students for an associate's degree in Theatre Arts.



Photos depict productions of Treasure Island (fall 2006) and Lend Me A Tenor (spring 2007)

Acting Option *A.A. Degree*

CORE COURSES:13 units

ADDITIONAL REQUIREMENTS (11 unit minimum):

THEA 13 B-D Actor's Workshop3-9 units

Choose additional units from the seven courses listed below:

MUS 8A-D	Beginning/Intermediate Voice	(2-2-2-2 units)
THEA 10	Television, Film and Stage Make-up	(2 units)
THEA 11	Dance and Movement for the Theatre	(2 units)

Choose only one of the following two courses:

CMUN 2/THEA	Oral Reading	(3 units)
THEA 19	Acting for Film and Television	(3 units)

Choose only one of the following two courses:

THEA 2B	Children's Theatre Repertory	(2 units)
THEA 12B	Introduction to Acting	(2 units)

.....2-8 units

Total Units for Major: minimum of 24 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

Technical Production Option *A.A. Degree*

Program Revised 6/12/07

CORE COURSES:13 units

ADDITIONAL REQUIREMENTS:

Choose five units from classes listed below:

- Any Journalism production course
- Any Music performance course
- Any Computer Graphics & Design course

.....5 units

Choose six units from classes listed below:

- ART 2A/B Two Dimensional Design/Form and Color (3/3 units)
- ART 8A/B Photography (3/3 units)
- ART 10A/B Cultural History of Ceramics/Ceramics (3/3 units)
- ART 12A/B Sculpture (2/2 units)
- ART 13 Three Dimensional Design (3 units)
- THEA 14 Stage Production (1-3 units)
- THEA 15 Introduction to Design for Stage, Film and Television (3 units)

.....6 units

Total Units for Major: minimum of 24 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS

Career opportunities for a graduate of theatre arts with the Technical Production option include: jobs at convention, cultural and recreational centers as well as theatre facilities. Hands on experience in theatrical productions is emphasized in the Gavilan College Theatre Arts program.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. See a counselor for details.

Television Option *A.A. Degree*

CORE COURSES:13 units

ADDITIONAL REQUIREMENTS:

- THEA 16 Introduction to Television3 units
- THEA 17A Television and Video Workshop3 units
- THEA 17B Television and Video Workshop3 units

Choose one:

- THEA 19 Acting for Film and Television (3 units)
- THEA 20 Introduction to Scriptwriting (3 units)

.....3 units

Total Units for Major: minimum of 25 UNITS

Plus completion of general education requirements units vary

Total Units Required for A.A.: minimum of 60 UNITS



The Television option in Theatre Arts provides an opportunity for students to learn technical stage production and television production skills by completing project-based educational experiences.

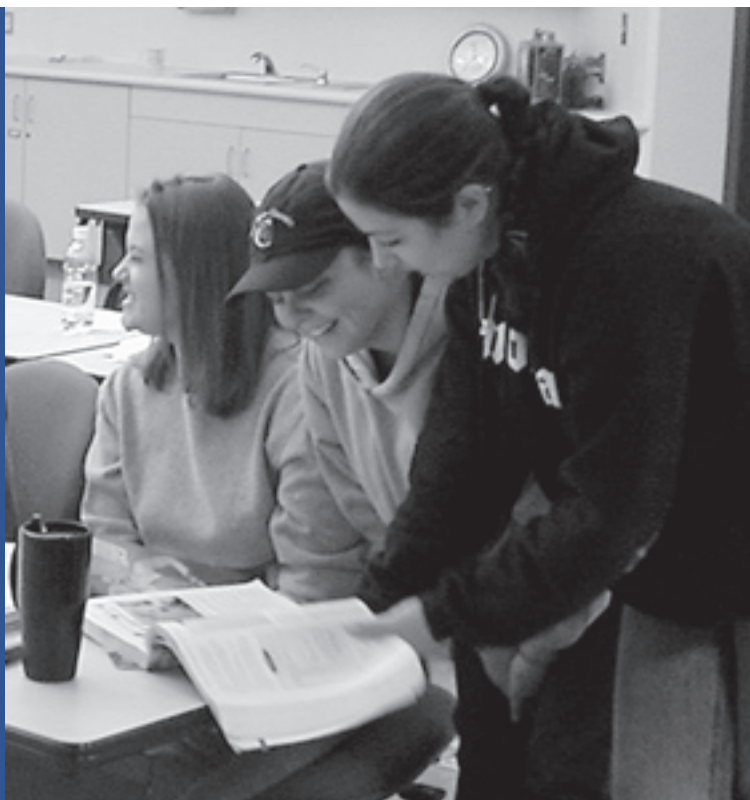
COURSES

Announcement of Course Offerings

Course Numbering System

Special Courses

Course Offerings



Announcement of Course Offerings

Some of the courses listed in this catalog will not necessarily be offered during the course of an academic year. Additional courses may be added to the curriculum and scheduled when appropriate. An updated list of courses is available in the office of the Vice President of Instruction. Gavilan College reserves the right to discontinue, postpone, or reorganize courses when circumstances warrant such changes. Further, it reserves the right to cancel classes which do not reach a minimum enrollment.

Course Numbering System

A major mission of Gavilan College is assisting in the transfer function. As a result, Gavilan College belongs to a consortium of colleges developing a common set of course numbers known as California Articulation Numbering (CAN). CAN numbers, where available, are found above the course description under "transferable". See page 59 for a complete list of CAN numbers.

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.

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| 1-99 | Baccalaureate level courses which will receive transfer credit at most four-year colleges and universities. |
| 100-199 | Transferrable 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. |

Special Courses

The following transferrable 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", etc.. 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 are also called "Independent Studies", Special Studies", "Special Topics", "Internships", etc.. Credit for variable topics courses numbered 23 is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. 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.

** These courses may transfer to UC or CSU. Check with a counselor.

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.

COURSE OFFERINGS

ACCOUNTING

ACCT 20 Financial Accounting

Units: 4 **Hours:** 4 Lecture

Advisory: Eligible for English 250, English 260 and Mathematics 233. Microsoft Excel or other computer spreadsheet knowledge.

Transferable: CSU; UC; CAN: BUS 2, BUS SEQ. A

An introduction to accounting principles and concepts. The course includes the application of accounting theory to accumulate and summarize financial data. This course has the option of a letter grade or pass/no pass.

ACCT 21 Managerial Accounting

Units: 4 **Hours:** 4 Lecture

Advisory: Accounting 20. Microsoft Excel or other computer spreadsheet knowledge.

Transferable: CSU; UC; CAN: BUS 4, BUS SEQ. A

This course covers internal uses of accounting information for managerial decision making. Includes coverage of managerial control methods, cost accounting, cost-volume-profit relationships, variable costing, budgeting, and other related topics.

ACCT 101 Occupational Accounting

Units: 4 **Hours:** 3 Lecture, 3 Laboratory

Advisory: Eligible for Mathematics 205 or BUS 102; eligible for English 250 and 260; CSIS 122

Transferable: CSU

An introduction to accounting principles and procedures and their application to service business, including the basic accounting cycle, financial statements, adjustments, specialized journals and ledgers. Emphasis is placed on learning bookkeeping procedures for both manual and computer assisted accounting systems. This course has the option of a letter grade or pass/no pass.

ACCT 103 General Office Accounting

Units: 2 **Hours:** 1.5 Lecture, 1.5 Laboratory

Advisory: Eligible for Mathematics 205.

Transferable: CSU

This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass.

ACCT 105 Payroll Accounting**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for Mathematics 205, completion of Accounting 101.**Transferable:** CSU

An introduction to the calculating, journalizing, paying and reporting of employee earnings, employee withholding and employer payroll tax expenses. The course emphasizes procedures which conform to federal and state legal requirements. This course has the option of a letter grade or pass/no pass.

ACCT 111 Introduction to Income Tax**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250, English 260 and Mathematics 205.**Transferable:** CSU

A study of theory, philosophy, and principles of income tax law and procedures for computing the tax liability. It includes practice in solving typical individual tax problems. This course has the option of a letter grade or pass/no pass.

ACCT 120 Computerized Accounting - QuickBooks**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**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.**Transferable:** CSU

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. Repeatable whenever a new software package is adopted. This course is also listed as CSIS 120.

ACCT 190 Occupational Work Experience/Accounting**Units:** 1-4 **Hours:** 20 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

Acting: see Theatre Arts

ADMINISTRATION OF JUSTICE

AJ 6 Introduction to Conflict Resolution**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 250 and English 260.**Transferable:** CSU; CSU-GE: D7; GAV-GE: D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as POLS 6 and PSYC 6 and CMUN 6.

AJ 10 Introduction to the Administration of Justice**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CAN: AJ 2

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.

AJ 12 Criminal Procedures**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Legal processes from pre-arrest, arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system.

AJ 14 Criminal Law**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CAN: AJ 4

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.

AJ 16 Introduction to Evidence**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies viewed from a conceptual level.

AJ 18 Community and Human Relations**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC

The relationship of criminal justice agents and the community; causal and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships.

AJ 19 Introduction to Investigation**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation, and follow-up investigation.

AJ 20 Juvenile Law and Procedure**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Techniques of handling juvenile offenders and victims; prevention and repression of delinquency; diagnosis and referral; organization of community resources. Juvenile law and juvenile court procedure.

AJ 21 Narcotics and Drug Abuse**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Designed to explore the Administration of Justice system and drug problems: drug identification, drug user recognition, drug effects, narcotic enforcement, drug prosecution, drug treatment, rehabilitation and education.

AJ 24 Administration of Justice Interviewing & Report Writing**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

General course using various methods to develop students' abilities in note taking, interviewing, information gathering, report writing mechanics and organization and critical evaluation. Students will interview individuals and will write and analyze police reports to meet the standards of the Criminal Justice System.

AJ 32 Crime and Delinquency**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency; the criminal justice process: the function of law enforcement, the courts, probation, parole and institutions; changes in crime control and treatment processes, the role of society.

AJ 100A Basic Police Academy**Units:** 22.5 **Hours:** 25.7 Lecture, 13.3 Laboratory**Required:** P.O.S.T. requirement.**Transferable:** CSU

A Basic Police Academy consisting of 900 hours meeting the standards established by the Commission on Peace Officer Standards and Training (P.O.S.T.) for peace officer training. This Basic Police Academy is being requested by the Santa Clara County Sheriff's Office.

AJ 105P Standards and Training for Corrections**Units:** 5-1 **Hours:** 10 Lecture, 30 Laboratory

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.

Transferable: csu

This is a 32 to 40 hour variable unit course designed to meet advisory board, state standards, and agency education and training objectives for probation officers, and adult and juvenile institution staff. This course may be repeated for credit to meet training mandates. Subjects/topics include: legal and procedural issues; communication; safety and security protocols, medical and mental/emotional issues; managing casework; and, management and supervision issues. Subjects/topics may change with advisory board, state standards, and agency education and training objectives.

AJ 129P PC 832 Without Firearms**Units:** 1 **Hours:** 10 Lecture, 30 Laboratory

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.

Transferable: CSU

This class is designed for "defined" peace officers other than sworn law enforcement personnel. This course satisfies PC 832 requirements for entry level but does NOT include firearms. This course is certified by State Board of Corrections Standards of Training. The curriculum covers professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques.

AJ 170 Introduction to Correctional Administration**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

A survey of the field of correctional science. Historical development, current concepts and practice; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior; survey of professional career opportunities in public and private agencies.

AJ 171 Institutional Supervision and Treatment of the Offender**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

A survey of the basic knowledge and skills required of "corrections" personnel including treatment and supervision of offenders: programs, procedures, legal issues, and research in the correctional setting.

AJ 172 Fundamentals of Interviewing and Counseling**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

A survey of the basic theories and techniques employed in interviewing and counseling by the correctional worker, traces the development of a meaningful relationship between client and caseworker, explores the various types of counseling employed with a correctional relationship, including group counseling.

AJ 173 Fundamentals of Probation and Parole**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Theory and techniques of probation/parole supervision, including historical development with emphasis on recent programs, research, and development in the field.

AJ 176 Criminal Street Gangs**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

This course is designed to explore historical developments, origins, philosophy and current trends and activities in criminal street gangs within California; explore areas of violence, recruitment, drug use, graffiti and attire; emphasis placed on organization within gangs and racial backgrounds including types of solutions in the criminal justice system use to combat street gangs.

AJ 190 Occupational Work Experience/Administration of Justice

Units: 1-4 **Hours:** 20 Laboratory

Required: Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.

Transferable: CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

ALLIED HEALTH

AH 3 The Person in the Life Cycle

Units: 3 **Hours:** 3 Lecture

Prerequisite: Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: E2; GAV-GE: E2, F

Interaction of social, emotional, intellectual, and physical attributes related to the development and realization of human potential across the life span.

AH 8 General Microbiology

Units: 5 **Hours:** 4 Lecture, 3 Laboratory

Prerequisite: Biological Science 10 or 15 with a grade of credit or C or better.

Advisory: Chemistry 30A; eligible for English 250, English 260 and Mathematics 205.

Transferable: CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3; CAN: BIO 14

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.

AH 9 Human Physiology

Units: 5 **Hours:** 4 Lecture, 3 Laboratory

Prerequisite: Biological Science 7 or 15 with a grade of credit or C or better or equivalent.

Advisory: Chemistry 30A; eligible for English 250 and English 260 and Mathematics 205.

Transferable: CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3; CAN: BIO 12

A study of the functions of the major organs and organ systems of the human body, emphasizing control at the cellular level, integration of systems and homeostasis of the human body. This course is also listed as BIO 9.

AH 11 Nutrition

Units: 3 **Hours:** 3 Lecture

Prerequisite: Eligible for English 250 and English 260.

Advisory: Chemistry 30A and Mathematics 205.

Transferable: CSU; UC; CSU-GE: E2; GAV-GE: E2, F; CAN: FCS 2

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.

AH 15 Survey of Human Anatomy and Physiology

Units: 5 **Hours:** 4 Lecture, 3 Laboratory

Advisory: Eligible for English 250, English 260, Biological Science 10 and Mathematics 205.

Transferable: CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3

An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as BIO 15.

AH 16 Intravenous Therapy/Blood Withdrawal

Units: 2 **Hours:** 2 Lecture

Prerequisite: Successful completion of Allied Health 64, Allied Health 44, (with a grade of C or better) or equivalent.

Transferable: CSU

Theoretical applications and clinical experience to safely administer intravenous therapy. Principles and practices in intravenous therapy. (Approved by the Board of Vocational Nursing for certification in IV Therapy and Blood Withdrawal.) Approved for 36 hours of continuing education credit. (BRN #00892)

AH 30 Standard First Aid and Cardiopulmonary Resuscitation

Units: 2 **Hours:** 2 Lecture

Transferable: CSU; UC; GAV-GE: E2

First aid training to prepare people to meet the needs of emergencies when medical assistance is delayed. Incorporates the techniques of cardiopulmonary resuscitation. Includes information on the care of wounds, fractures, burns, poisoning, shock, as well as elementary rescue transportation. A satisfactory grade qualifies the student for a Red Cross Standard First Aid card and the Red Cross CPR card. May be repeated three times for credit.

AH 32 Basic Cardiac Life Support

Units: 1 **Hours:** 1 Lecture

Transferable: CSU

Course designed to teach students skills in adult, child and infant cardiopulmonary resuscitation. Specifically designed for health professionals. Successful completion will result in certification by the American Heart Association or American Red Cross. This is a pass/no pass course. May be repeated up to three times for credit.

AH 43 Interactive and Mental Health Nursing

Units: 10 **Hours:** 5.5 Lecture, 13.5 Laboratory

Prerequisite: Admission to the RN program and California IV certification.

Transferable: CSU

The dynamics of leadership and management in nursing, including concepts of basic mental health. Progresses from basic mental health knowledge and skills to the refinements involved in psychiatric nursing practice as it relates to all age groups. Incorporates nursing concepts and nursing experiences relative to human sexuality, child abuse and cultural and ethnic diversity.

AH 44 Compensatory Nursing Practice

Units: 10 **Hours:** 5.5 Lecture, 13.5 Laboratory

Prerequisite: Successful completion of Allied Health 43 and an active valid, unrestricted California LVN license.

Transferable: CSU

Concepts and principles of the nursing process applied to preventive, 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.

AH 45 RN Grad Preceptorship

Units: 6 **Hours:** 2 Lecture, 32 Laboratory

Prerequisite: Certification of completion of RN program, interim permit, and eligible for national licensing examination (NCLEX-RN).

Transferable: CSU

This is an organized and planned course of study in which acute care staff nurse preceptors facilitate transition from graduate nurse to staff nurse. The course includes a classroom component, a clinical component and supporting activities such as evaluation meetings of the student, preceptor, and the faculty liaison. This is a pass/no pass course.

AH 46 Graduate RN Home Health Certification**Units:** 6 **Hours:** 2 Lecture, 32 Laboratory**Prerequisite:** Eligible for national licensing exam (NCLEX-RN).**Transferable:** CSU

This course is designed to prepare graduate RN's and licensed RN's for entry level home health positions. Opportunities and challenges in the home care setting will be addressed through classroom and clinical experiences. Students are assigned a RN preceptor selected from a home health agency. This is a pass/no pass course.

AH 61 Medical-Surgical Nursing**Units:** 11 **Hours:** 6 Lecture, 15 Laboratory**Prerequisite:** Admission to the LVN Program.**Transferable:** CSU

Course is designed to provide a basic introduction to patient care within the role of the vocational 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.

AH 62 Medical-Surgical Nursing**Units:** 11 **Hours:** 6 Lecture, 15 Laboratory**Prerequisite:** Successful completion of Allied Health 61 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.**Transferable:** CSU

Course is designed to provide both theoretical and clinical experience in the care of adult, medical-surgical clients. This course will further refine basic nursing skills and introduce more complicated nursing situations. Content includes pre-operative and post-operative care of the client with pain, cancer, and care of the client with disorders of the musculoskeletal, integumentary, gastrointestinal, and respiratory systems. Related pharmacology is included.

AH 63 Medical-Surgical/Maternal-Neonatal Nursing**Units:** 11 **Hours:** 6 Lecture, 15 Laboratory**Prerequisite:** Successful completion of Allied Health 61 and 62 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.**Transferable:** CSU

Course contains two components to provide theoretical and clinical experience in medical-surgical and maternal-neonatal nursing. Content includes care of clients with disorders of the circulatory, urinary and reproductive systems, normal pregnancy and birth, common or major complications, care of the normal newborn, and neonate with special problems. Related pharmacology is included.

AH 64 Medical-Surgical/Pediatric Nursing**Units:** 11 **Hours:** 6 Lecture, 15 Laboratory**Prerequisite:** Successful completion of AH 61, 62, and 63 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.**Transferable:** CSU

Course contains two components to provide theoretical and clinical experience in medical surgical and pediatric nursing. Content includes care of clients with disorders of the endocrine and neurosensory systems, mental illness, emergency nursing and care of the child, including preventive measures and health teaching. A leadership component is included to prepare the student for the realistic work assignment of the licensed vocational nurse. Related pharmacology is included.

AH 100 NCLEX Review--VN**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Eligible for national licensing exam.**Transferable:** CSU

Course is designed to prepare vocational nursing students for the National Council Licensure Examination (NCLEX-VN). Content includes nursing theory, pathophysiology, clinical manifestations of diseases, diagnosis and treatment of medical conditions and nursing management. Emphasis is on assessment, planning, analysis, implementation and evaluation. This is a pass/no pass course.

AH 101 NCLEX Review--RN**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Eligible for national licensing exam.**Transferable:** CSU

Course is designed to prepare registered nursing students for the National Council Licensure Examination (NCLEX-RN). Content includes nursing theory, pathophysiology, clinical manifestations of diseases, diagnosis and treatment of medical conditions, and nursing management. Emphasis is on assessment, planning, analysis, implementation and evaluation. This is a pass/no pass course.

AH 110 Survey of Health Occupations/Beginning**Units:** 6 **Hours:** 4 Lecture, 6 Laboratory**Transferable:** CSU

Course provides a survey of basic health related occupations and the skills necessary to enter into such fields. Emphasis will be on ethical and legal responsibilities, medical terminology and abbreviations, the metric system, basic nutrition, therapeutic diets and an overview of anatomy and physiology of the human body. At the successful completion of this course, the student will receive a certificate of completion for Survey of Health Occupations/Beginning.

AH 111 Survey of Health Occupations/Advanced**Units:** 6 **Hours:** 4 Lecture, 6 Laboratory**Prerequisite:** Successful completion of Allied Health 110 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.**Transferable:** CSU

Course provides advanced theory and skills necessary to enter health related occupations. Emphasis will be on learning to take temperature, pulse, respiration and blood pressure, medical asepsis, isolation technique, body mechanics, first aid, fire safety, patient charting, psychological changes in ill clients, job finding skills and cardiopulmonary resuscitation of the adult, infant, and child. At the completion of this course students will receive an American Red Cross CPR card and a certificate of completion for Survey of Health Occupations/Advanced.

AH 112 Nursing Care in Emergencies**Units:** 2 **Hours:** 2 Lecture**Prerequisite:** Must have completed prerequisites for licensure as a vocational nurse or registered nurse.**Transferable:** CSU

A course covering nursing roles in common emergency situations. Includes legal aspects of emergency care for nurses. Nursing roles in triage, emergency department management, patient care, and follow-up care is emphasized. Approved for 36 hours of the continuing education credit (BRN Provider #00892).

AH 114 Patient Assessment**Units:** 2 **Hours:** 2 Lecture**Prerequisite:** Must have completed prerequisites for licensure as a vocational nurse or registered nurse.**Transferable:** CSU

Identification of the components and skills associated with the assessment process. Supervised practice in physical and emotional assessment of the adult, interpretation and documentation of findings. Approved for 36 hours of continuing education credit (BRN Provider #00892).

AH 115 Chemical Dependency**Units:** 1 **Hours:** 1 Lecture**Prerequisite:** Must have completed prerequisites for licensure as a vocational nurse or registered nurse.**Transferable:** CSU

This course enables students to gain a perspective of chemical dependency, as well as an in-depth understanding of the current trends in usage and abuse. This course will focus on attitudinal aspects, definition of the concepts and emotional issues which are the hallmarks of dependency. Approved for 18 hours of continuing education credit (BRN Provider #00892).

AH 116 Coronary Care Nursing**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Must have completed prerequisites for licensure as a vocational nurse or registered nurse.**Transferable:** CSU

A fundamental course in the care of clients with cardiac disease. This will include cardiac anatomy and physiology, cardiac pathophysiology, medical and nursing management, interpretation of cardiac rhythm strips, and pharmacology of commonly used drugs in the treatment of these clients. Approved by the BRN for 54 hours of continuing education credit (BRN Provider #00892).

AH 120 Special Topics in Nursing**Units:** 2 **Hours:** 2 Lecture**Prerequisite:** Eligible for licensure.**Transferable:** CSU

This course is designed for the nurse who wants to thrive professionally. Topics include assertiveness skills, goal-setting, decision-making, goal attainment. Focus is on planning individual career strategies that lead to success. Approved for 36 hours of continuing education credit (BRN Provider #00892). May be repeated for credit. (This is a pass/no pass course.)

AH 121 Special Topics--CNA**Units:** .5 **Hours:** 3 Lecture**Transferable:** CSU

Course is designed to meet education requirements of Department of Health Services for recertification of nursing assistants. See current schedule for current offerings. May be repeated for credit with different topics. This is a pass/no pass course.

AH 130 Internet and Consumer Health**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

This course is designed to give the lay person the ability to find and evaluate information from medical literature from the perspective of the client. We will examine websites from the Internet verifying currency and reliability, as well as professional journal literature and reference sources. This course is also listed as LIB 130.

AH 140 Online Health Research**Units:** 2 **Hours:** 2 Lecture**Transferable:** CSU

A beginning course on how to find reliable, current health-related information, using the Internet and other electronic resources.

AH 141 Advanced Search Techniques for Health Care Professionals**Units:** 1 **Hours:** 1 Lecture**Advisory:** LIB/AH 140, LIB/AH 130, or basic Internet search skills.**Transferable:** CSU

Course is designed for health care professionals and includes an in-depth examination of the Medline data base and other online medical sources and examination of related controversies and ethical issues. This course is also listed as LIB 141.

AH 150 Emergency Medical Care**Units:** 6 **Hours:** 5 Lecture, 3 Laboratory**Prerequisite:** Standard First Aid and CPR.**Transferable:** CSU

A course in pre-hospital emergency medical care for non-licensed personnel. Specifically designed to enable ambulance, fire and recreation personnel to provide on-the-scene emergency medical care and transportation to the sick and injured patient.

AH 170 Basic Clinical Medical Assisting**Units:** 6 **Hours:** 4 Lecture, 6 Laboratory**Prerequisite:** Eligible for English 250, English 260 and Mathematics 205.**Transferable:** CSU

Course provides a basic introduction to clinical medical assisting. Emphasizes principles, understanding of skills necessary to perform basic clinical medical assisting procedures safely and effectively.

AH 171 Advanced Clinical Medical Assisting**Units:** 6 **Hours:** 4 Lecture, 6 Laboratory**Prerequisite:** AH 170 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.**Transferable:** CSU

Course provides instruction and clinical experience in advanced concepts of clinical medical assisting including specialty procedures and treatments.

AH 180 Fundamentals of Nursing--Convalescent**Units:** 8 **Hours:** 6 Lecture, 7 Laboratory**Prerequisite:** Eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement.**Transferable:** CSU

A course to provide a basic introduction to patient care in the convalescent setting. Emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. Includes introduction to health care, planning, safety, infection control, personal care, basic procedures, rehabilitation, nutrition and clients' rights and needs. At the completion of this course students will qualify for state certification as a nursing assistant.

AH 181 Fundamentals of Nursing--Acute**Units:** 8 **Hours:** 5 Lecture, 9 Laboratory**Prerequisite:** Allied Health 180 with a grade of C or better or equivalent. Equivalency determined by written and performance exams. Also eligible for English 250 and English 260.**Transferable:** CSU

A course to provide a basic introduction to patient care in the acute care setting. Emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. Includes care of the uncomplicated medical-surgical patient, first aid and CPR. At the completion of this course students will qualify for CPR certification.

AH 182 Home Health Care**Units:** 2 **Hours:** 1.5 Lecture, 1.5 Laboratory**Prerequisite:** California CNA certification or concurrent enrollment in AH 180 or equivalent. Equivalency determined by written and performance exams. Also, eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement.**Transferable:** CSU

Course is designed to prepare students to provide basic health care in the home. Includes interpretation of medical/social needs, personal care services, cleaning tasks, nutrition, and the scope of limitations of a home health aide. All students who achieve a grade of "C" or better will be eligible for a Home Health Aide certificate from the State of California.

AH 185 Basic Dental Assisting**Units:** 6 **Hours:** 4 Lecture, 6 Laboratory**Transferable:** CSU

A course to provide basic introduction to dental assisting. Emphasizes principles, understanding and skills necessary to perform basic dental assisting procedures safely and effectively. Completion of this course qualifies the student for certificate of completion in Basic Dental Assisting.

AH 186 Advanced Dental Assisting**Units:** 6 **Hours:** 4 Lecture, 6 Laboratory**Advisory:** Allied Health 185 or equivalent. Equivalency determined by written and performance exams.**Transferable:** CSU

Advanced concepts of dental assisting including dental radiography, operative dentistry, specialty procedures, and office administration. Completion of this course qualifies the student for certificate of completion in Advanced Dental Assisting. Units in this course do not count toward the associate degree and/ or certain certificate requirements.

AH 190 Occupational Work Experience/Allied Health**Units:** 1-4 **Hours:** 20 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

AH 191A Workplace Skills**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

AH 191B Workplace Skills**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191B is Team Building. Need not be taken in sequence. This is a pass/no pass course.

AH 191C Workplace Skills**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem-Solving. Need not be taken in sequence. This is a pass/no pass course.

Anatomy: see Biological Sciences

ANTHROPOLOGY

ANTH 1 Introduction to Physical Anthropology**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 250, English 260 and Mathematics 205.**Transferable:** CSU; UC; CSU-GE: B2; IGETC: 5B; GAV-GE: B2; CAN: ANTH 2

Survey study of human biological, social and cultural development over the last several million years. The implications of evolutionary theory for the world today are also considered. Principal topics are evolutionary theory, Mendelian and molecular genetics, the fossil record, primatology, the nature of human diversity "race", and the question of continuing evolution.

ANTH 2 Introduction to Archaeology**Units:** 3 **Hours:** 3 Lecture**Advisory:** Recommended English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: D1; IGETC: 4A; GAV-GE: D2

Introduction to history and development of the concepts and methods of anthropological archaeology, a survey of selected prehistoric cultures, and some training in archaeological survey methods, site recognition, recordation and preservation as well as cultural resource management.

ANTH 3 Introduction to Cultural Anthropology**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: D1; IGETC: 4A; GAV-GE: D2, F; CAN: ANTH 4

The comparative study of human societies and cultures. Emphasis is placed on the analysis of small scale non-western societies. Specific topics include the nature of culture, the enculturation process, kinship systems and the cross-cultural analysis of religious, political and economic institutions. Culture change and the relevance of anthropology for understanding the modern world are also considered.

ANTH 5 Magic/Witchcraft and Religion**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: D1; IGETC: 4A; GAV-GE: D2

Cross cultural study of beliefs and practices with respect to the supernatural, health/wellness and healing, myth, ritual, witchcraft, magic, symbolism, altered states of consciousness, and revitalization. Also connection and reflection of cultural contexts in which they are found.

ANTH 8 Introduction To New World Archaeology**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: D1; IGETC: 4A; GAV-GE: D2

The primary focus of this course is the study of cultural development in the New World, as reflected in archaeological sites and data. Materials will be examined from sites which are characteristic of different stages in prehistory: from the first people in the New World and hunter-gatherer societies to the origins of agriculture and the Inca and Aztec civilizations. A secondary focus of the course will be the study of historical anthropology, archaeological data collection and analysis, cultural reconstruction.

ANTH 9 Cultural Context of Childhood**Units:** 3 **Hours:** 3 Lecture**Transferable:** CSU; CSU-GE: D7; GAV-GE: D2, F

This course examines cultural influences on child-rearing practices, family values, and human development. Perspectives from the social sciences will be used to explore what is common to all Homo sapiens and what is specific to the culture of the United States. Students will explore their personal assumptions and attitudes towards diversity, and practice implementing non-stereotypical, developmentally appropriate, anti-bias activities, interactions and environments in order to respond to and intervene against prejudice among children. This course is also listed as CD 7 and PSYC 7.

ANTH 10 Native American Culture**Units:** 3 **Hours:** 3 Lecture**Transferable:** CSU; UC; CSU-GE: D1; IGETC: 4A; GAV-GE: D2, F

Introduction and anthropological survey of Native Peoples and cultures of North America, including American Indians, Aleuts and Eskimos, and emphasizing the range of variation in Native American cultures before Euro-American contact, and since. Includes prehistory, contact history, religion and healing practices, myth, folklore, ecology, subsistence, political organization, gender roles of many regional native American groups. Examines the origins of present day conditions of native communities, and contemporary issues of Native Americans. Cross cultural, holistic perspectives of anthropology. This course has the option of a letter grade or pass/no pass.

ART

ART 1A Art History

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: C1; IGETC: 3A; GAV-GE: C1; CAN: ART 2, ART SEQ. A

A critical survey of the influences and development of painting, architecture, sculpture, and minor arts from pre-history to the Byzantine/Romanesque eras, including the art of primitive people.

ART 1B Art History

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: C1; IGETC: 3A; GAV-GE: C1; CAN: ART 4, ART SEQ. A

The history of western painting, sculpture, architecture and minor arts from the Romanesque, the Gothic and Renaissance eras to the present.

ART 2A Two-Dimensional Design

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Transferable: CSU; UC; CSU-GE: C1; GAV-GE: C1; CAN: ART 14

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.

ART 2B Form and Color

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Transferable: CSU; UC; GAV-GE: C1

An introduction to theories and applications of form and color in visual art and design. Two-dimensional and three-dimensional projects are developed in a variety of media. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 3A Drawing and Composition

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Transferable: CSU; UC; CSU-GE: C1; GAV-GE: C1; CAN: ART 8

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 **Hours:** 2 Lecture, 4 Laboratory

Advisory: Art 2A or 3A.

Transferable: CSU; UC; GAV-GE: C1

Drawing in pencil, ink, pastels and variety of experimental materials and processes. Cultural awareness and historical foundations are integrated with classroom explorations of expressive drawing. Students develop a variety of drawing approaches and a greater understanding of personal expression. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 5A Printmaking

Units: 3 **Hours:** 1 Lecture, 5 Laboratory

Transferable: CSU; UC; GAV-GE: C1

An introduction to the history, methods and materials of printmaking. Studio practice in relief, stencil and etching processes. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 5B Printmaking

Units: 3 **Hours:** 1 Lecture, 5 Laboratory

Advisory: Art 5A

Transferable: CSU; UC; GAV-GE: C1

Continued studio practice in traditional and experimental printmaking techniques, such as collagraphy, etching and serigraphy. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 6 Art Appreciation

Units: 3 **Hours:** 3 Lecture

Advisory: English 250 and English 260.

Transferable: CSU; UC; CSU-GE: C1; IGETC: 3A; GAV-GE: C1

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.

ART 8A Beginning Photography from Analog to Digital

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Transferable: CSU; UC; CSU-GE: C1; GAV-GE: C1; CAN: ART 18

A beginning photography course focused on the technical and historical aspects of photography from analog to digital. This course includes the development of personal artistic expression and visual perception through the use of various photographic medium. The course will include lectures and discussions about composition and content, analog and digital camera use, lighting and exposure, various photographic processes, and photographic presentation techniques. Alternative methods, mixed media and experimental forms of photography will also be discussed. Students will be required to provide their own camera, and film.

ART 8B Intermediate Black and White Photography

Units: 3 **Hours:** 2 Lecture, 3 Laboratory

Advisory: Art 8A

Transferable: CSU; UC; GAV-GE: C1

An intermediate black and white photography course focused on the technical and experimental uses of photographic tools and equipment as well as the development of personal artistic expression and visual perception through the use of the photographic medium. The course will include lectures and discussions about portfolio development, alternative processes and materials, camera use, lighting and exposure, black and white film development, printing and presentation techniques. Students will be required to provide their own camera, film, and photographic paper. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 9A Beginning Color Photography

Units: 2 **Hours:** 1 Lecture, 2 Laboratory

Advisory: Art 8B

Transferable: CSU; UC; GAV-GE: C1

Use of personal cameras to take color slides and/or color prints. The course will survey various color laboratory processing techniques. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 9B Intermediate Color Photography

Units: 2 **Hours:** 1 Lecture, 2 Laboratory

Advisory: Art 9A

Transferable: CSU; GAV-GE: C1

Study of the effects of artificial and environmental lighting on image production and consistent quality in color exposure. Processing and print production will be produced by the students. Students will be required to supply film, color paper and chemicals, and use their own cameras. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 10A Cultural History of Ceramics

Units: 3 **Hours:** 2 Lecture, 3 Laboratory

Transferable: CSU; UC; CSU-GE: C1; GAV-GE: C1, F; CAN: ART 6

An introduction to the historical developments and cultural influences of ceramic art. Development of a personal expression is realized through the combination of historical elements, observation and actual creations in clay.

ART 10B Ceramics

Units: 3 **Hours:** 1.5 Lecture, 4.5 Laboratory

Advisory: Art 10A

Transferable: CSU; UC; GAV-GE: C1

Emphasis on development of wheel throwing and advanced ceramic techniques. Glaze testing, clay body development, kiln stacking and firing are introduced. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ART 11 Creativity/Imagination and Innovation

Units: 3 **Hours:** 3 Lecture

Advisory: English 250 and English 260.

Transferable: CSU; CSU-GE: C2; GAV-GE: C2, F

This course is designed to explore the variety of ways in which humans demonstrate their creative, imaginative and innovative abilities. This course will examine the creative process, visual literacy, the development of creative and imaginative performance and theories pertaining to insight, inspiration, intuition, originality and genius. This class draws on materials from a variety of sources including, biographies, intellectual histories, psychological studies, and educational research. Studies will include ideas and beliefs about creativity from a diverse range of disciplines and cultures. Students will be encouraged to explore and express their own creativity.

ART 12A Sculpture

Units: 2 **Hours:** 1 Lecture, 3 Laboratory

Transferable: CSU; UC; GAV-GE: C1; CAN: ART 12

An introduction to expressive and technical sculptural processes of selected media such as clay, plaster and wood. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 12B Sculpture

Units: 2 **Hours:** 1 Lecture, 3 Laboratory

Advisory: Art 12A

Transferable: CSU; UC; GAV-GE: C1

Continued sculptural development of form and technique using a variety of selected media such as welded and cast metal, ceramics and wood. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 13 Three-Dimensional Design

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Advisory: English 250 and English 260.

Transferable: CSU; UC; CSU-GE: C1; GAV-GE: C1

A fundamental course focused on the technical and historical aspects of three dimensional design and sculpture. Development of personal artistic expression and visual perception through the use of various sculpting 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.

ART 14 Beginning Mural Painting

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Transferable: CSU; UC; CSU-GE: C1; GAV-GE: C1

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. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ART 15A Beginning Painting: Form and Composition

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Advisory: Art 2A or 3A, or portfolio review of student's work.

Transferable: CSU; UC; GAV-GE: C1

This is an introductory painting course. Students will study traditional, contemporary and experimental painting techniques using acrylics and/or oils as the primary media. Emphasis will be placed on foundational concepts and approaches including color, form and composition. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 15B Beginning Painting: Imagination and

Expression

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Advisory: Art 2A or Art 3A or Portfolio Review

Transferable: CSU; UC; GAV-GE: C1

This is an introductory painting course. Students will study traditional, contemporary and experimental painting techniques and media. Social, cultural and historical awareness are integrated with classroom explorations of expressive painting. Students develop a variety of painting approaches and a greater understanding of personal expression. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 16A Watercolor Painting: Form and Composition

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Advisory: Art 2A or 3A, or portfolio review of student's work.

Transferable: CSU; UC; GAV-GE: C1

This is an introductory painting course using watercolor and aqueous media. The student will study traditional and contemporary painting techniques. Emphasis will be placed on the development of composition and form. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 16B Watercolor Painting: Imagination and Expression

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Advisory: Art 2A or Art 3A or Portfolio Review

Transferable: CSU; UC; GAV-GE: C1

This is an introductory watercolor painting course. Students will study traditional, contemporary and experimental watercolor painting techniques and media. Social, cultural and historical awareness are integrated with classroom explorations of expressive painting. Students develop a variety of watercolor painting approaches and a greater understanding of personal expression. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 20 Art of Asia

Units: 3 **Hours:** 3 Lecture

Advisory: English 250 and English 260.

Transferable: CSU; UC; CSU-GE: C1, C2; IGETC: 3A; GAV-GE: C2, F

A general survey of arts and culture in Asia. Emphasis on painting, sculpture, ceramics and architecture of India, China and Japan. Critical analysis of artistic ideas and expressions based on cultural interactions from pre-history to present will be studied.

ART 21 Ancient Americas: A History through Art

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250.

Transferable: CSU; UC; CSU-GE: C1, C2; IGETC: 3A; GAV-GE: C2, F

A critical survey of history through the arts of pre-Columbian natives of North, Central and South America. The course will cover major societies and events from the appearance of major civilizations through the initial colonization efforts of European nations. Due to the distinct history of the Americas, this course uses the arts - architecture, sculpture, ceramics and painting, among others - of ancient societies as a primary source material. This course has the option of a letter grade or pass/no pass. This course is also listed as HIST 21.

ART 25A Art Methods

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Transferable: CSU; CSU-GE: C1; GAV-GE: C1

Art methods and learning theory for those planning to work with preschool, elementary and secondary school students. Includes art therapy as well as gifted and special learner projects. Two dimensional work in printing, drawing, collage. Also listed as CD 25A.

ART 25B Art Methods

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Transferable: CSU; GAV-GE: C1

Art methods, creativity and learning theory for those planning to work with preschool, elementary, and secondary school students. Includes art therapy as well as gifted and special learner projects. Three dimensional work in sculpture, bas relief, mobiles, paper mache', plaster, and various 3-D materials. Also listed as CD 25B.

ART 34A Life Drawing

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Advisory: Art 3A or review of student's portfolio.

Transferable: CSU; UC; GAV-GE: C1; CAN: ART 24

Fundamentals of anatomy and representation of the human figure. Drawing from life. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 34B Life Drawing

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Advisory: Art 34A or review of student's portfolio.

Transferable: CSU; UC; GAV-GE: C1

Further studies of the fundamentals of anatomy and representation of the human figure. Emphasis is placed on personal expression; abstract and experimental processes. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

ART 40 Art Gallery Assistance

Units: 1 **Hours:** 3 Laboratory

Transferable: CSU; GAV-GE: C1

Individualized course in art gallery exhibition techniques and procedures. Students assist in design, installation, publicity, cataloguing and removal of exhibitions in the college gallery. May be taken until 4 units are accrued.

ART 45 Lettering and Typography

Units: 3 **Hours:** 2 Lecture, 2 Laboratory

Advisory: Eligible for English 250 and Mathematics 205.

Transferable: CSU; GAV-GE: C1

A study of the history and development of letter forms, from early manuscripts through contemporary uses in graphic design. Studio practice in calligraphy, freehand, built-up and type design and lettering techniques.

ART 48A Computer Art I

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Advisory: Eligible for English 250 and English 260; concurrent enrollment in CSIS 1 recommended.

Transferable: CSU; GAV-GE: C1

A survey course focused on digital art and the technical and historical aspects of digital imaging. Students will engage in the development of personal artistic expression and visual perception in the creation of a unified body of digitally generated artwork utilizing creative digital image processing software. The course will include lectures and discussions about composition and content, computer hardware and peripheral use, digital image processing software, digital materials, input and output devices, and presentation techniques. Lectures will include the basics of animation, 3-D graphics, and web ready graphics. Also listed as Digital Media 48A.

ART 48B Computer Art II

Units: 3 **Hours:** 2 Lecture, 4 Laboratory

Advisory: Art 48A

Transferable: CSU; GAV-GE: C1

Advanced digital art and the technical and historical aspects of advanced digital imaging. Students will engage in the development of personal artistic expression and visual perception in the creation of a unified body of digitally generated artwork utilizing creative digital image processing software. The course will include lectures and discussions about composition and content, computer hardware and peripheral use, digital image processing software, digital materials, input and output devices, and presentation techniques. Lectures will include advanced animation, 3-D graphics, and web ready graphics. Also Listed as Digital Media 48B.

ART 74 Advanced Photoshop

Units: 3 **Hours:** 3 Lecture

Advisory: CSIS 75 PhotoShop I

Transferable: CSU; GAV-GE: C1

This course is for the PhotoShop-experienced student and explores PhotoShop's advanced features in depth. Students work on projects, which challenge their creativity and technical ability, and will be encouraged to develop complex projects for the web and for the printed page. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 74 and DM 74.

ART 75 PhotoShop I

Units: 3 **Hours:** 2 Lecture, 3 Laboratory

Advisory: CSIS 124 (Windows Fundamentals), CSIS 2L

Transferable: CSU; GAV-GE: C1

This course is based on the software Adobe PhotoShop. Students learn to scan photographs and manipulate them using PhotoShop tool box and special effects filters. They will learn to color correct photos; mask image using channels; create duotone, tritone, and quadtone images; prepare photos for use in printing and on the web. This course has the option of a letter grade or pass/no pass.

ART 76 Digital Illustration

Units: 3 **Hours:** 2 Lecture, 3 Laboratory

Advisory: CSIS 1 or CSIS 2 or equivalent computer experience.

Transferable: CSU; GAV-GE: C1

Illustration techniques using computer Bezier curve-based illustration software tools to do diagrams and graphics for use in art, desktop publishing, web graphics, multimedia, and computer presentations. This basic Illustrator course is focused on the technical and historical aspects of digital design and illustration as well as the development of personal artistic expression and visual perception through the use of the digital illustration medium. The course will include lectures and discussions about color, composition and content, computer and illustration program use, printing and presentation techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 76 and DM 76.

ART 77 Introduction to Digital Media

Units: 3 **Hours:** 2 Lecture, 3 Laboratory

Advisory: CSIS 124, CSIS 1, CSIS 2.2L, CSIS 3, or familiarity using the Macintosh or Windows operating systems.

Transferable: CSU; UC; GAV-GE: C1

An introduction to the field of digital media, including history, social impact, concepts, career options and industry trends. Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and production of digital media by creating and editing digital images, sounds, video, animation and text. A comprehensive term project for publication on the web or CD ROM will be required. This course is also listed as CSIS 77 and DM 77. This course has the option of a letter grade or pass/no pass. May be repeated twice for credit.

ART 79 Portfolio Development

Units: 1 **Hours:** 1 Lecture

Transferable: CSU; GAV-GE: C1

The planning and production of personal portfolios and self-promotion materials, including on-line, 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 Digital Media, Art, and Computer Graphic Design. 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 and DM 79.

ART 80 Digital Photography

Units: 3 **Hours:** 2 Lecture, 3 Laboratory

Advisory: CSIS 1 or CSIS 2/2L or ART 8A or equivalent computer experience.

Transferable: CSU; UC; GAV-GE: C1

The study of digital photography from digital camera to the computer-based printer or digital media. Artistic, theoretical, and technical aspects will be considered. Topics include information about types and purchasing of digital cameras; theory, mechanics, and art of digital imagery; digital darkroom; eccentricities of digital photo taking; stitching photos for virtual reality; and preparing digital images for print, World Wide Web and other digital media. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 80 and CSIS 80.

ART 85 Web Design I: Dreamweaver

Units: 2 **Hours:** 2 Lecture

Advisory: CSIS 6 or basic knowledge of HTML.

Transferable: CSU; GAV-GE: C1

Basic and intermediate principles of designing Web pages/sites using the Dreamweaver web design software and HTML. Emphasis will be on good design and the use of tables, frames, forms, rollovers, DHTML, XHTML, behaviors, and CSS. Also includes site maintenance and the integration of multimedia components such as graphics, sound, animation, and video. This course is for the content person to design, develop, and maintain effective Web sites. This course is also listed as CSIS 85 and DM 85. This course has the option of a letter grade or pass/no pass. May be repeated twice for credit.

ART 107 Digital Media Design

Units: 2 **Hours:** 1.5 Lecture, 1.5 Laboratory

Advisory: CSIS 1 or CSIS 2/2L or equivalent computer experience

Transferable: CSU; GAV-GE: C1

Fundamentals of design for visual, time-based, interactive, and sound arts as applied to digital media. Includes basic storytelling, graphic design, information architecture, and human factors. Page layout, scriptwriting, storyboards, and flow charts will be used as tools applicable to the design and development of business presentations, interactive media, educational multimedia, animation, web sites, video games, and film/video. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 107 and DM 107.

ART 108 Digital Media Lab

Units: .5-3 **Hours:** 9 Laboratory

Advisory: CSIS 1 or CSIS 2/2L or equivalent computer experience.

Transferable: CSU; GAV-GE: C1

Supervised practice and individualized computer assisted learning of software applications and techniques commonly found in the design and production of digital media (e.g., digital art and imaging, digital photography, digital print, digital audio/video, web design/authoring, DVD/CD ROMs, animation). Supplements lecture courses. Open entry/exit, so may be added at anytime during the semester. This is a pass/no pass course. May be repeated three times for credit. Also listed as DM 108 and CSIS 108.

ART 110 Interactive Animation: Flash

Units: 3 **Hours:** 2 Lecture, 3 Laboratory

Advisory: CSIS 1, CSIS 2/2L, CSIS 124 or basic computer knowledge.

Transferable: CSU; GAV-GE: C1

The production of vector graphics, animation, and interactive multimedia in Shockwave-Flash format for web pages and other digital media. Design of highly interactive web site interfaces and animated games using Flash actions (scripting). Useful for web designers/developers, animators, and multimedia authors. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 110 and DM 110. May be repeated three times for credit.

ART 113 Introduction to Digital Video

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.

Units: 3 **Hours:** 2 Lecture, 3 Laboratory

Advisory: CSIS 1 or CSIS 2/2L or equivalent computer experience

Transferable: CSU; GAV-GE: C1

Introduction to the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using the personal computer equipped with specialized software such as iMovie, Final Cut Pro, and After Effects. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD, and the World Wide Web. Students will produce a final digital video project on DVD. This course has the option of a letter grade or pass/no pass. May be repeated two times for credit. Also listed as CSIS 113 and DM 113.

ART 114 Digital Media Production

Units: 2 **Hours:** 2 Lecture

Advisory: At least one of the following: ART 75, BUS 80, CGD 2, JOUR 18A, MUS 21, CSIS 7, CSIS 71 OR CSIS 77. or students must possess equivalent skills from any one of the following areas: digital media, computer graphics, digital print, journalism (publishing), film, TV/video, drawing or illustration, web design/development, business/marketing, or programming.

Transferable: CSU; GAV-GE: C1

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 estimate, 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 and DM 114.

ART 116 DVD Authoring

Units: 2 **Hours:** 1.5 Lecture, 1.5 Laboratory

Advisory: CSIS 1 or CSIS 2/2L or equivalent computer experience

Transferable: CSU; GAV-GE: C1

Study of the artistic and technical aspects of authoring interactive DVDs (Digital Video/Versatile Disk). Special attention will be given to interactive design and the integration and conversion (encoding) of time-based media (e.g., multi-angle video, animation, Dolby sound) special to this media format. Students will be able to produce their own DVD of video, slide shows, and/or interactive games. This course has the option of a letter grade or pass/no pass. May be repeated two times for credit. Also listed as CSIS 116 and DM 116.

ART 117 Motion Graphics/Special Effects

Units: 3 **Hours:** 2 Lecture, 3 Laboratory

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.

Transferable: CSU; UC; GAV-GE: C1

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. May be repeated for credit. This course has the option of a letter grade or credit/non-credit. This course is also listed as CSIS 117 and DM 117.

ART 140 Basic Digital Film/Video Production

Units: 1 **Hours:** 1 Lecture

Transferable: CSU; UC; GAV-GE: C1

An on-line self-paced course covering the basics of film/video production and post production (editing) using "easy to use" computer software such as Apple's iMovie. Beneficial for students who are producing a video/film project as a requirement for another college course, extra skills development, or for self interest. Completion of the associated class or personal project in DVD format using either personal video equipment or the equipment in the Digital Media Studio is required. May be repeated twice for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 140 and CSIS 140.

ART 190 Occupational Work Experience/Commercial Art**Units:** 1-4 **Hours:** 20 Laboratory**Required:** Enrollment in a minimum of seven (7) units, including Cooperative Work Experience, during regular semesters; enrollment in at least one other class in summer session.**Transferable:** GAV-GE: C1

The application of learned theory, knowledge, and skills to a practical job setting related to the student's educational/occupational goal. Employment must be directly related to the student's college educational/occupational goal. Periodic interviews of the students and employers or their representatives will be required. Each student shall be assisted in the development of individualized performance objectives, toward which the learning experience shall be directed.

ASTRONOMY**ASTR 1 Introduction to General Astronomy****Units:** 3 **Hours:** 3 Lecture**Advisory:** Mathematics 205 and eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: B1; IGETC: 5A; GAV-GE: B1

An introduction to the realm of astronomy and space science. Topics to be covered include the historical development of astronomy, the physics of gravitation and radiation, the solar system, stellar astronomy, galactic and extragalactic astronomy, and cosmology.

Athletics: see Physical Education (PE)

AVIATION FLIGHT TECHNOLOGY**AFT 121 Aviation Fundamentals****Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250, English 260 and Mathematics 205.**Transferable:** CSU

Principles of aerodynamics and flight, radio communications, aircraft engines and systems and aircraft performance characteristics including federal aviation regulations and air navigation. Students who satisfactorily complete the course will be eligible to take the Federal Aviation Administration Private Pilot Airplane written test.

AFT 122 Instrument Flight Technology**Units:** 3 **Hours:** 3 Lecture**Advisory:** AFT 121 or 131, or have passed the FAA Private Pilot written exam**Transferable:** CSU

Flight instrument usage, regulations, meteorology, chart reading and flight planning to prepare the student to begin flight training in flight solely by reference to flight instruments.

AFT 133 Commercial Flight Operations**Units:** 3 **Hours:** 3 Lecture**Advisory:** Hold private pilot certificate or AFT 121 with a grade of "C" or better. Eligible for English 250 and 260.**Transferable:** CSU

Air traffic control procedures, meteorology, regulations, aircraft performance, and aerodynamics for students preparing for their Federal Aviation Administration (FAA) commercial pilot's license.

AFT 134 Aviation Flight Technology**Units:** 3 **Hours:** 3 Lecture**Advisory:** Completion of English 250 and English 260.**Transferable:** No

This course includes all aerodynamics, navigation, regulations, airport and airspace requirements, meteorology, and emergency procedures necessary to qualify for a private pilot certificate.

AVIATION MAINTENANCE TECHNOLOGY**AMT 100 General Aircraft Technology****Units:** 7.5 **Hours:** 5 Lecture, 7.5 Laboratory**Advisory:** Mathematics 205**Transferable:** CSU

This course will provide the student with a thorough understanding of the use of basic hand tools and measuring devices, aircraft hardware, materials, and processes, mathematics and physical science for aircraft, aircraft weight and balance, aircraft drawing and blueprint reading. Both theory and practical application to aircraft systems is taught.

AMT 101 General Aircraft Technology**Units:** 7.5 **Hours:** 5 Lecture, 7.5 Laboratory**Advisory:** Mathematics 205**Transferable:** CSU

This course will provide the student with a thorough understanding of the use of maintenance publications, maintenance forms and records with emphasis on A & P mechanic privileges and limitations. Basic electricity for aircraft from Ohm's Law through transistor theory will be taught as well as ground operation and servicing of aircraft.

AMT 110 Airframe Maintenance Technology**Units:** 13.5 **Hours:** 9 Lecture, 13.5 Laboratory**Transferable:** CSU

Study of aircraft aerodynamics, rigging and assembly, aircraft sheet metal structures and welding technology. Also the study of cabin atmosphere systems, fuel systems, and line maintenance, level information on aircraft instruments. Each of these areas will be accompanied with appropriate laboratory time.

AMT 111 Airframe Structures**Units:** 13.5 **Hours:** 9 Lecture, 13.5 Laboratory**Transferable:** CSU

Aircraft wood, fiberglass construction, fabric covering, testing and repair, aircraft inspection, painting techniques and procedures. Also the study of basic hydraulic systems of anti-skid systems, pneumatic, fixed landing and retractable landing gear systems. Basic aircraft systems familiarization along with advanced laboratory projects from topics covered in AMT 110 are a part of this course.

AMT 120 Aviation Powerplant Technology**Units:** 14 **Hours:** 9 Lecture, 15 Laboratory**Advisory:** Successful completion of AMT 101 and AMT 111.**Transferable:** CSU

This course is part of the curriculum required by the Federal Aviation Administration to obtain certification as an aircraft powerplant maintenance technician. This certificate allows the rated technician to perform maintenance, preventive maintenance repairs and alterations to USA FAA certificated aircraft powerplants. This Section covers the theory and practical application of operation, overhaul practices, inspection, installation, testing and troubleshooting techniques covering the subject areas of reciprocating and turbine engines, ignition, induction, supercharging, cooling and exhaust systems.

AMT 121 Aviation Powerplant Systems Technology**Units:** 14 **Hours:** 9 Lecture, 15 Laboratory**Advisory:** Successful completion of AMT 120.**Transferable:** CSU

The theory of operation, maintenance, repair, and trouble-shooting procedures of powerplant systems and their relationship to the total powerplant package. To include lubrication, electrical, instrument, fuel metering, fire protection, starting, control systems, and the aerodynamics, theory and maintenance of propellers and their control systems.

AMT 190 Occupational Work Experience/Aviation**Units:** 1-4 **Hours:** 20 Laboratory**Required:** Declared vocational major. Concurrent in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 units of work experience units.

Beauty School: see Cosmetology

BIOLOGICAL SCIENCE

BIO 1 General Biology**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Prerequisite:** Biological Science 10 with a grade of 'C' or better and Mathematics 233 with a grade of 'C' or better.**Advisory:** Chemistry 30A; eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3; CAN: BIOL 2, BIOL SEQ. A

A general biology course with an emphasis on the structure and function of cells, cell respiration, photosynthesis, cell cycle, Mendelian and non-classical genetics, evolution and diversity of life. The course is required for students majoring in biology and/or its subcategories (e.g., plant or animal sciences).

BIO 4 General Zoology**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Prerequisite:** Mathematics 233 with a grade of 'C' or better.**Advisory:** Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3; CAN: BIOL 4, BIOL SEQ. A

The classification, ecology, evolution and systems analysis of biological functions in major taxonomic groups of animals from Protists through to Chordata.

BIO 5 General Botany**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Prerequisite:** Mathematics 233 with a grade of 'C' or better.**Advisory:** Biological Science 10, eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3; CAN: BIOL 6, BIOL SEQ. A

This course is designed for students majoring in botany and/or its related disciplines. The course includes the study of the ecology, evolution, anatomy, physiology and systematics of plants as well as the use of plants in biotechnology and agriculture.

BIO 7 Human Anatomy**Units:** 4 **Hours:** 2 Lecture, 6 Laboratory**Prerequisite:** Biological Science 10 or 15 with a grade of credit or C or better.**Advisory:** Eligible for English 250, English 260 and Mathematics 205.

Transferable: CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3; CAN: BIOL 10, BIOL SEQ. B

A functional approach to the gross and microscopic structure of the major systems of the human body. Includes dissection in lab. A cadaver is observed in this course.

BIO 8 General Microbiology**Units:** 5 **Hours:** 4 Lecture, 3 Laboratory**Prerequisite:** Biological Science 10 or 15 with a grade of credit or C or better.**Advisory:** Chemistry 30A; eligible for English 250, English 260 and Mathematics 205.**Transferable:** CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3; CAN: BIOL 14

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.

BIO 9 Human Physiology**Units:** 5 **Hours:** 4 Lecture, 3 Laboratory**Prerequisite:** Biological Science 7 or 15 with a grade of credit or C or better.**Advisory:** Chemistry 30A; eligible for English 250, English 260 and Mathematics 205.

Transferable: CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3; CAN: BIOL 12, BIOL SEQ. B

A study of the functions of the major organs and organ systems of the human body, emphasizing control at the cellular level, integration of systems and homeostasis of the human body. This course is also listed as Allied Health 9.

BIO 10 Principles of Biology**Units:** 4 **Hours:** 3 Lecture, 2 Laboratory**Advisory:** Eligible for English 250, English 260 and Mathematics 205.**Transferable:** CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3

An introductory biology course covering functions at the cellular and organismal levels. Includes study of the basic principles of metabolism, heredity, evolution and ecology. Primarily for non-biological science majors.

BIO 11 Nutrition**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Eligible for English 250 and English 260**Advisory:** Chemistry 30A and Mathematics 205**Transferable:** CSU; UC; CSU-GE: E2; GAV-GE: E2; CAN: FCS 2

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 Allied Health 11.

BIO 13 Marine Biology**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Transferable:** CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3

An overview of the ocean as an ecosystem. This course will include segments on the ocean as a physical environment; marine ecology; marine habitats, plant and animal taxonomy. There will be an emphasis of evolutionary adaptations which organisms have for their habitat.

BIO 15 Survey of Human Anatomy and Physiology**Units:** 5 **Hours:** 4 Lecture, 3 Laboratory**Advisory:** Biological Science 10, Eligible for English 250, English 260 and Mathematics 205.**Transferable:** CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3

An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as Allied Health 15.

BIO 20 Field Biology**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; CSU-GE: B2, B3; GAV-GE: B2, B3

An introductory course based on biological principles but emphasizing the ecology, evolution, behavior (where appropriate), structure and function of major groups of organisms including, but not restricted to, invertebrates and vertebrates, fungi and plants. Field trips are required.

BIO 21 Field Ecology**Units:** 1-4 **Hours:** 4 Lecture**Advisory:** Eligible for English 250 and Math 205.**Transferable:** CSU

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.

BIO 30 Remote Sensing of Earth's Resources**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 1A, Mathematics 205, Computer proficiency recommended.**Transferable:** CSU

An overview of the acquisition and utilization of remote sensing data. The course will cover basic physics of optics; basics of film and photography; remote sensing platforms; types of equipment and analysis of data. Emphasis will be on aerial and satellite image acquisition and interpretation. This course is also listed as Geography 30.

BIOTECHNOLOGY**BIOT 103 Biotechnology Lab Skills and Instrumentation****Units:** 4 **Hours:** 2 Lecture, 6 Laboratory**Advisory:** Completion of any high school science course with a grade of 'C' or better; eligible for English 250; eligible for Math 205.**Transferable:** CSU

Introduction to biotechnology laboratory skills. Techniques will include measuring, aseptic technique and transfer skills, preparation of buffers and other solutions, basic media preparation and dilutions, electrophoresis. Includes use and care of instruments such as microscope, spectrophotometer, centrifuge, pH meter, mechanical and micropipettes, autoclave, and electronic balance. Will also include keeping of a notebook, report writing and calculations.

BIOT 104 Seminar in Biotechnology**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

This course will survey careers in biotechnology and ethical issues in biotechnology.

BIOT 105 Advanced Biotechnology Laboratory**Units:** 4 **Hours:** 2 Lecture, 6 Laboratory**Prerequisite:** BIOT 103, Biotech Lab Skills and Instrumentation.**Transferable:** CSU

This course will become active for the fall 2007 semester.

This course is part of the Biotechnology program, and builds on skills learned in Biotechnology 103. Students will learn and apply techniques used in biotechnology research, investigation and production. This course provides hands-on experience with current techniques including DNA isolation and electrophoresis, immunological assays, PCR, cell culture, cloning and gene mapping, DNA extraction and purification, chromatography, and analysis of proteins.

BUSINESS**BUS 1 Fundamentals of Business****Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; GAV-GE: D2

This course introduces students to business and the array of opportunities that it offers. The course will help students recognize careers that will be of interest to them with consideration of their own skills and aptitudes. Different facets of business will be covered and students will learn about establishing their own business. This course has the option of a letter grade or pass/no pass. Previously listed as BUS 1.

BUS 11 Statistics for Business and Economics**Units:** 4 **Hours:** 4 Lecture**Prerequisite:** Mathematics 233.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4

Statistics for Business and Economics Statistical methods for business/economics analysis; descriptive statistics, inference, correlation and regression, probability, time series analysis. This course has the option of a letter grade or pass/no pass. This course is also listed as ECON 11. Previously listed as BUS 11.

BUS 14 Personal Finance**Units:** 3 **Hours:** 3 Lecture**Advisory:** Math 400**Transferable:** CSU

This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, insurance, investments, retirement, and estate planning will be examined. This course is also listed as ECON 14. This course has the option of a letter grade or pass/no pass. Previously listed as BUS 14.

BUS 80 Business Law**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CAN: BUS 12

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 BUS 80.

BUS 100 Business Correspondence**Units:** 3 **Hours:** 3 Lecture**Advisory:** CSIS 122, 126 or equivalent; Eligible for English 1A;**Transferable:** CSU

Development of business writing techniques and English usage skills for effective communication through various forms of business correspondence. Emphasizes the public relations function of correspondence; covers a review of grammar, punctuation, and job application techniques. This course has the option of a letter grade or pass/no pass. Previously listed as BUS 100.

BUS 102 Business Mathematics**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for Mathematics 402 and English 260.**Transferable:** CSU

Basic concepts of business mathematics with emphasis on problem solving. Covers arithmetic fundamentals, business applications, percentages, merchandising, accounting, and measuring business performance and success. This course has the option of a letter grade or pass/no pass. Previously listed as BUS 102.

BUS 190 Occupational Work Experience General Business**Units:** 1-4 **Hours:** 3 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school enrollment in one other class is required.) Minimum 2.00 G.P.A.**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units. Previously listed as BUS 190.

Business Accounting: see Accounting

BUSINESS OFFICE TECHNOLOGY

BOT 112 Business Computations with Machines

Units: .5 **Hours:** 1.5 Laboratory

Advisory: Eligible for Mathematics 402.

Transferable: CSU

Self-paced course in the operation of the electronic printing calculator. This course provides theory and practice in business applications with emphasis on mathematical problem solving. This course has the option of a letter grade or pass/no pass.

BOT 160 Records Management

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250 and English 260.

Transferable: CSU

Principles covering records management in business including alphabetic, numeric, geographic, and subject systems; an understanding of how records are created, classified, stored, retrieved, transferred, and disposed of; organizing and managing both manual and automated records systems are explained. This course has the option of a letter grade or pass/no pass.

BOT 180 Medical Terminology for the Office

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250 and English 260.

Transferable: CSU

This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. This course had the option of a letter grade or pass/no pass.

BOT 181 Medical Billing - MediSoft

Units: 2 **Hours:** 1 Lecture, 3 Laboratory

Advisory: Eligible for English 250. Some computer experience.

Transferable: CSU

This course in computerized billing procedures for a medical office uses MediSoft software. Students will learn the patient billing features of this software and complete a capstone simulation giving them hands-on realistic medical front office practice. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

BOT 182 Medical Office Procedures

Units: 3 **Hours:** 2 Lecture, 3 Laboratory

Prerequisite: BOT 180 and CSIS 126 with credit or a grade of C or better or experience using Microsoft Word.

Advisory: Eligible for English 250 and Mathematics 402.

Transferable: CSU

This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

BOT 183 Medical Coding

Units: 2 **Hours:** 1 Lecture, 3 Laboratory

Advisory: BOT 180.

Transferable: CSU

This course will introduce the student to the theory and procedure of coding for medical diagnoses, an increasingly essential and specialized healthcare communication system. The course is not a certification course. CPT coding is covered, with an overview of ICD-9 coding. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

BOT 190 Occupational Work Experience/Business Office Technology

Units: 1-4 **Hours:** 20 Laboratory

Required: Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school enrollment in one other class is required). Minimum 2.00 G.P.A.

Transferable: CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

BOT 191A Workplace Skills

Units: 1 **Hours:** 1 Lecture

Transferable: CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

BOT 191B Workplace Skills

Units: 1 **Hours:** 1 Lecture

Transferable: CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191B is Team Building. Need not be taken in sequence. This is a pass/no pass course.

BOT 191C Workplace Skills

Units: 1 **Hours:** 1 Lecture

Transferable: CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem-Solving. Need not be taken in sequence. This is a pass/no pass course.

Ceramics: see Art

CHEMISTRY

CHEM 1A General Chemistry

Units: 5 **Hours:** 4 Lecture, 3 Laboratory

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.

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: CHEM 2, CHEM SEQ. A

This is the first semester of a year-long general chemistry course designed for science, engineering and pre-professional majors. Topics include properties of matter, atomic structure, the Periodic Table, stoichiometry, elements and compounds, bonding, molecular structure, chemical reactions, states of matter, as well as the properties of gases and solutions.

CHEM 1B General Chemistry

Units: 5 **Hours:** 4 Lecture, 3 Laboratory

Prerequisite: Chemistry 1A with a grade of C or better.

Transferable: CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: CHEM 4, CHEM SEQ. A

This is the second semester of a year-long general chemistry course designed as a continuation of Chemistry 1A. Topics include solutions, thermodynamics, chemical kinetics, the equilibria of acids and bases, solubility systems, complex ions, electrochemistry, the chemistry of metals and nonmetals, as well as nuclear chemistry.

CHEM 12A Organic Chemistry**Units:** 5 **Hours:** 3 Lecture, 6 Laboratory**Prerequisite:** Chemistry 1B**Transferable:** CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3

This is the first semester of a year-long organic chemistry course designed for chemistry majors, pre-professional medical, biology, and science majors. Topics include nomenclature, stereochemistry, mechanisms, reactions and spectroscopic studies of organic compounds. Lecture and laboratory methods will focus on synthesis, isolation, purification, elucidation, and identification of organic structures, as well as instrumental methods and data interpretation.

CHEM 12B Organic Chemistry**Units:** 5 **Hours:** 3 Lecture, 6 Laboratory**Prerequisite:** Chemistry 12A**Transferable:** CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3

This is the second semester of a year-long organic chemistry course designed as a continuation of Chemistry 12A. Topics include nomenclature, stereochemistry, mechanism, reactions, and spectroscopic studies of the various organic functional groups. Lecture and laboratory methods will focus on synthesis, isolation, purification, elucidation and identification of organic structures as well as instrumental methods and data interpretation.

CHEM 30A Elementary Chemistry**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** Mathematics 205; eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: CHEM 6, CHEM SEQ. B This is a first semester college chemistry course designed for majors preparing to take Chemistry 1A, nursing and allied health students, as well as general education. The course will cover the principles of chemistry including properties of matter, energy, atomic theory, the Periodic Table, stoichiometry, elements and compounds, the properties of bonding, molecular structure, chemical reactions, states of matter, acidity, solutions and gases, as well as an introductory to organic chemistry.

CHEM 30B Elementary Organic and Biochemistry**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Prerequisite:** Chemistry 30A with a grade of C or better.**Transferable:** CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: CHEM 8, CHEM SEQ. B

This is the second semester of a year-long elementary chemistry course designed as a continuation of Chemistry 30A. It is designed for science majors, nursing and allied health students. The course will cover the principles of organic and biochemistry including hydrocarbons, alcohols, aldehydes and ketones, carboxylic acids, amines and amides, carbohydrates, lipids, proteins and their functions in physiological systems, as well as organic chemical reactions.

CHILD DEVELOPMENT**CD 1 Principles and Philosophies of Early Childhood Education****Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An overview of current educational theories and research, as well as an historical perspective on the development of early childhood education. Observations in schools are to be arranged.

CD 2 Early Child Development**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260; transfer students consult with advisor.**Transferable:** CSU; UC; CSU-GE: D9, E ; IGETC: 4I; GAV-GE: D2

A systematic study of the child from prenatal life through the preschool years. The course integrates the basic concepts of physical, cognitive and psychosocial development at each major stage of life during this period. This course is also listed as PSYC 2. This course has the option of a letter grade or pass/no pass.

CD 3 Child Growth and Development During the School Years**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260; Child Development 2; transfer students consult with advisor.**Transferable:** CSU; UC; CSU-GE: D9, E ; IGETC: 4I; GAV-GE: D2

Continuation of the study of the principles of child development with emphasis on children from six years through adolescence. Includes developmental theories and topics relevant to these ages. This course is also listed as PSYC 3. This course has the option of a letter grade or pass/no pass.

CD 4 Observing and Assessing Children**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260 and completion of CD2.**Transferable:** CSU

Provides training in a variety of naturalistic and formal observation techniques, and discusses the use of standardized testing in children. Students learn to use formal observation tools, make a case study portfolio and give a parent conference. Observing children in classroom settings is required. This course has the option of a letter grade or pass/no pass.

CD 5 Child/Family and Community**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Patterns of child-rearing in contemporary society. Interaction of family, school and community. Significance of personal and social values in family life and community action. Individual and social resources for family life including health, welfare and improving child development.

CD 6 Games and Rhythms for Children**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Nature, function and organization of physical activities for the preschool and elementary school age child. Emphasis is given to the understanding of psychomotor development and spatial awareness. Designed for those planning to work with children. Also listed as Physical Education 6. This course has the option of a letter grade or pass/no pass.

CD 7 Cultural Context of Childhood**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; CSU-GE: D7; GAV-GE: D2, F

This course examines cultural influences on child-rearing practices, family values, and human development. Perspectives from the social sciences will be used to explore what is common to all Homo sapiens and what is specific to the culture of the U.S. Students will explore their own personal assumptions and attitudes towards diversity, and practice implementing non-stereotypical, developmentally appropriate, anti-bias activities, interactions and environments in order to respond to and intervene against prejudice among children. This course is also listed as PSYC 7 and ANTH 9.

CD 8A American Education in a Changing World**Units:** 3 **Hours:** 3 Lecture**Transferable:** CSU

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 **Hours:** 3 Lecture**Advisory:** Completion of English 250, English 260 or equivalent.**Transferable:** CSU

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 register concurrently in 1-4 units of CD 190--Cooperative Work Experience in order to facilitate opportunities to work regularly with children. This course has the option of a letter grade or pass/no pass.

CD 9 Child Health/Nutrition and Safety**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Health, Safety and Nutrition promotion in young children is studied. Course covers illness and accident prevention, quality food programs and community resources for health, safety and nutrition. Students will learn to promote making healthier choices by teaching hygiene, safety practices and nutritious food choices. Poison prevention, fire and earthquake safety and emergency preparedness is covered. Students learn to design lesson plans to teach children and their parents to make healthy, safe and nutritious choices. This course has the option of a letter grade or pass/no pass.

CD 10 Children with Special Needs**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260. Completion of CD 2.**Transferable:** CSU

An introductory course in special education, which includes a survey of special needs such as learning disabilities, emotional disturbances, developmental delays, physical limitations, cognitive differences, and giftedness. Students will study the history of special education and legislation in the USA, ethical assessment and family-based intervention techniques, diversity and family issues, advocacy for special needs children, and the use of technology in special education environments. This course has the option of a letter grade or pass/no pass.

CD 11A Administration of Programs for Young Children**Units:** 3 **Hours:** 3 Lecture**Advisory:** Child Development 1 and 2.**Transferable:** CSU

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.

CD 11B Administration of Publicly Funded Child Care Programs**Units:** 3 **Hours:** 3 Lecture**Advisory:** Completion of 12 units in Child Development or working in an administrative capacity in a children's program.**Transferable:** CSU

This course is designed to meet the State Department of Education requirements for directors of publicly funded child development programs, and the Supervisory Child Development Permit. Topics covered include development of personnel policies that reflect the philosophy and goals and objectives of the program, development of a staff development plan, classroom management and record keeping, assessment and curriculum planning, and parent involvement/education. Financial record keeping will be discussed from the perspective of the granting agency.

CD 11C Supervision of Adults: The Mentor Teacher**Units:** 2 **Hours:** 2 Lecture**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.**Transferable:** CSU

A study of the methods and principles of supervising adults in early childhood settings. Emphasis is on the role of the experienced classroom teacher who functions as a "mentor/supervisor" to teachers, aides, and other adults. This course meets the requirements for the State Child Development Permit Matrix: "2 unit adult supervision class" and the Mentor Teacher Program. Lectures, discussions, in class and out of class activities, role-play simulations, readings, individual and group assignments as well as videos and guest presenters will be used.

CD 12 Computer Education for Teachers**Units:** 3 **Hours:** 3 Lecture**Advisory:** CSIS 122 Computer Keyboarding, or equivalent; English 250 with a grade of C or better.**Transferable:** CSU

The history, uses and development of computers in education. Basic computer skills and terminology will be taught in the context of teacher education. Students who successfully complete this course will understand general and specific skills and knowledge required to meet the Technology Standard for Multiple and Single Subject Credential Candidates. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 9.

CD 13 Infant and Toddler Development and Care**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260. Child Development 2.**Transferable:** CSU

Students will study the developmental stages of growth specific to infants and toddlers and learn how to foster positive techniques for nurturing infants and toddlers in group settings. Students will study the RIE philosophy and learn how to observe children in child care and home day care settings. This course has the option of a letter grade or pass/no pass.

CD 14A Working with School Age Children**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and 260. Child Development 3.**Transferable:** CSU

Students will learn the developmental characteristics of school aged children, issues relating to before and after school programs for children from kindergarten to grade eight, and specific details of administering and leading such a program. Other topics include recreation versus academic enrichment, staffing requirements, age groupings, program content, and community resources. This course has the option of a letter grade or pass/no pass.

CD 14B Behavior Management & Guidance of School Age Children**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 250, English 260, and CD 3**Transferable:** CSU

The nature of children's development stages causes school age children to act in different ways at different ages. This course helps students understand the relationship of development, environment, culture and social circumstances to children's behavior. An overview of guidance theories offers strategies to reinforce positive behaviors, encourage communication & cooperation, and establish age-appropriate and consistent limits in a variety of circumstances. This course has the option of a letter grade or pass/no pass.

CD 15 Music and Movement for Children**Units:** 1 **Hours:** 1 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Techniques for the non-musician to incorporate music and movement activities in a variety of curriculum areas and reflecting cultural awareness. Practice building simple rhythm instruments and using rhythm in song instruction and movement activities. An extensive list of children's music CDs and resources will be provided to each student.

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.

CD 16 Exploring Mathematics with Children**Units:** 1 **Hours:** 1 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Introduces the excitement and extensiveness of math experiences for children and presents an organized, sequential approach for developing a math curriculum. Students develop a folder of math activities for children aged 2-8.

CD 17 Exploring Science with Children**Units:** 1 **Hours:** 1 Lecture**Advisory:** Eligible for English 250 or 260.**Transferable:** CSU

Learn to teach a coordinated science curriculum covering life, natural and physical science concepts familiar and interesting to children age 2-8. Using easily found or low-cost materials and the Socratic method of questioning are primary strategies for developing reasoning skills and science concepts in children.

CD 18 Outdoor Environments for Children**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and 260.**Transferable:** CSU

Designing and constructing outdoor play environments for young children that provide opportunities for large and small muscle activities, social, quiet, and noisy play, and creative experiences.

CD 19 Introduction to Careers with Children**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An overview of Department of Social Services and Department of Education regulations regarding child care workers in California. Self-assessment techniques with emphasis on teacher-child and teacher-adult relationships and personal evaluations. Basic principles of curriculum development and discipline techniques. This course has the option of a letter grade or pass/no pass.

CD 20 Children's Language and Literature**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

A developmental view of children's language and literacy learning in a framework of children's literature. Students will be presented with steps in children's literacy learning in order to help them organize classrooms and plan activities to support the growth of writing and reading. Students will study historical trends in children's literature and participate in practical experiences and activities that use a wide range of techniques and materials for advancing language comprehension and usage. This course has the option of a letter grade or pass/no pass.

CD 21 Creative Experiences for Children**Units:** 2 **Hours:** 1.5 Lecture, 1.5 Laboratory**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An interpretation of the values of creative experiences for young children. Illustrated lectures and demonstrations with student participation cover such topics as use of blocks, music, rhythms, body movement, art experiences and other creative projects.

CD 24 Educational Cooking & Nutritional Experiences for Children**Units:** 2 **Hours:** 1.5 Lecture, 1.5 Laboratory**Transferable:** CSU

Focuses on methods of helping young children acquire basic knowledge and positive attitudes towards nutritious foods. Students develop projects, prepare educational experiences, make educational games and activities that support key concepts in nutrition. The student will also learn to complete government reimbursement forms and state approved menus.

CD 25A Art Methods**Units:** 3 **Hours:** 2 Lecture, 4 Laboratory**Transferable:** CSU; CSU-GE: C1; GAV-GE: C1

Art methods and learning theory for those planning to work with preschool, elementary and secondary students. Includes art therapy as well as gifted and special learner projects. Two dimensional work in printing, painting, drawing, collage. Also listed as ART 25A.

CD 25B Art Methods**Units:** 3 **Hours:** 2 Lecture, 4 Laboratory**Transferable:** CSU; GAV-GE: C1

Art methods, creativity and learning theory for those planning to work with preschool, elementary, and secondary school students. Includes art therapy as well as gifted and special learner projects. Three dimensional work in sculpture, bas relief, mobiles, paper mache', plaster, and various 3-D materials. Also listed as ART 25B.

CD 26 The Montessori Method**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

History, philosophy, principles, methods and materials of the Montessori approach to early childhood learning.

CD 27 Practical Piaget: Thinking Skills for Young Children**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for English 250, English 260 and Mathematics 205.**Transferable:** CSU

Thinking skills for young children presents an overview of the cognitive development of the young child and the practical understanding of Piaget's theory. Students will learn how to translate this theory into appropriate classroom environments including the High Scope Model, the Responsive Environment Model, and other preschool and day care center models. Students will then learn to plan, write, and evaluate curriculum activities in cognitive areas of learning.

CD 28A Child Dev & Guidance for Family Child Care/ Foster Care**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

An overview of the development of young children from pre-birth through age twelve, primarily designed for the family child care provider or foster parent. Students will be exposed to appropriate expectations and developmentally appropriate learning experiences for each stage of development. Six 3-hour sessions, or may be taught on three Saturdays. This course has the option of a letter grade or pass/no pass.

CD 28B Dev Learning Activities for Family Child Care & Foster Care**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

A practical curriculum development course for child care providers. The course 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 **Hours:** 1 Lecture**Transferable:** CSU

Learning to establish and enforce contracts and policies, marketing your business, being professional in a caring profession, child abuse reporting requirements, licensing regulations for family child care, 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 28D Issues in Family Foster Parenting**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

An understanding of the unique adult-child relationships and interactions in the foster care situation. Illustrations and methods of identifying and dealing with specific problems will be presented. Includes a review of referral agencies and techniques of dealing with regulator agencies.

CD 29 Introduction to High/Scope Curriculum**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for English 250 and 260.**Transferable:** CSU

High/Scope Curriculum emphasizes a process of learning useful for a wide range of children: gifted and normally developing, bilingual and multi-cultural, varied age and mildly and moderately disabled. A framework for Early Childhood Education that stresses problem solving and decision making by both child and adult.

CD 30A Teaching Practices and Techniques**Units:** 3 **Hours:** 3 Lecture**Advisory:** Completion of Child Development 1 and 2 with a "C" or higher. Concurrent enrollment in CD 190.**Transferable:** CSU

Designing, developing and implementing contemporary curriculum and instructional methods for early childhood education. Completion of 30A and 30B satisfies the associate degree requirement for student teaching.

CD 30B Teaching Practices and Techniques II**Units:** 3 **Hours:** 3 Lecture**Advisory:** Child Development 30A. Concurrent enrollment in CD 190.**Transferable:** CSU

Continuation of CD 30A with emphasis on assessment, conferencing and planning skills. Completion of 30A and 30B fulfills State Child Development Permit requirements, and satisfies the associate degree student teaching requirements.

CD 31 Tutoring School-Age Children**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

An introductory course for students who wish to work as tutors in classroom settings. Students will gain and apply skills needed to function within a public school setting and develop effective strategies for helping children learn to read and write. Additionally, students will be encouraged to explore related career options, while developing and practicing social awareness and the ability to learn from field experiences in a self-directed manner. This is a pass/no pass course.

CD 97 Introduction to Service Learning with Children**Units:** 3 **Hours:** 3 Lecture**Transferable:** CSU

Service Learning is a method through which community participation, academic subjects, skills, and awareness are linked. Through a combination of community-based learning experiences, reading and writing assignments, and classroom-based learning experiences, this course seeks to foster the development of self-reflective, culturally aware and responsive community participants. Students will complete a minimum of 30 hours of community service work during the semester. This course has the option of a letter grade or pass/no pass.

CD 160 Child Care First Aid and CPR**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

First aid training to prepare child care professionals to meet the needs 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. May be repeated three times for credit.

CD 190 Occupational Work Experience/Child Development**Units:** 1-4 **Hours:** 20 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

CD 191A Workplace Skills**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

CD 191B Workplace Skills**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191B is Team Building. Need not be taken in sequence. This is a pass/no pass course.

CD 191C Workplace Skills**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem Solving. Need not be taken in sequence. This is a pass/no pass course.

CD 307 Parent Participation Seminar**Units:** 1 **Hours:** 1 Lecture, 1 Laboratory**Transferable:** No

This course is recommended for parents placing their children in the Child Development Laboratory. Subjects covered will include parenting skills, normal child development from ages 2-5, techniques of discipline and fostering cognitive and language development. A combination of lectures and laboratory activities will form the basis for individualized instruction in parenting. May be repeated up to three times for credit. This is a pass/no pass course.

COMMUNICATIONS**CMUN 1A Introduction to Public Speaking****Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: A1; IGETC: 1C; GAV-GE: A1; CAN: SPCH 4

Basic principles of effective human communication and their function in contemporary public settings; emphasis is on the speech to inform, with special consideration given to fundamental communication skills, including organization, reasoning, explanation and listening.

CMUN 2 Oral Reading**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C1; GAV-GE: C1

An introduction to the analysis, preparation and dramatic reading of literature, including classical and contemporary prose, poetry and drama. Students will prepare, analyze and orally present and interpret great works of drama and literature for an audience. This course is also listed as THEA 4.

CMUN 4 Intercultural Communication**Units:** 3 **Hours:** 3 Lecture**Transferable:** CSU; UC; CSU-GE: D3, D7; IGETC: 4G; GAV-GE: D2, F

This course will explore the dynamics of communication as it applies to people from different cultures. Course content focuses on the application of theory and research to intercultural communication contexts. Increasing the awareness and understanding of diversity, the perception process, culture, verbal and non-verbal communication and the obstacles that prevent one from becoming a competent intercultural communicator will be examined.

CMUN 5 Fundamentals of Communication Studies**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: A1; IGETC: 1C; GAV-GE: A1

This course provides instruction and application of theory and practice in various communication contexts including the self concept, interpersonal, interviewing skills, small group dynamics, and public speaking. Emphasis is placed on analytical and organizational skills, listening, nonverbal and verbal communication, and public speaking communication methodology.

CMUN 6 Introduction to Conflict Resolution**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 250 and English 260.**Transferable:** CSU; CSU-GE: D7; GAV-GE: D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as POLS 6 and PSYC 6.

CMUN 8 Interpersonal Communication**Units:** 3 **Hours:** 3 Lecture**Transferable:** CSU; UC; CSU-GE: A1; IGETC: 1C; GAV-GE: A1

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.

CMUN 10 Small Group Communication**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: A1; IGETC: 1C; GAV-GE: A1; CAN: SPCH 10

An introductory course that develops basic individual reasoning skills, insights and experiences in information-sharing, interacting, decision-making, problem-solving, resolution of disputes and other issues central to group processes.

CMUN 11 Business Communication**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** English 250.**Advisory:** Communication 1A or English 1A.**Transferable:** CSU

This course will explore business communication contexts by examining organizational cultures, strategic vision and goal setting, leadership managerial roles, and team building communication. Emphasis is placed on analytical and organizational skills, listening, nonverbal and verbal communication, public speaking communication methodology, and domestic and international relations through use of hybrid online and classroom environment for lecture and application.

CMUN 129 Presentation Graphics - MS Powerpoint**Units:** 1 **Hours:** 1 Lecture**Advisory:** CSIS 126 or word processing skills in the Windows environment.**Transferable:** CSU

This introductory course in presentation graphics will use Microsoft Office's "PowerPoint" software to create a computerized presentation with text and objects. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. This course is also listed as CSIS 129.

Computer Art: see ART 48A/B, CSIS or Digital Media**COMPUTER GRAPHICS & DESIGN****CGD 1 Industrial Sketching and Problem Solving****Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Advisory:** Eligible for English 250, English 260 and Mathematics 205.**Transferable:** CSU

Graphical problem solving techniques used by professional designers in various fields of application using both traditional freehand and the computer. Emphasis is on developing the mental ability to visualize objects/shapes and their manipulation. This is an open entry exit supervised class. Students may concurrently enroll in CGD 110 or GCD 2L. May be repeated three times for a total of 8 units.

CGD 2 2D/3D Technical Computer Graphics I**Units:** 4 **Hours:** 2 Lecture, 6 Laboratory**Advisory:** LIB 3 and MATH 404G.**Transferable:** CSU

Introduction and foundation to 2D and 3D visualization and manipulation using modeling, rendering, and animation processes. Emphasis is on individual students developing a personal style of problem solving and designing for a variety of design fields. Students work on cooperative group projects or individual assignments. This is an open entry/exit class and may be repeated once. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

CGD 4 2D/3D Technical Computer Graphics II**Units:** 4 **Hours:** 2 Lecture, 6 Laboratory**Advisory:** Completion of CGD 2 with a grade of C or better.**Transferable:** CSU

Intermediate to complex 2D/3D modeling of geometric objects including working drawings, rendering and animation activities. This class allows personal student development in imagination and inventive problem solving that can be related to various creative design fields. Students work in individual and cooperative group projects. This is an open entry/exit course.

CGD 6 Advanced Technical Computer Graphics**Units:** 4 **Hours:** 2 Lecture, 6 Laboratory**Advisory:** Eligible for English 250, 260 and Mathematics 233.**Transferable:** CSU

Computer design in precision manufacturing. Applied geometry, mathematics for layout, and tolerancing. Advanced design processes and documentation for the designer. Students may concurrently enroll in CGD 110. An open entry/exit course.

CGD 8 Advanced Computer Graphics for Design Application I**Units:** 4 **Hours:** 2 Lecture, 6 Laboratory**Advisory:** Eligible for English 250, 260 and Mathematics 233.**Transferable:** CSU

Application of computer graphics to specific technical design and graphic communication projects tailored to the student's major study area. An open entry/exit supervised class. This allows students an individual or a cooperative learning environment on selected projects. Students may concurrently enroll in CGD 110.

CGD 9 Advanced Computer Graphics for Design Application II

Units: 4 **Hours:** 2 Lecture, 6 Laboratory

Advisory: Satisfactory score on the English placement exam or a grade C or better in English 250, completion of Mathematics 233 or satisfactory Mathematics placement. Completion of CGD 2 and CGD 8 with a grade of C or better.

Transferable: CSU

A course designed to the student's major study area using computer graphics. The student can combine various content areas for a specific application. An open entry/exit supervised class which allows for a shortened semester schedule with a corresponding increase in lab time. The student is allowed an individual or a cooperative environment on selected projects. Students may concurrently enroll in CGD 110 and CGD 4.

CGD 30 Residential Design

Units: 4 **Hours:** 2 Lecture, 6 Laboratory

Advisory: Eligible for English 250, 260 and Mathematics 233.

Transferable: CSU

CAD applications in residential design. Concept drawings, working drawings, documentation, and specifications. Student may concurrently enroll in CGD 110.

CGD 110 Computer Graphics Lab

Units: 1-4 **Hours:** 12 Laboratory

Advisory: Concurrent enrollment in corresponding computer graphic and design classes.

Transferable: CSU

Structured for students concurrently enrolled in computer graphics and art classes. Provides supervised practice and individualized computer assisted learning on software applications and techniques commonly found in the computer graphic design field. This is an open entry/exit class and may be repeated three times. This course has the option of a letter grade or pass/no pass.

CGD 160 Technical Manual Desktop Publishing/ Graphics

Units: 4 **Hours:** 2 Lecture, 6 Laboratory

Advisory: Eligible for English 250, 260 and Mathematics 233. Familiarity with word processing, keyboarding, and DOS file management.

Transferable: CSU

Combines graphic arts, CAD, and desktop software. Topics include graphic design, drawing, text managing, typography, image scanning, clip art, and technical document publication. This is an open entry/exit class.

CGD 190 Occupational Work Experience/Computer Graphics & Design

Units: 1-4 **Hours:** 20 Laboratory

Required: Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school enrollment in one other class is required). Minimum 2.0 G.P.A.

Transferable: CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

COMPUTER SCIENCE & INFORMATION SYSTEMS

C

CSIS 1 Computer Literacy - MS Office

Units: 2 **Hours:** 2 Lecture

Advisory: Eligible for English 250 and English 260; completion of CSIS 122.

Transferable: CSU; UC; GAV-GE: E2; CAN: CSCI 2

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.

CSIS 2 Computers in Business - MS Office

Units: 4 **Hours:** 3 Lecture, 3 Laboratory

Advisory: Eligible for Mathematics 233, English 260 and English 250, and CSIS 122

Transferable: CSU; GAV-GE: E2; CAN: BUS 6

Introduction to computerized business data processing, information management systems, computer hardware, office automation, telecommunications, computer languages, systems analysis and design; hands on experience with common business software packages including word processing, spreadsheets, data base management, presentation graphics as well as systems software and Internet applications. This course has the option of a letter grade or pass/no pass.

CSIS 2L Computers in Business Lab - MS Office

Units: 1 **Hours:** 3 Laboratory

Transferable: CSU

Computer Lab emphasizing business application in Microsoft Word, Excel, Access, Power Point and Integration. Internet searches are included. This course has the option of a letter grade or pass/no pass. Since supervised repetition and practice enhance skills/proficiencies, This course may be repeated once for credit.

CSIS 3 Research Skills

Units: 2 **Hours:** 2 Lecture

Advisory: Eligible for English 250 and 260.

Transferable: CSU

Research and evaluation skills using the Internet and other electronic resources, as well as traditional printed materials. Also listed as LIB 3. This course has the option of a letter grade or pass/no pass. May be repeated once for credit.

CSIS 5 C++ Scientific Programming

Units: 3 **Hours:** 2 Lecture, 3 Laboratory

Prerequisite: Mathematics 1A

Advisory: Completion of CSIS 10.

Transferable: CSU; UC; CAN: CSCI 4

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.

CSIS 6 Web Page Authoring I

Units: 2 **Hours:** 2 Lecture

Advisory: CSIS 1 or CSIS 2 or CSIS 3/LIB 3 advised.

Transferable: CSU; GAV-GE: E2

An introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites, background color or patterns, graphics, tables and mailto links. Principles of design and color as they apply to screen presentations will be included. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. Also listed as LIB 6 and DM 6.

General Education Requirements, pages 48-49

CSIS 7 Web Page Authoring II**Units:** 2 **Hours:** 2 Lecture**Advisory:** CSIS 6**Transferable:** CSU

This course is a continuation of CSIS 6, Web Page Authoring I. Topics that will be covered include XHTML, frames, advanced tables, forms, scripting languages, image maps, Cascading Style Sheets (CSS), and new trends in web page technology. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. This course is also listed as DM 7.

CSIS 8 Introduction to the Internet**Units:** 1 **Hours:** 3 Lecture**Advisory:** CSIS 124**Transferable:** CSU; GAV-GE: E2

This course will provide students the opportunity to learn to use the Internet and the World Wide Web. Topics to be covered include history of the Internet and development of the WWW, web browsers, search engines, tools to develop web pages, how to get connected and local Internet providers. This is a pass/no pass course. May be repeated three times for credit.

CSIS 9 Computer Education for Teachers**Units:** 3 **Hours:** 3 Lecture**Advisory:** CSIS 122 Computer Keyboarding, or equivalent; English 250 with a grade of C or better.**Transferable:** CSU

The history, uses and development of computers in education. Basic computer skills and terminology will be taught in context of teacher education. Students who successfully complete this course will understand general and specific skills and knowledge required to meet the Technology Standard for Multiple and Single Subject Credential Candidates. This course has the option of a letter grade or pass/no pass. This course is also listed as CD 12.

CSIS 10 BASIC Programming**Units:** 2 **Hours:** 2 Lecture**Advisory:** CSIS 1 or CSIS 2 or equivalent experience.**Transferable:** CSU; UC

This course is an introduction to programming using BASIC. No previous programming background is assumed. This is a good class for those new to programming and recommended for non-programmers that want to take other programming classes. This course has the option of a letter grade or pass/no pass.

CSIS 12 Assembly Language Programming**Units:** 3 **Hours:** 3 Lecture**Corequisite:** CSIS 12L Assembly Language Programming Lab**Advisory:** CSIS 45 (C++ Programming) or programming experience. Math 233 (Intermediate Algebra)**Transferable:** CSU; UC

Fundamentals of assembly language programming concepts and techniques. Topics include internal representation of data, arithmetic operations, logic statements, and general assembly language commands. Introduce low level language architecture including assemblers, linkage editors, and loaders. This course has the option of a letter grade or pass/no pass.

CSIS 12L Assembly Language Programming Lab**Units:** 1 **Hours:** 3 Laboratory**Corequisite:** CSIS 12 Assembly Language Programming**Transferable:** CSU; UC

Supplemental practice in coursework associated with this course is provided. Concurrent enrollment in CSIS 12 is required. This is a pass/no pass course.

CSIS 18 UNIX/C++ Programming**Units:** 3 **Hours:** 3 Lecture**Corequisite:** CSIS 18L UNIX/C++ Programming Lab**Advisory:** CSIS 48 UNIX Operating System, CSIS 10 BASIC Programming or other programming experience.**Transferable:** CSU; UC

An introduction to the C++ programming language and the UNIX operating system. Topics include programming on a UNIX system, including C/C++ language, shell programming, and the interface between C++ and UNIX. This course has the option of a letter grade or pass/no pass. Concurrent enrollment in CSIS 18L is required.

CSIS 18L UNIX/C++ Programming Lab**Units:** 1 **Hours:** 3 Laboratory**Corequisite:** CSIS 18 UNIX/C++ Programming**Transferable:** CSU; UC

Supplemental practice in coursework associated with this course is provided. Concurrent enrollment in CSIS 18 is required. This course has the option of a letter grade or pass/no pass.

CSIS 24 Java Programming I**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 45 C++ Programming or equivalent programming experience.**Transferable:** CSU; UC

Introduction to Java programming. Includes learning the Java environment, using and creating Java applets, and writing stand-alone applications. Covers the Java environment, object-oriented programming, language basics, classes, interfaces, packages, threads, and exceptions. This course has the option of a letter grade or pass/no pass.

CSIS 26 Discrete Mathematics**Units:** 4 **Hours:** 4 Lecture**Prerequisite:** Mathematics 10 with a grade of 'C' or better or equivalent.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4

Topics covered include set theory, logic, relations and functions, mathematical induction and recursion, combinatorics, discrete probability, trees and graphs, analysis of algorithms, algebraic structures. Emphasis on topics of interest to computer science majors. This course has the option of a letter grade or pass/no pass. Also listed as MATH 26.

CSIS 43 C Programming**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 10 BASIC Programming, or other programming experience.**Transferable:** CSU; UC

This course will become active for the fall 2007 semester.

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.

CSIS 44 C# .NET Programming**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 45 C++ Programming**Transferable:** CSU

This class will teach the program using the state of the art C# (C Sharp) language provided in the Microsoft .NET framework. You will learn about variables and constants, expressions and statements, operators and namespaces. Most important, you will learn how to create classes and instantiate objects. This course will provide a solid foundation for exploring the .NET framework as well as advanced topics in C#. This course has the option of a letter grade or pass/no pass.

CSIS 45 C++ Programming I**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 10 or equivalent. Math 205 (Elementary Algebra)**Transferable:** CSU; UC; GAV-GE: E2; CAN: CSCI 18

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.

CSIS 46 C++ Programming II**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 45 or CSIS 5, and Mathematics 205.**Transferable:** CSU; UC

This course is a continuation of CSIS 45, intended for students majoring in programming and/or planning to transfer to a 4-year college or university Computer Science program. The course will cover topics discussed in CSIS 45 in more detail. In addition the course will cover more advanced C techniques such as pointers, recursion, and linked lists. Special emphasis will be placed on C++ features such as classes, objects, templates and operator overloading. This course has the option of a letter grade or pass/no pass.

CSIS 47 Visual C++ Programming**Units:** 3 **Hours:** 3 Lecture**Advisory:** CSIS 45**Transferable:** CSU; UC

Visual C++ Programming to create professional GUI based applications using app and class wizard, common controls, dialogs, menus, tool bars, status bars, file mechanism, and custom controls. This course has the option of a letter grade or pass/no pass.

CSIS 48 UNIX/Linux Operating System**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 1 or CSIS 2 or equivalent computer experience.**Transferable:** CSU; UC

This course will provide the basics of the UNIX/Linux operating system, including the history and the use of UNIX/Linux with hands-on experience using commands and files. Topics to be covered include basic UNIX/Linux commands, text editing, files and directories, electronic mail, pipes and filters, and shell programming. This course has the option of a letter grade or pass/no pass.

CSIS 49 UNIX/Linux Shell Programming**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 48**Transferable:** CSU; UC

A beginning course in UNIX/Linux shell programming using different commands including awk, sed, and Perl. The course will cover theory and concepts including interpretation of different quote characters, shell variables, decision-making commands, and looping mechanism. This course has the option of a letter grade or pass/no pass.

CSIS 51 Visual Basic .NET Programming**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 10 or equivalent.**Transferable:** CSU; UC; GAV-GE: E2

An introduction to the GUI software applications using Microsoft Visual Basic .NET. This course will give students the opportunity to learn how to create applications using Visual Basic programming in the .NET framework. This course will show the students to use forms, boxes, buttons, labels, menus, scroll bars, and drawing objects. This course will show the students how to develop professional looking and deployable Visual Basic .NET applications. This course has the option of a letter grade or pass/no pass. This course may be repeated three times for credit.

CSIS 52 Linux/UNIX System Administration**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 48**Transferable:** CSU

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 learn to integrate new hardware into a system. This course has the option of a letter grade or pass/no pass. Previously CSIS 152.

CSIS 53 UNIX/Linux Networking**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 48 and CSIS 175A**Transferable:** CSU

This class prepares students to perform the tasks and understand the strategies of UNIX/Linux network administration including DNS, various networking protocols, firewalls, proxy servers, virtual private networks, network file systems, file transfer protocols, email configuration, web servers/browsers and various network monitoring tools. This course has the option of a letter grade or pass/no pass. May be repeated two times for credit.

CSIS 54 Perl Programming**Units:** 3 **Hours:** 3 Lecture**Corequisite:** CSIS 54L Perl Programming Lab**Advisory:** CSIS 45 C++ Programming or equivalent programming experience.**Transferable:** CSU; UC

Introduction to the interpreted language called PERL, the Practical Extraction and Report Language. Writing of programs that perform various tasks, including text, file and process manipulation. Semantics and syntax of the Perl language, including discussion of the practical kinds of problems that Perl can solve and provides examples. This course has the option of a letter grade or pass/no pass. Concurrent enrollment in CSIS 54L is required.

CSIS 54L Perl Programming Lab**Units:** 1 **Hours:** 3 Laboratory**Corequisite:** CSIS 54 Perl Programming**Transferable:** CSU; UC

Supplemental practice in coursework associated with this course is provided. Concurrent enrollment in CSIS 54 is required.

CSIS 56 Game Programming**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 51 Visual Basic Programming or similar programming experience.**Transferable:** CSU

This course is an introduction to game programming using Windows game programming tools, using graphics, animation, sound and input devices. The class is a hands-on class where the student will use the basic tools and techniques to create original games. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

CSIS 61 Introduction to Geographic Information Systems**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 1 or CSIS 2 or equivalent computer experience.**Transferable:** CSU; UC

The Geographic Information Systems (GIS) class introduces students to and teaches them how to use desktop GIS software. GIS is a computer-based data-processing tool used to analyze and manage spatial information that combines computers and geography. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

CSIS 72 Desktop Publishing - QuarkXPress**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 124 and CSIS 126**Transferable:** CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisement. Included in the course will be the basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with industry standard software. This course has the option of a letter grade or pass/no pass. This course may be repeated once for credit. This course is also listed as DM 72.

CSIS 73 Desktop Publishing - Adobe InDesign**Units:** 3 **Hours:** 3 Lecture**Advisory:** Completion of CSIS 1 or completion of CSIS 2.**Transferable:** CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisements. Included in the course will be basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with Adobe InDesign. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Also listed as DM 73.

CSIS 74 Advanced Photoshop**Units:** 3 **Hours:** 3 Lecture**Advisory:** CSIS 75 PhotoShop I**Transferable:** CSU; GAV-GE: C1

This course is for the PhotoShop-experienced student and explores PhotoShop's advanced features in depth. Students work on projects, which challenge their creativity and technical ability, and will be encouraged to develop complex projects for the web and for the printed page. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 74 and DM 74.

CSIS 75 PhotoShop I - Adobe PhotoShop**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 124 (Windows Fundamentals), CSIS 2L**Transferable:** CSU; GAV-GE: C1

This course is based on the software application Adobe PhotoShop. Students learn to scan photographs and manipulate them using Photoshop tool box and special effects filters. They will learn to correct photos; mask image using channels; create duotone, tritone, and quadtone images; prepare photos for use in printing and on the web. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. Students who repeat this course will learn new and advanced features. This course is also listed as DM 75.

CSIS 76 Digital Illustration**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 1 or CSIS 2 or equivalent computer experience.**Transferable:** CSU; GAV-GE: C1

Illustration techniques using computer Bezier curve-based illustration software tools to do diagrams and graphics for use in art, desktop publishing, web graphics, multimedia, and computer presentations. This basic Illustrator course is focused on the technical and historical aspects of digital design and illustration as well as the development of personal artistic expression and visual perception through the use of the digital illustration medium. The course will include lectures and discussions about color, composition and content, computer and illustration program use, printing and presentation techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 76 and DM 76.

CSIS 77 Introduction to Digital Media and its Tools**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 124, CSIS 1, CSIS 2/2L, CSIS 3, or familiarity using the Macintosh or Windows operating system.**Transferable:** CSU; UC; GAV-GE: C1

An introduction to the field of digital media, including history, social impact, concepts, career options and industry trends. Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and production of digital media by creating and editing digital images, sounds, video, animation, and text. A comprehensive term project for publication on the web or CD ROM will be required. This course is also listed as ART 77 and DM 77. This course has the option of a letter grade or pass/no pass. May be repeated twice for credit.

CSIS 78 Web Sites with SQL and PHP**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 128 Database - Access, or equivalent database experience.**Transferable:** CSU

Covers the programming of database-driven, web-based applications (such as an eCommerce web site) using PHP and MySQL. PHP is a powerful language for writing server-side Web applications. MySQL is the world's most popular open source database. Together these two technologies provide a powerful platform for building database-driven Web applications.

CSIS 79 Portfolio Development**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU; GAV-GE: C1

The planning and production of personal portfolios and self-promotion materials, including online, print, slides, and e-media (CD ROM, DVD) portfolios; cover letters, and resumes. Focuses on self-promotion for jobs, self-employment, or advanced education in the fields of Digital Media, Art, and Computer Graphic Design. 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 ART 79 and DM 79.

CSIS 80 Digital Photography**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 1 or CSIS 2/2L or ART 8A or equivalent computer experience.**Transferable:** CSU; UC; GAV-GE: C1

The study of digital photography from digital camera to the computer-based printer or digital media. Artistic, theoretical, and technical aspects will be considered. Topics include information about types and purchasing of digital cameras; theory, mechanics, and art of digital imagery; digital darkroom; eccentricities of digital photo taking; stitching photos for virtual reality; and preparing digital images for print, World Wide Web and other digital media. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 80 and DM 80.

CSIS 84 JavaScript Programming**Units:** 2 **Hours:** 2 Lecture**Advisory:** CSIS 6**Transferable:** CSU; UC

Fundamentals of JavaScript client-side programming for Web pages requiring data collection or other user interaction. Students will create Web pages that execute on the client (personal system) using JavaScript. This course may be repeated one time for credit. This course has the option of a letter grade or pass/no pass.

CSIS 85 Web Design I: Dreamweaver**Units:** 2 **Hours:** 2 Lecture**Advisory:** CSIS 6 or basic knowledge of HTML.**Transferable:** CSU; GAV-GE: C1

Basic and intermediate principles of designing Web pages/sites using the Dreamweaver web design software and HTML. Emphasis will be on good design and the use of tables, frames, forms, rollovers, DHTML, XHTML, behaviors, and CSS. Also includes site maintenance and the integration of multimedia components such as graphics, sound, animation, and video. This course is for the content person to design, develop, and maintain effective Web sites. This course is also listed as ART 85 and DM 85. This course has the option of a grade or pass/no pass. May be repeated twice for credit.

CSIS 88 PHP Programming**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 6 or HTML experience.**Transferable:** CSU

PHP is a programming language for writing server-side, cross platform, HTML-embedded scripts. Topics include introduction to PHP and syntax, configuring a Web server for use with PHP, programming in PHP using basic scripts with conditional constructs, loops, functions, operators, arrays, databases and data files, email, forms, and cookies. This course has the option of a letter grade or pass/no pass.

CSIS 107 Digital Media Design**Units:** 2 **Hours:** 1.5 Lecture, 1.5 Laboratory**Advisory:** CSIS 1 or CSIS 2/2L or equivalent computer experience**Transferable:** CSU

Fundamentals of design for visual, time-based, interactive, and sound arts as applied to digital media. Includes basic storytelling, graphic design, information architecture, and human factors. Page layout, scriptwriting, storyboards, and flow charts will be used as tools applicable to the design and development of business presentations, interactive media, educational multimedia, animation, web sites, video games, and film/video. This course has the option of a letter grade or pass/no pass. Also listed as ART 107 and DM 107.

CSIS 108 Digital Media Lab**Units:** 5-3 **Hours:** 9 Laboratory**Advisory:** CSIS 1 or CSIS 2/2L or equivalent computer experience.**Transferable:** CSU; GAV-GE: C1

Supervised practice and individualized computer assisted learning of software applications and techniques commonly found in the design and production of digital media (e.g., digital art and imaging, digital photography, digital print, digital audio/video, web design/authoring, DVD/CD ROMs, animation). Supplements lecture courses. Open entry/exit, so may be added at anytime during the semester. This is a pass/no pass course. May be repeated three times for credit. Also listed as ART 108 and DM 108.

CSIS 109 Interactive Animation and Authoring: Director**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 1/1L Computer Literacy (& Lab) or CSIS 2/2L Computers in Business (& Lab) CSIS 77 Intro. to Digital Media and its Tools**Transferable:** CSU

Use of animation/interactive multimedia development software (Macromedia Director) and techniques for designing business presentations, interactive multimedia, educational materials, interactive web animation, computer games, and video animation. The study of interactivity and integration of multiple types of art content such as 2D and 3D animation, digital video, graphics, and sound. Applicable to the design and production of CD-ROMs and web sites. This course has the option of a letter grade or credit/ no credit. This course is also listed as DM 109.

CSIS 110 Interactive Animation: Flash**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 1, CSIS 2/2L, CSIS 124 or basic computer knowledge.**Transferable:** CSU; GAV-GE: C1

The production of vector graphics, animation, and interactive multimedia in Shockwave-Flash format for web pages and other digital media. Design of highly interactive web site interfaces and animated games using Flash actions (scripting). Useful for web designers/developers, animators, and multimedia authors. This course has the option of a letter grade or pass/no pass. Also listed as ART 110 and DM 110. May be repeated three times for credit.

CSIS 112 Keyboard Speed Building**Units:** 5-1 **Hours:** 3 Laboratory**Advisory:** CSIS 122 or knowledge of keyboard with keyboarding speed of at least 25 wpm.**Transferable:** CSU

This self-paced course is designed for students who know the alphabetic keyboard by touch and who want to develop their keyboarding speed. Students will use a microcomputer to keyboard a series of straight-copy timings, which will enable them to achieve a high level of skill. This is a pass/no pass course. May be repeated once for a total of 1 unit.

CSIS 113 Introduction to Digital Video**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 1 or CSIS 2/2L or equivalent computer experience**Transferable:** CSU; GAV-GE: C1

Introduction to the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using the personal computer equipped with specialized software such as iMovie, Final Cut Pro, and After Effects. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD, and the World Wide Web. Students will produce a final digital video project on DVD. This course has the option of a letter grade or pass/no pass. May be repeated 2 times for credit. Also listed as ART 113 and DM 113.

CSIS 114 Digital Media Production**Units:** 2 **Hours:** 2 Lecture**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.**Transferable:** CSU

A team oriented practicum that focuses on the application of learned skills to the production of digital media and digital print projects, such as web sites, CD ROM, and DVDs. Project development will be accomplished according to team derived master schedules. Lectures will be on project management, work coordination and production techniques, client-team interface, asset management and integration, budget estimates, testing, and copyright infringement. Please note that this is very much a team oriented class. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 114 and DM 114.

CSIS 116 DVD Authoring**Units:** 2 **Hours:** 1.5 Lecture, 1.5 Laboratory**Advisory:** CSIS 1 or CSIS 2/2L or equivalent computer experience**Transferable:** CSU

Study of the artistic and technical aspects of authoring interactive DVDs (Digital Video/Versatile Disk). Special attention will be given to interactive design and the integration and conversion (encoding) of time-based media (e.g., multi-angle video, animation, Dolby sound) special to this media format. Students will be able to produce their own DVD of video, slide shows, and/or interactive games. This course has the option of a letter grade or pass/no pass. May be repeated two times for credit. Also listed as ART 116 and DM 116.

CSIS 117 Motion Graphics/Special Effects**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**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.**Transferable:** CSU; UC

Study of the design of motion graphics and special effects used in digital video and film, web, multimedia, and interactive games. Includes video/graphics compositing techniques, 2D animation, basic 3D animation, and special effects commonly generated in digital post- production. Software such as Adobe After Effects or Apple's Motion will be used. May be repeated for credit. This course has the option of a letter grade or credit/non-credit. This course is also listed as ART 117 and DM 117.

CSIS 120 Computerized Accounting - QuickBooks**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**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.**Transferable:** CSU

An introduction to computer assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. Repeatable whenever a new software package is adopted. This course is also listed as ACCT 120.

CSIS 121 Spreadsheet - MS Excel**Units:** 1-2 **Hours:** 2 Lecture**Advisory:** CSIS 1 or CSIS 2 or equivalent computer experience.**Transferable:** CSU

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. This course will help prepare students for taking the Excel MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass and may be repeated for credit when the software changes.

CSIS 122 Computer Keyboarding**Units:** 1-1.5 **Hours:** 4.5 Laboratory**Transferable:** CSU; CSU-GE: E1; GAV-GE: E1

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 3 units are accrued.

CSIS 124 Windows Fundamentals**Units:** 1 **Hours:** 1 Lecture**Advisory:** Basic keyboarding skill.**Transferable:** CSU

This course provides fundamental information on the Windows environment for the computer. Introductory Windows operations and file management are covered. This is a pass/no pass course. This course may be repeated three times for credit.

CSIS 126 Word Processing - MS Word**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for English 260 and basic keyboarding skills.**Transferable:** CSU

This introductory course for word processing with Windows is designed for business and non-business majors. Students will develop word processing skills to create a document, select and edit text, move and copy text, use the spelling, grammar, and thesaurus features, format text, and create headers, footnotes for a research paper. This course has the option of a letter grade or pass/no pass and may be repeated when the software changes.

CSIS 128 Database - MS Access**Units:** 2 **Hours:** 2 Lecture**Advisory:** CSIS 1 or CSIS 2 or equivalent knowledge.**Transferable:** CSU

Introduction to Microsoft Access, a relational database management software tool. Students will learn to create and manage a database. This course will help prepare students for taking the Access MOUS (Microsoft Office User Specialist) exams. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

CSIS 129 Presentation Graphics - MS PowerPoint**Units:** 1 **Hours:** 1 Lecture**Advisory:** CSIS 126 or word processing skills in the Windows environment.**Transferable:** CSU

This introductory course in presentation graphics will use Microsoft Office's "PowerPoint" software to create a computerized presentation (slide show) with text and objects. This course is also listed as CMUN 129. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

CSIS 132 Intermediate Word Processing - MS Word**Units:** 2 **Hours:** 2 Lecture**Advisory:** CSIS 126 Word Processing - MS Word**Transferable:** CSU

This course covers formatting with macros and styles, mail merge techniques, sorting data in tables, preparing and protecting forms. These techniques will be applied to a variety of different documents: contracts, reports, surveys, manuscripts, and various types of letters. Other topics include working with shared documents in a workgroup, integrating applications and creating hyperlinks for workgroup settings using Microsoft Word. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

CSIS 134 Intermediate Excel**Units:** 2 **Hours:** 2 Lecture**Advisory:** CSIS 121 Spreadsheets - MS Excel**Transferable:** CSU

This course continues on where CSIS 121 Spreadsheet - MS Excel left off. Intermediate level training in spreadsheets using the Microsoft Excel program. The course includes graphing, formatting, database features, macros, and financial business calculations for decision making. This course has the option of a letter grade or pass/no pass. May be repeated once for credit.

CSIS 140 Basic Digital Film/Video Production**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU; UC; GAV-GE: C1

An on-line self-paced course covering the basics of film/video production and post production (editing) using "easy to use" computer software such as Apple's iMovie. Beneficial for students who are producing a video/film project as a requirement for another college course, extra skills development, or for self interest. Completion of the associated class or personal project in DVD format using either personal video equipment or the equipment in the Digital Media Studio is required. May be repeated twice for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 140 and DM 140.

CSIS 142 Windows Vista**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

This course provides fundamental information on the new Windows Vista environment for the computer. Introductory Windows Vista operations and file management are covered.

CSIS 151 Introduction to XML Authoring**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 6**Transferable:** CSU

This course provides an introduction and overview of eXtensible Markup Language (XML) and XML related technologies used to develop content and manipulate data for commercial web sites. XML is a revolutionary language which is rapidly becoming a Web development standard for business-to-business transactions, and for database manipulation and searching. The class will cover well-formed and valid XML documents, namespaces, schemas, cascading style sheets (CSS), and XSLT. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

CSIS 155 Microsoft FrontPage**Units:** 2 **Hours:** 2 Lecture**Advisory:** CSIS 1 or CSIS 2 or equivalent computer experience.**Transferable:** CSU

Students will learn how to use the Web authoring software FrontPage to create and modify Web pages. Topics include formatting text, using tables, frames, images, and links. Also, the class will cover the syntax and use of HTML commands for modifying Web pages. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

CSIS 169 Advanced Word Processing with Desktop Publishing - MS Word**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Prerequisite:** CSIS 126 or working knowledge of Microsoft Word**Advisory:** Eligible for English 250.**Transferable:** CSU

This course will include advanced features of Microsoft Word: fonts, merging, columns, graphics, drawing, templates, and styles. Desktop publishing features will also be introduced. This course has the option of a letter grade or pass/no pass. May be repeated once for credit.

CSIS 175A Networking Essentials**Units:** 4 **Hours:** 4 Lecture**Advisory:** Mathematics 205, CSIS 1 or CSIS 2 and CSIS 181.**Transferable:** CSU

This course introduces network standards, concepts, topology and terminology including LANs, WANs, the OSI model, cabling, IP addressing, network hardware and various protocols. The content of this course aligns itself with the first course in the Cisco Systems Networking Academy (CCNA 1) and the Microsoft MCSE series. This course has the option of a letter grade or pass/no pass. Previously CSIS 91A.

CSIS 175B Router Theory and Router Technologies**Units:** 4 **Hours:** 4 Lecture**Prerequisite:** CSIS 175A**Advisory:** CSIS 48**Transferable:** CSU

This course is the second of four courses in the Cisco Networking Academy curriculum. This course is an introduction to router concepts and terminology including Ethernet and Token Ring frames, RIP and IGRP routing protocols, distance vector and link state routing, routing loop issues, TCP/IP basics, IP addressing, and IP access lists. Students will get hands-on experience configuring Cisco routers. This course has the option of a letter grade or pass/no pass.

CSIS 175C Advanced Routing/Switching/WAN**Units:** 4 **Hours:** 4 Lecture**Prerequisite:** CSIS 175B**Transferable:** CSU

This course is the third/last course in the Cisco Networking Academy curriculum. This course covers the advanced features of router and routing concepts including IPX access lists, LAN segmentation, network congestion issues, cut-through and store and forward switches, and the operation of the Spanning Tree protocol. Other topics include: Wide Area Network services including LAMP, Frame Relay, ISDN, HDLC, PPP, DDR, LMI's and maps and subinterfaces on the Cisco router. This class includes practice using the Cisco routers. This course has the option of a letter grade or pass/no pass.

CSIS 177 Operating System, Networking Lab**Units:** 1 **Hours:** 3 Laboratory**Transferable:** CSU

This course provides students access to the Networking OS/Lab. Students have the opportunity to get hands-on access to routers and switches to help them prepare for Cisco certification exams or the more advanced CCNP courses. The course is self-paced, individualized instruction. Students from the Linux/UNIX classes and the Operating System class will also have the opportunity to practice on the software used for their classes. This is a pass/no pass course. May be repeated three times for credit. Students repeating this course will learn new and advanced features.

CSIS 178 Applied Networking**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 124**Transferable:** CSU

This course covers fundamental networking concepts and develops the skills and knowledge to set up and maintain small business/home networks. The course is not hardware or vendor specific. It helps students prepare for the "Network +" certification exam, an industry- wide, vendor-neutral certification program developed and sponsored by the Computing Technology Industry Association (CompTIA). This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

CSIS 181 PC Hardware**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 124, CSIS 1 OR CSIS 2, or equivalent computer experience.**Transferable:** CSU

This course examines computing hardware, operating systems, and software applications from a technical side to enable students to select, install, maintain and optimize a computer system. This course will help prepare students to pursue the A+ Hardware Certification. This course has the option of a letter grade or pass/no pass.

CSIS 182 Operating Systems**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 1 or CSIS 2 or equivalent computer experience**Transferable:** CSU

This course will survey current computer operating systems such as Microsoft Windows 98, NT, 2000 and XP. Linux will also be covered. 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.

CSIS 183 Introduction to Microsoft Servers**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** CSIS 182.**Transferable:** CSU

This course introduces students to the fundamentals of Microsoft Server setup and administration. Topics include managing file systems (including Active Directories), devices, user accounts, backups, and basic security. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

CSIS 190 Occupational Work Experience/Computer Science**Units:** 1-4 **Hours:** 20 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

CSIS 274 Telecommunication and Network Cabling**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** No

This course provides an introduction to telecommunications and network cabling. Students will receive hands-on training in installing, terminating, testing, and troubleshooting both copper and fiber optic-based cabling systems. This course has the option of a letter grade or pass/no pass.

CSIS 570 Computer Access Evaluation**Units:** .5 **Hours:** 1.5 Laboratory**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.**Transferable:** No

This course is intended to provide for in-depth computer access evaluation in order to determine an appropriate access environment for a student with a disability or multiple disabilities. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry, open exit course.

CSIS 571 Computer Assisted Instruction**Units:** 5-2 **Hours:** 6 Laboratory**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.**Transferable:** No

This course is an Assistive Computer Technology Lab 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 assistive devices designed to make computers accessible. Course content is based on individual educational 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 Student Educational Contract. This is an open entry, open exit course.

CSIS 572 Adaptive Computer Basics**Units:** 1 **Hours:** 3 Laboratory**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.**Transferable:** No

This course will include an introduction to the basic concept of how computers work, using the computer keyboard, word processing, computer ethics and presentation graphics. This course will be self-paced and adjusted so that students with learning, physical, or communicative 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's Individual Education Plan or Student Educational Contract. This is an open entry, open exit course.

Computerized Accounting: see ACCT 120
Construction: see Industrial Technology (IT)

COSMETOLOGY**COS 191A Workplace Skills****Units:** 1 **Hours:** 1 Lecture**Transferable:** No

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

COS 191B Workplace Skills**Units:** 1 **Hours:** 1 Lecture**Transferable:** No

Workplace Skills teaches skills vital to workplace success. The topic for 191B is team building. Need not be taken in sequence. This is a pass/no pass course.

COS 191C Workplace Skills**Units:** 1 **Hours:** 1 Lecture**Transferable:** No

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem Solving. Need not be taken in sequence. This is a pass/no pass course.

COS 200 Beginning Cosmetology**Units:** 12 **Hours:** 5 Lecture, 20 Laboratory**Advisory:** Eligible for English 250, 260 and Mathematics 205.**Transferable:** No

Fundamental principles of the science/art of beauty culture including hair design, chemical services and cosmetic therapy.

COS 201 Intermediate Cosmetology**Units:** 12 **Hours:** 5 Lecture, 20 Laboratory**Advisory:** Satisfactory completion of Cosmetology 200. Eligible for English 250, 260 and Mathematics 205.**Transferable:** No

Extended studies and techniques in tinting, bleaching, permanent waving, shaping, styling, acrylic nail, pedicuring, chemical straightening, soft perming, waxing, care of skin and make-up.

COS 202 Advanced Cosmetology**Units:** 12 **Hours:** 5 Lecture, 20 Laboratory**Prerequisite:** Completion of COS 200 & 201.**Advisory:** Eligible for English 250, 260 and Mathematics 205.**Transferable:** No

Advanced techniques in tinting, lightening, hair design and cosmetic chemistry.

COS 203 Practicum**Units:** 5-12 **Hours:** 5 Lecture, 20 Laboratory**Prerequisite:** Completion of COS 200, 201 and 202.**Advisory:** Eligible for English 250, 260 and Mathematics 205.**Transferable:** No

Advanced techniques in tinting, lightening, hair and design and cosmetic chemistry.

COS 204 Job Entry Skills**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** No

Skills for competing in the job market. Includes employment strategies, interpersonal skills, marketing personal services, teamwork and quality management.

COS 205 State Board Review**Units:** 2 **Hours:** 1 Lecture, 4 Laboratory**Advisory:** Cosmetology 201.**Transferable:** No

State Board exam procedures and standards.

COS 207 Contemporary Styling**Units:** 4.5 **Hours:** 4.5 Lecture, 27 Laboratory**Advisory:** Satisfactory completion of Cosmetology 200. Eligible for English 250, 260, and Mathematics 205.**Transferable:** No

Studies and techniques in braiding, weaving, glass nails, silk wrap, individual lash and brow tinting, corrective make-up and low lights. This is a 6 week class offered in summer session only.

COS 208 Cosmetology Chemistry**Units:** 4.5 **Hours:** 4.5 Lecture, 27 Laboratory**Advisory:** Completion of Cosmetology 200. Eligible for English 250 and 260.**Transferable:** No

Fundamental principles of cosmetic chemistry as it applies to chemical waving, straightening, coloring and lightening. This 6 week course is offered in summer session only.

COS 220 Scientific Skin Care (Esthetics)**Units:** 4-8 **Hours:** 3 Lecture, 15 Laboratory**Required:** 17 years of age, completed 10th grade or equivalent, as per State Board of Cosmetology.**Transferable:** No

An introductory course designed to provide the skills necessary to be employed as an Esthetician (Facialist). Skills taught include skin care and treatment, cosmetics, and the use of electrical modalities.

COS 221 Advanced Scientific Skin Care (Esthetics)**Units:** 4-8 **Hours:** 3 Lecture, 15 Laboratory**Prerequisite:** Completion of COS 220 or equivalent.**Transferable:** No

An advanced in-depth study and training in the care and treatment of skin, cosmetics and manipulative electrical modalities as required by the State Board of Cosmetology.

COS 290 Occupational Work Experience/Cosmetology**Units:** 1-4 **Hours:****Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** No

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

CPR: see Allied Health**Desktop Publishing: see CSIS or DM****DIGITAL MEDIA****DM 6 Web Page Authoring I****Units:** 2 **Hours:** 2 Lecture**Advisory:** CSIS 1 or CSIS 2 or CSIS 3/LIB 3 advised.**Transferable:** CSU; GAV-GE: E2

An introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites, background color or patterns, graphics, tables and mailto links. Principles of design and color as they apply to screen presentations will be included. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. Also listed as CSIS 6 and LIB 6.

DM 7 Web Page Authoring II**Units:** 2 **Hours:** 2 Lecture**Advisory:** CSIS 6**Transferable:** CSU

This course is a continuation of CSIS 6, Web Page Authoring I. Topics that will be covered include XHTML, frames, advanced tables, forms, scripting languages, image maps, Cascading Style Sheets (CSS), and new trends in web page technology. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. This course is also listed as CSIS 7.

DM 48A Computer Art I**Units:** 3 **Hours:** 2 Lecture, 4 Laboratory**Advisory:** Eligible for English 250 and English 260; concurrent enrollment in CSIS 1 recommended.**Transferable:** CSU

A survey course focused on digital art and the technical and historical aspects of digital imaging. Students will engage in the development of personal artistic expression and visual perception in the creation of a unified body of digitally generated artwork utilizing creative digital image processing software. The course will include lectures and discussions about composition and content, computer hardware and peripheral use, digital image processing software, digital materials, input and output devices, and presentation techniques. Lectures will include the basics of animation, 3-D graphics, and web ready graphics. Also listed as Art 48A.

DM 48B Computer Art II**Units:** 3 **Hours:** 2 Lecture, 4 Laboratory**Advisory:** Art 48A**Transferable:** CSU

Advanced digital art and the technical and historical aspects of advanced digital imaging. Students will engage in the development of personal artistic expression and visual perception in the creation of a unified body of digitally generated artwork utilizing creative digital image processing software. The course will include lectures and discussions about composition and content, computer hardware and peripheral use, digital image processing software, digital materials, input and output devices, and presentation techniques. Lectures will include advanced animation, 3-D graphics, and web ready graphics. Also Listed as ART 48B.

DM 60 3D Animation I**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** Any of the following: DM 77, DM 75, DM 76, DM 110, CGD 2, ART 48A, ART 48B, or equivalent.**Transferable:** CSU

Fundamentals and aesthetics of digital 3D animation, including modeling, animation and rendering. Focus on computer animation tools and techniques including workflow and storyboarding. Builds a solid foundation for developing character animation, architecture walkthroughs, and special-effect sequences. This course has the option of a letter grade or pass/no pass.

DM 61 3D Animation II**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** DM 60 or equivalent experience.**Transferable:** CSU

This class extends animation into 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.

DM 71 Desktop Publishing - Adobe PageMaker**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 124**Transferable:** CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisements. Included in the course will be basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with industry standard software. This course has the option of a letter grade or pass/no pass and may be repeated once for credit. This course is also listed as CSIS 71.

DM 72 Desktop Publishing - QuarkXPress**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 124 and CSIS 126**Transferable:** CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisement. Included in the course will be the basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with industry standard software. This course has the option of a letter grade or pass/no pass. This course may be repeated once for credit. This course is also listed as CSIS 72.

DM 73 Desktop Publishing - Adobe InDesign**Units:** 3 **Hours:** 3 Lecture**Advisory:** Completion of CSIS 1 or completion of CSIS 2.**Transferable:** CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisements. Included in the course will be basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with Adobe InDesign. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 73.

DM 74 Advanced Photoshop**Units:** 3 **Hours:** 3 Lecture**Advisory:** CSIS 75 PhotoShop I**Transferable:** CSU; GAV-GE: C1

This course is for the PhotoShop-experienced student and explores PhotoShop's advanced features in depth. Students work on projects, which challenge their creativity and technical ability, and will be encouraged to develop complex projects for the web and for the printed page. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 74 and CSIS 74.

DM 75 PhotoShop I - Adobe PhotoShop**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 124 (Windows Fundamentals), CSIS 2L**Transferable:** CSU; GAV-GE: C1

This course is based on the software application Adobe PhotoShop. Students learn to scan photographs and manipulate them using Photoshop tool box and special effects filters. They will learn to correct photos; mask image using channels; create duotone, tritone, and quadtone images; prepare photos for use in printing and on the web. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. Students who repeat this course will learn new and advanced features. This course is also listed as CSIS 75.

DM 76 Digital Illustration**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 1 or CSIS 2 or equivalent computer experience.**Transferable:** CSU; GAV-GE: C1

Illustration techniques using computer Bezier curve-based illustration software tools to do diagrams and graphics for use in art, desktop publishing, web graphics, multimedia, and computer presentations. This basic Illustrator course is focused on the technical and historical aspects of digital design and illustration as well as the development of personal artistic expression and visual perception through the use of the digital illustration medium. The course will include lectures and discussions about color, composition and content, computer and illustration program use, printing and presentation techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 76 and CSIS 76.

DM 77 Introduction to Digital Media and its Tools**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 124, CSIS 1, CSIS 2/2L, CSIS 3, or familiarity using the Macintosh or Windows operating system.**Transferable:** CSU; UC; GAV-GE: C1

An introduction to the field of digital media, including history, social impact, concepts, career options and industry trends. Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and production of digital media by creating and editing digital images, sounds, video, animation, and text. A comprehensive term project for publication on the web or CD ROM will be required. This course is also listed as ART 77 and CSIS 77. This course has the option of a letter grade or pass/no pass. May be repeated twice for credit.

DM 79 Portfolio Development**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU; GAV-GE: C1

The planning and production of personal portfolios and self-promotion materials, including online, print, slides, and e-media (CD ROM, DVD) portfolios; cover letters, and resumes. Focuses on self-promotion for jobs, self-employment, or advanced education in the fields of Digital Media, Art, and Computer Graphic Design. 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 ART 79 and CSIS 79.

DM 80 Digital Photography**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 1 or CSIS 2/2L or ART 8A or equivalent computer experience.**Transferable:** CSU; UC; GAV-GE: C1

The study of digital photography from digital camera to the computer-based printer or digital media. Artistic, theoretical, and technical aspects will be considered. Topics include information about types and purchasing of digital cameras; theory, mechanics, and art of digital imagery; digital darkroom; eccentricities of digital photo taking; stitching photos for virtual reality; and preparing digital images for print, World Wide Web and other digital media. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 80 and CSIS 80.

DM 85 Web Design I: Dreamweaver**Units:** 2 **Hours:** 2 Lecture**Advisory:** CSIS 6 or basic knowledge of HTML.**Transferable:** CSU; GAV-GE: C1

Basic and intermediate principles of designing Web pages/sites using the Dreamweaver web design software and HTML. Emphasis will be on good design and the use of tables, frames, forms, rollovers, DHTML, XHTML, behaviors, and CSS. Also includes site maintenance and the integration of multimedia components such as graphics, sound, animation, and video. This course is for the content person to design, develop, and maintain effective Web sites. This course is also listed as ART 85 and CSIS 85. This course has the option of a letter grade or pass/no pass. May be repeated twice for credit.

DM 107 Digital Media Design**Units:** 2 **Hours:** 1.5 Lecture, 1.5 Laboratory**Advisory:** CSIS 1 or CSIS 2/2L or equivalent computer experience**Transferable:** CSU

Fundamentals of design for visual, time-based, interactive, and sound arts as applied to digital media. Includes basic storytelling, graphic design, information architecture, and human factors. Page layout, scriptwriting, storyboards, and flow charts will be used as tools applicable to the design and development of business presentations, interactive media, educational multimedia, animation, web sites, video games, and film/video. This course has the option of a letter grade or pass/no pass. Also listed as ART 107 and CSIS 107.

DM 108 Digital Media Lab**Units:** .5-3 **Hours:** 9 Laboratory**Advisory:** CSIS 1 or CSIS 2/2L or equivalent computer experience.**Transferable:** CSU; GAV-GE: C1

Supervised practice and individualized computer assisted learning or software applications and techniques commonly found in the design and production of digital media (e.g., digital art and imaging, digital photography, digital print, digital audio/video, web design/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 ART 108 and CSIS 108. May be repeated three times for credit.

DM 109 Interactive Animation and Authoring: Director**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 1/1L Computer Literacy (& Lab) or CSIS 2/2L Computers in Business (& Lab); CSIS 77 Intro. to Digital Media and its Tools.**Transferable:** CSU

Use of animation/interactive multimedia development software (Macromedia Director) and techniques for designing business presentations, interactive multimedia, educational materials, interactive web animation, computer games, and video animation. The study of interactivity and integration of multiple types of art content such as 2D and 3D animation, digital video, graphics, and sound. Applicable to the design and production of CD-ROMs and web sites. This course has the option of a letter grade or credit/ no credit. Also listed as CSIS 109.

DM 110 Interactive Animation: Flash**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 1, CSIS 2/2L, CSIS 124 or basic computer knowledge.**Transferable:** CSU; GAV-GE: C1

The production of vector graphics, animation, and interactive multimedia in Shockwave-Flash format for web pages and other digital media. Design of highly interactive web site interfaces and animated games using Flash actions (scripting). Useful for web designers/developers, animators, and multimedia authors. This course has the option of a letter grade or pass/no pass. Also listed as ART 110 and CSIS 110. May be repeated three times for credit.

DM 111 Sound Design for Digital Media**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 1 or CSIS 2/2L or equivalent computer knowledge.**Transferable:** CSU

Study and practice of the techniques and aesthetics of sound design especially for digital media (i.e., digital video/film, DVD, video games, WWW, and presentations.) Recording (including live audio), mixing and processing of Foley effects, ADR, voice-overs, sound tracks, and narration. This is not a music composition course, but use of sampled and electronic music/loops for creating background music will also be studied. This course has the option of a letter grade or pass/no pass.

DM 113 Introduction to Digital Video**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** CSIS 1 or CSIS 2/2L or equivalent computer experience**Transferable:** CSU; GAV-GE: C1

Introduction to the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using the personal computer equipped with specialized software such as iMovie, Final Cut Pro, and After Effects. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD, and the World Wide Web. Students will produce a final digital video project on DVD. This course has the option of a letter grade or pass/no pass. May be repeated 2 times for credit. Also listed as ART 113 and CSIS 113.

DM 114 Digital Media Production**Units:** 2 **Hours:** 2 Lecture**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.**Transferable:** CSU

A team oriented practicum that focuses on the application of learned skills to the production of digital media and digital print projects, such as web sites, CD ROM, and DVDs. Project development will be accomplished according to team derived master schedules. Lectures will be on project management, work coordination and production techniques, client-team interface, asset management and integration, budget estimates, testing, and copyright infringement. Please note that this is very much a team oriented class. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 114 and CSIS 114.

DM 116 DVD Authoring**Units:** 2 **Hours:** 1.5 Lecture, 1.5 Laboratory**Advisory:** CSIS 1 or CSIS 2/2L or equivalent computer experience**Transferable:** CSU

Study of the artistic and technical aspects of authoring interactive DVDs (Digital Video/Versatile Disk). Special attention will be given to interactive design and the integration and conversion (encoding) of time-based media (e.g., multi-angle video, animation, Dolby sound) special to this media format. Students will be able to produce their own DVD of video, slide shows, and/or interactive games. This course has the option of a letter grade or pass/no pass. May be repeated two times for credit. Also listed as ART 116 and CSIS 116.

DM 117 Motion Graphics/Special Effects**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**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.**Transferable:** CSU; UC

Study of the design of motion graphics and special effects used in digital video and film, web, multimedia, and interactive games. Includes video/graphics compositing techniques, 2D animation, basic 3D animation, and special effects commonly generated in digital post-production. Software such as Adobe After Effects or Apple's Motion will be used. May be repeated for credit. This course has the option of a letter grade or credit/non-credit. This course is also listed as ART 117 and CSIS 117.

DM 140 Basic Digital Film/Video Production**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU; UC; GAV-GE: C1

An on-line self-paced course covering the basics of film/video production and post production (editing) using "easy to use" computer software such as Apple's iMovie. Beneficial for students who are producing a video/film project as a requirement for another college course, extra skills development, or for self interest. Completion of the associated class or personal project in DVD format using either personal video equipment or the equipment in the Digital Media Studio is required. May be repeated twice for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 140 and CSIS 140.

Drama: See Theatre Arts**Early Childhood Education: See Child Development****Earth Science: See Geology, Geography****ECOLOGY****ECOL 1 Conservation of Natural Resources****Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3

This course examines the fundamentals of ecology (the study of the relationships between organisms and their environment) with special emphasis on human effects on the environment. Topics of discussion will include ecosystem dynamics, resources, pollution, population growth, and the clash between economic and political policy and the environment.

Education: see Child Development**ECONOMICS****ECON 1 Principles of Macroeconomics****Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A and Mathematics 233.**Transferable:** CSU; UC; CSU-GE: D2; IGETC: 4B; GAV-GE: D2; CAN: ECON 2

Introduction to the principles of macroeconomics, social organization of the economy; supply and demand; the determinants of national income and production, economic growth, the global economy and trade, employment, prices, savings and investment; the nature and effectiveness of monetary and fiscal policy. This course has the option of a letter grade or pass/no pass.

ECON 2 Principles of Microeconomics**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 260, English 250 and Mathematics 233.**Transferable:** CSU; UC; CSU-GE: D2; IGETC: 4B; GAV-GE: D2; CAN: ECON 4

Introduction to microeconomic principles and theory; supply, demand; product and factor price determination, resource allocation, costs, revenues, and profits under different competitive situations; international trade; government regulation and taxation. Note: Economics 1 is not a prerequisite for Economics 2. This course has the option of a letter grade or pass/no pass.

ECON 10 Fundamentals of Economics**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250, English 260.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 4B; GAV-GE: D2

A survey of economic concepts and systems. Topics to be covered include production and consumption, pricing and competition, economic growth, inflation, employment, money and banking, and international trade. Not open to students with credit in Economics 1 or 2. This course has the option of a letter grade or pass/no pass.

ECON 11 Statistics for Business and Economics**Units:** 4 **Hours:** 4 Lecture**Prerequisite:** Mathematics 233.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4

Statistical methods for business/economics analysis; descriptive statistics, inference, correlation and regression, probability, time series analysis. This course has the option of a letter grade or pass/no pass. This course is also listed as BUS 11.

ECON 14 Personal Finance**Units:** 3 **Hours:** 3 Lecture**Advisory:** Math 400**Transferable:** CSU

This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, insurance, investments, retirement, and estate planning will be examined. This course is also listed as BUS 14. This course has the option of a letter grade or pass/no pass.

ENGINEERING**ENGR 1 Engineering Graphics****Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** Eligible for English 250 and English 260; Mathematics 1A - may be concurrent, and CSIS 10 - May be concurrent.**Transferable:** CSU; UC; CAN: ENGR 2

An introduction to the graphical and visual communication of the engineering design process. Topics will include the design process, visualization, free-hand sketching, orthographic projection, multi views, auxiliary views, section views, dimensioning and tolerances. Computer-aided-drafting (CAD) software will be used extensively in conjunction with traditional methods to highlight the strengths of multiple communication methodologies.

ENGR 2 Statics**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Mathematics 1A and Mathematics 1B and Physics 4A with a grade of 'C' or better.**Transferable:** CSU; UC; CAN: ENGR 8

Vector statics. Force, moment, couple, system isolation, adequacy of constraint, concentrated and distributed loads, fluid statics, flexible cables, friction and virtual work. Bridge design project.

ENGR 3 Electrical Circuits/Devices and Systems**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Mathematics 1A with a grade of 'C' or better. May be taken concurrently.**Advisory:** Physics 4B with a grade of "C" or better and Mathematics 2C.**Transferable:** CSU; UC; CAN: ENGR 12

Natural, forced, and steady-state response by impedance, exponential, pole-zero and phasor methods; solid state; digital circuits and laplace transform methods are introduced.

ENGR 4 Properties Of Materials**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Chemistry 1A and Physics 4A.**Transferable:** CSU; UC; CAN: ENGR 4

Basic principles of physics and chemistry are used to determine the quantitative relationships which describe the behavior of solids. Particular emphasis is placed upon the relationship between the structure and mechanical 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.

ENGR 5 C++ Scientific Programming**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Prerequisite:** Mathematics 1A**Advisory:** Completion of CSIS 10.**Transferable:** CSU; UC; CAN: CSCI 4

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.

ENGR 10A Introduction to Engineering I**Units:** 2 **Hours:** 1.5 Lecture, 1.5 Laboratory**Prerequisite:** Math 9 or equivalent**Transferable:** CSU; UC

Engineering 10A introduces students to the engineering profession. Topics will include an introduction to the various engineering disciplines; the role of engineers and engineering in society; the curriculum requirements for the various engineering disciplines at different four-year institutions; academic success strategies; personal and professional development techniques; an introduction to the engineering design process; an introduction to engineering problem-solving methodologies; engineering ethics; communication skills; and working as a member of a team. Engineering 10A and 10B, together, are equivalent to Engineering 10 at San Jose State University.

ENGR 10B Introduction to Engineering II**Units:** 2 **Hours:** 1.5 Lecture, 1.5 Laboratory**Prerequisite:** Engineering 10A**Transferable:** CSU; UC

Engineering 10B continues the introduction to the engineering profession begun in Engineering 10A. Topics will include an introduction to experimental methods and data analysis; continued introduction to the engineering design process with more challenging design problems and the introduction of analysis in engineering design; engineering problem-solving using the personal computer; continued personal and professional growth techniques; communication skills; and working as a member of a team. Engineering 10A and 10B, together, are equivalent to Engineering 10 at San Jose State University.

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.

ENGLISH

ENGL 1A Composition

Units: 3 **Hours:** 3 Lecture

Prerequisite: English 250 and English 260 or English 250 and SSCI 270A or English 250 and SSCI 270B with a grade of 'C' or better or satisfactory score on the English placement examination.

Transferable: CSU; UC; CSU-GE: A2; IGETC: 1A; GAV-GE: A2; CAN: ENGL 2, ENGL SEQ. A

This is a writing course which emphasizes expository writing, argumentative writing, and critical reading of expository prose. It is meant to train students in clear thinking and reasoned support of ideas. Students will be given the opportunity to read models of good expository and argumentative prose and learn the techniques of good writing. These include choosing appropriate subjects, developing restricted, unified, and precise theses and presenting supporting evidence in a logical, lucid, and effective manner. To achieve this end, students write no fewer than six essays and read at least five works, two of which are book length.

ENGL 1B Composition and Literature

Units: 3 **Hours:** 3 Lecture

Prerequisite: English 1A with a grade of "C" or better.

Transferable: CSU; UC; CSU-GE: C; IGETC: 3B; GAV-GE: C2; CAN: ENGL 4, ENGL SEQ. A

English 1B continues the work begun in 1A, but now the emphasis shifts to writing expository prose in conjunction with reading and analyzing imaginative literature. Students are to write as fledgling critics and use the text as a basis for other forms of reflection. The reading requirement includes short stories, poetry, drama, and at least two novels. Course work will also include fundamentals of research writing.

ENGL 1C Critical Reasoning and Writing

Units: 3 **Hours:** 3 Lecture

Prerequisite: English 1A with a grade of "C" or better.

Transferable: CSU; UC; CSU-GE: A3; IGETC: 1B; GAV-GE: C2

This course is designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1A. The emphasis is on critical analysis of arguments and the development of the ability to integrate the principles of critical thinking into essay writing.

ENGL 2A Introduction to Poetry

Units: 3 **Hours:** 3 Lecture

Prerequisite: Eligible for English 1A.

Transferable: CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2, F

This is a transfer literature video course in which the student learns to analyze and discuss poetry. It is based on the acclaimed video series *Voices and Visions* which focuses on 13 American poets.

ENGL 2B Introduction to Multi-Cultural Literature

Units: 3 **Hours:** 3 Lecture

Prerequisite: Eligible for English 1A.

Transferable: CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2, F

Students will examine the concept of ethnicity in the context of contemporary American multi-ethnic literature: Native American, Hispanic American, Black American, Asian American. Students will critique this literature using the accepted elements of literary criticism. They will read and analyze selections from each literature and explain their results in journals, oral presentations, a research project and examinations.

ENGL 2C Introduction to Film and Fiction

Units: 3 **Hours:** 3 Lecture

Prerequisite: Eligible for English 1A.

Transferable: CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2

This is a literature course in analysis of the novel and film as art forms. The student will read several novels, view the films based on the novels, and discuss the difference in techniques, both orally and in writing.

ENGL 2D Introduction to the Study of Fiction

Units: 3 **Hours:** 3 Lecture

Prerequisite: Eligible for English 1A.

Transferable: CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2

This is a course in which prose narrative forms are studied. The student learns to read and analyze fiction in terms of principles of literary criticism. The emphasis is on the novel, although shorter forms may be studied. Course may have a thematic focus.

ENGL 2E Introduction to Women Writers

Units: 3 **Hours:** 3 Lecture

Prerequisite: Eligible for English 1A.

Transferable: CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2, F

This is a transfer literature class which examines the history of women as writers and distinguishes themes in women's literature using the tools of literary criticism.

ENGL 2F Children's Literature

Units: 3 **Hours:** 3 Lecture

Prerequisite: English 1A.

Transferable: CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2

A survey of texts for elementary and intermediate grades, with a focus on literary analysis, criticism and evaluation. Study of historical backgrounds and development of genres of children's literature in a cross section of cultures. This course has the option of a letter grade or pass/no pass.

ENGL 2H Mexican-American Literature

Units: 3 **Hours:** 3 Lecture

Prerequisite: Eligible for English 1A

Transferable: CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2, F

An interpretive analysis of Chicano literature from its origins to its contemporary status. Emphasis will be on short stories, essays, poetry, drama, and novels as a means of providing an expansive view of the Chicano experience and the literature that it creates. This course analyzes the interrelationships between drama, literature, art, music, dance, and folklore as a reflection of the Chicano.

ENGL 2I Introduction to Native American Literature

Units: 3 **Hours:** 3 Lecture

Advisory: English 1A

Transferable: CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2, F

The course will acquaint students with the breadth of Native American literature, beginning with oral tradition and the earliest known writings and concluding with modern Native American writings. The focus of the class will be on the use of Native American writings by the people/tribes themselves and then as a way for non-Native American peoples to understand Native Americans, their beliefs and values, and their experiences with oppression.

ENGL 2J Mythology

Units: 3 **Hours:** 3 Lecture

Prerequisite: Eligible for English 1A.

Transferable: CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2

This course is a survey of myths from around the world, with an emphasis on literary analysis of the myths. The course covers the purposes and types of myths; the development of myths and mythological characters, the recurring elements of mythological structures, the influence of mythology on contemporary texts.

General Education Requirements, pages 48-49

ENGL 4A British Literature - 449 to 1798 A.D.**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2; CAN: ENGL 8, ENGL SEQ. B

This course is a study of the masters of British literature. In English 4A the student studies the years 449 through 1798 A.D.

ENGL 4B British Literature - 1798 to Present**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2; CAN: ENGL 10, ENGL SEQ. B

This course is a study of the masters of British literature, covering writers such as Wordsworth, Coleridge, Shelly, Keats, Tennyson, Browning, Bronte, Hardy, Hopkins, Yeats, Woolf, Joyce, Lawrence, Eliot, and Lessing. English 4B covers 1798 A.D. to the present. Note: This course need not be taken in sequence.

ENGL 5A Survey of American Literature - 1620 to 1865**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2; CAN: ENGL 14, ENGL SEQ. C

This course is a study of the masters of American literature covering the years 1620 to 1865 A.D.

ENGL 5B Survey of American Literature - 1865 to Present**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2; CAN: ENGL 16, ENGL SEQ. C

This course is a study of the masters of American literature covering the years 1865 A.D. to the present. Note: Need not be taken in sequence.

ENGL 9A Introduction to Creative Writing**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: C2; GAV-GE: C2; CAN: ENGL 6

This course includes the writing, reading, and critical discussions of various forms of poetry and fiction.

ENGL 9B Advanced Creative Writing**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** English 9A with a grade of credit or C or better.**Transferable:** CSU; UC; CSU-GE: C2; GAV-GE: C2

This class is a continuation of English 9A, with the emphasis shifting to publication. The genre of non-fiction will be the primary focus, but the genres of fiction will also be taught at a more comprehensive level than in English 9A. The process of finding a market for one's work will be followed step by step. The class may compile and publish "Soaring", Gavilan's literary magazine, each spring semester.

ENGL 9C Poetry Writing**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** English 9A with a grade of credit or C or better.**Transferable:** CSU; UC; CSU-GE: C2; GAV-GE: C2

This course includes the writing, reading, and critical discussions of various forms of poetry.

ENGL 10 Writing for the Workplace**Units:** 3 **Hours:** 3 Lecture

Eligible for English 250.

Advisory: CSIS 126, Word Processing - MS Word, or equivalent.**Transferable:** CSU

This course will introduce students to the field of technical writing. Students will learn industry standards of writing as well as copyediting, outlining, and revision techniques. Various types of technical communication will be examined for consistency, completeness, economy, and accuracy.

ENGL 12A Tutoring Writers: Training/Theory & Practice**Units:** 1-3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A.**Transferable:** CSU

Fundamentals of compositional theory, 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 the basic history, methodology and practice of writing pedagogy while developing a writing community that aids in connecting them to their own writing practice.

ENGL 12B Tutoring Writers: Training/Theory & Practice**Units:** 1-3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A.**Transferable:** CSU

Fundamentals of compositional theory, 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 the basic history, methodology and practice of writing pedagogy while developing a writing community that aids in connecting them to their own writing practice.

ENGL 12C Tutoring Writers: Training/Theory & Practice**Units:** 1-3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A.**Transferable:** CSU

Fundamentals of compositional theory, 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 the basic history, methodology and practice of writing pedagogy while developing a writing community that aids in connecting them to their own writing practice.

ENGL 12D Tutoring Writers: Training, Theory & Practice**Units:** 1-3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A.**Transferable:** CSU

Fundamentals of compositional theory, 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 the basic history, methodology and practice of writing pedagogy while developing a writing community that aids in connecting them to their own writing practice.

ENGL 30 Writing for Publication**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 1A**Transferable:** CSU

Students will learn how to launch themselves as freelance non-fiction writers in magazine, newspaper, and cyberspace markets. They will learn to tailor ideas, research stories, write effective query letters, and produce publishable work. Course will also survey marketing techniques and writing styles, and will provide important legal and ethical information for freelancers. This course is also listed as JOUR 30. This course has the option of a letter grade or pass/no pass.

ENGL 250 Practical Writing**Units:** 3 **Hours:** 3 Lecture, 1 Laboratory**Prerequisite:** English 440 or ESL 563 with a grade of 'C' or better or satisfactory score on the English placement examination.**Transferable:** No; GAV-GE: A2

This course covers writing clear, correct, effective essays and learning preliminary research skills.

ENGL 250L Practical Writing Lab**Units:** **Hours:** 1 Laboratory**Transferable:** No; GAV-GE: A2

Practical writing lab for English 250.

ENGL 260 Preparation for College Reading**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Completion of English 420 or ESL 562 with a grade of 'C' or better or Assessment recommendation.**Transferable:** No; GAV-GE: A3

This is a course presenting strategies in the technique and practice of college level critical reading and thinking skills.

ENGL 418 Basic Reading Skills**Units:** 3 **Hours:** 9 Laboratory**Advisory:** Appropriate ESL classes may be recommended for students for whom English is a second language, as determined by skill assessment.**Transferable:** No

This is an individualized remediation course designed for students with low-literacy reading skills. Emphasis will be in the areas of word attack skills, word recognition, comprehension and vocabulary. The personal and practical values of reading are emphasized. This course may be repeated three times for Credit. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This is a pass/no pass course.

ENGL 420 Reading Improvement**Units:** 3 **Hours:** 3 Lecture, 1 Laboratory**Prerequisite:** Satisfactory score on the English placement examination.**Transferable:** No

This is a practical, "how to" course teaching various methods of learning and reading college material. Using group and individual instruction in vocabulary, comprehension, and study skills, the students will increase their ability to survive academically, to profit, grow and succeed in all college courses, and to enjoy reading and learning. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

ENGL 420L Reading Improvement Lab**Units:** 1 **Hours:** 1 Laboratory**Transferable:** No

Reading improvement lab for English 420.

ENGL 438 Basic Literacy**Units:** 2 **Hours:** 6 Laboratory**Advisory:** Assessment recommendation.**Transferable:** No

This is an individualized remediation course designed for students with low-level literacy skills. Emphasis will be in the areas of spelling, grammar, and punctuation skill, and sentence and paragraph construction. The course will also help students build vocabulary, develop reading strategies for better comprehension, and improve study skills. This course may be repeated three times for credit. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

ENGL 439 Basic Grammar and Reading**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** Assessment recommendation.**Transferable:** No

This is a remediation course introducing basic reading and writing strategies, as well as study skills. Group and individual instruction will be used to build vocabulary, increase reading comprehension, develop study skills, and apply basic grammar to writing. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This is a pass/no pass course.

ENGL 440 Basic Writing**Units:** 3 **Hours:** 3 Lecture, 1 Laboratory**Prerequisite:** Satisfactory score on the English placement examination.**Transferable:** No

This is an intensive study and application of basic grammar, sentence, and essay writing skills within the context of composing short essays. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

ENGL 440L Basic Writing Lab**Units:** **Hours:** 1 Laboratory**Transferable:** No

Basic Writing Lab for English 440.

ENGL 480 Spelling**Units:** .5 **Hours:** 1.5 Laboratory**Advisory:** Appropriate ESL courses.**Transferable:** No

This course is an individualized, self-paced course to introduce or review the principles of spelling. Students will learn basic spelling rules and practice them under the guidance of an instructor. This is a pass/no pass course.

ENGLISH AS A SECOND LANGUAGE

Gavilan College offers all levels of ESL courses, from beginning through advanced. Before registering, please go to the Office of Admissions and Records to make an appointment for the ESL ASsessment test.

El Colegio Gavilán ofrece cursos de Inglés Como Segundo Idioma de todos niveles, desde los principiantes hasta los avanzados. Antes de registrarse, favor de pasar por la Oficina de Admisiones para pedir una cita por el examen de plazamiento.

ESL 501 Survival ESL I**Units:** 6 **Hours:** 4 Lecture, 6 Laboratory**Advisory:** ESL assessment recommendation**Transferable:** No

This is a course in survival English for students with little or no oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as the family, food, health, and occupations. The course integrates listening, speaking, reading, and writing. (ESL 501, 502, and 503 are sequential courses that may be taken in full form or in halves, preferably A before B.) This 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.

ESL 501A Survival ESL I First Half

Units: 3 **Hours:** 2 Lecture, 3 Laboratory
Advisory: ESL assessment recommendation
Transferable: No

This is the first half of a course in survival English for students with little or no oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as the family, food, health, and occupations. The course integrates listening, speaking, reading, and writing. (ESL 501, 502, and 503 are sequential courses that may be taken in full form or in halves, preferably A before B.) This is a pass/no pass course.

ESL 501B Survival ESL I Second Half

Units: 3 **Hours:** 2 Lecture, 3 Laboratory
Advisory: ESL 501A or ESL assessment recommendation
Transferable: No

This is a second half of a course in survival English for students with little or no oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as the family, food, health, and occupations. The course integrates listening, speaking, reading, and writing. (ESL 501, 502, and 503 are sequential courses that may be taken in full form or in halves, preferably A before B.) This is a pass/no pass course.

ESL 502 Survival ESL II

Units: 6 **Hours:** 4 Lecture, 6 Laboratory
Advisory: ESL 501 or ESL 501A and 501B or ESL assessment recommendation
Transferable: No

This is a second course in survival English for students with little oral or written English competency. It will give students expanded basic vocabulary and familiarity in life skill areas such as the weather, transportation, employment, and American holidays and customs. The course integrates listening, speaking, reading, and writing. (ESL 501, 502, and 503 are sequential courses that may be taken in full form or in halves, preferably A before B.) This is a pass/no pass course.

ESL 502A Survival ESL II First Half

Units: 3 **Hours:** 2 Lecture, 3 Laboratory
Advisory: ESL 501 or ESL 501A and 501B or ESL assessment recommendation
Transferable: No

This is the first half of a second course in survival English for students with little oral or written English competency. It will give students expanded basic vocabulary and familiarity in life skill areas such as the weather, transportation, employment, and American holidays and customs. The course integrates listening, speaking, reading, and writing. (ESL 501, 502, and 503 are sequential courses that may be taken in full form or in halves, preferably A before B.) This is a pass/no pass course.

ESL 502B Survival ESL II Second Half

Units: 3 **Hours:** 2 Lecture, 3 Laboratory
Advisory: ESL 501 or ESL 501A and 501B or ESL assessment recommendation
Transferable: No

This is the second half of the second course in survival English for students with little oral or written English competency. It will give students expanded basic vocabulary and familiarity in life skill areas such as weather, transportation, employment, and American holidays and customs. The course integrates listening, speaking, reading, writing. (ESL 501, 502, and 503 are sequential courses that may be taken in full form or in halves, preferably A before B.) This is a pass/no pass course.

ESL 503 Survival ESL III

Units: 6 **Hours:** 4 Lecture, 6 Laboratory
Advisory: ESL 502 or ESL 502A and ESL 502B or ESL assessment recommendation.
Transferable: No

This is a third course in survival English for students with beginning oral or written English competency. It will reinforce basic skills learned and continue to develop vocabulary and ease of communication in life skill areas such as the family, the larger community, health, employment, and leisure activities. The course integrates listening, speaking, reading, and writing. (ESL 501, 502, and 503 are sequential courses that may be taken in full form or in halves, preferably A before B.) This is a pass/no pass course.

ESL 503A Survival ESL III First Half

Units: 3 **Hours:** 2 Lecture, 3 Laboratory
Advisory: ESL 502 or ESL 502A and 502B or ESL assessment recommendation
Transferable: No

This is the first half of a third course in survival English for students with beginning oral or written English competency. It will reinforce basic skills learned and continue to develop vocabulary and ease of communication in life skill areas such as the family, the larger community, health, employment, and leisure activities. The course integrates listening, speaking, reading, and writing. (ESL 501, 502, and 503 are sequential courses that may be taken in full form or in halves, preferably A before B.) This is a pass/no pass course.

ESL 503B Survival ESL III Second Half

Units: 3 **Hours:** 2 Lecture, 3 Laboratory
Advisory: ESL 502 or ESL 502A and 502B or ESL assessment recommendation
Transferable: No

This is the second half of a third course in survival English for students with beginning oral or written English competency. It will reinforce basic skills learned and continue to develop vocabulary and ease of communication in life skill areas such as the family, the larger community, health, employment, and leisure activities. The course integrates listening, speaking, reading, and writing. (ESL 501, 502, and 503 are sequential courses that may be taken in full form or in halves, preferably A before B.) This is a pass/no pass course.

ESL 510A Basic ESL I

Units: 8 **Hours:** 7 Lecture, 5 Laboratory
Advisory: Assessment Recommendation.
Transferable: No

This is an intensive, integrated-skill course for students with little English. Through listening, speaking, reading and writing activities, students learn to use the structures of English with increasing accuracy, while gaining basic life skills. This is a pass/no pass course.

ESL 510B Basic ESL II

Units: 8 **Hours:** 7 Lecture, 5 Laboratory
Advisory: ESL 510A or ESL assessment recommendation.
Transferable: No

This course is a continuation of ESL 510A. This is an intensive, integrated-skill program for students who function in a limited way in English. Through listening, speaking, reading and writing activities, students continue learning to use the structures of English with increasing accuracy, while gaining further basic life skills. This is a pass/no pass course.

ESL 510C Basic ESL

Units: 8 **Hours:** 6 Lecture, 6 Laboratory
Advisory: ESL 510B or ESL assessment recommendation.
Transferable: No

This course is a continuation of ESL 510B. This is an intensive integrated skill course for students who function in a limited way in English, but who lack the academic skills or study time necessary for success in the full-time, academic-based, high beginning courses (ESL 521, 522 and 523). This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

ESL 521 Beginning ESL Listening/Speaking

Units: 4 **Hours:** 4 Lecture, 2 Laboratory
Advisory: ESL 510B or ESL Assessment Test Recommendation. Recommended concurrent enrollment in ESL 522 and 523.
Transferable: No

This course develops basic listening and speaking skills, moving from a functional survival context to academic readiness. Activities are directed at providing practice through listening exercises, role-play, pair work, small and large group discussion, interviews, and oral presentations.

ESL 522 Beginning ESL Reading/Vocabulary**Units:** 3 **Hours:** 3 Lecture, 2 Laboratory**Advisory:** ESL 510B or 510C or Assessment recommendation. Recommended concurrent enrollment in ESL 521 and 523.**Transferable:** No

This course begins the development of reading skills and vocabulary through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students.

ESL 523 Beginning ESL Grammar/Writing**Units:** 5 **Hours:** 5 Lecture, 1 Laboratory**Advisory:** ESL 510B or ESL Assessment Test recommendation. Recommended concurrent enrollment in ESL 521 and ESL 522.**Transferable:** No

This is a beginning grammar/writing course for students with very basic grammar. The focus is on basic grammatical structures, punctuation and sentence skills.

ESL 531 Intermediate ESL Listening/Speaking I**Units:** 4 **Hours:** 4 Lecture, 2 Laboratory**Advisory:** ESL 521 or ESL Assessment Test Recommendation. Recommended concurrent enrollment in ESL 532 and 533.**Transferable:** No

In this course, listening and speaking skills are developed through extended listening exercises, open-ended dialogues, pair and group discussions, oral interviews, and oral reports. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

ESL 532 Intermediate ESL Reading/Vocabulary I**Units:** 3 **Hours:** 3 Lecture, 2 Laboratory**Advisory:** ESL 522 or ESL Assessment Recommendation. Recommended concurrent enrollment in ESL 531 and 533.**Transferable:** No

This course continues the development of reading skills and vocabulary through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students.

ESL 533 Intermediate ESL Grammar/Writing I**Units:** 5 **Hours:** 5 Lecture, 1 Laboratory**Prerequisite:** ESL 523 with a grade of C or better or ESL Assessment Test recommendation.**Corequisite:** Recommended concurrent enrollment in ESL 531 and ESL 532.**Transferable:** No

This course involves the practice and refinement of sentence and paragraph skills, structure and punctuation. Students will learn basic use of the computer as a writing tool. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

ESL 541 Intermediate ESL Listening/Speaking II**Units:** 4 **Hours:** 4 Lecture, 2 Laboratory**Advisory:** ESL 531 or ESL Assessment Recommendation. Recommended concurrent enrollment in ESL 542 and 543.**Transferable:** No

This course expands listening and speaking skills through extended listening exercises, open-ended dialogues, pair and group discussions, oral interviews, and oral reports. Students broaden vocabulary while listening to and speaking in both formal and informal, conversational and academic situations.

ESL 542 Intermediate ESL Reading/Vocabulary II**Units:** 3 **Hours:** 3 Lecture, 2 Laboratory**Advisory:** ESL 532 or ESL Assessment Recommendation. Recommended concurrent enrollment in ESL 541 and 543.**Transferable:** No

This course begins the expansion of reading skills and vocabulary development through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students including selections from literature.

ESL 543 Intermediate ESL Grammar/Writing II**Units:** 5 **Hours:** 5 Lecture, 1 Laboratory**Prerequisite:** ESL 533 with a grade of C or better or ESL assessment recommendation.**Corequisite:** Recommended concurrent enrollment in ESL 541 and ESL 542.**Transferable:** No

This course is a continuation of ESL 533. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

ESL 546 Introduction to Computers for ESL Students**Units:** 1 **Hours:** .5 Lecture, 1.5 Laboratory**Advisory:** CSIS 122. Eligible for Gavilan College ESL Program Intermediate.**Transferable:** No

Introduction to basic computer hardware functions and terminology; overview of Windows operating environment and word processing for ESL students.

ESL 552 Advanced ESL Reading/Vocabulary I**Units:** 4 **Hours:** 4 Lecture**Advisory:** ESL 542 or ESL Assessment Recommendation. Recommended concurrent enrollment in ESL 553 and/or ESL 555.**Transferable:** No

This course focuses on academic and critical thinking skills needed to increase reading comprehension and efficiency. Emphasis is on analyzing, making inferences, taking notes, supporting opinions, summarizing and expanding vocabulary. Readings are from academic texts and literature.

ESL 553 Advanced ESL Composition I**Units:** 5 **Hours:** 5 Lecture, 1 Laboratory**Prerequisite:** ESL 543 with a grade of C or better or ESL Assessment Test recommendation.**Corequisite:** Recommended concurrent enrollment in ESL 552 and ESL 555.**Transferable:** No

This course is a composition course for ESL students that develops college composition skills through a review of the parts and elements of the English paragraph and an introduction to the essay form. The course focuses on the development of a paragraph and expands to the writing of multiple paragraphs in an essay. Basic rhetorical patterns and methods of organization are covered using the multiple-draft approach to writing.

ESL 555 Advanced ESL Grammar**Units:** 5 **Hours:** 5 Lecture, 1 Laboratory**Prerequisite:** ESL 543 with a grade of C or better or ESL Assessment Test Recommendation.**Advisory:** Recommended concurrent enrollment in ESL 553 and ESL 552.**Transferable:** No

This course is designed to help students improve their grammar usage so that they will be able to succeed in English composition courses. Students will enhance their writing skills by practicing with previously encountered basic structures as well as newly acquired more sophisticated ones.

General Education Requirements, pages 48-49

ESL 556 Information Competency for ESL Students**Units:** 1 **Hours:** 1 Lecture**Advisory:** ESL 546**Transferable:** No

This class will provide an introduction to basic information competency skills designed especially for the ESL student. Students will get an overview of basic terminology, various formats of information, how information is stored and organized, plus hands-on experience with online catalogs and databases. They will also learn and practice basic search strategies and evaluation skills. This is a pass/no pass course. This course is also listed as LIB 556.

ESL 557 Vocational English as a Second Language I**Units:** 6 **Hours:** 4 Lecture, 6 Laboratory**Advisory:** ESL 541, 542 and 543 or ESL Assessment Test recommendation and ESL 546, Introduction to computers.**Transferable:** No

This is a content-based integrated skills course for ESL students who want to prepare for vocational fields. 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.

ESL 561 Advanced ESL Communication Skills**Units:** 3 **Hours:** 3 Lecture**Advisory:** ESL 552 and ESL 553 or ESL Assessment Test recommendation. Recommended concurrent enrollment in ESL 562 and 563.**Transferable:** No

This course is designed to help non-native students mainstream into regular college courses. Its purpose is to prepare for full class participation with emphasis on exposure to and awareness of a variety of instructional formats, note-taking techniques, discussions, and oral presentations.

ESL 562 Advanced ESL Reading/Vocabulary II**Units:** 4 **Hours:** 4 Lecture**Advisory:** ESL 552 or ESL Assessment recommendation. Recommended concurrent enrollment in ESL 563.**Transferable:** No

This course prepares ESL students for mainstream college classes by reviewing a variety of reading skills, strategies, and topics from different academic disciplines. Students expand their academic vocabulary and read short stories or a novel for literary appreciation.

ESL 563 Advanced ESL Composition II**Units:** 5 **Hours:** 5 Lecture, 1 Laboratory**Prerequisite:** ESL 553 with a grade of "C" or better or ESL Assessment Test recommendation.**Advisory:** Recommended concurrent enrollment in ESL 561.**Transferable:** No

This course which is designed for ESL students, refines and further expands college composition skills through the writing of essays using the multiple-draft approach to writing. The course focuses on the structuring and development of an essay with the use of personal examples and/or outside sources. Students write in response to a variety of prompts and viewpoints on issues using different rhetorical patterns, and they are introduced to writing tasks used in academic disciplines other than English.

ESL 565 Editing for ESL Writers**Units:** 3 **Hours:** 3 Lecture, 1 Laboratory**Prerequisite:** ESL 553 and ESL 555 with a grade of 'C' or better or ESL Assessment recommendation.**Transferable:** No

This course is designed to help second language writers develop self-editing techniques to improve their writing. Students learn to identify and correct grammatical and usage errors in their writing as they become aware of general linguistic rules of English. Students learn to fix, and ultimately avoid, many of the errors commonly made by second language writers.

ESL 567 Vocational English as a Second Language II**Units:** 6 **Hours:** 4 Lecture, 6 Laboratory**Prerequisite:** ESL 557 or ESL Assessment Test recommendation.**Transferable:** No

This is a content-based integrated skills course for ESL students who want to prepare for vocational fields. 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.

ESL 581 ESL Pronunciation I**Units:** 2 **Hours:** 2 Lecture, 1 Laboratory**Advisory:** ESL 510B or ESL Assessment Test Recommendation.**Transferable:** No

This is a high-beginning/low-intermediate ESL Pronunciation Course. Students will participate in a variety of communicative activities designed to improve their pronunciation. This course focuses on clear pronunciation of vowels, consonants, diphthongs and clusters, accurate word stress and rhythm, and the connection between spelling and pronunciation. It also introduces the concept of sentence intonation. This is a pass/no pass course.

ESL 582 ESL Pronunciation II**Units:** 2 **Hours:** 2 Lecture, 1 Laboratory**Advisory:** ESL 531, ESL 581, or ESL assessment recommendation.**Transferable:** No

ESL Pronunciation II is the second in a series of courses designed to give ESL students extra practice with their pronunciation. After reviewing vowel and consonant sounds, students will approach pronunciation through use of word stress, sentence rhythm, and discourse intonation. This is a pass/no pass course.

ESL 584 Culture Through Film**Units:** 3 **Hours:** 3 Lecture**Advisory:** ESL 541 or ESL Assessment recommendation.**Transferable:** No

This course is designed to practice listening and speaking skills through the use of selected films. The course highlights different intercultural issues and aspects of American culture, and students enhance their listening and speaking skills by means of authentic discourse. Because film provides a real sample of speech in a multi-dimensional experience, ESL learners can experience the language in a more complete manner while analyzing cultural issues. This is a pass/no pass course.

Film: see ENGL 2C, HUM 3, 4, 10

**Foreign Language: See French (FRNH), Japanese (JPN)
and Spanish (SPAN)**

FRENCH

FRNH 1A Elementary French**Units:** 5 **Hours:** 5 Lecture, 2.5 Laboratory**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 6A; GAV-GE: C2

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 **Hours:** 5 Lecture, 2.5 Laboratory**Prerequisite:** French 1A, or equivalent.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 6A; GAV-GE: C2

Continuation of French 1A with further development of the four skills of understanding, speaking, reading, and writing. Continued emphasis on culture.

GEOGRAPHY

see also CSIS 61 (Geographic Information Systems)

GEOG 1 Physical Geography**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: GEOG 2

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.

GEOG 2 Cultural Geography**Units:** 3 **Hours:** 3 Lecture**Advisory:** Skills commensurate with successful completion of English 250 and English 260 or equivalent.**Transferable:** CSU; UC; CSU-GE: D5; IGETC: 4E; GAV-GE: D2, F; CAN: GEOG 4

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.

GEOG 30 Remote Sensing of Earth's Resources**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 1A, Mathematics 205. Computer proficiency recommended.**Transferable:** CSU

An overview of the acquisition and utilization of remote sensing data. The course will cover basic physics of optics; basics of film and photography; remote sensing platforms; types of equipment and analysis of data. Emphasis will be on aerial and satellite image acquisition and interpretation. This course is also listed as BIO 30.

GEOLOGY**GEOL 1 Introduction to Geology****Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: GEOL 2

A study of the earth and the physical properties which modify the earth; minerals, rocks, geologic structures and processes.

GEOL 13 Environmental Geology**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: B1; IGETC: 5A; GAV-GE: B1

The impact of geologic processes on humans, their structures, and environment. Discussion of the causes, effects, and solution of geological problems in rural and urban settings. Topics will include the role of geology in waste disposal and other land use issues.

Government: see Political Science**Graphic Arts: see Art, CSIS, Digital Media****GUIDANCE****GUID 1 Self-Assessment and Career Development****Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; CSU-GE: E2; GAV-GE: E2

This course is designed to assist the student in learning more about personal values, personality, interests, exploration of career choice, and occupational opportunities through the use of various personal assessment instruments. The delivery options for this course also include online and self-paced formats. This course is also listed as PSYC 5.

GUID 6 Life Skills for Higher Education**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: E2; GAV-GE: E2

Evaluation and application of academic study methods to achieve subject matter mastery. Development of critical thinking skills, and application of reading, writing, note taking and test taking methods to improve personal strategies. Exploration of personal lifestyle and health factors, including the causes and management of stress, as it relates to academic success. Assessment of academic and career goals, selection of majors, and development of education plans. Topics covered include creative and realistic goal setting, academic and life management, college and community resources, library and Internet use, time management, and techniques to reduce math and science anxiety. This class will address a multitude of cultural learning styles, with emphasis on attaining professional, personal and academic goals in a diverse society. Topics from developmental psychology, learning theory and personality theory.

GUID 28 Tutoring Techniques**Units:** 1 **Hours:** 1 Lecture**Advisory:** English 250.**Transferable:** CSU

This course is designed to train students in effective tutoring skills, introduction to how people learn, teaching to modalities, and techniques of working with student anxiety. This course has the option of a letter grade or pass/no pass.

GUID 29 Tutoring Lab**Units:** 1-2 **Hours:** 6 Laboratory**Advisory:** Completion of, or concurrent enrollment in Guidance 28.**Transferable:** CSU

This course will allow students to gain valuable experience in the field of teaching. Students will practice the skills they have learned in Guidance 28. Guidance 29 may be repeated for a maximum of 2.0 units per semester and a maximum course total of 8.0 units. This is a pass/no pass course.

GUID 191A Workplace Skills**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

GUID 191B Workplace Skills**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191B is team building. Need not be taken in sequence. This is a pass/no pass course.

GUID 191C Workplace Skills**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem Solving. Need not be taken in sequence. This is a pass/no pass course.

GUID 199 Introduction to Human Services**Units:** 3 **Hours:** 3 Lecture**Transferable:** No

An introduction to the Human Services as a career choice. Included in the content are the history, methods, communication skills, technology and interdisciplinary resources of human service delivery systems, as well as the best practices and ethics of working with diverse families. Career exploration and expectations are to be examined within each student's interests and capabilities through community service. This course has the option of a letter grade or pass/no pass.

GUID 200 Planning College Success**Units:** .5-2 **Hours:** 2 Lecture**Transferable:** No; GAV-GE: E2

Course is designed to enable students to plan a successful college experience. Content includes degree, major, graduation and transfer requirements. Skills necessary for academic success are presented and practiced. Students will learn general principles about libraries and the search for information. College support services will be identified and utilized during the course. This is a variable unit course; students will earn .5 unit of credit for every 9 hours of participation.

GUID 210 College Orientation**Units:** .5 **Hours:** 1 Lecture**Transferable:** No

Students will acquaint themselves with college and university requirements, educational alternatives, and strategies for academic success. An orientation to Gavilan College programs, services, policies, and facilities will be covered. Students will participate in a basic skills assessment, develop an individualized educational plan, and prepare for enrollment and registration activities. This is a pass/no pass course.

GUID 250 Supervised Tutoring**Units:** **Hours:** 9 Laboratory**Transferable:** No

Laboratory class emphasizing college learning skills, appropriate study techniques, and learning assistance utilizing one-on-one or small group tutorial.

GUID 251 College Survival Skills**Units:** 1 **Hours:** 1 Lecture**Transferable:** No

A course designed to assist students to adjust to the college environment and the learning process. This course will concentrate on the personal and academic skills necessary for educational success. This is a pass/no pass course.

GUID 300 Preparation for Work**Units:** .5-1 **Hours:** 3 Laboratory**Transferable:** No

This course is designed to provide a structured, self-directed, competency-based process for students who need individualized assistance in improving communication skills, defining career goals, and obtaining essential job seeking skills. This is a pass/no pass course.

GUID 419 Developing Confidence in Mathematics**Units:** 1 **Hours:** 1 Lecture**Transferable:** No

Uncovering and changing habitual responses that block the learning of mathematics. Math autobiography, math diary, guided images, relaxation techniques; experiencing success in mathematics through selected topics including graphing, functions, area and perimeter, word problems, logic problems, strategy games, spatial visualization and calculators. This is a pass/no pass course.

GUID 452 Cognitive Reasoning**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** No

Development of cognitive reasoning skills. A variety of materials and exercises will be used to improve the thinking processes of the student. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This is a pass/no pass course.

GUID 530 Job Readiness**Units:** 3 **Hours:** 3 Lecture**Transferable:** No

This course is designed to provide a comprehensive, well-organized approach to assist individuals with the identification of occupational choices and the development of job readiness skills necessary to obtain and maintain employment in a competitive or supported work setting. May be repeated twice for credit. This course has the option of a letter grade or pass/no pass.

GUID 556 Transition to College for Students with Disabilities**Units:** .5 **Hours:** .5 Lecture**Transferable:** No

Aids first time students with disabilities in the transition to a post-secondary learning experience. Topics include: Introduction to college terminology (units, transfer, non-transfer, grade points, G.P.A.), services available in the community, with emphasis on DSP&S support services (Department of Rehabilitation, Social Security benefits, disability specific organizations). This is a pass/no pass course.

GUID 557 Learning Skills Assessment**Units:** .5 **Hours:** 1 Laboratory**Transferable:** No

This course provides an assessment of the students' cognitive/perceptual abilities and basic skills academic achievement. The assessment results are used to determine the students' eligibility for Learning Disabilities Services, to develop individual educational plans, and/or to improve the students' understanding of their own learning strengths and weaknesses. The assessment is conducted on a one-to-one basis by appointment. Units earned in this course do not count toward the associate degree and/or certificate requirements. This is a pass/no pass course.

GUID 558 Learning Skills Laboratory**Units:** .5-2 **Hours:** 6 Laboratory**Advisory:** Completion of Guidance 557 or demonstrated academic deficit.**Transferable:** No

The Learning Skills Laboratory 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. Units earned do not count towards the associate degree and/or certificate requirements. This is a pass/no pass course.

GUID 560 Individualized Basic Skills Development**Units:** 1 **Hours:** .5 Lecture, 1.5 Laboratory**Advisory:** Completion of GUID 557 or demonstrated academic deficit.**Transferable:** No

This class is designed for learning disabilities students who have completed Guidance 557 and who would profit from remediation in spelling, vocabulary development, organizational skills, fundamental critical thinking and basic writing skills. The emphasis will be on providing the students with a positive academic experience. The students will begin at their individual level and progress at their own rate.

GUID 561 Writing Skills**Units:** 1 **Hours:** .5 Lecture, 1.5 Laboratory**Advisory:** Completion of Guidance 557 or demonstrated deficit in written language achievement.**Transferable:** No

This course is designed to teach basic writing skills to students who have demonstrated difficulty mastering written language and who are eligible to receive Learning Disability Services. Material is presented in a concrete, multi-sensory manner, and the class includes opportunity for immediate practice, repetition, and review. The course content includes grammar, sentence structure, and punctuation. Units earned do not count toward the associate degree and/or certificate requirements.

GUID 562 Directed Study Lab in Arithmetic**Units:** 1 **Hours:** 3 Laboratory**Corequisite:** Concurrent enrollment in MATH 400.**Advisory:** Completion of GUID 557 and/or a demonstrated deficit in arithmetic.**Transferable:** No

This course is designed for students who have demonstrated difficulty in mastering arithmetic and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 400. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition, and review. Units earned do not count toward the associate degree and/or certificate requirements. This is a pass/no pass course.

GUID 563A Directed Study Lab in Algebra**Units:** 1 **Hours:** 4 Laboratory**Corequisite:** Concurrent enrollment in MATH 205A is required.**Advisory:** Completion of GUID 557 or demonstrated deficit in mathematics.**Transferable:** No

This course is designed for students who have demonstrated difficulty mastering elementary algebra and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 205A. 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.

GUID 563B Directed Study Lab in Algebra**Units:** 1 **Hours:** 4 Laboratory**Corequisite:** Concurrent enrollment in MATH 205B is required.**Advisory:** Completion of GUID 557 or demonstrated deficit in mathematics.**Transferable:** No

This course is designed for students who have demonstrated difficulty mastering elementary algebra and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 205B. 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.

GUID 564 Directed Study Lab in Pre-Algebra**Units:** 1 **Hours:** 3 Laboratory**Corequisite:** Concurrent enrollment in MATH 402.**Advisory:** Completion of Guidance 557 and/or a demonstrated deficit in Mathematics.**Transferable:** No

This course is designed for students who are eligible to receive Learning Disability Services and/or who have demonstrated difficulty in mastering pre-algebra. The course content parallels Mathematics 402. The material is presented in a concrete, multi-sensory manner, and the lab environment allows opportunity for immediate practice questions, repetition and review. Units earned do not count towards the associate degree and/or certificate requirements. This is a pass/no pass course.

HEALTH EDUCATION**HE 1 Health Education****Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: E2; GAV-GE: E2

This course focuses on attaining individual awareness, critical-thinking skills and self-responsibility relating to personal health. The interaction of individual physical, psychological, social, emotional, spiritual and environmental factors in determining health status is developed through integration of major concepts. This course has the option of a letter grade or pass/no pass.

HE 2 Human Sexuality**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260**Transferable:** CSU; UC; CSU-GE: E2; GAV-GE: E2

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).

HE 6 Death as a Part of Life**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Created to assist students, professionals and all others who are in need of understanding the relationship of life and death, for themselves, their friends and family. Approved by the Board of Registered Nursing for 36 hours of continuing education credit (Provider #00892).

HISTORY**HIST 1 United States History through Reconstruction****Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C2, D6; IGETC: 3B, 4F, 7B; GAV-GE: C2, D2; CAN: HIST 8, HIST SEQ. B

History of the United States from the time before European contact with the Americas through Reconstruction. Emphasis will be placed on distinctive patterns of political, economic, social, intellectual, and geographic developments within their global context. At the conclusion of the course, the student should understand major themes in the history of the United States, and be able to explain various ways in which ideas about federal vs. state power, ethnicity, class, and gender divisions have influenced the nation's development. This course has the option of a letter grade or pass/no pass.

HIST 2 United States History Reconstruction to the Present**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C2, D6; IGETC: 3B, 4F, 7B; GAV-GE: C2, D2; CAN: HIST 10, HIST SEQ. B

History of the United States from Reconstruction to the present. Emphasis will be placed on distinctive patterns of political, economic, social, intellectual, and geographic developments within their global context. At the conclusion of the course, the student should understand major themes in the history of the United States, and be able to explain various ways in which ideas about federal vs. state power, ethnicity, class, and gender divisions have influenced the nation's development. This course has the option of a letter grade or pass/no pass.

General Education Requirements, pages 48-49

HIST 3 History of California**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A and English 260.**Transferable:** CSU; UC; CSU-GE: C2, D6; IGETC: 3B, 4F; GAV-GE: C2, D2, F

A study of California's history from pre-contact with Europeans to the present day. Social, cultural, economic, political and environmental issues will be explored towards an understanding of California's history.

HIST 4A History of World Societies, Before 1500**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C2, D6; IGETC: 3B, 4F; GAV-GE: C2, D2

A study of major elements in the development of and interactions between world societies, from the first organization of community to the dawn of the Renaissance. Students will comparatively analyze social, cultural, geographic, economic, demographic, technological, environmental, and political developments that moved humans from nomadic to agri-technological and urban lives. This course has the option of a letter grade or pass/no pass.

HIST 4B History of World Societies 1500 to Present**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C2, D6; IGETC: 3B, 4F; GAV-GE: C2, D2

A study of major elements in the development of and interactions between world societies, from the dawn of the Renaissance to the modern day. Students will comparatively analyze the social, cultural, geographic, economic, demographic, technological, environmental, and political developments that moved humans from the Middle Ages to the modern era. This course has the option of a letter grade or pass/no pass.

HIST 5 Women's Lives in Early United States History**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C2, D4, D6; IGETC: 3B, 4F; GAV-GE: C2, D1, D2, F

This survey course begins with pre-contact peoples and extends to the end of the nineteenth century. The class examines the construction of womanhood through United States history, and the effects of gender, ethnicity, class, and sexual orientation upon women's experiences. Students will study the contributions of various individual women and groups of women in creating the modern United States, and will analyze social, political, economic, and cultural forces affecting women to both join and resist movements for social change. Students will also learn to apply contemporary feminist theory to traditional historical approaches. This course has the option of a letter grade or pass/no pass.

HIST 6 Women's Lives in Recent United States History**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 250**Transferable:** CSU; UC; CSU-GE: C2, D4, D6; IGETC: 3B, 4F; GAV-GE: C2,

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.

HIST 7A History of Western Civilization**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2; CAN: HIST 2, HIST SEQ. A

A study of major elements in Western heritage from the ancient world to the eighteenth century. Course will survey intellectual, political, social, economic and cultural development of the Western World.

HIST 7B History of Western Civilization**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2; CAN: HIST 4, HIST SEQ. A

A study of major elements in western heritage from Renaissance Europe to the present. Emphasis is on ideas, attitudes and institutions basic to western civilization of enduring interest.

HIST 10 African-American History**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 260, English 250**Transferable:** CSU; UC; CSU-GE: C2, D3, D6; IGETC: 3B, 4F; GAV-GE: C2,

This class examines how social, political, cultural, intellectual, and economic aspects of African-American life developed in the course of United States history. Students will explore the early effects of race-based ideology, and will consider the legacies of slavery and African-American economic underdevelopment. Students will also learn about the contributions of various African-American individuals and groups to the modern United States, and will use various indicators to assess the current state of the nation's ethnic relations. This course has the option of a letter grade or pass/no pass.

HIST 12 Cultural History of the Mexican American**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C2, D3, D6; IGETC: 4F, 3B; GAV-GE: D2,

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.

HIST 14 U.S. In the 20th Century: An Oral History Approach**Units:** 3 **Hours:** 3 Lecture**Advisory:** History 2, 5, or 12**Transferable:** CSU; UC; CSU-GE: C2, D6; IGETC: 3B, 4F; GAV-GE: C2, D2

Students in this course will use oral history and traditional research methods to develop a collection of oral histories on family, community and twentieth century topics. Students will learn oral history skills, ethics, and applications. The course will also survey political, economic, social, and cultural history of the past century to provide interviewers with a context for their work.

HIST 18 Our American Experience I**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C2, D6; IGETC: 3B, 4F; GAV-GE: C2, D2

This interdisciplinary course offers students an opportunity to study American history and culture from the Colonial Period to Reconstruction. Our national culture will be examined through political, literary, artistic, economic, and social developments. Emphasis on analytical, reasoning, and writing skills.

HIST 19 Our American Experience II**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C2, D6; IGETC: 3B, 4F; GAV-GE: C2, D2

This interdisciplinary course offers students an opportunity to study American history and culture from the Reconstruction Era to the present. Our national culture will be examined through political, literary, artistic, economic, and social developments. Emphasis on analytical reasoning, and writing skills.

HIST 21 Ancient Americas: A History through Art**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250.**Transferable:** CSU; UC; CSU-GE: C1, C2; IGETC: 3A; GAV-GE: C2, F

A critical survey of history through the arts of pre-Columbian natives of North, Central and South America. The course will cover major societies and events from the appearance of major civilizations through the initial colonization efforts of European nations. Due to the distinct history of the Americas, this course uses the arts - architecture, sculpture, ceramics and painting, among others - of ancient societies as a primary source material. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 21.

HUM 6 Foreign Cinema**Units:** 3 **Hours:** 3 Lecture**Transferable:** CSU; UC; CSU-GE: C1; IGETC: 3A; GAV-GE: C1

This class is a survey of 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 **Hours:** 3 Lecture**Advisory:** Eligibility for English 250 and 260.**Transferable:** CSU; UC; CSU-GE: C1, C2; IGETC: 3B; GAV-GE: C1, C2

Approaches to Contemporary Film examines theories of film criticism as they apply to films from 1960 to the present. Students learn technical, visual, classical, historical, cultural, ideological, and aesthetic approaches to film and sample from a representative list of foreign and domestic movies. Special emphasis is given to new voices from non-American sources and to emerging voices in American cinema.

HUM 25A Film Production**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Transferable:** CSU; UC

In this class students are introduced to basic theory, concepts, and practice of video and film production, both in the studio and in the field. Students learn skills in camera operation, lighting, audio, and editing. Students will learn the tools of the narrative film/video director's art. Working in production groups, students learn to break down scripted material in order to prepare to shoot dramatic scenes and sequences on camera. Students learn techniques for working with actors on camera. Students apply production planning and management skills. Students learn the basics of production lighting design, including script analysis, basic 3 point lighting, fill, key, differences between perceived light, and recorded light (video, film). Students learn the basics of production sound design, including the recording of sound, foley, looping, and postproduction.

INDUSTRIAL TECHNOLOGY**IT 115 Industrial Safety****Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

This course is an introduction to the construction industry. It will cover the basic skill sets required to earn an entry-level position in various trades in construction. Students will learn basic math, vocabulary, blue print reading and safety skills along with the soft skills required to gain employment. This course has the option of a letter grade or pass/no pass.

IT 116 Introduction to Process Improvement**Units:** 2 **Hours:** 2 Lecture**Advisory:** Mathematics 205.**Transferable:** CSU

An introduction to quality environment in the work place. Students will learn how to work as a team, solve problems, communicate effectively, gather and record data and interpret a variety of charts.

IT 117 Statistical Methods for Improving Performance**Units:** 2 **Hours:** 2 Lecture**Advisory:** Mathematics 205**Transferable:** CSU

An introductory course to improving performance in the work place. Students will learn to work as a team to apply statistical methods in business and industry. These methods include data collection, cause and effect analysis, frequency distributions, and the construction and interpretation of control charts.

HORTICULTURE**HORT 20 Principles of Horticulture****Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Transferable:** CSU

This course will become active for the fall 2007 semester.

This course will provide an introduction to horticulture and crop science. It will cover the biological principles of basic plant processes, classification, anatomy, physiology, and biotechnology. The course will also evaluate the global ecological/environmental and socioeconomic value of plants. Topics will also include the effect of the environment of plants and how we control it, an introduction to plant growth including propagation, media, irrigation, nutrition, management, harvest, and post harvest handling, and people's use of plants. Field trip required.

HUMANITIES**HUM 3 Introduction to the Cinema****Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and 260.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2

This course provides an introduction to the cinema. It includes a view of the inventors and the technological developments that led to the modern motion picture; an historical perspective on the growth and development of cinema including significant films that contributed to its establishment as an art form, a study of film genres such as the comedy, the musical, and the western; the technology of image and sound; and a look at the basic techniques of filmmakers when they attempt to convey meaning.

HUM 4 Introduction to American Cinema**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 440**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2

This introductory course in film studies is a survey of the American film industry as an art form, as an industry, and as a system of representation and communication. The course explores how Hollywood films work technically, aesthetically, and culturally to reinforce and challenge America's national self-image.

HUM 5 Humanities Through The Arts**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 440**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2

A survey of the human condition as seen through film, drama, music, literature, painting, sculpture, and architecture, with an emphasis on the history, techniques, meaning, and evaluation of individual works of Western Art.

JAPANESE

JPN 1A Elementary Japanese

Units: 5 **Hours:** 5 Lecture, 2.5 Laboratory
Transferable: CSU; UC; CSU-GE: C2; GAV-GE: C2

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 **Hours:** 5 Lecture, 2.5 Laboratory
Prerequisite: Japanese 1A or equivalent.
Transferable: CSU; UC; CSU-GE: C2; IGETC: 6A; GAV-GE: C2

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.

Information Science: see CSIS

JOURNALISM

JOUR 10 Mass Media and Society

Units: 3 **Hours:** 3 Lecture
Advisory: English 250, English 260.
Transferable: CSU; UC; CSU-GE: C2, D0; IGETC: 4J; GAV-GE: C2, D2; CAN: JOUR 4

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.

JOUR 15 On-Line Investigation

Units: 3 **Hours:** 3 Lecture
Advisory: Typing and/or keyboarding skills.
Transferable: CSU; GAV-GE: C1

This class will acquaint students with hardware and software requirements for navigating in cyberspace, introduce them to the world of cyber-servers, and focus on giving them basic Internet literacy. Students will learn and practice how to use e-mail, e-mail lists, news groups, the World Wide Web, gopher and tools, file transfer protocol, and other Internet tools. They will also learn Netiquette rules, design and carry out a research project in their disciplines, and become acquainted with legal and ethical issues facing cyberspace users.

JOUR 16A Writing for Media

Units: 3 **Hours:** 3 Lecture
Advisory: Typing skill; English 1A eligibility.
Transferable: CSU; GAV-GE: C1; CAN: JOUR 2

Fundamentals of journalistic writing and analysis of news values and news writing. Stresses organization and structure of news stories; the language and style of news writing; the basic lead and story types for print and broadcast media.

JOUR 16B Reporting for Media

Units: 3 **Hours:** 3 Lecture, 2 Laboratory
Advisory: Journalism 16A
Transferable: CSU; GAV-GE: C1

Fundamentals of reporting for print and broadcast media, with attention to research methods, cultivation of sources, and interviewing techniques. Students will practice gathering information from a variety of sources for presentation in print and broadcast media.

JOUR 18A Working on the Newspaper

Units: 2-5 **Hours:** 2 Lecture, 9 Laboratory
Advisory: Eligible for English 1A. Typing ability.
Transferable: CSU; GAV-GE: C1

Students interview, write, photograph and do computer assisted design and graphics for the college newspaper, The Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about the first amendment rights and responsibilities, and acquire journalistic skills, ethics, and habits.

JOUR 18B Working on the Newspaper

Units: 2-5 **Hours:** 2 Lecture, 9 Laboratory
Advisory: Journalism 18A.
Transferable: CSU; GAV-GE: C1

Students interview, write, photograph and do computer assisted design and graphics for the college newspaper, The Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about the first amendment rights and responsibilities and acquire journalistic skills, ethics and habits.

JOUR 18C Working on the Newspaper

Units: 2-5 **Hours:** 2 Lecture, 9 Laboratory
Advisory: Journalism 18B.
Transferable: CSU; GAV-GE: C1

Students interview, write, photograph and do computer assisted design and graphics for the college newspaper, The Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about the first amendment rights and responsibilities and acquire journalistic skills, ethics and habits.

JOUR 18D Working on the Newspaper

Units: 2-5 **Hours:** 2 Lecture, 9 Laboratory
Advisory: Journalism 18C.
Transferable: CSU; GAV-GE: C1

Students interview, write, photograph and do computer assisted design and graphics for the college newspaper, The Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about the first amendment rights and responsibilities and acquire journalistic skills, ethics and habits.

JOUR 30 Writing for Publication

Units: 3 **Hours:** 3 Lecture
Advisory: English 1A
Transferable: CSU; GAV-GE: C1

Students will learn how to launch themselves as freelance non-fiction writers in magazine, newspaper, and cyberspace markets. They will learn to tailor ideas, research stories, write effective query letters, and produce publishable work. Course will also survey marketing techniques and writing styles, and will provide important legal and ethical information for freelancers. This course is also listed as ENGL 30. This course has the option of a letter grade or pass/no pass.

General Education Requirements, pages 48-49

JOUR 190 Occupational Work Experience/Journalism**Units:** 1-4 **Hours:** 20 Laboratory**Required:** Enrollment in a minimum of seven (7) units, including Cooperative Work Experience, during regular semesters; enrollment in at least one other class in summer session.**Transferable:** No

The application of learned theory, knowledge, and skills to a practical job setting related to the student's educational/occupational goal. Employment must be directly related to the student's college educational/occupational goal. Periodic interviews of the students and employers or their representatives will be required. Each student shall be assisted in the development of individualized performance objectives, toward which the learning experience shall be directed.

JPA FIRE TECHNOLOGY

The application and registration process for JPA Fire Technology classes are completed at the South Bay Regional Public Safety Training Consortium located on the Evergreen Valley College campus in San Jose. Classes are open to the public, however the majority of courses are intended to support public safety training demands and serve the "already employed" student.

If you have questions about courses offered by The Academy, or would like additional information about public safety career training, please call (408) 270-6458 or visit the webpage at www.theacademy.ca.gov. For more information, see page 115.

JFT 1A Fire Command 1A Command Principles for Company Officers**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Fighter 1 Certification A & B, or equivalent.**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is a required course for Level I Officer Certification. It is designed to provide emergency personnel with information and experience in command and control techniques used at the scene of an emergency. The course emphasizes decision making, the act of commanding, the authority or right to command, the personnel organization structure or area under an individual commander, and the preplanning and training requirements for effective performance as an officer.

JFT 1B Fire Command 1B - Haz Mat Command Prin for Company Officers**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Command 1A - Command Principles for Company Officers, I-220 (Basic ICS).**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed for first-in incident commander and company officers. It provides instruction in tactics and strategies and scene management principles for incidents involving hazardous materials. The course includes areas of discussion on identification and hazard mitigation, decontamination, protective clothing, environmental concerns, and legal issues.

JFT 2A Fire Command 2A - Command Tactics at Major Fires**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Command 1A and Basic ICS.**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed for chief officers, company officers, and training officers. It will prepare the officer to use management techniques and the Incident Command System when commanding multiple alarms or large suppression forces.

JFT 2B Fire Command 2B - Management of Major Haz Mat Incidents**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Command 1B and Fire Command 2A, 1-200 (Basic ICS)**Advisory:** Eligible for English 250 and English 420**Transferable:** CSU

This course is designed for chief officers, company officers and training officers. It will include areas of discussion on information and data bases, organizations, agencies and institutions involved in hazardous materials response and research, planning for your community's hazardous materials problems, legislation, regulations and liabilities of hazardous materials responses.

JFT 2C Fire Command 2C - High Rise Fire Tactics**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Command 2A, I-200 (Basic ICS)**Advisory:** Eligible for English 250 and English 420**Transferable:** CSU

This course is designed for chief officers and experienced company officers. It is approached from a system basis and is applied to both small and large high-rise buildings. Topics include: Prefire planning, building inventory, problem identification, ventilation methods, water supply, elevators, life safety, strategy and tactics, application of the ICS, and specific responsibilities. Case studies and simulation are used.

JFT 2D Fire Command 2D - Planning for Large-Scale Disasters**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Command 2A, I-200 (Basic ICS)**Advisory:** Eligible for English 250 and English 420**Transferable:** CSU

This course is designed for chief officers, company officers and planners. Key topics include: principles of disaster planning and management, fire service emergency plans, emergency operations centers, case studies of various material and man made disasters, and roles of local, state and federal OES and emergency management agencies, discussion of multi-hazard and ICS planning techniques, and principles of existing emergency management staff.

JFT 2E Fire Command 2E - Wildland Fire Fighting Tactics**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Command 2A, I-2pp (Basic ICS)**Advisory:** Eligible for English 250 and English 420**Transferable:** CSU

This course is designed for fire officers who have command responsibilities at wildland fires. It contains such topics as California's wildland fire problem, wildland fire safety, weather effects, wildland fuels, wildland fire behavior, initial attack methods, using support equipment, using topographic maps, strategy and tactics, and air attack operations. Involves class participation and simulation.

JFT 3 Fire Mgmt I - Management/Supervisor for Company Officers**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Fighter 1 Certification A & B or equivalent.**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This is a required course for Level 1 Fire Officer certification. The curriculum includes management styles of leadership; promoting group cooperation; types of verbal orders; interpreting and implementing policies; methods of dealing with subordinates; duties and responsibilities of rank; line and staff function; emotional and behavioral characteristics of individuals and working groups; group behavior within the organization; personnel procedures; types of corrective action, personnel interviews and counseling.

JFT 4A Fire Mgmt 2A - Organizational Development & Human Relations**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Management 1**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed for chief officers, company officers, staff officers, training officers, and other fire service managers. It provides information on how to make the transition from supervisor to manager. It offers sound management principles in preparation for more intensified training in specific disciplines. Topics of discussion include internal and external influences, personality traits of your fire fighters, managing human relations, group dynamics, conflict solution and more.

JFT 4B Fire Mgmt 2B - Fire Service Financial Management**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Management 1, Fire Management 2A.**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed for chief officers, company officers, staff officers, and other fire service managers. It provides insight into the cyclical nature of budgeting and financial management. As a management course, the student will become familiar with essential elements of the financial planning, budget preparation, budget justification, and budget controls.

JFT 4D Fire Management 2D - Master Planning**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Management 1, Fire Management 2A**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed for chief officers, company officers, fire service managers, city managers/county administrative officers and planners. It provides participants with information and discussion centering around program planning, forecasting, system analysis, system design, policy analysis and others.

JFT 4E Fire Mgmt 4E - Contemporary Issues and Concepts**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Management 2A, Fire Management 2B, 2C, 2D**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course provides an overview of contemporary management issues and concepts. Key topics include government relations; changing settings/policy formulation; program management; personnel; labor relations; and legal environment.

JFT 5A Fire Investigation 1A - Fire Cause & Origin Determination**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fundamentals of Fire Protection or equivalent.**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is for Level 1 Fire Officer and Fire Investigator 1 Certification. Curriculum includes fire behavior and building construction and their influence on fire cause and origin investigation; investigative techniques and skills required to perform incendiary, accidental, fatal, vehicle, wildland, juvenile and incendiary investigations; summary report writing techniques; investigative tools required to collect, document and preserve evidence.

JFT 5B Fire Investigation 1B - Techniques of Fire Investigation**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Investigation 1A**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course provides a deeper understanding of fire investigation and builds on Fire Investigation 1A. Topics include: the juvenile fire setter, report writing, evidence preservation and collection, interview techniques, motives, and fire fatalities.

JFT 7A Fire Apparatus Drive/Operator 1A-Emergency Vehicle Operation**Units:** 1 **Hours:** 40 Lecture**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance of emergency vehicles, including actual driving exercises under simulated emergency conditions.

JFT 7B Fire Apparatus Driver/Operator 1B - Pump Operations**Units:** 1 **Hours:** 40 Lecture**Advisory:** Eligible for English 250 and English 420**Transferable:** CSU

This course provides the student with information, theory, methods, and techniques for operating fire service pumps. Subjects include: types of pumps, engine and pump gauges, maintenance, unsafe pumping conditions, pressure relief devices, cooling systems, water supplies, drafting, field hydraulics, and pumping operations.

JFT 8 Fire Fighter I Academy**Units:** 8-10 **Hours:** 26 Lecture, 14 Laboratory**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This academy includes 320 hours of instruction on basic fire fighting skills, laws and regulations affecting the fire service. The course will provide the fire fighter with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks, basic rescue operations, basic fire prevention and fire investigation tasks and to use, inspect, and maintain fire fighting and rescue equipment. Curriculum is intended to provide competent and comprehensive training in the field of Fire Technology as it relates to firefighters.

JFT 9A Fire Instructor 1A - Instructional Techniques Part I**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Fighter I Classification**Advisory:** Eligible for English 250 and English 420**Transferable:** CSU

This course curriculum includes the identification of training needs; utilizing the occupational analysis; determining measurable student objectives in learning manipulative skills; development of levels of instruction; preparation and presentation of manipulative lesson plans; preparation of supplementary instruction sheets and methods of manipulative skills.

JFT 9B Fire Instructor 1B - Instructional Techniques Part II**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Instructor 1A**Advisory:** Eligible for English 250 and English 420**Transferable:** CSU

This is a required course for Level 1 Fire Officer Certification. The curriculum identifies and provides the training needs with the emphasis on technical subjects; identification of course objectives and content; establishment of levels of instruction; development of measurable student performance goals; development of technical lesson plans' teaching technical subject.

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 11 Rescue Systems I - Fundamentals of Heavy Rescue**Units:** 1 **Hours:** 8 Lecture, 32 Laboratory**Prerequisite:** Fire Fighter Certification**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This 40 hour course is designed for all emergency response personnel. Key topics include: Team organization, rescue and environmental considerations, use of ropes, knots, rigging and pulley systems, descending, repelling, and belaying tools and techniques, subsurface rescue techniques, use of cribbing, wedges, cutting/prying and hydraulic tools, use of fire service ladders in specialized rescue situation, and day and night simulated rescue exercises.

JFT 12 Rescue Systems II - Advanced Rescue Systems**Units:** 1 **Hours:** 8 Lecture, 32 Laboratory**Prerequisite:** Rescue Systems I, Basic ICS**Advisory:** Eligible for English 250 and English 420**Transferable:** CSU

This 40 hour course is designed for all fire service and allied emergency response personnel. It provides advanced heavy rescue system techniques. Key topics include structural building types, wood and mechanical shores, crib capacities, floor weight calculations, building search, confined space considerations, damaged structure hazard assessment, use of small power and hand tools, air bags and USAR ICS.

JFT 13 Public Educ 1A - Systematic Planning & Communication Skills**Units:** 1 **Hours:** 40 Lecture**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed for personnel involved with preparing and delivering public education and information programs. Key topics include: systematic planning process for public education, use of CFIRS to analyze local problems, communication skills, program evaluation, working with the media, integrating programs into schools, gaining community support, fire safety for children, interviewing and counseling juvenile firesetters, creating and using audio/visual resources, and idea and resource sharing.

JFT 14 CDF Fire Academy - Seasonal**Units:** 2 **Hours:** 27 Lecture, 13 Laboratory**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is department policy for the Entry Level CDF Firefighter 1. The training is designed to assist with competency-based group instruction, and the student is expected to demonstrate the skills necessary to be a safe and effective Firefighter 1. 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.

JFT 15 CDF Fire Academy - Seasonal Refresher**Units:** 1 **Hours:** 27 Lecture, 13 Laboratory**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This is a refresher course for the Basic CDF Firefighter Academy. Returning firefighters must pass the returning firefighter written examination before working on an emergency incident. The subjects are intended to give the Firefighter 1 a basic knowledge which is needed prior to emergency response. Students are required to meet the minimum standard as noted in the behavioral objective for each subject/topic. Candidates for qualification under this course must meet the basic requirements for employment as a CDF Firefighter 1.

JFT 16 Joint Fire Fighter Academy**Units:** 10 **Hours:** 26 Lecture, 14 Laboratory**Prerequisite:** Employment with a Fire Department.**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed for firefighter recruits who have been hired by a county-wide multi-agency. It includes 320 hours of instruction on basic fire fighting skills, laws, and regulations affecting the fire service. It will provide the firefighter with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks, basic rescue operations, basic fire prevention and fire investigation tasks and to use, inspect, and maintain fire fighting and rescue equipment. Curriculum is intended to provide competent and comprehensive training in the field of Fire Technology as it relates to entry level firefighters.

JFT 17 Emergency Medical Technician I**Units:** 3 **Hours:** 21.5 Lecture, 12.5 Laboratory**Prerequisite:** CPR Emergency Responder**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This 135 hours course is designed to prepare personnel in the Fire/Safety and related fields to render pre-hospital basic life support including, but not limited to: Advanced First Aid and Cardiopulmonary Life Support for the ill or injured at the scene of an emergency in preparation for transport. It meets all the lecture requirements for certification as an Emergency Medical Technician I as specified in the regulations approved by the State of California Emergency Medical Services Authority and the Emergency Medical Services Officer of the County of Santa Clara and the Office of the State Fire Marshall. Students must successfully complete Fire Fighter Academy 1 to be eligible for certification. May be repeated three times for credit.

JFT 18A Haz Mat Tech 1A - Basic Chemistry of Hazardous Materials**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** OSFM approved Hazardous Materials First Responder (Operations Level)**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is 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.

JFT 18B Haz Mat Tech 1B - Applied Chemistry/Field ID of Chemicals**Units:** 1 **Hours:** 24 Lecture, 16 Laboratory**Prerequisite:** Hazardous Materials 1A (JFT 18A).**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed for hazardous materials emergency responders. It teaches students how to apply information learned in Hazardous Materials 1A. Instruction includes the use of field monitoring and detection devices, sample collection equipment, and field identification procedures for verifying, identifying, and classifying unknown chemicals.

JFT 18C Haz Mat Technician 1C - Incident Considerations**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Hazardous Materials 1A (JFT 18A), Hazardous Materials 1B (JFT 18B)**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed for hazardous materials emergency responders. It provides an introduction to the Haz Mat Incident Command System, concepts associated with haz mat response activities, and an in depth study of incident specific considerations influencing haz mat emergencies. Students are introduced to site planning, contingency planning, protective action options, and meteorological considerations.

JFT 18D Haz Mat Tech 1D - Tactical Field Operations**Units:** 1 **Hours:** 20 Lecture, 20 Laboratory**Prerequisite:** Hazardous Materials 1A (JFT 18A), Hazardous Materials 1B (JFT 18B), and Hazardous Materials 1C (JFT 18C).**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed for hazardous materials emergency responders. It provides the students with "hands-on" training in haz mat confinement and control operations including diking dams, absorbent materials, methods and procedures of plugging, patching, sampling, and over packing. Students are presented with an opportunity to utilize chemical protective equipment and decontamination methods and procedures. Information on other tactical considerations such as haz mat triage, sabotage, preservation of evidence, and EMS considerations is also provided.

JFT 18F Haz Mat Tech 1F - Special Mitigation Techniques**Units:** 1 **Hours:** 20 Lecture, 20 Laboratory**Prerequisite:** Haz Mat 1A (JFT 18A), Haz Mat 1B (JFT 18B), Haz Mat 1C (JFT 18C) and Haz Mat 1D (JFT 18D).**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This module is an intensive "hands-on" introduction to specialized mitigation techniques employed by the Hazardous Materials Specialist. Instruction includes plugging, patching, and repairing railroad cars, intermodel tanks, and highway cargo tank cars, advanced chemical field identification testing procedures, and fixed facility repair considerations.

JFT 18G Haz Mat Tech 1G - Advanced Field Operations**Units:** 1 **Hours:** 40 Laboratory**Prerequisite:** Haz Mat 1A through 1F (JFT 18A-F)**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This module brings together all of the information present in modules 1A-1F in an environment of "hands-on" full scale exercises. The students will be evaluated for their ability to perform as a member of a Haz Mat team in a series of simulated Haz Mat incidents.

JFT 20 Hazardous Materials - First Responder - Operational**Units:** .5 **Hours:** 24 Lecture**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This 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. It will provide defensive tactics to contain the release from a safe distance and keep it from spreading and prevent exposures without trying to stop the release. It meets and exceeds the requirements of CFR 29 1910.120 and CCR Title 8.

JFT 21 Hazardous Materials Incident Commander Training**Units:** .5 **Hours:** 24 Lecture**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed to provide the Incident Commander with the skills and competency necessary to mitigate an emergency incident, initiate action, and ensure the restoration of normal services with a comprehensive resource management approach.

JFT 24 Hazardous Materials Investigations**Units:** 1 **Hours:** 20 Lecture, 20 Laboratory**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed to develop skills in the technical aspects of Hazardous Materials Investigations both for federal and state standards.

JFT 26A Fire Prevention 1A - Fire Inspection Practices**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Firefighter 1A and 1B Certification or equivalent.**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This is a required course for Level 1 Fire Prevention Officer 1 Certification. Curriculum includes organization and function of fire prevention; fire and life safety inspections; codes and ordinances relating to the use and storage and use of flammable, combustible, toxic, reactive and radioactive materials; engineering and enforcing a solution of a fire hazard; fire extinguisher and fixed systems requirements.

JFT 26B Fire Prevention 1B Code Enforcement**Units:** 1 **Hours:** 40 Lecture**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This is a course in relationship of Life Safety Codes and requirements to building construction principles and building occupancy classifications. Curriculum includes fire rated construction; fire doors, windows, and shutters; stairwells and smokeproof enclosures; flame spread, smoke production and interior finish considerations for various occupancies; existing and egress requirements; basic electrical theory, electrical hazards and inspection considerations; basic heat, smoke and flame detection systems; sprinkler and fixed protection systems; municipal/residential alarm systems; fire drills and emergency evacuation procedures; inspection reports and filing techniques; processing of plans and specifications; handling fire prevention complaints.

JFT 26C Fire Prevention 1C - Flammable Liquids and Gases**Units:** 1 **Hours:** 40 Lecture**Prerequisite:** Fire Prevention 1B, this is a required course for Level 1 Fire Officer and Fire Prevention Officer 1 Certification.**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

Curriculum includes physical properties of flammable liquids and gases; outside storage requirements for flammable liquids and gases, bulk handling requirements for flammable liquids and gases; regulations and procedures for the installation of storage tanks and containers; regulations controlling the transportation of flammable liquids and gases; procedures for controlling compressed and liquid gas leaks.

JFT 200 Fire Rescue West**Units:** 1 **Hours:** 40 Lecture**Advisory:** Eligible for English 250 and English 420.**Transferable:** No

This conference will provide mandatory updating of fire technology and methods of application. It will include the finest in motivational, educational and career advancement programs. Each attendee will be provided the knowledge, tools and ability to assist them in fulfilling their mission in common problems and those not so common and provide solutions. This class may be repeated annually. This is a pass/no pass course.

JFT 201 I-100 Introduction & I-200 Basic ICS**Units:** .5 **Hours:** 14 Lecture**Advisory:** Eligible for English 250 and English 420.**Transferable:** No

This 14 hours of curriculum is intended for personnel assigned to an incident or event who have a minimum requirement for understanding the Incident Command System. The modules review the ICS organization, basic terminology, and common responsibilities. It will provide enough information about the Incident Command System to enable personnel to work in a support role at an incident or event, or to support an incident from an off-site location. This module may also be used as a pre-course study program by personnel who will be continuing their training with additional modules. This course may be repeated 3 times for credit. This is a pass/no pass course.

JFT 202 I-300 Intermediate Incident Command System**Units:** .5 **Hours:** 27 Lecture**Prerequisite:** I-200, Basic ICS or an equivalent working knowledge of ICS. Chief Officer rank or Captains who are qualified by their agency to serve as Acting Battalion Chief.**Advisory:** Eligible for English 250 and English 420.**Transferable:** No

A 27 hour class in the Incident Command System designed for Fire Officers who have a working knowledge of ICS. The class consists of five modules developed by the National Wildfire Coordinating Group to meet the needs of command officers managing complex emergency incidents. Intermediate ICS expands upon Basic ICS, but does not repeat any information. It provides more description and details of the organization and operation of the ICS, covers management of resources, describes the duties of all positions including the Air Operations organization, and provides examples of how the essential principles are used in incident event planning. This class may be repeated 3 times for credit. This is a credit/ no credit course.

JFT 203 I-400 Advanced Incident Command System**Units:** .5 **Hours:** 22 Lecture**Prerequisite:** I-300, Intermediate ICS or an equivalent working knowledge of ICS. Chief Office rank or Captains who are qualified by their agency to serve as Acting Battalion Chief.**Advisory:** Eligible for English 250 and English 420.**Transferable:** No

A 22 hour class in the Incident Command System designed for Chief Officers. The class 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, but does not repeat any information. The course emphasizes large-scale organization development; roles and relationships of the primary staff, the planning, operational, logistical and fiscal considerations related to large and complex incident and event management. It describes the application of Area Command and the importance of interagency coordination on complex incidents and events. This class may be repeated 3 times. This is a pass/no pass course.

JFT 204 ICS-334 Strike Team Leader**Units:** .5 **Hours:** 24 Lecture**Prerequisite:** ICS-200 and ICS-300**Advisory:** Eligible for English 250 and English 420.**Transferable:** No

This 24 hours course is designed to meet the training requirements outlined in the Wildland Fire Qualification Subsystem Guide and the Position Task Book developed for the positions of Task Force Leader and Strike Team Leader. Curriculum is specific to wildland fire suppression. This is a pass/no pass course.

JFT 206 Auto Extrication**Units:** .5 **Hours:** 4 Lecture, 12 Laboratory**Advisory:** Eligible for English 250 and English 420.**Transferable:** No

This 16 hour course provides students with hands-on experience in the procedures and systems utilized during an automobile extrication. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

JFT 209 Wildland Live Fire Burn**Units:** .5 **Hours:** 16 Laboratory**Advisory:** Eligible for English 250 and English 420.**Transferable:** No

This course is designed for all fire service personnel by the State Fire Marshall's Office. This course provides a hands-on experience in fighting wildland or agricultural crop fires. Field functions are engine company oriented and include structure protection in the urban interface, mobile fire attack, fire shelter deployment, progressive hose lays and pre-mobilization/de-mobilization activities. Command functions include training under live fire setting, command team training, multi-department communications, and resource tracking utilizing the Incident Company System. This class may be repeated annually as new technology is demonstrated and utilized. This is a pass/no pass course.

JFT 210 Trench Rescue**Units:** .5 **Hours:** 4 Lecture, 12 Laboratory**Advisory:** Eligible for English 250 and English 420.**Transferable:** No

This 16 hours course is designed to train fire service personnel in hands-on application of the techniques necessary to safely effect a rescue from an excavation or trenching cave-in. Topics include critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques, and below grade rescue safety procedures. This is a pass/no pass course.

JFT 215 Fire Officer Supervisor Academy**Units:** 2 **Hours:** 40 Lecture**Prerequisite:** Employment with a Fire Department as a full time first line officer.**Advisory:** Eligible for English 250 and English 420.**Transferable:** No

This is an 80 hour management program designed to teach supervision and management skills to current first line officers in the fire service. Candidates are chosen from amongst eligible supervisors by department administrators. This is a pass/no pass course.

JPA LAW ENFORCEMENT

the application and registration process for JPA Law Enforcement classes are completed at the South Bay Regional Public Safety Training Consortium located on the Evergreen Valley College campus in San Jose. Classes are open to the public, however the majority of courses are intended to support public safety training demands and serve the "already employed" student.

If you have questions about courses offered by The Academy, or would like additional information about public safety career training, please call (408) 270-6458 or visit the webpage at www.theacademy.ca.gov. For more information, see page 65.

JLE 100 Basic Police Academy**Units:** 22 **Hours:** 24 Lecture, 16 Laboratory**Advisory:** Academy placement examination.**Transferable:** CSU

A basic police academy course consisting of 880 hours meeting standards established by the Commission on Peace Officer Standards and Training for peace officer training.

JLE 101 Supervision and Leadership - Recruit Training Officer**Units:** 12 **Hours:** 2.4 Lecture, 54.1 Laboratory**Advisory:** POST certified as a California Peace Officer**Transferable:** CSU

This twenty-four week course consists of 960 hours of practicum work. The course is designed to certify the completion of standards required of the Recruit Training Officer (RTO) as governed by the Commission on Peace Officer Standards and Training and/or Basic Course requirements. The course focuses on practicum skill development in the area of supervision and leadership including the RTO as role model, instructor, evaluator, counselor, problem solver, supervisor and agency liaison.

JLE 102 Supervisory Peace Officer Course**Units:** 2 **Hours:** 76 Lecture, 4 Laboratory**Advisory:** JLE 100**Transferable:** CSU

Elements of supervision, teacher training, conference leadership, and related law enforcement subjects as outlined by Peace Officer Standards and Training. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

JLE 103 Supervisory Update Course**Units:** .5 **Hours:** 20 Lecture, 4 Laboratory**Advisory:** JLE 102**Transferable:** CSU

Course is designed for updating first-line field supervisors in areas including: liability issues, ethics, communication and counseling skills, handling critical incidents. Course may be repeated 3 times for credit once every 2 years due to significant updating of content as prescribed by changes in law, regulations and procedures. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

JLE 104 Basic Jail Operations**Units:** 1.5 **Hours:** 25 Lecture, 8 Laboratory**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is designed for the Peace Officer who carries out the responsibilities of a corrections officer and has completed the POST Basic Course. It consists of a minimum of 66 hours of instruction in specific performance/instructional objectives.

JLE 105 Corrections Officer Basic Training**Units:** 5 **Hours:** 32 Lecture, 8 Laboratory**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This core training course is designed to meet the State Board of Corrections regulations for entry-level training of Correctional Officers for adult institutions. This course presents the lecture and practical application skills and knowledge to work in local adult jail facilities.

JLE 107 Basic Police Academy Re-qualification**Units:** 3 **Hours:** 19.7 Lecture, 26 Laboratory**Transferable:** CSU

The Commission on Peace Officer Standards and Training (POST) certifies this 137 hour course of training. It meets the content and hour requirement established by POST for re-qualification of former officers who have not been working as full time enforcement officers in California for a period exceeding three (3) years.

JLE 110 Crisis Intervention**Units:** 1 **Hours:** 32 Lecture, 8 Laboratory**Advisory:** JLE 100**Transferable:** CSU

This course has been designed for officers to deal with the handling of crisis situations: domestic disputes, landlord/tenant disputes, suicide attempts, handling mentally disturbed persons, and other persons in crisis calls. The emphasis will be on control, objectivity, safety and professionalism. Legal, ethical and cultural issues will also be included. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

JLE 111 Background Investigation**Units:** .5 **Hours:** 36 Lecture**Transferable:** CSU

A POST certified course designed to develop law enforcement officers with the skills to be an accomplished Background Investigator. This course includes the fundamentals of background investigation, interviewing, the use of psychological screening, Polygraphs, legal aspects of background investigation, and verbal/non-verbal communication.

JLE 112 Sexual Assault Investigation**Units:** .5 **Hours:** 16 Lecture, 8 Laboratory**Advisory:** JLE 100**Transferable:** CSU

The course is a balance between a police officer's duties in handling sexual assault cases and being sensitive and aware of the victim's needs. Attention is given to the psychological as well as physical trauma a rape victim encounters. The legal aspects of the case will also be emphasized. Course may be repeated 3 times for credit once every 2 years due to significant updating of content as prescribed by changes in law, regulations and procedures. This is a pass/no pass course.

JLE 114 Abuse, Neglect and Sexual Exploitation of Children**Units:** .5 **Hours:** 24 Lecture**Advisory:** JLE 100**Transferable:** CSU

An intensive study in causes, recognition, identification of abuse, neglect and sexual exploitation of children. Emphasis will be placed on laws, procedure of handling cases, effective interviewing/investigative techniques and action/referral. Course may be repeated 3 times for credit once every 2 years due to significant updating of content as prescribed by changes in law, regulations and procedures. This is a pass/no pass course.

JLE 115 Livestock Theft/Rural Crime Investigations**Units:** 1 **Hours:** 30 Lecture, 10 Laboratory**Transferable:** CSU

This 40 hour course includes instruction on basic livestock theft investigation. Breed and brand recognition, individual case studies, rural crime, criminal law, trespass law, expert testimony, Bureau of Livestock ID role and responsibilities, proactive road enforcement in livestock work, crop and commodity enforcement, heavy equipment theft and chemical theft.

JLE 116 Police Report Writing for Trainers**Units:** .5 **Hours:** 24 Lecture**Advisory:** JLE 100**Transferable:** CSU

An intense study of the basic qualities of a good police report. Attention will be given to planning a proper investigation and note-taking system and recording facts in chronological order. Basic objectives will be to train officers to evaluate reports for the following qualities: clarity, accuracy, conciseness, completeness, legibility, proper grammar and spelling use. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

JLE 118 Field Training Officer Seminar**Units:** 1 **Hours:** 28 Lecture, 12 Laboratory**Advisory:** JLE 100**Transferable:** CSU

This course is designed for police officers that have been or will be accepted into field training officer programs in their respective law enforcement agencies. This course has certification from the California Commission on Peace Officers Standard and Training and follows the guidelines and standards under 832.3 of the Penal Code. It covers methods of teaching, training and evaluation of Police Officers.

JLE 119 Field Training Officer Up-date**Units:** .5 **Hours:** 24 Lecture**Advisory:** JLE 118**Transferable:** CSU

This course is designed to update Field Training Officers in the following areas: evaluation, legal aspects, Peace Officers Standards and Training Commission changes. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirement. Course may be repeated 3 times for credit once every 2 years due to significant updating of content as prescribed by changes in law, regulations and procedures.

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 121 Advanced Officer Training

Units: .5-1 **Hours:** 40 Lecture
Advisory: Eligible for English 250 and English 420.
Transferable: CSU

This course is designed to provide a mechanism whereby agencies may insure that the necessary new skills required of police officers have been provided and those previously learned skills are maintained and reinforced. It will enable the agency to provide a means of correcting deficiencies while satisfying State teaching requirements. New information and changes in the Criminal Justice System affecting policy officers and, when necessary, a review of previously acquired materials will be provided. This course satisfies Advanced Officer Training requirements established by the Commission on Peace Officer Standards and Training. This is a pass/no pass course.

JLE 122 Narcotic Enforcement and Influence

Units: .5 **Hours:** 24 Lecture
Advisory: JLE 100
Transferable: CSU

This course is designed for the uniformed police officer for the building of probable cause to arrest in controlled substance crimes. It will cover the identification and use of controlled substances, enforcement of various crimes in Health and Safety Code, Business and Professions Code, Penal Code, Vehicle Code relating to drug crimes. This is a pass/no pass course. Course may be repeated 3 times for credit once every 2 years due to significant updating of content as prescribed by changes in law, regulations and procedures.

JLE 124 Basic Fingerprint School

Units: 1 **Hours:** 8 Lecture, 32 Laboratory
Advisory: JLE 100 or Field Evidence Technician.
Transferable: CSU

An introduction to fingerprints, including the history, identification, classification and filing, courtroom testimony and practical application. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

JLE 126 Advanced Fingerprint School

Units: 1 **Hours:** 8 Lecture, 32 Laboratory
Advisory: JLE 124
Transferable: CSU

A continuation of basic fingerprinting course with emphasis on practical application of lifting latent prints, print photography, comparison, chart preparation, courtroom preparation and testimony. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

JLE 128 Police Chemical Agents

Units: .5 **Hours:** 8 Lecture
Advisory: JLE 100, AJ 106, AJ 108
Transferable: CSU

This course of instruction includes types of non-lethal chemical agents, methods of dispersal and delivery, safety, first aid, tactics, use of gas masks and applicable penal codes sections. This course meets the requirements of PC 13514.

JLE 131 PC 832 - Firearms

Units: .5 **Hours:** 8 Lecture, 16 Laboratory
Advisory: Eligible for English 250 and English 420.
Transferable: CSU

This course is designed for public safety personnel attending annual updates, re-certification, or remediation mandated by the Commission on Peace Officer Standards and Training. Course covers the legal requirements for carrying and using a firearm within the scope of their job related duties. Participants are instructed in the safe handling of firearms and techniques of shooting. This is a pass/no pass course.

JLE 132 PC 832 - Laws of Arrest/Search & Seizure

Units: 1 **Hours:** 32 Lecture, 8 Laboratory
Advisory: Eligible for English 250 and English 420.
Transferable: CSU

This 40 hour course curriculum covers professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does not include the firearms portion. This course may be offered as a component of Correctional Officer Core Course or as part of an 18 unit approved certificate for Reserve Police Officer.

JLE 134 Self Defense/Arrest Techniques for Instructors

Units: 1-5 **Hours:** 8 Lecture, 72 Laboratory
Advisory: JLE 100
Transferable: CSU

Physical self-defense and arrest tactics, including baton-designed defense, and directed toward officer safety. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

JLE 135 Defensive Tactics Instructor Refresher

Units: 1 **Hours:** 10 Lecture, 30 Laboratory
Advisory: JLE 134
Transferable: CSU

Technical areas covered include principles of arrest control legal aspects; liability and use of force; searches and handcuffing techniques including cursory, standing, kneeling, and prone; finding weapons, controls and take downs during search and handcuffing; compliance arrests, tactical arrests, dealing with combative suspects, fight situations and multiple suspects, gun retention, weapon take-away, carotid control hold, tactics in and around vehicles and baton tactics taught in the Basic Police Academy. The course will ensure that the Defensive Tactics Instructor maintains the skills to conduct and improve an on-going Defensive Tactics Program within the agency. This is a pass/no pass course. May be repeated a maximum of 3 times for credit.

JLE 136 Firearms Instructor Training

Units: 2 **Hours:** 46 Lecture, 34 Laboratory
Advisory: JLE 100
Transferable: CSU

Designed for the experienced firearms person who wants to qualify for rangemaster. Students must supply equipment and ammunition. The course is P.O.S.T. certified. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

JLE 137 Baton Instructor Course

Units: 1 **Hours:** 15 Lecture, 25 Laboratory
Transferable: CSU

A straight baton instructor course designed to qualify the participant to teach Police Baton Tactics. Participants will be prepared to teach all the baton techniques that are taught in the Basic Police Academy as well as more advanced techniques including: tactics for confined spaces, close range tactics, combination techniques, tactical situations, multiple and armed suspects, and baton retention. Participants will be prepared to teach Principles of Defensive Tactics, Legal Aspects, Liability and Use of Force as related to Baton Tactics. The participant will also learn teaching techniques, methodology, record keeping and methods of performance evaluation. Instructors that complete the course will have the skills needed to implement an on-going Baton Tactics Program. This is a credit/no-credit course.

JLE 138 Police Baton Training

Units: 1 **Hours:** 8 Lecture, 32 Laboratory
Transferable: CSU

Baton training for police personnel. Course covers legal aspects of the use of baton, use of force, first aid for baton injuries and practical skill training in the proper use of the baton. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

JLE 139 PR-24 Instructor Course**Units:** 1 **Hours:** 8 Lecture, 32 Laboratory**Advisory:** JLE 100**Transferable:** CSU

A complete instructor course in the use of the (PR-24) side-handle baton designed to qualify the participant to teach Police Side-handle Baton Tactics on the agency level. Participants will be prepared to teach basic level techniques as well as advanced techniques including: tactics for confined spaces, close range tactics, combination techniques, tactical situations, multiple and armed suspects, and baton retention, principles of defensive tactics, legal aspects, liability and use of force as related to baton tactics. The participant will also learn teaching techniques, methodology, record keeping and methods of performance evaluation. Instructors that complete the course will have the skills needed to implement an on-going Baton Tactics Program. This is a credit/no-credit course.

JLE 140 Special Weapons and Tactics (SWAT)**Units:** 1 **Hours:** 16 Lecture, 24 Laboratory**Advisory:** JLE 100 or possess POST basic training certificate to qualify for peace officer status.**Transferable:** CSU

This is a Basic SWAT course. The course will prepare the student to handle serious and dangerous arrest situations, single and multiple suspects, raids and hostage rescue techniques. In addition, students will participate in practical exercises designed to simulate SWAT Team missions. This is a pass/no pass course.

JLE 141 Specialized Investigators Basic Course**Units:** 12 **Hours:** 29.5 Lecture, 10.5 Laboratory**Prerequisite:** Basic Academy matriculation process OR employment with an approved agency.**Advisory:** Eligible for English 250 and English 420**Transferable:** CSU

The Specialized Investigators Basic Course curriculum is designed to meet the needs of the specialized investigators of state, county and municipal special investigation units. The curriculum covers thirteen learning domains including ethics, criminal law, search and seizure, arrest and control techniques and the collection and preservation of evidence. The course meets state required mandates for training in domestic violence, sudden infant death syndrome, hate crimes, sexual harassment awareness, and cultural diversity. The course also includes advanced investigative techniques, procedures for the preparation and execution of warrants and orders, surveillance techniques and case management techniques.

JLE 142 Basic Police Academy Modular Level III**Units:** 4.5 **Hours:** 25 Lecture, 19 Laboratory**Prerequisite:** POST approved pre-entry English skill assessment examination provided by the Academy. Criminal history clearance as provided by the Penal Code.**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This is a 176 hour course of training that is certified by the Commission on Peace Officers Standards and Training and meets the content and hour requirements established by POST. This course includes the PC 832 certificates to meet the requirements for a Level III Reserve Police Officer.

JLE 143 Basic Police Academy Modular, Level II**Units:** 7 **Hours:** 29.4 Lecture, 10.6 Laboratory**Prerequisite:** Completion of Level III, Parts I and II with current PC 832.**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This is a 280 hour course of training that is certified by the Commission on Peace Officer Standards and Training and meets the content and hour requirements established by POST. This course combined with current PC 832 certificates, meets the requirements of a Level II Reserve Police Officer. The Level II certificate is a prerequisite for Level I Reserve Police Officer.

JLE 144 Basic Police Academy Modular, Level I**Units:** 12.5 **Hours:** 21.2 Lecture, 17.3 Laboratory**Prerequisite:** Completion of Level III and II with current PC 832 certificate with firearm endorsement, POST approved comprehensive exam provided by academy, Medical examination/clearance by a licensed physician.**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This is a 500 hour course of training that is certified by the Commission on Peace Officers Standards and Training and meets the content and hour requirements established by POST. This course combined with Level III and II certificates meets the requirements of a Level I Reserve Police Officer.

JLE 145 Countersniper**Units:** 1 **Hours:** 20 Lecture, 20 Laboratory**Advisory:** JLE 100**Transferable:** CSU

The course is designed for local law enforcement officers to provide instruction in the basic and advanced principles and techniques necessary to become an expert rifle shooter with emphasis on the tactical deployment of a police officer as a sniper assigned to a specialized tactical unit being utilized in a crisis situation. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

JLE 150 Accident Investigation**Units:** 1 **Hours:** 32 Lecture, 8 Laboratory**Prerequisite:** Completion of Basic Police Academy**Advisory:** Eligible for English 250 and English 420**Transferable:** CSU

This course is designed to provide officers with necessary investigative skills which will enable them to properly conduct thorough preliminary and follow-up investigations of vehicular collisions. The course is structured to augment training in vehicle accident investigation which officers have already received in the basic (recruit school) course, and to provide specialized, advanced training in more sophisticated concepts and techniques of vehicle collision investigation which are applicable to follow-up investigations. This is a pass/no pass course.

JLE152 Law Enforcement Modular Course**Units:** .5-2 **Hours:** 40 Lecture**Advisory:** JLE 100**Transferable:** CSU

A course consisting of modules dealing with 32 different aspects of law enforcement education and training. Each modular course is 8 hours long and is P.O.S.T. Certified Plan IV. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. Each module may be repeated a maximum of three times for credit.

JLE 154 Instructional Development for Administration of Justice**Units:** 1 **Hours:** 32 Lecture, 8 Laboratory**Advisory:** JLE 100**Transferable:** CSU

The goal of this course is to prepare the experienced law enforcement officer to be an effective instructor for his agency. The course focuses on principles of learning, the police officer as an adult learner, determining training needs, and defining instructional objectives. The student will become familiar with effective communication and teaching strategies and will make presentations using lesson plans, visual support materials, and contemporary teaching techniques. The contents of this course can be applied to the beginning or experienced instructor of law enforcement topics. This is normally conducted as a 40-hour course. This is a pass/no pass course.

JLE 155 Officer Safety/Field Tactics**Units:** .5-1 **Hours:** 10 Lecture, 30 Laboratory**Transferable:** CSU

This is a 16-30 hour variable unit course designed for law enforcement officers to provide a mechanism whereby agencies may insure that the necessary new skills required have been provided and those previously learned skills are maintained and reinforced. Subjects/topics will change as new mandates or legislation changes. This course may be repeated for credit to meet legally required training mandates.

JLE156 Homicide Investigation**Units:** 1 **Hours:** 40 Lecture**Advisory:** JLE 100**Transferable:** CSU

A course to train investigators in the highly specialized field of homicide investigation. The course 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. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

JLE 157 Firearms Update**Units:** .5-1 **Hours:** 15 Lecture, 25 Laboratory**Transferable:** CSU

This is a variable 16-40 hour course designed for law enforcement officers to provide instruction in the basic and advanced principles and techniques necessary in the use of handguns, shotguns, and/or rifles. Emphasis is on safety, knowledge of weapons and manipulative skills testing. This course may be repeated for credit. Students repeating the course will expand their knowledge of firearm safety, knowledge of weaponry and meet legally required training mandates.

JLE 158 Canine Update**Units:** .5 **Hours:** 6 Lecture, 18 Laboratory**Transferable:** CSU

Students will learn basic and advanced techniques to properly develop K-9 performance and problem solving. The student will also learn the proper use of hard and soft sleeves, hidden sleeve, muzzle, and bite suit. The student will also learn safety techniques in working with Law Enforcement K-9s. Students repeating the course will meet legally mandated training requirements.

JLE162 Search Warrant Investigator**Units:** .5 **Hours:** 15 Lecture, 9 Laboratory**Advisory:** JLE 100**Transferable:** CSU

The course will cover search warrant law and procedure, knock notice, affidavit preparation, problems of search warrant preparation, the actual preparation of a search warrant by each participant, knock and talk. In addition, the course will provide the knowledge, skills and tactics necessary to properly serve and execute a search warrant effectively and safely. The student will develop a sound operational plan for the execution of a search warrant.

JLE 175 Basic Public Safety Dispatcher**Units:** 3 **Hours:** 10 Lecture, 30 Laboratory**Advisory:** Eligible for English 250 and English 420**Transferable:** CSU

This course is designed to provide public safety dispatchers with the necessary skills and knowledge to perform their job. Curriculum includes computer systems, familiarization, legal updates, communications techniques, etc. It will contain POST curriculum, as well as local training mandates.

JLE 176 Basic Public Safety Dispatcher - Update**Units:** 1-3 **Hours:** 10 Lecture, 30 Laboratory**Advisory:** Eligible for English 250 and English 420**Transferable:** CSU

This course is designed to provide experienced public safety dispatchers with the necessary skills and knowledge to remain current in job skills. Curriculum includes computer systems, familiarization, legal updates and communications techniques. It will contain POST curriculum as well as training mandates. May be repeated three times for credit.

JLE 178 Probation Officer Core Course**Units:** 5 **Hours:** 33.8 Lecture, 7.8 Laboratory**Transferable:** CSU

This course provides the trainee with the basic concepts, tools, skills, etc. necessary to perform the job of probation officer within the state of California and prepares the graduate for the job. Certified by the State Board of Corrections, Training, and Standards for corrections (STC). Testing on the various topics will be both written and practical in nature. This course includes 208 hours of training.

JLE 179 Juvenile Counselor Core**Units:** 4 **Hours:** 30 Lecture, 10 Laboratory**Transferable:** CSU

The Juvenile Counselor Core Course is designed to meet the California Board of Corrections requirements, entry level.

JLE180 Law Enforcement Seminar I**Units:** .5-6 **Hours:** 24 Lecture**Transferable:** CSU

Selected symposia in Administration of Justice topics designed for the in-service education and training of personnel employed by criminal justice agencies. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. Course may be repeated 3 times for credit once every 2 years due to significant updating of content as prescribed by changes in law, regulations and procedures.

JLE181 Law Enforcement Seminar II**Units:** .5-3 **Hours:** 24 Lecture**Transferable:** CSU

Selected advanced Administration of Justice topics designed for special training and educational needs of criminal justice personnel. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. Course may be repeated 3 times for credit once every 2 years due to significant updating of content as prescribed by changes in law, regulations and procedures.

JLE 185 Field Training Program**Units:** 1-12 **Hours:** 40 Laboratory**Prerequisite:** POST certified as a California Peace Officer.**Advisory:** Eligible for English 250 and English 420.**Transferable:** CSU

This course is a two to twenty-four week program certified to Law Enforcement Agencies in the state of California. The program is designed to certify the completion of specifications described in the "Field Training Officer Guide" from the Commission on Peace Officer Standards and Training. Students will be assigned in a patrol car, one-on-one with a certified Field Training Officer. The Field Training Program introduces a newly assigned officer to the personnel procedures, policies, and purposes of the individual law enforcement agency and provides the initial formal and informal training specific to the agency and the day-to-day duties of its officers. This program is one unit of credit for every 80 hours of participation.

JLE 340 Citizen Police Academy**Units:** .5-1 **Hours:** 25 Lecture**Transferable:** No

The purpose of the Citizens Police Academy is to enhance the relationship of the Police Department with the community by educating the citizen in various aspects of police operations. The citizen becomes more aware of what services the police department can, and in some situations, can't provide, the methodologies and strategies behind its programs and tactics, as well as other important aspects of law enforcement, not only on a neighborhood level but also on a wider scale.

JLE 360 Child Advocates**Units:** .5 **Hours:** 24 Lecture**Transferable:** No

This 24-hour training course was developed to provide child advocate volunteers with a solid understanding of the legal system as it pertains to dependent children. Topics are taught by the professionals and experts in the field.

Law Enforcement: see also Administration of Justice (AJ)

LIBRARY

LIB 3 Research Skills**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for English 250 and 260.**Transferable:** CSU

Research and evaluation skills using the Internet and other electronic resources, as well as traditional printed materials. Also listed as CSIS 3. This course has the option of a letter grade or pass/no pass. May be repeated once for credit.

LIB 6 Web Page Authoring I**Units:** 2 **Hours:** 2 Lecture**Advisory:** CSIS 1 or CSIS 2 or CSIS/LIB 3 advised.**Transferable:** CSU; GAV-GE: E2

An introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites, background color or patterns, graphics, tables, and mailto links. Principles of design and color as they apply to screen presentations will be included. This course has the option a letter grade or pass/no pass. May be repeated three times for credit. Also listed as CSIS 6 and DM6.

LIB 130 Internet and Consumer Health**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

This course is designed to give the lay person the ability to find and evaluate information from medical literature from the perspective of the client. We will examine websites from the Internet verifying currency and reliability, as well as professional journal literature and reference sources. This course is also listed as AH 130.

LIB 140 Online Health Research**Units:** 2 **Hours:** 2 Lecture**Transferable:** CSU

A beginning course on how to find reliable and current health-related information, using the internet and other electronic resources.

LIB 141 Advanced Search Techniques for Health Care Professionals**Units:** 1 **Hours:** 1 Lecture**Advisory:** LIB/AH 140, LIB/AH 130, or basic Internet search skills.**Transferable:** CSU

Course is designed for health care professionals and includes an in-depth examination of the Medline data base and other online medical sources and examination of related controversies and ethical issues. This course is also listed as AH 141.

LIB 556 Information Competency for ESL Students**Units:** 1 **Hours:** 1 Lecture**Advisory:** ESL 546**Transferable:** No

This class will provide an introduction to basic information competency skills designed especially for the ESL student. Students will get an overview of basic terminology, various formats of information, how information is stored and organized, plus hands-on experience with online catalogs and databases. They will also learn and practice basic search strategies and evaluation skills. This is a pass/no pass course. This course is also listed as ESL 556.

MANAGEMENT

MGMT 101 Introduction to Supervision**Units:** .5-3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to the theory, principles, and practice of supervision represented by a cluster of six modules: The Role of the Supervisor, Developing a Work Team, Effective Communication, Evaluating Employee Performance, Handling Employee Relations, and Legal Aspects of Supervision. Students enrolled in Management 101 must complete all six modules.

MGMT 102 Techniques of Management**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to the theory, principles and practices of managing a department or business represented by a cluster of six modules of nine hours each: The Role of the Management, Management Planning, Staff Management, Communications in Management, Managing the Work Environment, Managing within Policy and Regulations. Students enrolled in Management 102 must complete all six modules.

MGMT 103 Human Relations In Business**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to the field of industrial psychology through the study of six modules (nine hours each): Human Behavior at Work, Group Behavior and Leadership, Personal Effectiveness, Personal Development, Business Communications, and Conflict Resolution at Work. This course is also listed as PSYC 103.

MGMT 104 Leadership**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to the behavioral approaches to leadership currently being used by all sectors of society to increase the productivity and enrich the quality of the work environment. Course consists of six modules, nine hours each: Behavior Management, Motivation, Leadership Styles, Human Resources, Organizational Change, Management as Leaders.

MGMT 111 Starting a Small Business**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

The course provides an introduction to the fundamentals of starting (or purchasing) and managing a small business. The student will prepare a comprehensive business plan, in a business of their choice, during the course. Financing, merchandising, and franchising will be covered; with emphasis on decision-making through maintenance and interpretation of accounting data.

MGMT 190 Occupational Work Experience/Management-Supervision**Units:** 1-4 **Hours:** 12 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

MGMT 611 Topics in Starting a Small Business**Units:** .5 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** No

This entry represents a cluster of six modules: Benefits of Small Business, Starting the Small Business, Small Business Marketing, Managing Small Business Operations, Financial and Administrative Controls, Status and Future of Small Business (Management clusters of nine hours each). May be repeated to a maximum of 3 units. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This is a pass/no pass course.

MARKETING**MKTG 100 Principles of Marketing****Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to the economic and social problems involved with moving goods and services from the producer to the consumer. This course covers topics such as marketing institutions, channels of distribution, pricing, and government relationships.

MKTG 102 Techniques of Selling**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

The principles and techniques involved in creative selling of products and services. Characteristics of effective selling, reports, territories, and quotas. Emphasis on securing prospects, the selling process, handling objections and inquiries, closing the sale, and follow-up.

MKTG 103 Principles of Advertising**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

The basic principles and techniques of business promotion. An exploration of the media as used in communicating to the market.

MKTG 190 Occupational Work Experience/Marketing**Units:** 1-4 **Hours:** 24 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.0 G.P.A.**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

Mass Media: see JOUR 10**MATHEMATICS****MATH 1A Single-Variable Calculus and Analytic Geometry****Units:** 4 **Hours:** 4 Lecture**Prerequisite:** Mathematics 10 or Mathematics 8B with a grade of 'C' or better.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: MATH 18, MATH SEQ. B Limits and continuity, analyzing the behavior and graphs of functions, derivatives, implicit differentiation, higher order derivatives, related rates and optimization word problems, Newton's Method, Fundamental Theorem of Calculus, and definite and indefinite integrals.**MATH 1B Single-Variable Calculus and Analytic Geometry****Units:** 4 **Hours:** 4 Lecture**Prerequisite:** Mathematics 1A with a grade of 'C' or better.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: MATH 20, MATH SEQ. B

This course is a standard second semester Calculus course covering methods of integration, applications of the integral, differential equations, parametric and polar equations, and sequences and series.

MATH 1C Multivariable Calculus**Units:** 4 **Hours:** 4 Lecture**Prerequisite:** Mathematics 1B with a grade of 'C' or better.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: MATH 22, MATH SEQ. C

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.

MATH 2 Linear Algebra**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Mathematics 1C with a grade of 'C' or better.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: MATH 26

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.

MATH 2C Differential Equations**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Mathematics 1C with a grade of 'C' or better.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: MATH 24

Introduction to ordinary differential equations, first-order differential equations, linear differential equations of higher order, vibration models, power-series solutions, the Laplace transform, and systems of linear differential equations.

MATH 5 Introduction to Statistics**Units:** 3 **Hours:** 3 Lecture, 1 Laboratory**Prerequisite:** Mathematics 233 with a grade of 'C' or better.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: STAT 2

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.

MATH 6 Calculus for Business/Social Science**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Mathematics 233 with a grade of 'C' or better.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: MATH 34

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.

MATH 7 Finite Mathematics**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Mathematics 233 with a grade of 'C' or better.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: MATH 12

Systems of linear equations and matrices, introduction to linear programming, finance, counting techniques and probability, properties of probability and applications of probability.

MATH 8 Precalculus**Units:** 5 **Hours:** 5 Lecture**Prerequisite:** Mathematics 233 with a grade of 'C' or better.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: MATH 16

This course is designed to prepare students for the study of Mathematics 1A. Topics covered include graphs and functions, polynomial functions and theory of equations, exponential functions and logarithmic functions, trigonometric functions, trigonometric identities and conditional equations, analytic trigonometry, introduction to analytic geometry, systems of equations and inequalities, introduction to matrix theory and linear programming, Principle of Mathematical Induction, sequences and series, and introduction to probability. (Not currently offered.)

MATH 8A First Half of Precalculus**Units:** 4 **Hours:** 4 Lecture**Prerequisite:** Mathematics 233 with a grade of 'C' or better.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4

Math 8A prepares the student for the study of calculus by providing important skills in algebraic manipulation, interpretation, and problem solving at the college level. Topics will include basic algebraic concepts, complex numbers, equations and inequalities of the first and second degree, functions, and graphs, linear and quadratic equations, polynomial functions, exponential and logarithmic functions, systems of equations, matrices and determinants, right triangle trigonometry, and the Law of Sines and Cosines.

MATH 8B Second Half of Precalculus**Units:** 4 **Hours:** 4 Lecture**Prerequisite:** Mathematics 8A with a grade of 'C' or better.**Advisory:** Math 208 Survey of Practical Geometry.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4

Math 8B prepares students for the study of calculus by providing important skills in algebraic manipulation, interpretation, and problem solving at the college level. Topics will include trigonometric functions, identities, inverse trigonometric functions, and equations; applications of trigonometry, vectors, complex numbers, polar and parametric equations; conic sections; sequences, series, counting principles, permutations, mathematical induction; analytic geometry, and an introduction to limits.

MATH 9 College Algebra and Trigonometry**Units:** 5 **Hours:** 5 Lecture**Prerequisite:** Mathematics 233 with a grade of 'C' or better.**Advisory:** Mathematics 209 (May be concurrent.)**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4

Math 9 is the first step in preparing students for the study of calculus by providing important skills in algebraic manipulation and interpretation at the college level. Topics will include a review of basic algebraic concepts; lines; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions, identities, inverse functions and equations; applications of trigonometry; systems of equations and matrices; conic sections; sequences, series and combinatorics. Hand-held graphing calculators will be used extensively to highlight their strengths and their limitations as a problem-solving tool. Real world applications will be numerous.

MATH 10 Functional Analysis and Modeling**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Mathematics 9 with a grade of 'C' or better and proficiency with the TI-83 graphing calculator as gained from, for instance, Math 209.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4

Math 10 prepares students for the study of calculus by providing important critical thinking and problem solving skills. The central theme of the course is the analysis of mathematical functions as models of change. Families of functions - linear, exponential, logarithmic, power, periodic, polynomial, rational - will be introduced, compared and contrasted. Course content will include an introduction to functions and functional notation; transformation of functions; composite, inverse and combinations of functions; vectors and polar coordinates; series; parametric equations; complex numbers. Hand-held graphing calculators will be used extensively to highlight their strengths and their limitations as a problem-solving tool. Real world applications will be numerous.

MATH 12 Mathematics for Elementary Teachers**Units:** 3 **Hours:** 3 Lecture**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.**Transferable:** CSU; UC; CSU-GE: B4; GAV-GE: B4

This course is intended for students preparing for a career in elementary school teaching. Emphasis will be on the structure of the real number system, numeration systems, elementary number theory, and problem solving techniques. Technology will be integrated throughout the course.

MATH 14 Math for the Liberal Arts**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Math 233 with a grade of 'C' or better.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4

Survey of selected topics from contemporary mathematics to introduce the student to mathematical thinking for the non-specialist. Topics include systems of numeration, algebraic modeling, linear programming, trigonometry, math of finance, probability and statistics, and an introduction to calculus.

MATH 26 Discrete Mathematics**Units:** 4 **Hours:** 4 Lecture**Prerequisite:** Mathematics 10 with a grade of 'C' or better or equivalent.**Transferable:** CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4

Topics covered include set theory, logic, relations and functions, mathematical induction and recursion, combinatorics, discrete probability, trees and graphs, analysis of algorithms, algebraic structures. Emphasis on topics of interest to computer science majors. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 26.

General Education Requirements, pages 48-49

MATH 201A Math for Science and Engineering**Units:** 1 **Hours:** 1 Lecture**Corequisite:** Enrollment in appropriate section of Math 205 which is part of a learning community.**Transferable:** No

This course will provide a combination of math study skills, introduction to scientific equipment and technology for mathematics, analysis of data from various branches of science, one or more field trips, investigation of educational plans and program choices at the transfer level.

MATH 201B Math for Science and Engineering**Units:** 1 **Hours:** 1 Lecture**Corequisite:** Enrollment in appropriate section of Math 233 which is part of a learning community.**Transferable:** No

This course will provide a combination of math study skills, introduction to scientific equipment and technology for mathematics, collection and analysis of data from various branches of science, one or more field trips, investigation of science careers and program choices at the transfer level.

MATH 205 Elementary Algebra**Units:** 5 **Hours:** 5 Lecture**Prerequisite:** MATH 402 with a grade of 'C' or better or assessment test recommendation.**Transferable:** No; GAV-GE: B4

This course is a standard beginning algebra course, including algebraic expressions, linear equations and inequalities in one variable, graphing, equations and inequalities in two variables, integer exponents, polynomials, rational expressions and equations, radicals and rational exponents, and quadratic equations. Mathematics 205, 205A and 205B, and 206 have similar course content. This course may not be taken by students who have completed Mathematics 205B or 206 with a grade of "C" or better. This course may be taken for Mathematics 205B credit (2.5 units) by those students who have successfully completed Mathematics 205A with a grade of "C" or better.

MATH 205A First Half of Elementary Algebra**Units:** 2.5 **Hours:** 4 Lecture**Prerequisite:** Effective Fall 2005: MATH 402 with a grade of 'C' or better or assessment test recommendation.**Advisory:** Concurrent enrollment in Guidance 563A is advised.**Transferable:** No; GAV-GE: B4

This course is the first half of the Elementary Algebra course. It will cover signed numbers, evaluation of expressions, ratios and proportions, solving linear equations, and applications. Graphing of lines, the slope of a line, graphing linear equations, solving systems of equations, basic rules of exponents, and operations on polynomials will be covered.

MATH 205B Second Half of Elementary Algebra**Units:** 2.5 **Hours:** 4 Lecture**Prerequisite:** Math 205A with a grade of 'C' or better.**Advisory:** Concurrent enrollment in Guidance 563B is advised.**Transferable:** No; GAV-GE: B4

This course contains the material covered in the second half of the Elementary Algebra Course. It will cover factoring, polynomials, solving quadratic equations by factoring, rational expressions and equations, complex fractions, radicals and radical equations, solving quadratic equations by completing the square and the quadratic formula. Application problems are integrated throughout the topics.

MATH 206 Beginning Algebra for Tech Prep**Units:** 5 **Hours:** 4 Lecture, 3 Laboratory**Advisory:** Mathematics 402 with a grade of "C" or better within the past 2 years or pass placement exam.**Transferable:** No

This course covers all the material of Math 205 along with some basic geometry. It includes lecture, practical problems, and hands-on laboratory work. It covers operations with signed numbers, evaluation of expression containing numbers and letters, simplifying Algebraic expressions, equations, word problems, exponents, polynomials, factoring and special products, fractions, graphing, systems of equations, radicals, and quadratic equations working with lines and angles, shapes in 2 and 3 dimensions, and right triangles. This course is intended for students who will enter into any Associate Degree Technical program. Mathematics 205, 205A, 205B and 206 have similar course content. This course may not be taken by students who have completed Mathematics 205 or 205B with a grade of "C" or better. This course may be taken for Mathematics 205B credit (2.5 units) by those students who have successfully completed Mathematics 205A with a grade of "C" or better.

MATH 208 Plane Geometry**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Math 205 or Math 205A and Math 205B with a grade of 'C' or better.**Transferable:** No

This course introduces the vocabulary and principles of Euclidean Geometry. Methods of proof including inductive and deductive reasoning will be developed. Concepts of congruence and similarity, angles, lines, polygons, and circles will be covered. Additional topics such as solid geometry, analytical geometry, transformations, and basic trigonometry may be included as time allows.

MATH 209 Introduction to Graphing Calculators and Computers**Units:** .5 **Hours:** .3 Lecture, .7 Laboratory**Advisory:** Mathematics 205**Transferable:** No

An introduction to the use of the graphing calculator in mathematical applications such as functions, graphing, matrices, statistics, and applications to other mathematics courses, business, and natural sciences. Students will also use a personal computer for basic operations such as drawing and text editing. The focus will be on application programs for statistics, science, and technical courses. This is a 9 week course.

MATH 233 Intermediate Algebra**Units:** 5 **Hours:** 5 Lecture**Prerequisite:** Mathematics 205 or Mathematics 205A and 205B or Mathematics 206 with a grade of 'C' or better.**Transferable:** No; GAV-GE: B4

Review of basic concepts, linear equations and inequalities, graphs and functions, systems of linear equations, polynomials and polynomial functions, factoring, rational expressions and equations, roots, radicals, and complex numbers, solving quadratic equations, exponential and logarithmic functions, and problem solving strategies. Mathematics 233, 233A, and 233B have similar course content. This course may not be taken by students who have completed Mathematics 233B with a grade of 'C' or better. This course may be taken for Mathematics 233B credit (2.5 units) by those students who have successfully completed Mathematics 233A with a grade of 'C' or better.

MATH 233A First Half of Intermediate Algebra**Units:** 2.5 **Hours:** 4 Lecture**Prerequisite:** Completion of Mathematics 205 or the equivalent with a grade of 'C' or better.**Transferable:** No

This course will become active for the fall 2007 semester.

The course will start with a review of basic concepts and then cover the following topics with an emphasis on applications and problem solving strategies: solving linear equations; solving linear, compound, and absolute value inequalities; equations and graphs of lines; functions and function notation including composition of functions; solving systems of linear equations and inequalities; an introduction to matrices and Cramer's rule; operations with polynomials; factoring polynomials; and solving polynomial equations.

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.

MATH 233B Second Half of Intermediate Algebra**Units:** 2.5 **Hours:** 4 Lecture**Prerequisite:****Transferable:** No

This course will become active for the spring 2008 semester.

This course will start with a review factoring polynomials, and then cover the following topics with an emphasis on applications and problem solving strategies: solving polynomial equations by factoring; adding, subtracting, multiplying, dividing and simplifying rational expressions and solving rational equations; adding, subtracting, multiplying, dividing and simplifying roots, radicals and complex numbers and solving radical equations; the various methods of solving quadratic equations and inequalities; graphing quadratic functions; and working with exponential and logarithmic functions, equations and expressions.

MATH 400 Elements of Arithmetic**Units:** 3 **Hours:** 3 Lecture, 1 Laboratory**Transferable:** No

Essential arithmetic operations, whole numbers, integers, fractions, decimals, ratio, proportion, percent, applications of arithmetic, and critical thinking, as well as math-specific study skills. Units earned in this course do not count toward the associate degree and/or other certain certificate requirements.

MATH 402 Pre-Algebra**Units:** 3 **Hours:** 3 Lecture, 1 Laboratory**Prerequisite:** Completion of Math 400 with a 'C' or better, or assessment test recommendation.**Transferable:** No

This course covers operations with integers, fractions and decimals and associated applications, percentages, ratio, and geometry and measurement, critical thinking and applications. Elementary algebra topics such as variables, expressions, and solving equations are introduced.

MATH 404A Self-Paced Basic Math**Units:** 1 **Hours:** 1 Lecture, .3 Laboratory**Transferable:** No

This course is a remedial, modular, self-paced course. Application and critical thinking skills are developed in each module. Module A covers operations with whole numbers, equivalent fractions, multiplying and dividing fractions. Module B covers adding and subtracting fractions, and operations with decimals. Module C covers ratio and proportion, percent, and units of measurement. Module D reviews fractions, decimals, percentages, and covers operations with integers, and working with variables. Module E covers real numbers, fractions, exponents, scientific notation, and order of operations. Module F covers expressions, polynomials, and equations. Module G covers geometric figures, perimeter and area, surface area and volume, triangles and parallelograms, and similar figures. This course has the option of a letter grade or pass/no pass.

MATH 404B Self-Paced Basic Math**Units:** 1 **Hours:** 1 Lecture, .3 Laboratory**Transferable:** No

This course is a remedial, modular, self-paced course. Applications and critical thinking skills are developed in each module. Module A covers operations with whole numbers, equivalent fractions, multiplying and dividing fractions. Module B covers adding and subtracting fractions, and operations with decimals. Module C covers ratio and proportion, percent, and units of measurement. Module D reviews fractions, decimals, percentages, and covers operations with integers, and working with variables. Module E covers real numbers, fractions, exponents, scientific notation, and order of operations. Module F covers expressions, polynomials, and equations. Module G covers geometric figures, perimeter and area, surface area and volume, triangles and parallelograms, and similar figures. This course has the option of a letter grade or pass/no pass.

MATH 404C Self-Paced Basic Math**Units:** 1 **Hours:** 1 Lecture, .3 Laboratory**Transferable:** No

This is a remedial, modular, self-paced course. Applications and critical thinking skills are developed in each module. Module A covers operations with whole numbers, equivalent fractions, multiplying and dividing fractions. Module B covers adding and subtracting fractions, and operations with decimals. Module C covers ratio and proportion, percent, and units of measurement. Module D reviews fractions, decimals, percentages, and covers operations with integers, and working with variables. Module E covers real numbers, fractions, exponents, scientific notation, and order of operations. Module F covers expressions, polynomials, and equations. Module G covers geometric figures, perimeter and area, surface area and volume, triangles and parallelograms, and similar figures. This course has the option of a letter grade or pass/no pass.

MATH 404D Self-Paced Basic Math**Units:** 1 **Hours:** 1 Lecture, .3 Laboratory**Transferable:** No

This course is a remedial modular, self-paced course. Applications and critical thinking skills are developed in each module. Module A covers operations with whole numbers, equivalent fractions, multiplying and dividing fractions. Module B covers adding and subtracting fractions, and operations with decimals. Module C covers ratio and proportion, percent and units of measurement. Module D reviews fractions, decimals, percentages, and covers operations with integers, and working with variables. Module E covers real numbers, fractions, exponents, scientific notation, and order of operations. Module F covers expressions, polynomials, and equations. Module G covers geometric figures, perimeter and area, surface area and volume, triangles and parallelograms, and similar figures. This course has the option of a letter grade or pass/no pass.

MATH 404E Self-Paced Basic Math**Units:** 1 **Hours:** 1 Lecture, .3 Laboratory**Transferable:** No

This course is a remedial, modular, self-paced course. Applications and critical thinking skills are developed in each module. Module A covers operations with whole numbers, equivalent fractions, multiplying and dividing fractions. Module B covers adding and subtracting fractions, and operations with decimals. Module C covers ratio and proportion, percent, and units of measurement. Module D reviews fractions, decimals, percentages, and covers operations with integers, and working with variables. Module E covers real numbers, fractions, exponents, scientific notation, and order of operations. Module F covers expressions, polynomials, and equations. Module G covers geometric figures, perimeter and area, surface area and volume, triangles and parallelograms, and similar figures. This course has the option of a letter grade or pass/no pass.

MATH 404F Self-Paced Basic Math**Units:** 1 **Hours:** 1 Lecture, .3 Laboratory**Transferable:** No

This course is a remedial, modular, self-paced course. Applications and critical thinking skills are developed in each module. Module A covers operations with whole numbers, equivalent fractions, multiplying and dividing fractions. Module B covers adding and subtracting fractions, and operations with decimals. Module C covers ratio and proportion, percent, and units of measurement. Module D reviews fractions, decimals, percentages, and covers operations with integers, and working with variables. Module E covers real numbers, fractions, exponents, scientific notation, and order of operations. Module F covers expressions, polynomials, and equations. Module G covers geometric figures, perimeter and area, surface area and volume, triangles and parallelograms and similar figures. This course has the option of a letter grade or pass/no pass.

General Education Requirements, pages 48-49

MATH 404G Self-Paced Basic Math**Units:** 1 **Hours:** 1 Lecture, .3 Laboratory**Transferable:** No

This course is a remedial, modular, self-paced course. Applications and critical thinking skills are developed in each module. Module A covers operations with whole numbers, equivalent fractions, multiplying and dividing fractions. Module B covers adding and subtracting fractions, and operations with decimals. Module C covers ratio and proportion, percent, and units of measurement. Module D reviews fractions, decimals, percentages, and covers operations with integers, and working with variables. Module E covers real numbers, fractions, exponents, scientific notation, and order of operations. Module F covers expressions, polynomials, and equations. Module G covers geometric figures, perimeter and area, surface area and volume, triangles and parallelograms, and similar figures. This course has the option of a letter grade or pass/no pass.

MATH 414 Basic Math Skills**Units:** .5-3 **Hours:** 9 Laboratory**Transferable:** No

A remedial mathematics course designed for those students who need to learn, or re-learn, the basic concepts of math. The primary emphasis is on whole numbers, fractions, decimals, percents, and measurements. This course may be repeated three times for credit. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

Medical Terminology: see Business

MUSIC

MUS 1A Music History and Literature**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C1; IGETC: 3A; GAV-GE: C1; CAN: MUS 8

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.

MUS 1B Music History and Literature**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C1; IGETC: 3A; GAV-GE: C1

A survey of the development of music in western civilization including representative composers from the Medieval period to the present. Music 1B will study the music and styles from late Romanticism to the present.

MUS 3A Harmony - Theory - Musicianship**Units:** 4 **Hours:** 4 Lecture, 2 Laboratory**Advisory:** Must be taken in sequence.**Transferable:** CSU; UC; CSU-GE: C1; GAV-GE: C1

Fundamentals of music, beginning harmony.

MUS 3B Harmony - Theory - Musicianship**Units:** 4 **Hours:** 4 Lecture, 2 Laboratory**Advisory:** Must be taken in sequence.**Transferable:** CSU; UC; GAV-GE: C1

Fundamentals of music, beginning harmony.

MUS 3C Intermediate Harmony - Theory**Units:** 4 **Hours:** 4 Lecture, 2 Laboratory**Advisory:** Music 3B**Transferable:** CSU; UC; GAV-GE: C1

Continuation of Music 3AB. Chromatic harmony, analysis and composition.

MUS 3D Intermediate Harmony - Theory**Units:** 4 **Hours:** 4 Lecture, 2 Laboratory**Advisory:** Music 3C**Transferable:** CSU; UC; GAV-GE: C1

Continuation of Music 3C. Analysis and composition.

MUS 4A Beginning Piano**Units:** 3 **Hours:** 2 Lecture, 2 Laboratory**Advisory:** Must be taken in sequence.**Transferable:** CSU; UC; CSU-GE: C1; GAV-GE: C1

Introduction to music fundamentals and keyboard technique. Development of beginning keyboard skills including note reading in bass and treble clef, fingering, rhythm, key signatures, primary chords and inversions.

MUS 4B Beginning Piano**Units:** 2 **Hours:** 1 Lecture, 2 Laboratory**Advisory:** Music 4A**Transferable:** CSU; UC; GAV-GE: C1

Continuation of Music 4A.

MUS 5A Intermediate Piano**Units:** 2 **Hours:** 1 Lecture, 2 Laboratory**Advisory:** Music 4B**Transferable:** CSU; UC; GAV-GE: C1

Development of intermediate keyboard skills through means of scales, chords, and technical studies. Continuation of music fundamentals and beginning keyboard harmony; introduction of easier classical and standard piano literature.

MUS 5B Intermediate Piano**Units:** 2 **Hours:** 1 Lecture, 2 Laboratory**Advisory:** Music 5A**Transferable:** CSU; UC; GAV-GE: C1

Development of intermediate keyboard skills through means of scales, chords and technical studies. Continuation of music fundamentals and beginning keyboard harmony; introduction of easier classical and standard piano literature.

MUS 5C Advanced Piano**Units:** 2 **Hours:** 1 Lecture, 2 Laboratory**Advisory:** Music 5B**Transferable:** CSU; UC; GAV-GE: C1

Development of advanced keyboard skills through means of scales, chords and technical studies. Continuation of music fundamentals and keyboard harmony; introduction of moderately difficult classical and standard piano literature.

MUS 5D Advanced Piano**Units:** 2 **Hours:** 1 Lecture, 2 Laboratory**Advisory:** Music 5C**Transferable:** CSU; UC; GAV-GE: C1

Development of advanced keyboard skills through means of scales, chords and technical studies. Continuation of music fundamentals and keyboard harmony; introduction of moderately difficult classical and standard piano literature.

MUS 8A Beginning Voice**Units:** 2 **Hours:** 2 Lecture, 1 Laboratory**Advisory:** Continues in sequence or by demonstrated proficiency.**Transferable:** CSU; UC; GAV-GE: C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development.

MUS 8B Beginning Voice**Units:** 2 **Hours:** 2 Lecture, 1 Laboratory**Advisory:** Music 8A or demonstrated proficiency.**Transferable:** CSU; UC; GAV-GE: C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development.

MUS 8C Intermediate Voice**Units:** 2 **Hours:** 2 Lecture, 1 Laboratory**Advisory:** Music 8B or demonstrated proficiency.**Transferable:** CSU; UC; GAV-GE: C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development.

MUS 8D Intermediate Voice**Units:** 2 **Hours:** 2 Lecture, 1 Laboratory**Advisory:** Music 8C or demonstrated proficiency.**Transferable:** CSU; UC; GAV-GE: C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development.

MUS 9A Guitar**Units:** 1 **Hours:** 3 Laboratory**Advisory:** Students must provide their own guitars.**Transferable:** CSU; UC; GAV-GE: C1

An introduction to playing the guitar. Basic staff notation, correct fingering and chord arpeggios are covered. Emphasis is also placed on developing musical listening skills. Students must provide their own guitars. May be repeated once for credit.

MUS 9B Guitar**Units:** 1 **Hours:** 3 Laboratory**Advisory:** Music 9A; students must provide their own guitars.**Transferable:** CSU; UC; GAV-GE: C1

An introduction to playing the guitar. Basic staff notation, correct fingering and chord arpeggios are covered. Emphasis is also placed on developing musical listening skills. Students must provide their own guitars. May be repeated once for credit.

MUS 12 Vocal Ensemble**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** CSU; UC; GAV-GE: C1

The day Vocal Ensemble will focus on individual and group performance of popular and alternative commercial music, and will rehearse and perform with a backup band. The evening Vocal Ensemble will study, rehearse and perform choral music in a broad spectrum of musical genre and styles. Included will be the study of vocal and rehearsal techniques as they relate to ensemble performance. Course may be repeated three times for credit.

MUS 13 Concert Choir**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Advisory:** Previous choral experience is preferred but not required. The student should have the ability to match a given pitch.**Transferable:** CSU; UC; GAV-GE: C1

The Concert Choir will study, rehearse and perform choral music from the 15th century to the present in a variety of musical styles with emphasis on the larger choral works and their preparation for public concert. Course may be repeated three times for credit.

MUS 14A Instrumental Ensemble**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** CSU; GAV-GE: C1

Instruction for the experienced musician with emphasis on the study and performance of a wide variety of musical styles from Renaissance to 20th century music for traditional ensembles, and extensive consideration of contemporary commercial and alternative repertoire, and performance techniques for popular ensembles.

MUS 14B Instrumental Ensemble**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** CSU; GAV-GE: C1

Instruction for the experienced musician with emphasis on the study and performance of a wide variety of musical styles from Renaissance to 20th century music for traditional ensembles, and extensive consideration of contemporary commercial and alternative repertoire, and performance techniques for popular ensembles.

MUS 14C Instrumental Ensemble**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** CSU; GAV-GE: C1

Instruction for the experienced musician with emphasis on the study and performance of a wide variety of musical styles from Renaissance to 20th century music for traditional ensembles, and extensive consideration of contemporary commercial and alternative repertoire, and performance techniques for popular ensembles.

MUS 14D Instrumental Ensemble**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** CSU; GAV-GE: C1

Instruction for the experienced musician with emphasis on the study and performance of a wide variety of musical styles from Renaissance to 20th century music for traditional ensembles, and extensive consideration of contemporary commercial and alternative repertoire, and performance techniques for popular ensembles.

MUS 19 College Singers**Units:** 2.5 **Hours:** 1 Lecture, 4.5 Laboratory**Advisory:** Previous choral experience is preferred but not required. The student should have the ability to match a given pitch.**Transferable:** CSU; UC; GAV-GE: C1

The Gavilan College Singers 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. Course may be repeated three times for credit.

MUS 21 Electronic Music/Sound Design**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** Eligible for English 250, 260 and Mathematics 205.**Transferable:** CSU; GAV-GE: C1

Fundamentals of electronic music synthesis using computers. Midi sequencing, digital sound processing, sampling, digital multi-track recording utilizing the college's state of the art midi studio. May be repeated three times for credit.

MUS 26 Symphony**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Advisory:** Demonstrated proficiency on individual's instrument and ability to read music.**Transferable:** CSU; UC; GAV-GE: C1

Study and performance of orchestral literature. Individual and sectional skills development. Perform in public concerts each semester. May be repeated until a maximum of 8 units are accrued.

MUS 28 Jazz/Pop Piano**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Advisory:** Music 4A or the equivalent.**Transferable:** CSU; UC; GAV-GE: C1

Introduction to jazz and popular piano: Chord symbols, chord voicings, improvisation, arrangements in blues, jazz, and other popular music styles. May be repeated three times for credit.

MUS 190 Occupational Work Experience/Commercial Music**Units:** 1-4 **Hours:** 12 Laboratory**Required:** Enrollment in a minimum of seven or more units including CWE units except for summer school. For summer school, enrollment in one other class is required. Minimum 2.0 G.P.A.**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

Nursing: see Allied Health**Nutrition: see Biological Sciences****Performing Arts: see Theatre Arts (THEA)****PHILOSOPHY****PHIL 1 Introduction to Philosophy****Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2; CAN: PHIL 2

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.

PHIL 2 Logic**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: A3; GAV-GE: C2; CAN: PHIL 6

Philosophy 2 is intended as a survey of the primary approaches to argumentation and what has been traditionally called 'correct' reasoning. Students will learn techniques of both deductive and inductive argumentation, basic symbolic logic, how to spot a fallacy, as well as how to apply these techniques to other aspects of their lives outside of the classroom. While logic is often quite formal, the goal is to see the practical application of this discipline. Students will become acquainted with the cultural variations to reasoning in addition to the standard Western focal approach.

PHIL 3A Ethics**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2; CAN: PHIL 4

Philosophy 3 is intended as a survey of the major areas and traditions of ethical and moral theories. The course examines central and significant questions about who determines what is morally right or wrong, the ideal society, the various notions social justice, moral agency and action in our lives and community, as well as many other topics. In pursuing these questions, students will be asked to read texts from writers around the world, both contemporary and ancient, discuss current events, and apply 'theory' to movies, novels, and any other relevant application of the student's own choice.

PHIL 3B Contemporary Moral Issues**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2, E2

Contemporary Moral Issues in an applied ethics class that covers major ethical theories and contemporary moral issues in a pluralistic manner. This course will cover such issues as abortion and euthanasia, cloning, experimentation on human subjects, capital punishment, race/ethnicity, sexual orientation and sexual morality, world hunger and poverty, colonialism and post-colonialism, and so forth.

PHIL 4 Critical Thinking and Writing**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** English 1A**Transferable:** CSU; UC; CSU-GE: A3; IGETC: 1B; GAV-GE: C2

This course is designed to introduce the relationship between critical thinking and critical writing in a way that will be both enjoyable to the student and helpful in other aspects of life. The student will learn techniques of critical thinking, 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.

PHIL 6A Comparative Religions**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2, F

Religion is a topic that ignites controversy -- most societies engage in religious practices, believe strongly in that tradition, and find a sense of identity within it. The controversy arises when differences are misunderstood, misrepresented, or placed in a hierarchy of assumed supremacy of one religion as superior to others. In this class, students explore the underlying commonality of various religious traditions, explore the uniqueness of the religions with which they are unfamiliar, and learn to see that diversity among beliefs doesn't have to create hostility. Students will explore religions from Indigenous Peoples throughout the world, East Asia (e.g. India), China, the Middle East, as well as some more recent trends in religion.

PHIL 6B Philosophy of Religions**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2, E2

A reflective examination and analysis of the meanings and beliefs involved in religion and the religious experience. Introductory study of such topics as the nature and grounds of religious belief, relation between religion and ethics, nature and existence of god, problem of evil, and what can be learned from the religious experience. Additionally, the student will discuss the impact of religion on society, social norms, and the political impact of religion.

PHIL 7A History of Philosophy: Ancient to Medieval Times**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2

Philosophy 7A is a survey of the history of philosophy from the ancient to the medieval periods. It is a great class to take along with World History or a literature course.

PHIL 7B History of Philosophy: Renaissance to Modern Periods**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2

Philosophy 7B is a survey of the history of philosophy from the Renaissance to the modern periods. It is a great class to take along with World History or a literature course

PHIL 8 Introduction to the Philosophy of Science**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2, E2

The introduction to the Philosophy of Science is an investigation into the aims, methods, and world view of science and technology. Students will study selected problems concerning the character and reliability of scientific understanding, such as the nature of scientific theory and explanation, reality of theoretical entities, inductive confirmation of hypotheses, and occurrence of scientific revolutions. Discussion will be at the non-technical level of episodes from the history of science.

PHIL 12 Introduction to Political Thought**Units:** 3 **Hours:** 3 Lecture**Transferable:** CSU; UC; CSU-GE: D8; IGETC: 4H; GAV-GE: D2

This course provides students with an introduction to and grounding in classical and modern political thought. Students will be introduced to theorists such as Plato, Aristotle, Machiavelli, and Marx. Students will also examine such timeless questions as: "What is justice?" "What is the good life?" and "What is power?" among others. This course is also listed as POLS 12.

PHIL 15 Asian Philosophies**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 1A.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2, E2

This course is designed to introduce the student to the minor Asian philosophical traditions. This will consist of reviewing major East, South East, and South Asian philosophical traditions (e.g. Hinduism, Buddhism, Taoism, Confucianism) and the non-Western approach to epistemology, ethics, metaphysics, and logic. We shall attempt to evaluate, examine, and compare many important theoretical principles and the ways they have influenced each other as well as Asian and Asian-American cultures and societies.

Photography: see Art, CSIS or Digital Media

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.

PHYSICAL EDUCATION: ACADEMIC**PE 1 Orientation for Student Athlete Success****Units:** 2 **Hours:** 2 Lecture**Transferable:** CSU; CSU-GE: E

This course identifies and clarifies issues relevant to student athletes. Students will learn practical skills which will assist them in obtaining their educational objectives, such as proper use of library services, time management and test and note taking information.

PE 2 Introduction to Physical Education**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC

This course is designed to examine the field of physical education from a historical and contemporary viewpoint. The broad spectrum of physical education as a discipline will be discussed. Goals and objectives of physical education as well as other career options will be introduced. This course has the option of a letter grade or pass/no pass.

PE 3 Introduction to Athletic Training**Units:** 4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** Allied Health 30 (may be concurrent) and eligible for English 260**Transferable:** CSU; UC

An introductory course in athletic training/sports medicine. This course will familiarize the student with basic knowledge and basic skill level needed to become an athletic trainer. The course will cover anatomy/physiology, first aid, rehabilitation, injury recognition/evaluation/management, report writing/record keeping, facilities maintenance/supply ordering. Also included is hands-on participation at sporting events.

PE 3A Athletic Training Field Experience**Units:** 2 **Hours:** 6 Laboratory**Advisory:** PE 3 Introduction to Athletic Training.**Transferable:** CSU

A coeducational course designed to offer the prospective athletic trainer, physical therapist, or physical educator a continuing practical experience reinforcing and applying the concepts and terminology learned in PE 3, Introduction to Athletic Training, and the field of athletic training. The purpose of PE 3A is to provide a comprehensive, progressive educational and practical foundation in preparation for transition into allied health studies. Knowledge in the recognition, assessment, and care of athletic injuries or practical experience in care and prevention of athletic injuries is recommended. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 5 Individual and Dual Sports**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; GAV-GE: E1

Designed for those planning to work with children in the field of physical education or recreation. Activities such as badminton, bowling, golf, tennis, and archery may be covered. This course has the option of a letter grade or pass/no pass.

PE 6 Games and Rhythms for Children**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; GAV-GE: E1

Nature, function and organization of physical activities for the pre-school and elementary school age child. Emphasis is given to the understanding of psychomotor development and spatial awareness. Designed for those planning to work with children. Also listed as Child Development 6. This course has the option of a letter grade or pass/no pass.

PE 7 Theory of Sports Management**Units:** 3 **Hours:** 3 Lecture**Transferable:** CSU

This course introduces the theory of organizing, planning, directing and controlling a sports program. Areas such as budgeting, fundraising, advertising, marketing, and studying contract law will also be included.

PE 9A Fundamentals of Soccer**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** CSU; UC; GAV-GE: E1

This course offers basic instruction in the theory, strategies, and techniques of soccer for the purpose of preparing the individual student in the fundamental aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

PE 9B Fundamentals of Soccer**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** CSU; UC; GAV-GE: E1

This course offers review and advanced instruction in the theory, 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.

PE 10A Fundamentals of Softball**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** CSU; UC

Basic Theory, strategy, 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.

PE 10B Fundamentals of Softball**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Advisory:** PE 10A**Transferable:** CSU; UC

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.

PE 11A Fundamentals of Baseball**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** CSU; UC

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.

PE 11B Fundamentals of Baseball**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Advisory:** Physical Education 11A.**Transferable:** CSU; UC

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.

PE 12A Fundamentals of Football**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** CSU; UC

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.

PE 12B Fundamentals of Football**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Advisory:** Physical Education 12A.**Transferable:** CSU; UC

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.

PE 13A Fundamentals of Volleyball**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** CSU; UC

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.

PE 13B Fundamentals of Volleyball**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Advisory:** Physical Education 13A.**Transferable:** CSU

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.

PE 14A Fundamentals of Basketball**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** CSU; UC; GAV-GE: E1

Basic theory, strategy, technique, practice, and conditioning involved in basketball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

PE 14B Fundamentals of Basketball**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Advisory:** PE 14A**Transferable:** CSU; UC; GAV-GE: E1

More in-depth and advanced instruction in the theory, strategy, practice, and conditioning in basketball to better prepare the individual student in all aspects of playing and coaching the sport. Designed for the student who has already completed PE 14A. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

PHYSICAL EDUCATION: ACTIVITIES

General Education Requirements, pages 48-49

PE 16 Swimming

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Coeducational activity designed for all skill levels. The course teaches the techniques of a variety of strokes and includes conditioning activities. Instruction is tailored to meet individual and group needs. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 17 Golf

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Coeducational activity designed for all skill levels; fundamentals, techniques, rules and etiquette of golf. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 18 Tennis

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Coeducational activity stressing fundamentals of tennis such as forehand, backhand, serve and volley, along with the rules, etiquette and strategies of the game. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 19 Badminton

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Coeducational activity designed for beginning and intermediate badminton students; rules, etiquette and fundamentals of badminton. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 20 Bowling

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Coeducational activity designed for beginning and intermediate bowlers; fundamentals and techniques of bowling. Scoring, bowling etiquette, terminology and team bowling are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 21 Volleyball

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Coeducational activity designed for beginning and intermediate volleyball students; rules, strategy and fundamentals of volleyball. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 24 Individualized Weight Training

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

An open laboratory for those who desire an individualized strength program using exercise machines and free weights. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 25 Soccer

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Co-educational activity designed for all skill levels. Fundamentals, strategy and rules of the game are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 27 Basketball

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Co-educational activity designed for all skill levels. Fundamentals, strategy and rules of the game are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 29 Racquetball

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Coeducational activity stressing fundamentals of forehand, backhand, serve and volley, rules and etiquette of the game. May be repeated three times for credit.

PE 33 Walk/Run for Fitness

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

A program of walking and/or running designed to improve cardiovascular fitness and strengthen the muscles throughout the body. This course has the option of a letter grade or pass/no pass and may be repeated three times for credit.

PE 37 Softball

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Coeducational activity designed for all skill levels. Rules, fundamentals, and strategy and game play will be included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 39 Fencing

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This course will explore the offensive and defensive fencing skills with a foil. May be repeated three times credit. This course has the option of a letter grade or pass/no pass.

PE 40 Aquatic Exercise

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

A variety of exercises will be performed in shallow water to improve one's aerobic fitness, flexibility, and strength; while at the same time providing an exercise form easy on skeletal stress. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 41 Ski Conditioning

Units: 1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Coeducational activity introducing fundamentals of skiing, equipment, safety and physical conditioning for skiing. May be repeated three times for credit.

PE 43 Lifetime Fitness

Units: 1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This course is designed to improve fitness in three areas: cardiovascular, strength and flexibility. Students will undergo testing procedures to evaluate their cardiovascular fitness, body composition, blood pressure, flexibility and strength. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 44 **Aerobics**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

A program of aerobic fitness. Includes various forms of exercise to improve health, heart, and body composition. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 46 **Agility and Motor Development**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

An activity class designed to improve and increase agility and motor development through various exercise and exercise programs. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 60 **Folk Dance**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This class provides an opportunity to enjoy and become familiar with culture, music and dances of the many countries of the world. May be repeated three times for credit.

PE 61 **Swim for Fitness**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Designed to develop endurance and swimming skills in order to maintain good cardiovascular/physical fitness. Intermediate swimming ability recommended. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 62 **Yoga**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Co-educational activity designed for beginning yoga students. A program designed to improve flexibility and reduce stress, by learning a series of postures and focusing on proper breathing techniques. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 63 **Water Polo**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Beginning/intermediate water polo for competitive play. Includes covering drills, strategies, techniques, and rules. Co-educational activity. May be repeated three times for credit.

PE 64 **Individualized Cardiovascular Fitness**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

A fitness program which develops cardiovascular endurance through an individualized open lab format. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 65 **Baseball**

Units: .5-1 **Hours:** 3 Laboratory

Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Course designed for students who desire to learn the fundamentals, mechanics, strategy, history and rules of the game of competitive baseball. Course is designed for students of all skill levels, ages, and both genders who wish to play or coach youth baseball. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

PE 66 **Dance Fundamentals**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Designed to introduce and develop movement principles and skills necessary to perform modern dance and ballet. May also include jazz and/or tap dance. Emphasizes enjoyment of dance as a form of exercise and will include some conditioning. Basic choreography skills will be included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 68 **Bootcamp Fitness**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

A challenging series of drills and exercises that develop, improve and increase strength, flexibility, agility and cardiovascular abilities. Designed for all levels of fitness. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 70 **Pilates**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This class utilizes the Pilates exercise system focused on improving flexibility and strength for the total body through a series of controlled movements. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 71 **Self-Defense for Women**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Instruction in techniques of self-defense which will help students avoid and respond to dangerous situations. Emphasis will be placed on how women can defend themselves when under attack. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

PE 72 **Aikido**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

An introduction to the Japanese-derived martial art. Emphasis will be on mind-body harmony, balance, and relaxation. Aikido self-defense techniques aim toward the creative resolution of conflict and the growth of the individual. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

PE 73 **Fitness Through Dance**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Conditioning the body through the use of various dances and/or dance steps. This course is designed to strengthen and tone the body, assist in weight loss, and increase endurance. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 74 **Hiking**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Introduces the Santa Clara county parks, trails, and surrounding areas. Includes fun, challenging hikes which average 5-8 miles on moderate to steep terrain. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 75 **Sports Conditioning**

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This activity class is designed to improve the physical condition of male and female athletes. It includes strength training, cardiovascular endurance, plyometric training, and sport specific techniques. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 76 Marathon Training

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This course will become active for the fall 2007 semester.

This course is designed to train individuals for participation in long- distance events. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PE 78 Dance Repertory

Units: .5-1 **Hours:** 3 Laboratory
Advisory: An ability to perform more complex patterns of movement with a strong level of dance technique; or Current enrollment in a dance class; or Permission of the instructor.
Transferable: CSU; CSU-GE: E1; GAV-GE: E1

This course will become active for the fall 2007 semester.

Study, rehearse and perform choreography provided by faculty, guest artists and/or student choreographers. Opportunities to perform at informal settings at the college and various locations in the Gavilan community. The class includes dance warm up and work on technical skills, improvisational study, creating choreographic studies for group and solo forms and rehearsal and performance of finished dances either for the class, college or community. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Also listed as THEA 78.

PE 99B Golf for Business and Life

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; CSU-GE: E1; GAV-GE: E1

Designed to teach and improve the golf skill of students and to suggest ways in which students can use golf as a business tool. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

PHYSICAL EDUCATION: ADAPTED

PE 34 Adapted Aquatic Exercise

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Designed to help individuals who by the nature of their disability such as wheelchair use, back injury, cardiovascular impairment, multiple sclerosis or other disabling condition require a specific aquatic exercise program that will contribute to their physical well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass.

PE 35 Adapted Swimming for Total Fitness

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

An individualized program of activities designed for students with physical disabilities to improve flexibility and range-of-motion, increase joint movement, improve circulation, and improve control of body movement through water adjustment and activities. Develops an appreciation of physical activity as a regular planned contribution to one's overall well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass.

PE 36 Adapted Physical Education

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This course is designed to provide a variety of physical education activities for students with physical disabilities. It includes strength training, cardiovascular endurance, plyometric training, and sport specific techniques. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.



Photo courtesy of the Gilroy Dispatch

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

An individualized program of adaptive physical education activities designed to meet the needs of students with physical disabilities. Develops an appreciation of physical activity as a regular planned contribution to one's overall well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass.

PE 38 Adapted Cardiovascular Conditioning & Training

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

Prescribed exercises in weight training, stretching and cardiovascular conditioning for those individuals that 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.

PE 47 Adapted Back Fitness

Units: 1 **Hours:** .5 Lecture, .5 Laboratory
Advisory: Doctor, physical therapist, and/or chiropractor referral required for entrance into class.
Transferable: CSU; CSU-GE: E1; GAV-GE: E1

A course designed for the individuals with back injuries which last several months or longer. The course is geared toward education, motivation, and a supervised program geared toward self-improvement and prevention for the back's well-being. The class will emphasize a wide variety of stretching and relaxation techniques as well as breathing exercises and nutritional practices for stress reduction and its relationship to one's back health as well as total wellness. This class is not designed to replace physical therapy, but to complement it and to continue once physical therapy has been terminated. This class is offered on an open/ entry open/exit basis.

PE 534 Adapted Aquatic Exercise

Units: .5-1 **Hours:** 3 Laboratory
Transferable: No

Designed to help individuals who by the nature of their disability such as wheelchair use, back injury, cardiovascular impairment, multiple sclerosis or other disabling condition require a specific aquatic exercise program that will contribute to their physical well being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This is a pass/no pass course.

PE 535 Adapted Swimming for Total Fitness

Units: .5-1 **Hours:** 3 Laboratory
Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

An individualized program of activities designed for students with physical disabilities to improve flexibility and range-of-motion, increase joint movement, improve circulation, and improve control of body movement through water adjustment and activities. Develops an appreciation of physical activity as a regular planned contribution to one's overall well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass.

Units: .5-1 **Hours:** 3 Laboratory

Transferable: No

An individualized program of activities designed for students with physical disabilities to improve flexibility and range-of-motion, increase joint movement, improve circulation, and improve control of body movement through water adjustment and activities. Develops an appreciation of physical activity as a regular planned contribution to one's overall well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course is pass/no pass.

PE 536 Adapted Physical Education

Units: .5-1 **Hours:** 3 Laboratory

Transferable: No

An individualized program of adaptive physical education activities designed to meet the needs of students with physical disabilities. Develops an appreciation of physical activity as a regular planned contribution to one's overall well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This is a pass/no pass course.

PE 538 Adapted Cardiovascular Conditioning & Training

Units: .5-1 **Hours:** 3 Laboratory

Transferable: No

Prescribed exercises in weight training, stretching and cardiovascular conditioning for those individuals that 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.

PE 547 Adapted Back Fitness

Units: 1 **Hours:** .5 Lecture, .5 Laboratory

Advisory: Doctor, physical therapist, and/or chiropractor referral required for entrance into class.

Transferable: No

A course designed for the individuals with back injuries which last several months or longer. The course is geared toward education, motivation, and a supervised program geared toward self-improvement and prevention for the back's well-being. The class will emphasize a wide variety of stretching and relaxation techniques as well as breathing exercises and nutritional practices for stress reduction and its relationship to one's back health as well as total wellness. This class is not designed to replace physical therapy, but to complement it and to continue once physical therapy has been terminated. This class is offered on an open/entry open/exit basis.

INTERCOLLEGIATE ATHLETICS

ATH 35 Basketball

Units: 1-3 **Hours:** 10 Laboratory

Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This course provides practice and competition in intercollegiate basketball. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 36 Golf

Units: 2 **Hours:** 10 Laboratory

Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This course provides practice and competition in intercollegiate golf. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 38 Baseball

Units: 2 **Hours:** 10 Laboratory

Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This course provides practice and competition in intercollegiate baseball for men. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 42 Football

Units: 2 **Hours:** 10 Laboratory

Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This course provides practice and competition in intercollegiate football. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 45 Softball

Units: 2 **Hours:** 10 Laboratory

Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This course provides practice and competition in intercollegiate softball for women. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 46 Volleyball

Units: 2 **Hours:** 10 Laboratory

Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This course provides practice and competition in intercollegiate volleyball for women. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 47 Soccer

Units: 2 **Hours:** 10 Laboratory

Transferable: CSU; UC; CSU-GE: E1; GAV-GE: E1

This course provides practice and competition in intercollegiate soccer. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

PHYSICAL SCIENCE

PSCI 1 Principles of Physical Science

Units: 3 **Hours:** 3 Lecture

Advisory: Mathematics 205 and eligible for English 250 and 260.

Transferable: CSU; UC; CSU-GE: B1; IGETC: 5A; GAV-GE: B1

An introduction to the physical sciences for the non-science major. Attention is focused on fundamental laws of nature, their development and relation to the physical world.

PSCI 2 Introduction to Meteorology

Units: 3 **Hours:** 3 Lecture

Advisory: MATH 205.

Transferable: CSU; UC; CSU-GE: B1; IGETC: 5A; GAV-GE: B1

An introductory course in Meteorology that is both descriptive and analytical on the physical principles affecting the earth's weather. Topics covered include the nature of the atmosphere, solar energy, heat, temperature, pressure, stability, moisture, wind, storms, severe weather and forecasting. The course introduces climatology as a scientific study and will look at the earth's climatic history, current research in climate modeling and the possibility of global climate change.

PSCI 200 Introduction to Technology

General Education Requirements, pages 48-49

Units: 2 **Hours:** 1 Lecture, 3 Laboratory

Transferable: No

An introduction to technology in manufacturing, energy production and distribution, communication, business, health occupations, service industry, agriculture, and transportation. Laboratories will emphasize the technology needs of business and industry.

PHYSICS

PHYS 1 Introduction to Physics

Units: 4 **Hours:** 3 Lecture, 3 Laboratory

Advisory: Mathematics 205.

Transferable: CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3

This course is an introduction to the fundamental physical principles that control the world around us. Students will explore the fundamental principles of physics, their historical development, their application to everyday phenomena, and their impact upon political, social, and environmental issues. Laboratory exercises will explore the everyday world.

PHYS 2A General Physics

Units: 4 **Hours:** 3 Lecture, 3 Laboratory

Prerequisite: MATH 8A or MATH 9.

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: PHYS 2, PHYS SEQ. A

An introduction to the principles of physics using algebra and trigonometry. Topics include kinematics in one and two dimensions, vectors, equilibrium and non-equilibrium applications of Newton's Laws, work and energy, momentum, rotational kinematics and dynamics, simple harmonic motion, elasticity, thermal physics, thermodynamics, and waves.

PHYS 2B General Physics

Units: 4 **Hours:** 3 Lecture, 3 Laboratory

Prerequisite: Physics 2A

Advisory: Eligible for English 250 and English 260

Transferable: CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: PHYS 4, PHYS SEQ. A

An introduction to the principles of physics using algebra and trigonometry. Topics include electricity and magnetism, light and optics, modern physics, and an introduction to relativity.

PHYS 4A Physics for Scientists and Engineers - Mechanics/Fluids/Wave

Units: 4 **Hours:** 4 Lecture, 2 Laboratory

Prerequisite: Physics 2A and Mathematics 1A

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: PHYS SEQ. B

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.

PHYS 4B Physics for Sci/Engr--Electromagnetism

Units: 4 **Hours:** 4 Lecture, 2 Laboratory

Prerequisite: Physics 4A

Advisory: Mathematics 1B

Transferable: CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: PHYS SEQ. B

Fundamental principles of electricity and electromagnetism. Electric and magnetic fields, AC/DC circuits, Maxwell's equations, and electromagnetic waves. Students gain experience in the application of computers in science.

PHYS 4C Physics for Sci/Engr--Thermodynamics/Optics/



Photo courtesy of the Gilroy Dispatch

Modern Physics

Units: 4 **Hours:** 4 Lecture, 2 Laboratory

Prerequisite: Physics 4B

Advisory: Mathematics 2C (may be concurrent).

Transferable: CSU; UC; CSU-GE: B1, B3; IGETC: 5A; GAV-GE: B1, B3; CAN: PHYS SEQ. B

Fundamental principles of optics and an introduction to modern physics. Geometric and physical optics, light and quantum physics, wave-particle duality, introduction to atomic and nuclear physics, and supplementary topics. Students gain experience in the application of computers in science.

PHYS 10 Technical Physics

Units: 2 **Hours:** 2 Lecture

Advisory: Mathematics 205

Transferable: CSU

Designed to combine a series of technical applications such as those used in industry with a sequence of basic physical principles such as mechanics, heat, light and electricity.

Physiology: see Biological Sciences

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.

POLITICAL SCIENCE

POLS 1 Introduction to American Government

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: D8; IGETC: 4H, 7A; GAV-GE: D1, D2; CAN: GOVT 2

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.

POLS 3 Introduction to Comparative Politics

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: D8; IGETC: 4H; GAV-GE: D2, F

Comparative survey of political institutions and processes around the globe. Selected nations may include, but are not restricted to: the United Kingdom, France, Germany, Japan, Russia, India, Nigeria, and Mexico.

POLS 4 Introduction to International Relations

Units: 3 **Hours:** 3 Lecture

Transferable: CSU; UC; CSU-GE: D8; IGETC: 4H; GAV-GE: D2, F

This course provides an introduction to key contemporary international problems and the means to analyze them. Major parts of the course cover such topics as war and peace, foreign policymaking, the international economy, and future trends in world politics.

POLS 6 Introduction to Conflict Resolution

Units: 3 **Hours:** 3 Lecture

Advisory: English 250 and English 260.

Transferable: CSU; CSU-GE: D7; GAV-GE: D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as AJ 6 and PSYC 6 and CMUN 6.

POLS 8 Field Work in Politics

Units: 1-6 **Hours:** 18 Laboratory

Advisory: Consent of instructor. This is essential due to the necessity of screening intern applicants; completion of Political Science 1 or Political Science 3.

Transferable: CSU

An intern program in practical politics and government administration offering students an opportunity to learn by doing. Interns are placed in the offices of public officials, government agencies, or political campaigns on the local, state and national levels. This is a pass/no pass course.

POLS 12 Introduction to Political Thought

Units: 3 **Hours:** 3 Lecture

Transferable: CSU; UC; CSU-GE: D8; IGETC: 4H; GAV-GE: D2

This course provides students with an introduction to and grounding in classical and modern political thought. Students will be introduced to theorists such as Plato, Aristotle, Machiavelli, and Marx. Students will also examine such timeless questions as: "What is justice?" "What is the good life?" and "What is power?" among others. This course is also listed as PHIL 12. Previously POLS 2.

POLS 27 Contemporary Leadership

Units: 2-4 **Hours:** 3 Lecture, 3 Laboratory

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; GAV-GE: E2

A cross-disciplinary approach to the theory and practice of leadership. Includes effective communication styles including issues related to gender and culture. Class includes topics on ethics, power, and how to run effective meetings including the use of parliamentary procedure. Skills directly applicable to work, personal and college environments. May be repeated for a maximum of 10 units. Also listed as PSYC 27.

PSYCHOLOGY

PSYC 1A Introduction to Psychology

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: D9; IGETC: 4I; GAV-GE: D2; CAN: PSY 2

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.

PSYC 1B Introduction to Psychology

Units: 3 **Hours:** 3 Lecture

Advisory: Psychology 1A

Transferable: CSU; UC; CSU-GE: D9; IGETC: 4I; GAV-GE: D2

Continuation of Psychology 1A. This course stresses the biological basis of behavior including: neuroanatomy, the senses, perception, learning, thinking, and psychological disorders.

PSYC 2 Early Child Development

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: D9, E; IGETC: 4I; GAV-GE: D2

A systematic study of the child from prenatal life through the preschool years. The course integrates the basic concepts of physical, cognitive and psychosocial development at each major stage of life during this period. This course is also listed as CD 2. This course has the option of a letter grade or pass/no pass.

PSYC 3 Child Growth and Development During the School Years

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250 and English 260; Psychology 2.

Transferable: CSU; UC; CSU-GE: D9, E; IGETC: 4I; GAV-GE: D2

Continuation of the study of child development with emphasis on children from six years of age through adolescence. Includes developmental theories and topics relevant to these ages. This course is also listed as CD 3. This course has the option of a letter grade or pass/no pass.

PSYC 5 Self-Assessment and Career Development**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; CSU-GE: E2; GAV-GE: E2

A course designed to assist the student in learning more about personal values, personality, interests, exploration of career choice, and occupational opportunities through the use of various personal assessment instruments. The delivery options for this course include online and self-paced formats. This course is also listed as GUID 1.

PSYC 6 Introduction to Conflict Resolution**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 250 and English 260.**Transferable:** CSU; CSU-GE: D7; GAV-GE: D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as AJ 6 and POLS 6 and CMUN 6.

PSYC 7 Cultural Context of Childhood**Units:** 3 **Hours:** 3 Lecture**Transferable:** CSU; CSU-GE: D7; GAV-GE: D2, F

This course examines cultural influences on child-rearing practices, family values, and human development. Perspectives from the social sciences will be used to explore what is common to all Homo sapiens and what is specific to the culture of the U.S. Students will explore their personal assumptions and attitudes towards diversity, and practice implementing non-stereotypical, developmentally appropriate, anti-bias activities, interactions, and environments in order to respond to and intervene against prejudice among children. This course is also listed as CD 7 and ANTH 9.

PSYC 27 Contemporary Leadership**Units:** 2-4 **Hours:** 3 Lecture, 3 Laboratory**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; GAV-GE: E2

A cross-disciplinary approach to the theory and practice of leadership. Includes effective communication styles including issues related to gender and culture. Class includes topics on ethics, power, and how to run effective meetings including the use of parliamentary procedure. Skills directly applicable to work, personal and college environments. May be repeated for a maximum of 10 units. Also listed as POLS 27.

PSYC 29 Psychological Aspects of Disabilities**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260; Psychology 41.**Transferable:** CSU

Overview of the various disabilities from both the physical/medical and psychological adjustment aspects. Patterns of psychological coping with a traumatic illness or injury are explored from both the victim and the significant others adjustment demands.

PSYC 30 Psychology of Interpersonal Communication**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

This course introduces the student to theory, skills and psychological dynamics of communication used in interpersonal relationships. Course content covers a study of verbal and nonverbal communication, listening skills and barriers, conflict resolution, message clarification and the recognition of destructive communication patterns.

PSYC 41 Psychology of Adjustment**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; CSU-GE: E2; GAV-GE: E2

Analysis of personal interactions, process of personal adjustment, frustration and defense mechanisms, assertive behavior, values clarification and the goals of individual behavior.

PSYC 52 Peer Counseling**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An overview of the principles, skills, and methods used in peer counseling. Course emphasizes using communication skills, goal setting, intervention techniques and evaluation for peer counselors and others.

PSYC 103 Human Relations in Business**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to the field of industrial psychology through the study of six modules (nine hours each): Human Behavior at Work, Group Behavior and Leadership, Personal Effectiveness, Personal Development, Business Communications, and Conflict Resolution at Work. This course is also listed as MGMT 103.

PSYC 103A Human Relations in Business I**Units:** .5 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to the field of industrial psychology through the study of six modules (nine hours each) This is the first module: Human Behavior at Work. Modules need not be taken in sequence. This course is also listed as MGMT 103A.

PSYC 103B Human Relations in Business II**Units:** .5 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to the field of industrial psychology through the study of six modules (nine hours each). This is the second module: Group Behavior and Leadership. Modules need not be taken in sequence. This course is also listed as MGMT 103B.

PSYC 103C Human Relations in Business III**Units:** .5 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to the field of industrial psychology through the study of six modules (nine hours each). This is the third module: Personal Effectiveness. Modules need not be taken in sequence. This course is also listed as MGMT 103C.

PSYC 103D Human Relations in Business IV**Units:** .5 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to the field of industrial psychology through the study of six modules (nine hours each). This is the fourth module: Personal Development. Modules need not be taken in sequence. This course is also listed as MGMT 103D.

PSYC 103E Human Relations in Business V**Units:** .5 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to the field of industrial psychology through the study of six modules (nine hours each). This is the fifth module: Business Communications. Modules need not be taken in sequence. This course is also listed as PSYC 103E.

PSYC 103F Human Relations in Business VI**Units:** .5 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to the field of industrial psychology through the study of six modules (nine hours each). This is the sixth module: Conflict Resolution at Work. Modules need not be taken in sequence. This course is also listed as MGMT 103F.

PSYC 199 Assertiveness Techniques**Units:** 1 **Hours:** 1 Lecture**Transferable:** No

Learning to be assertive is a goal that requires education and practice. This course will focus on learning assertive behaviors and applying them to personal, work, and social situations. This is a pass/no pass course.

Public Speaking: see Communications

REAL ESTATE

RE 160 Real Estate Principles**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250, English 260 and Mathematics 205.**Transferable:** CSU

The fundamental course covering an introduction to the field of real estate. Provides understanding, background and terminology necessary for advanced specialized courses. Will meet requirements for the Real Estate Sales License.

RE 162 Real Estate Practice**Units:** 3 **Hours:** 3 Lecture**Advisory:** Real Estate 160**Transferable:** CSU

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.

RE 163 Real Estate Finance**Units:** 3 **Hours:** 3 Lecture**Advisory:** Real Estate 160**Transferable:** CSU

This course covers an analysis of real estate financing transactions in residential, apartment, commercial, and special purpose properties. Various methods of financing properties are emphasized in the course. This course meets a requirement for the California Broker's License.

RE 164 Real Estate Appraisal**Units:** 3 **Hours:** 3 Lecture**Advisory:** Real Estate 160**Transferable:** CSU

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.

RE 165 Legal Aspects of Real Estate**Units:** 3 **Hours:** 3 Lecture**Advisory:** Real Estate 160**Transferable:** CSU

A study of California real estate law, including rights incident to property ownership and management, agency contracts, transfer of interest, liens and their foreclosure, encumbrances, and recent legislation relating to the foregoing. This course meets a requirement for the California Broker's License.

RE 166 Property Management**Units:** 3 **Hours:** 3 Lecture**Advisory:** Real Estate 160**Transferable:** CSU

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.

RE 167 Real Estate Economics**Units:** 3 **Hours:** 3 Lecture**Advisory:** Real Estate 160**Transferable:** CSU

An introduction to the causes and effects of value fluctuations in real estate, the nature of land economics and development of residential, commercial, industrial, recreational and special purpose properties. The student will study the principles of capitalism, community growth patterns, taxes, and other related economic concepts. This course may be used for the California Broker's License. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

RE 168 Real Estate Escrows**Units:** 3 **Hours:** 3 Lecture**Advisory:** Real Estate 160**Transferable:** CSU

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.

RE 190 Occupational Work Experience/Real Estate**Units:** 1-4 **Hours:** 20 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

Skin Care: see COS 220, 221

SOCIAL SCIENCES, GENERAL

SSCI 1 Introduction to the Social Sciences

Units: 3 **Hours:** 3 Lecture

Transferable: CSU; UC; CSU-GE: D7; IGETC: 4G; GAV-GE: D2

A broad introduction to key terms, concepts, principles, and unifying frameworks found in the major social science disciplines. Cultivation of research, reasoning, writing, and problem-solving/critical analysis germane to social science and with a particular focus on student life experience.

SSCI 270A Introduction to the Social Sciences

Units: 3 **Hours:** 3 Lecture

Prerequisite: Completion of English 420 with a grade of 'C' or better or Assessment recommendation.

Advisory: Eligible for English 250.

Transferable: No; GAV-GE: A3

An introduction to key concepts, principles, frameworks and issues in the major social science disciplines of history, economics, and political science for students wishing to get a broad overview. Development of research, reasoning, writing, topical reading, and critical analytical skills germane to politics, economics, and social change will be emphasized so students will build skills to evaluate contemporary policies and practices of governments, groups, and individuals. This course has the option of a letter grade or pass/no pass.

SSCI 270B Introduction to the Social Sciences

Units: 3 **Hours:** 3 Lecture

Prerequisite: Completion of English 420 with a grade of 'C' or better or Assessment recommendation.

Advisory: Eligible for English 250.

Transferable: No; GAV-GE: A3

An introduction to key concepts, principles, frameworks and issues in the major social science disciplines of psychology, sociology, and anthropology for students wishing to get a broad overview. Development of techniques and practice in research, reasoning, writing, topical reading, and critical analytical skills germane to the understanding of individuals, groups, and societies will be emphasized so students will build skills to think critically about contemporary policies and practices of groups, societies, and governments. This course has the option of a letter grade or pass/no pass.

SSCI 410A Themes in Social Science: Introduction to History

Units: 1 **Hours:** 1 Lecture

Transferable: No

This course serves as an introduction to history. It will focus on a selected theme such as immigrant experience, slavery, U.S. Constitution, or Native American experience, among many other possible themes, in order to introduce students with key terms, concepts, principles, and unifying frameworks found in history. This course will also cultivate research, reasoning, writing, and critical analysis relevant to the social sciences.

SOCIOLOGY

SOC 1A Introduction to Sociology

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: D0; IGETC: 4J; GAV-GE: D2; CAN: SOC 2

Analysis of the structure and dynamics of human society focusing on the development of culture, the socialization process, group behavior, social inequality, deviance, sexism, racism, and ageism, major social institutions, and human ecology. Emphasizes contemporary American society.

SOC 1B Introduction to Sociology: Social Problems

Units: 3 **Hours:** 3 Lecture

Advisory: Sociology 1A

Transferable: CSU; UC; CSU-GE: D0; IGETC: 4J; GAV-GE: D2; CAN: SOC 4

Sociology 1B is a course centering on the application of sociological concepts to the analysis of human ecology, social movements, social change, deviance and other selected social problems. Emphasis is placed on the study and analysis of problems in contemporary American society.

SOC 3 Sociology of Minorities

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: D0; IGETC: 4J; GAV-GE: D2, F

The study of selected American ethnic/"racial" minorities from a sociohistorical perspective. Focus is on understanding the reasons for, and the solutions to, problems relating to majority/minority relations.

SOC 4 Sociology of Women and Men

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; UC; CSU-GE: D0, D4; IGETC: 4J; GAV-GE: D2

Analysis of the nature of women's and men's traditional and changing roles in society including development of women's and men's potential, relationships in marriage, influence of mass media, employment practices, legal provisions and women's and men's liberation.

SOC 10 Mass Media and Society

Units: 3 **Hours:** 3 Lecture

Advisory: English 250, English 260

Transferable: CSU; UC; CSU-GE: C2, D0; IGETC: 4J; GAV-GE: C2, D2

This course helps us understand the 20th century revolution in mass media by focusing on the history, economics and social impact of the newspaper, book publishing, magazine, film, television, public relations, advertising and music industries. We will study audience, propaganda and mass communication theory; we will discuss new technology, ethnic media in the U.S., ethical issues and attempts to regulate or control the media. Honors students will complete more in-depth analysis of media issues, and will finish a media-related research project. This course is also listed as JOUR 10. This course has the option of a letter grade or pass/no pass.

SOC 21 Marriage and the Family

Units: 3 **Hours:** 3 Lecture

Advisory: Eligible for English 250 and English 260.

Transferable: CSU; CSU-GE: E2; GAV-GE: E2

Survey of information on preparation for marriage, including dating, courtship, engagement, mate selection, adjustment and parenthood. Time will also be spent on the study of families and how they function.

SPANISH

SPAN 1A Elementary Spanish

Units: 5 **Hours:** 5 Lecture, 2.5 Laboratory

Transferable: CSU; UC; CSU-GE: C2; GAV-GE: C2; CAN: SPAN 2, SPAN SEQ. A

Beginning course with emphasis on understanding and speaking Spanish; introduction to reading and writing Spanish. This course will also introduce students to Hispanic culture and institutions.

SPAN 1B Elementary Spanish**Units:** 5 **Hours:** 5 Lecture, 2.5 Laboratory**Advisory:** Spanish 1A or equivalent.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 6A; GAV-GE: C2; CAN: SPAN 4, SPAN SEQ. A

Continuation of Spanish 1A. Further development of the four skills of understanding, speaking, reading and writing Spanish. This course will continue to emphasize the study of Hispanic culture and institutions.

SPAN 2A Intermediate Spanish**Units:** 5 **Hours:** 5 Lecture, 2.5 Laboratory**Advisory:** Spanish 1B or equivalent.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B, 6A; GAV-GE: C2; CAN: SPAN 8, SPAN SEQ. B

Review of basic structures through conversation and selected works of literature. Further expansion of patterns, vocabulary and idioms. Creative expression through discussion and composition.

SPAN 2B Intermediate Spanish**Units:** 5 **Hours:** 5 Lecture, 2.5 Laboratory**Advisory:** Spanish 2A or equivalent.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B, 6A; GAV-GE: C2; CAN: SPAN 10, SPAN SEQ. B

Review of basic structures and grammar with greater emphasis on vocabulary and idioms. Introduction to literature as it reflects the characteristics of Hispanic societies. Greater emphasis on composition as a medium of expression.

SPAN 8A Conversational Spanish**Units:** 3 **Hours:** 3 Lecture**Transferable:** CSU; GAV-GE: C2

This course is a beginning Spanish course, focusing on the Spanish sound system, basic grammar and vocabulary, and cultural elements. Although emphasis is on listening and speaking, basic reading and writing skills will be developed.

SPAN 8B Conversational Spanish**Units:** 3 **Hours:** 3 Lecture**Advisory:** Spanish 8A or equivalent.**Transferable:** CSU; GAV-GE: C2

This course requires knowledge of Spanish pronunciation, basic vocabulary, and present tense grammar. More advanced grammar and vocabulary, and cultural elements will be taught in the development of listening, speaking, basic reading and writing skills.

SPAN 8C Conversational Spanish**Units:** 3 **Hours:** 3 Lecture**Advisory:** Spanish 8B or equivalent.**Transferable:** CSU; GAV-GE: C2

This course requires considerable knowledge of Spanish pronunciation, vocabulary, grammar and syntax. More advanced grammar and vocabulary will be taught in the development of listening, speaking, reading and writing skills.

SPAN 8D Conversational Spanish**Units:** 3 **Hours:** 3 Lecture**Advisory:** Spanish 8C or equivalent.**Transferable:** CSU; GAV-GE: C2

This course requires fluency in spoken and written Spanish. Advanced grammar and vocabulary will be presented while the course concentrates on polishing the student's oral and written skills and develops a sense of style.

SPAN 9A Spanish for Native Speakers**Units:** 3 **Hours:** 3 Lecture**Advisory:** Ability to speak Spanish**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 3B; GAV-GE: C2, F

This course is designed for students who speak Spanish at the high or advanced levels but who have not taken a Spanish course. This course introduces the students to the orthographic and grammatical characteristics of Spanish. The roots of the Spanish language are explored through literature including a general survey of Hispanic traditions, culture, and institutions. This course will also introduce student to basic composition writing, strategies for translating from English to Spanish and Spanish to English. Contemporary issues of importance to Hispanics in the United States will also be discussed.

SPAN 12A Spanish for Spanish Speakers**Units:** 5 **Hours:** 5 Lecture, 2.5 Laboratory**Advisory:** Basic Spanish reading and writing skills.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 6A; GAV-GE: C2, F

Through comparative analysis of selected literary works, the course develops an awareness of cultural and literary contributions from Mexico and other Spanish speaking societies. The course is taught in Spanish with emphasis on composition as a medium of expression.

SPAN 12B Spanish for Spanish Speakers**Units:** 5 **Hours:** 5 Lecture, 2.5 Laboratory**Advisory:** Basic Spanish speaking skills.**Transferable:** CSU; UC; CSU-GE: C2; IGETC: 6A; GAV-GE: C2, F

Continuation of 12A; through comparative analysis of selected literary works, the course develops an awareness of cultural and literary contributions from Mexico and other Spanish speaking societies. The course is taught in Spanish with emphasis on composition as a medium of expression.

Speech: see Communications**Statistics: see Mathematics****THEATRE ARTS / DRAMA****THEA 1 Theatre History****Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C1; IGETC: 3A; GAV-GE: C1, F

A survey of the history of theatrical performance, production and dramatic literature, including: early Greek, Roman, Asian, the Renaissance, Italian, English, modern European to contemporary American theatre.

THEA 2A Children's Theatre Repertory**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Advisory:** None. May be taken out of sequence.**Transferable:** CSU; GAV-GE: C1

This course focuses on formal dramatic presentations for child audiences. Activities will include acting, set design, costuming and makeup.

THEA 2B Children's Theatre Repertory**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Advisory:** None. May be taken out of sequence.**Transferable:** CSU; GAV-GE: C1

Preparation and performance of touring plays for young audiences. Special activities in creative dramatization, improvisation and script development will be studied.

THEA 3 El Teatro Campesino**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C1; IGETC: 3A; GAV-GE: C1

Reading, viewing and discussing the work of writer/director Luis Valdez and El Teatro Campesino (The Farmworkers Theatre) is the focus of this course. It traces the historical development of the theatrical company from its creation in 1965 to the present. Students will read actos, plays and view theatrical productions performed by El Teatro Campesino. This course has the option of a letter grade or pass/no pass.

THEA 4 Oral Reading**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: C1; GAV-GE: C1

An introduction to the analysis, preparation and dramatic reading of literature, including classical and contemporary prose, poetry and drama. Students prepare, analyze and orally present and interpret great works of drama and literature for an audience. This course is also listed as CMUN 2.

THEA 6 Introduction to Audio Production**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Transferable:** CSU

The theory and practice of audio techniques in radio, television, film and multimedia; including acoustics, audio language and terms, signal flow, use of microphones, use of mixers and related production equipment and the aesthetic aspects of sound mixing. Student will apply the learned materials to actual audio production.

THEA 7 Introduction to Theatre**Units:** 3 **Hours:** 3 Lecture**Transferable:** CSU; UC; CSU-GE: C1; IGETC: 3A; GAV-GE: C1

This learning experience examines how theatre productions are staged and created. Elements of theatrical production including: writing, producing, directing, designing, and acting will be explored.

THEA 10 Television/Film and Stage Make-up**Units:** 2 **Hours:** 1 Lecture, 2 Laboratory**Transferable:** CSU; UC; GAV-GE: C1

Straight, corrective, character and prosthesis make-up application techniques will be discussed and demonstrated. Basic differences in make-up for television, film and stage will be introduced through individual projects. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

THEA 11 Dance and Movement for the Theatre**Units:** 2 **Hours:** 1 Lecture, 2 Laboratory**Transferable:** CSU; UC; GAV-GE: C1

Introduction to basic dance, period movement, stage combat and mime techniques suitable for the performing arts. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

THEA 12A Acting: History and Practice**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Transferable:** CSU; UC; CSU-GE: C1; GAV-GE: C1; CAN: DRAM 8

An introduction to the historical development of acting as a practice of human cultural expression. Students will acquire a vocabulary for theatre performance as an art form and analyze dramatic works in a historical context. Practice of basic acting concepts, character analysis, preparation and performances of monologues and scenes will be required in the course.

THEA 12B Acting Techniques**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Advisory:** Theatre Arts 12A.**Transferable:** CSU; UC; GAV-GE: C1

Techniques for creating characterizations for performance. Various acting approaches will be examined through research, discussion and acting exercises. This course has the option of a letter grade or pass/no pass. May be repeated two times for credit.

THEA 13A Actor's Workshop**Units:** 1-3 **Hours:** 9 Laboratory**Transferable:** CSU; UC; GAV-GE: C1

Audition, rehearsal and performance of a theatrical production for public performance.

THEA 13B Actor's Workshop**Units:** 1-3 **Hours:** 9 Laboratory**Transferable:** CSU; UC; GAV-GE: C1

Audition, rehearsal and performance of a theatrical production for public performance.

THEA 13C Actor's Workshop**Units:** 1-3 **Hours:** 9 Laboratory**Advisory:** THEA 13B.**Transferable:** CSU; UC; GAV-GE: C1

Audition, rehearsal and performance of a theatrical production for public performance.

THEA 13D Actor's Workshop**Units:** 1-3 **Hours:** 9 Laboratory**Advisory:** Theatre Arts 13C**Transferable:** CSU; UC; GAV-GE: C1

Audition, rehearsal and performance of a theatrical production for public performance.

THEA 14 Stage Production**Units:** 1-3 **Hours:** 9 Laboratory**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; GAV-GE: C1

An individualized course in technical theatre production for the performing arts. Areas of study include: scenery, lighting, props, costumes, sound, make-up, public relations/box office management or stage management. May be repeated until a maximum of 9 units are accrued.

THEA 15 Introduction to Design for Stage, Film, and Television**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; GAV-GE: C1

An introductory course in design and technical production for stage, film, and television. Areas of study will include scenery, lighting, costumes, and make-up.

THEA 16 Introduction to Television**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and 260.**Transferable:** CSU; GAV-GE: C1

An introductory course on the history of television as a major communications tool. Students will learn skills for effective script writing, production techniques, and post-production procedures.

THEA 17A Television and Video Workshop**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** Theatre Arts 16 Intro to TV or consent of instructor.**Transferable:** CSU; GAV-GE: C1

An introduction to television and video technology, including pre-production, production and post-production techniques such as: camera work, studio equipment, lighting, audio plus off-line and on-line editing.

THEA 17B Television and Video Workshop**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Advisory:** Completion of Theatre Arts 17A.**Transferable:** CSU; GAV-GE: C1

Emphasis placed on production and post-production techniques in video production. Student knowledge and skills are increased by participating in live to tape projects. May be repeated twice for credit.

THEA 19 Television and Film Acting**Units:** 3 **Hours:** 2 Lecture, 3 Laboratory**Transferable:** CSU; UC; GAV-GE: C1

Theory and practice of acting for film and television. Students will learn basic performance techniques for the camera. Learning experiences include projects in broadcasting, reporting, commercials, public service announcements (psa), comedy and drama. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

THEA 20 Introduction to Scriptwriting**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 250**Transferable:** CSU; CSU-GE: C1

An introductory course on script development, writing and formatting for broadcast television and film production. This course has the option of a letter grade or pass/no pass.

THEA 21 Mexican Dance and Folklore**Units:** 1-2 **Hours:** 1 Lecture, 3 Laboratory**Transferable:** CSU; UC; GAV-GE: C1

Selected regional dances of Mexico, taught for technical and cultural understanding. Emphasis is given to the origin, development and styling of the material. Students are afforded the opportunity of appearing in performances. May be repeated until a maximum of 8 units are accrued.

THEA 78 Dance Repertory**Units:** .5-1 **Hours:** 3 Laboratory**Advisory:** An ability to perform more complex patterns of movement with a strong level of dance technique; or Current enrollment in a dance class; or Permission of the instructor.**Transferable:** CSU

This course will become active for the fall 2007 semester.

Study, rehearse and perform choreography provided by faculty, guest artists and/or student choreographers. Opportunities to perform at informal settings at the college and various locations in the Gavilan community. The class includes dance warm up and work on technical skills, improvisational study, creating choreographic studies for group and solo forms and rehearsal and performance of finished dances either for the class, college or community. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Also listed as PE 78.

**VOCATIONAL PREP STUDENTS:
DISABILITY****AE 600 Vocational Training I****Units:** **Hours:** 30 Laboratory**Transferable:** No

Prevocational skills for adults with impaired cognitive functioning. Entry level work preparation is emphasized. Skills taught include basic work routine orientation, communication skills, job ability assessment, and self-management skills.

AE 601 Vocational Training II**Units:** **Hours:** 2 Laboratory**Transferable:** No

Basic mobility orientation for adults with impaired cognitive functioning. The course emphasizes basic community orientation, transportation services, public services, traffic sign identification, pedestrian safety, telephone training, and communication skills. Field trips are required.

AE 602 Vocational Training III**Units:** **Hours:** 30 Laboratory**Transferable:** No

Practical training and on-the-job work experience for students with disabilities. This course also provides preparation for entry level employment utilizing a number of work alternatives and settings.

AE 603 Vocational Training IV**Units:** **Hours:** 3 Laboratory**Transferable:** No

AE 603 is a job readiness course which provides opportunities for individuals with disabilities to participate in service-learning activities and job readiness training leading to job development and placement in a community setting.

AE 605 Vocational Training VI**Units:** **Hours:** .5 Lecture, 1 Laboratory**Transferable:** No

This course is designed for students with disabilities. The purpose of this course is to improve the student's ability to participate in the community, by increasing independence through acquisition of survival vocabulary, structured practice in functional reading utilizing phonics and content recognition, and increased enjoyment in reading for pleasure. Opportunities will be provided for oral reading of high interest-low reading level life experience stories written or revised specifically for adults with limited reading skills.

AE 612 Independence Training III**Units:** **Hours:** 2 Lecture, 2 Laboratory**Transferable:** No

Housekeeping, cooking, basic clothing maintenance, and independent living skills for adults with impaired cognitive functioning.

AE 613 Independence Training IV**Units:** **Hours:** .5 Lecture, 1 Laboratory**Transferable:** No

This course is designed for students with disabilities. The purpose of this course is to improve the student's ability to build math competencies related to independence in daily living and the work site. The focus of the class is basic computation, consumer awareness, money management, banking and purchasing.

General Education Requirements, pages 48-49

AE 636 Adapted Physical Education**Units:** 3 **Hours:** 3 Laboratory**Advisory:** Students must be able to document a physical disability.**Transferable:** No

An individualized program of adapted physical education activities designed to meet the needs of students who are physically limited or disabled. The course assists in the development and appreciation of physical activity as a regular planned contribution to one's overall well-being. This course is for the non-matriculating student, is not graded and is without college credit.

WELDING**WELD 200 Basic Welding Technology****Units:** 3 **Hours:** 2 Lecture, 4 Laboratory**Transferable:** No

An introduction to the theory and principles of oxyacetylene and arc welding. The application of the principles of oxyacetylene welding in the flat position. The cutting of metal with the use of an oxyacetylene cutting torch. The practical application of arc welding through the basic application of flat position welding using E6013, E6011 and E7018 welding rod. This course has the option of a letter grade or pass/no pass and may be repeated once for credit.

WELD 201 Intermediate Welding Technology**Units:** 3 **Hours:** 2 Lecture, 4 Laboratory**Advisory:** WELD 200**Transferable:** No

Introduction to the theory, principles, and fundamentals of electric arc welding in the vertical and overhead positions using E6011, E6013, and E7018 welding rod. Introduction to the basic theory, principles and fundamentals of TIG and MIG welding. This course has the option of a letter grade or pass/no pass and may be repeated once for credit.

WELD 290 Occupational Work Experience/Welding Technology**Units:** 1-4 **Hours:** 20 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** No

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. May be taken for a maximum of 16 work experience units. This is a pass/no pass course.

Word Processing: see CSIS

WORK EXPERIENCE**CWE 190 Occupational Work Experience****Units:** 1-4 **Hours:** 20 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (CR/NC grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units.

CWE 192 General Work Experience Education**Units:** 1-3 **Hours:** 9 Laboratory**Required:** Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required) Minimum 2.00 G.P.A.**Transferable:** CSU

General work experience for students who have a job unrelated to their major. General work experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. A training plan is developed cooperatively between the employer, college and student. (CR/NC grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum of 16 units.

CWE 290 Occupational Work Experience**Units:** 1-4 **Hours:** 20 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** No

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (CR/NC grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit.

CWE 292 General Work Experience Education**Units:** 1-3 **Hours:** 9 Laboratory**Required:** Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required) Minimum 2.00 G.P.A.**Transferable:** No

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. (CR/NC grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit.

CWE 390 Occupational Work Experience**Units:** 1-4 **Hours:** 20 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** No

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (CR/NC grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit.

CWE 392 General Work Experience Education**Units:** 1-3 **Hours:** 9 Laboratory**Required:** Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required) Minimum 2.00 G.P.A.**Transferable:** No

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. (CR/NC grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit.

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.



Community Education
Contract Education
Gavilan College Educational Foundation
Gilroy Early College Academy (GECA)
Noncredit Program
Regional Occupational Programs (ROP)

COMMUNITY EDUCATIONAL RESOURCES

Community Education

Community Education is designed for the community. Short-term, not-for-credit classes for adults and children provide fun and enrichment in a number of areas.

For adults, we offer business and management training, arts and hobbies classes, programs to improve health and fitness, computer applications to enhance school and work skills, classes to help you make money and much more. Our College for Youth Program includes classes and camps in math, English, study skills, science, sports and more. If you or your children can't get to campus, we have online classes to help you meet your personal or professional needs. You'll find something for everyone here at Gavilan. Check out our website at <http://gavilan.augusoft.net> for our current classes.

Community Education classes are not supported by taxpayers. Fees are charged to cover program expenses.

Contract Education

If your organization needs training, Contract Education can help. We can train your employees at your site or ours at a time that is convenient for you targeted to your business needs. From leadership to customer service or ESL to supervision, we have trainers that are experts in the field and can bring real-world experience to your organization.

In addition to our customized training, our Professional Development Institute (PDI) was established to meet the needs of the small business. Throughout the year, workshops are held in local cities in employee, management and leadership development. No more traveling to San Jose or San Francisco for training. Just give us a call to find out about our upcoming workshops in your area.

Call 408-847-2514 to find out how we can help you positively impact employee performance and improve the bottom line of your business.

Gavilan College Educational Foundation (GCEF)

This nonprofit organization exists to raise money and enhance community support for college programs, often generating private support for needs which cannot be met through the general fund. GCEF raises money for student scholarships, which are distributed each year at a Scholarship Awards Ceremony. In recent years, they have brought in sponsorships and raised money for athletics and the Puente program through Golf Tournaments, Casino Nights, an annual Dinner-Dance, and other events.

Gilroy Early College Academy (GECA)

The Gilroy Early College Academy (GECA) at Gavilan College is an innovative, highly supportive and academically challenging program designed to serve strongly motivated high school students with high potential for future academic and career success.

The Academy is an educational partnership between Gilroy Unified School District and Gavilan College, 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.

Students who qualify will attend four years of high school on the Gavilan College campus. Students may take up to 12 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, contact Mr. Michael Hall, Principal of The Gilroy Early College Academy at Gavilan College by email at mhall@gavilan.edu or by telephone at 408-846-4909.

Noncredit Program

Noncredit courses are offerings designed to meet the special needs and capabilities of those students who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities. These courses and programs are further defined categorically under the Education Code, Section 84711, whereby state funding is authorized for nine specific categories.

Older Adults Program - This program offers special interest courses to adults 55 and older. Most of our courses will take place at the older adult facilities to ensure positive enrollment and convenience for students.

Staff Wellness Program - This program is geared toward meeting the needs of working adults. Courses are open to all staff members and the community.

All courses are free of charge. There are no tests, no quizzes and no letter grades. Registration will take place in the Admissions and Records Office or on site at the first class meeting. Students should contact the Noncredit Office directly with any questions or for further information at (408) 848-4859.

MATRICULATION SERVICES

Matriculation is a process that enhances student access to California Community Colleges and promotes and sustains the efforts of students to be successful in their educational goals. Noncredit matriculation services include:

- Assessment (English, math skills or career interests)
- Orientation (for noncredit programs and procedures)
- Counseling (to assist students in identifying educational and career goals and developing an appropriate program of study)

ADMISSIONS POLICY

Anyone 18 years or older can enroll in a noncredit course. Students may enroll in most courses by attending the first class meeting, space permitting and throughout the semester because these courses are designed to be open entry-open exit. Course and program information is published in the Gavilan College Schedule, other publications and through the off-site locations. There are no fees for noncredit courses.

GRADING

Grades are not issued for any of the Older Adults, Home Economics, ESL or Parenting classes that are not vocational/occupational in nature and non high school diploma Transitional Studies.

COURSES

A noncredit course is designed to meet the special needs and capabilities of those student populations who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities. Noncredit courses are offered in the following noncredit categories:

Basic Skills Courses

Instruction in elementary and secondary basic skills and other courses such as remedial academic courses in reading, mathematics and language arts. Instruction serves adults with limited or no formal education, native and non-native speakers of English who wish to improve their basic skills; adults with difficulties in learning; unemployed or displaced workers who lack skills required for entry-level jobs or job training programs; persons referred by mandated programs and adults unable to read, write or compute.

AH 793 Personal and Career Development

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. This noncredit course is a combination of lecture, self-assessments and group activities.

ENGL 756 GED Preparation

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.

ENGL 758A CAHSEE Preparation A English-Language Arts

This course is designed to prepare non-high school graduates for the successful completion of the CAHSEE (California High School Exit Examination) English-Language Arts by providing them study skill and test taking strategies for answering multiple choice questions and tips on essay writing. This course will focus on word analysis, reading comprehension, literary response, writing strategies, writing conventions and writing applications.

LIB 732 Introduction to Online Gavilan

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.

MATH 758B CAHSEE Preparation B Mathematics

This course is designed to prepare non-high school graduates for the successful completion of the CAHSEE (California High School Exit Examination) Mathematics Test by providing them with study skills and test taking strategies for answering multiple choice questions. The course will focus on basic arithmetic, statistics, data analysis, measurement, Geometry, Algebra, and mathematical reasoning.

ESL Courses

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.

ESL 702A ESL Citizenship

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

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

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.

ESL 704B ESL in the Workplace

Advisory: ESL 704A

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.

Health and Safety Courses

Instruction in health and safety are designed to both prolong life and add to the quality of living. Courses in this category emphasize the positive aspects of maintaining physical, mental and emotional well being.

AH 703 Mindful Stress Reduction

This course is designed to offer participants an experiential approach to reducing stress and improving overall well-being by learning and practicing mindful living skills. Using Mindful Based Stress Reduction (MBSR) techniques, students will learn practical methods that foster insight and awareness into their own ways of reading stress, pain and illness in their daily life. Activities include meditation, journals, guided meditation and some yoga through small and large group participation.

PE 701 Tai Chi for Wellness

This course will introduce the student to the thirty seven posture forms and movements of Tai Chi, an ancient Chinese practice that focuses on slow paced coordinated movements that improve balance, coordination, mobility and breathing. The students will also learn how to use this non-contact exercise program to reduce stress in their daily lives.

Home Economics Courses

This category of instruction offers courses that prepare individuals for entry and/or advanced training in home occupational areas. Courses may also be designed to help individuals and families meet the challenges of daily living and develop the resources for lifelong growth.

Immigrants Courses

Courses are provided to persons eligible for educational services in citizenship, English as a Second Language, and work force preparation courses in the basic skills of speaking, listening, reading, writing, mathematics, decision making and problem solving skills, and other courses required for preparation to participate in job-specific training.

ESL 702A ESL Citizenship

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

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.

Older Adults Courses

Older Adults Courses are designed for individuals that are 55 years and older. These are special interest courses for older adults in the community and are held at a variety of locations throughout the college district. These noncredit courses meet at convenient senior citizen centers and other easily accessible places. Students may register with the course instructor at any time during the semester, space permitting. There is no fee for these courses. Courses that meet in healthcare centers are designed for geriatric adults.

AH 740 Tai Chi for Arthritis and Other Related Illnesses

This course is designed for the maintenance of the physical and mental well-being of an older adult with arthritis and other related illnesses. Instruction will focus on the postures and movements of Tai Chi, a Chinese exercise regimen that has a slow paced movement that improves balance, coordination, breathing and builds strength and stamina. Activities are included that promote self-care and health awareness.

AH 741 Body Dynamics and Aging

This course is designed for the 55+ adult student to provide awareness and knowledge of physical fitness, stress management and nutrition to personal health. Discussions will focus on nutrition, sleep disorders, depression, leisure/social activities and chronic conditions that effect the body as aging occurs.

AH 742 Coping with Loss

In this course, the older adult will learn that grief and loss are an integral part of the human experience and they are not alone and that grief is universal. Specific topics will include: the process of normal grieving, tools for effective coping, signs of depression, resiliency skills, and resources available in the community and redefining one's life after a loss.

ART 760 Arts and Crafts I for Older Adults

A general survey of arts and crafts with an emphasis on exercises and experiments with methods and materials, including: painting, drawing, color theory, composition and rendering, batik or tie-dye, quilting or needlepoint, crocheting or knitting and block printing.

ART 761 Arts and Crafts II for Older Adults

A general survey of arts and crafts with an emphasis on exercises and experiments with methods and materials, including: Metal, leather, fibers, glass, wood, and paper crafts. The crafts will be for both decorative or utilitarian.

ENGL 750 Creative Writing Workshop for Older Adults

A class designed for older adults to develop their writing skills in a peer support group. They are guided in creative expression through prose and poetry. Older adults are encouraged to read their works in class and learn how to respond to writing, guided creative exercises and assignments, sentence and story structure.

ENGL 752 Journal Writing for Older Adults

A class for older adults that will assist them in developing their writing skills through journal keeping. The students will discover the process of using structured exercises to write about their thoughts, feelings and stress responses in an effort to increase self-awareness and healthier living.

ENGL 753 Writing Your Autobiography

This class in creative writing for older adults will explore autobiography as a form of personal expression. Participants will put their experiences on paper. Learn the skills of autobiography including narrative structure, style, vocabulary, event recording and interpretation.

ENGL 754 Discover Your Family History for Older Adults

This class will assist older adults in the research and writing of their family histories. They will collect names of relatives and establish relationships through primary, secondary and/or circumstantial evidence and/or documentation. Various sources for researching including Internet use will be encouraged.

ENGL 755 Art of Storytelling for Older Adults

Bridge the generational gap and learn the ancient time-honored way of sharing cultural values and passing down history from one generation to the next. Storytelling is a valuable way to increase intergenerational understanding and unity and creates an opportunity for children and adults in the community to have their lives enriched by this creative activity. The class will provide training tips and the opportunity for older adults to volunteer their new skills in a community setting.

HUM 767 Film Classics

This class is designed to study the facts, fantasy, history and trivia of classic and modern films. The background and history of each film and its performance will be compared and contrasted.

LIB 730 Internet Literacy for Older Adults

A class for older adults to learn email techniques, how to find information on their interests, news sources, and the skill of browsing online, as well as how best to use the local public library online services, online shopping, search strategies, and interactive games.

LIB 731 Finding Book Treasures in Literature for Older Adults

Older adults are guided in the reading of selected quality fiction and nonfiction to promote discussions of theme development, narrative techniques, social context and what makes good writing. Content varies from semester to semester and may include fiction, drama, poetry, essay, and biography. Readings selected may have particular relevance to older adults.

LIB 733 Exploring the Web for Older Adults

Advisory: LIB 730, Internet Literacy for Older Adults.

Designed to address the interests of older adults, students will learn about the web's rich offering in graphics, sharing digital pictures, and downloading audio files and audiobooks after paying your bills online. Students will learn online techniques to take advantage of all the latest tools, such as wikis, blogs, search techniques and great travel destinations.

LIB 734 Legal Resources for Older Adults

Advisory: LIB 730, Internet Literacy for Older Adults.

Older Americans face a gamut of legal issues in planning their future and must be aware of their rights in order to stay in charge of their lives. Finding the way through the maze of legal resources is a learned process. This course touches on basic legal issues including elder law, consumer and small claims, wills and estate planning, power of attorney and health care directives.

MUS 762 Joy of Listening to Music

This class is designed to give older adults the opportunity to study eras, styles, composers and components of music. Listening to music with group discussion is an integral part of the class.

MUS 763 Music Encounters

A class for older adults that provides musical activities to stimulate and sustain their auditory function, discernment of sounds and manual dexterity. Students will enjoy music, new and old, by listening, singing, playing and creating music in a group setting.

PE 716 Music/Movement and Health

This course is designed to assist older adults in improving overall health through movement, music and relaxation techniques. Rhythmical movement will be adjusted to suit individual students mobility needs.

THEA 764 The Theatre Experience

This class is designed for older adults to compare, contrast and examine the aspects of live theatre including dramatic structure, theatre production, history and performance. Students will also attend and critique Gavilan theatre performances

Future Older Adults Offerings

CSIS 729	Microsoft Word for Older Adults
CSIS 728	Microsoft Windows for Older Adults

Parenting Courses

Parenting courses include parent cooperative preschools, courses in child growth and development and parent-child relationships. Education in parenting and child rearing skills can have a significant positive effect on family life and can contribute to the development of healthy families and children.

GUID 710 Parent Advocacy

This course is designed to help parents understand the transition from high school to college. Parents will develop techniques on how to better support their college student at home by creating a college going environment and increase potential involvement to enhance academic achievement. Parents will also develop a general understanding of the challenges and obstacles students face on a daily basis.

Short-Term Vocational Programs

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.

Regional Occupational Programs (ROP)

Mission Statement - ROP training is offered to residents of Santa Clara and San Benito Counties by the Santa Clara County Office of Education. Some classes are offered at Gavilan College. In some of the classes, students may earn high school or college credit*, and upon completion they may be eligible for advanced placement at Gavilan College. ROP provides students with training to secure jobs, upgrade skills, or prepare for advanced career education. Students must be 16 years of age or older to participate. Classes are free for both high school students and adults.

Gavilan College Regional Occupational Program (ROP) provides career development and workforce preparation opportunities. ROP offers classes in diverse areas such as: accounting, business, CISCO Networking Academy, computer science, health careers, public safety, and public and human services. ROP courses focus on the training that students need to compete in today's technical job market. The skills acquired help students attain employment, upgrade their skills, and/or pursue higher levels of education in their chosen occupation. Following completion of classes, students receive an ROP Certificate of Completion. ROP classes may have additional fees for textbooks and supplies.

*Gavilan College fees are charged for Gavilan College credit. For most current course listings, contact the ROP Specialist.

ROP CLASSES

Accounting

General Office Accounting

This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. For college credit, enroll in Gavilan's ACCT 103.

Advisory: Eligible for Mathematics 205

Hours: 1.5 Lecture, 1.5 Laboratory

Computerized Accounting - QuickBooks

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. For college credit, enroll in Gavilan's ACCT/CSIS 120.

Advisory: CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.

Hours: 1Lecture, 3 Laboratory

Payroll Accounting

An introduction to the calculating, journalizing, paying and reporting of employee earnings, employee withholding and employer payroll tax expenses. The course emphasizes procedures which conform to federal and state legal requirements. For college credit, enroll in Gavilan's ACCT 105.

Advisory: Eligible for Mathematics 205, completion of Accounting 101.

Hours: 2 lecture

ROP Cisco Networking Academy

Networking Essentials

This course introduces network standards, concepts, topology and terminology including LANs, WANs, the OSI model, cabling, IP addressing, network hardware and various protocols. The content of this course aligns itself with the first course in the Cisco Systems Networking Academy (CCNA 1) and the Microsoft MCSE series. For college credit, enroll in Gavilan's CSIS 175A. Previously CSIS 91A.

Advisory: Mathematics 205, CSIS 1 or CSIS 2 and CSIS 181.

Hours: 4 lecture

Router Theory and Router Technologies

This course is the second of four courses in the Cisco Networking Academy curriculum. This course is an introduction to router concepts and terminology including Ethernet and Token Ring frames, RIP and IGRP routing protocols, distance vector and link state routing, routing loop issues, TCP/IP basics, IP addressing, and IP access lists. Students will get hands-on experience configuring Cisco routers. For college credit, enroll in Gavilan's CSIS 175B.

Prerequisite: CSIS 175A

Advisory: CSIS 48

Hours: 4 lecture

Advanced Routing/Switching/WAN

This course is the third/last course in the Cisco Networking Academy curriculum. This course covers the advanced features of router and routing concepts including IPX access lists, LAN segmentation, network congestion issues, cut-through and store and forward switches, and the operation of the Spanning Tree protocol. Other topics include: Wide Area Network services including LAPB, Frame Relay, ISDN, HDLC, PPP, DDR, LMI's and maps and subinterfaces on the Cisco router. This class includes practice using the Cisco routers. For college credit, enroll in Gavilan's CSIS 175C.

Prerequisite: CSIS 175B

Hours: 4 lecture

ROP Computer Classes

Computer Office Applications

This course offers practical business skills and concepts with hands-on experience in computer operations using Microsoft Office. Software includes: MS Word, MS Excel and PowerPoint. Afternoon class may include Introduction to the Internet and Network Communications.

Prerequisites: None for day class. Evening class: keyboarding skills

Hours:

Day - 6 hours per week for one semester

Evening - 4 hours per week for one semester

ROP Computer Repair Technician

Operating Systems

This course will survey current computer operating systems such as Microsoft Windows 98, NT, 2000 and XP. Linux will also be covered. Topics include file system management, systems requirements, network systems integration, security, and regular maintenance procedures. For college credit, enroll in Gavilan's CSIS 182.

Advisory: CSIS 1 or CSIS 2 or equivalent computer experience

Hours: 3 Lecture, 3 Laboratory

PC Hardware

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. For college credit, enroll in Gavilan's CSIS 181.

Advisory: CSIS 124, CSIS 1 OR CSIS 2, or equivalent computer experience.

Hours: 3 Lecture, 3 Laboratory

ROP Computer Science

C++ Programming I

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. For college credit, enroll in Gavilan's CSIS 45.

Advisories: CSIS 10 or equivalent, Math 205 (Elementary Algebra)

Hours: 3 Lecture, 3 Laboratory



ROP Clinical Medical Assisting

Basic Clinical Medical Assisting

Course provides a basic introduction to clinical medical assisting. Emphasizes principles, understanding of skills necessary to perform basic clinical medical assisting procedures safely and effectively. For college credit, enroll in Gavilan's AH 170.

Prerequisites: Eligible for English 250, English 260 and Math 205

Hours: 4 Lecture, 6 Laboratory

Advanced Clinical Medical Assisting

Course provides instruction and clinical experience in advanced concepts of clinical medical assisting including specialty procedures and treatments. For college credit, enroll in Gavilan's AH 171.

Prerequisites: AH 170 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.

Hours: 4 Lecture, 6 Laboratory

ROP Home Health Aide

Home Health Care

Course is designed to prepare students to provide basic health care in the home. Includes interpretation of medical/social needs, personal care services, cleaning tasks, nutrition, and the scope of limitations of a home health aide. All students who achieve a grade of "C" or better will be eligible for a Home Health Aide certificate from the State of California. For college credit, enroll in Gavilan's AH 182.

Prerequisite: California CNA certification or concurrent enrollment in AH 180 or equivalent. Equivalency determined by written and performance exams. Also, eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement.

Hours: 1.5 Lecture, 1.5 Laboratory

ROP Medical Office Procedures

Medical Billing - MediSoft

This course in computerized billing procedures for a medical office uses MediSoft software. Students will learn the patient billing features of this software and complete a capstone simulation giving them hands-on realistic medical front office practice. For college credit, enroll in Gavilan's BOT 181.

Advisory: Eligible for English 250. Some computer experience.

Hours: 1 Lecture, 3 Laboratory

Medical Coding

This course will introduce the student to the theory and procedure of coding for medical diagnoses, an increasingly essential and specialized healthcare communication system. The course is not a certification course. CPT coding is covered, with an overview of ICD-9 coding. For college credit, enroll in Gavilan's BOT 183.

Advisory: BOT 180

Hours: 1 Lecture, 3 Laboratory

Medical Office Procedures

This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. For college credit, enroll in Gavilan's BOT 182.

Prerequisites: BOT 180 and CSIS 126 with credit or a grade of C or better or experience using Microsoft Word.

Advisory: Eligible for English 250 and Mathematics 402.

Hours: 2 Lecture, 3 Laboratory

Medical Terminology for the Office

This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. For college credit, enroll in Gavilan's BOT 180.

Advisory: Eligible for English 250 and English 260.

Hours: 3 Lecture

Records Management

Principles covering records management in business including alphabetic, numeric, geographic, and subject systems; an understanding of how records are created, classified, stored, retrieved, transferred, and disposed of; organizing and managing both manual and automated records systems are explained. TFor college credit, enroll in Gavilan's BOT 160.

Advisory: Eligible for English 250 and English 260

Hours: 3 Lecture

ROP Networking

Applied Networking

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). For college credit, enroll in Gavilan's CSIS 178.

Advisory: CSIS 124

Hours: 3 Lecture, 3 Laboratory

ROP Nursing Assistant

Fundamentals of Nursing - Convalescent

A course to provide a basic introduction to patient care in the convalescent setting. Emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. Includes introduction to health care, planning, safety, infection control, personal care, basic procedures, rehabilitation, nutrition and clients' rights and needs. At the completion of this course students will qualify for state certification as a nursing assistant. For college credit, enroll in Gavilan's AH 180.

Prerequisites: Eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement.

Hours: 6 Lecture, 7 Laboratory

Fundamentals of Nursing - Acute

A course to provide a basic introduction to patient care in the acute care setting. Emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. Includes care of the uncomplicated medical-surgical patient, first aid and CPR. At the completion of this course students will qualify for CPR certification. For college credit, enroll in Gavilan's AH 181.

Prerequisites: Allied Health 180 with a grade of C or better or equivalent. Equivalency determined by written and performance exams. Also eligible for English 250 and English 260. Hours: 5 lecture, 9 lab for one semester

Hours: 5 Lecture, 9 Laboratory

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



GLOSSARY

OF COMMON COLLEGE TERMS

Ability to Benefit

In order to apply for federal financial aid, a student who has not graduated from high school or does not have a GED or the equivalent must take an “ability to benefit” assessment. The government believes that students who score at a certain level are probably more serious about college and, therefore, better choices for receiving financial aid.

Advisory

A strongly suggested recommendation for you to consider before registering for a particular class. The chances of success in a desired class are significantly better when you have mastered the skills in a preparatory class. See the college catalog for additional information.

Articulation

To help make the transfer process smoother, Gavilan College has an articulation agreement with many four-year colleges and universities which benefits students who are going to transfer. The four-year/receiving colleges have agreed in writing that a variety of Gavilan courses will fulfill many or all of the lower division requirements at the four-year school. The articulation officer, counselors and the Career Center staff have lists of participating institutions.

Assessment Evaluation

An evaluation of skill levels in math and English. (See Placement Assessment)

Associate’s Degree

The Associate of Arts (A.A.) degree or Associate of Science (A.S.) degree is a college degree awarded to a student when 60 units have been completed within a specific major program. These degrees can be in a career and technical area or in a transfer area. This is commonly referred to as a “two-year college degree” although it is common for a student to take more than two years to complete the program. The catalog lists about 60 A.A. and A.S. degrees available to Gavilan College students.

Associated Student Body (ASB)

The ASB is the official student organization on campus. It represents the student body and student issues to the board of trustees, administration, faculty and staff. This representative group of students provides leadership opportunities to students through the weekly student senate, a leadership course (Poli Sci/Psychology 27), and through participation on campus com-

mittees. Through the fees collected on student body card sales, student representatives plan educational, cultural, political, and social events for the student body. For additional information, see the Student Activities section in this catalog.

Bachelor's Degree

The Bachelor of Arts (B.A.) degree and the Bachelor of Science (B.S.) degree are awarded by four-year colleges and universities upon successful completion of an organized program of study. This is commonly referred to as a "four-year college degree" although it is common for students to take more than four years to earn it. Many students begin their college education at a community college and transfer to a four-year college for their junior and senior years.

Certificate

A certificate is awarded to a student who completes a planned course of study in a technical or occupational area. The certificate requires fewer units than an A.A. degree and verifies competence in a specialized area of study without the general education requirements. A student can complete a certificate program and then continue on for an A.A. in some areas. There are approximately 50 certificates available at Gavilan College.

Challenge

A student can petition to enroll in a class where there are prerequisites and corequisites. A challenge is a college process where a student provides evidence that he/she has satisfactorily met the necessary prerequisite. The Admissions Office has the required forms.

Community College

A community college provides a variety of educational opportunities to community members. Admission is open to all people 18 years or older. Students can select technical and vocational programs that provide or upgrade job skills (certificate programs); transfer programs that provide the general education or the first two years of a four-year education; and the Associate of Arts (A.A.) two-year degree programs. Others return to a community college for personal enrichment. Community colleges informally referred to as "junior colleges" when their scope was narrower.

Corequisite

A course which must be taken at the same time as another because the skills and the content in one are needed for success in the other.

Counselors

Faculty members who provide a variety of counseling services, including academic, personal and career counseling for new and continuing students. Students can schedule appointments at the kiosks outside the Counseling Office, Student Center 113, or call 408-848-4723.

Course

A prescribed series of classes; a number of classes in a particular field of study. Sometimes "course" in used interchangeably with "class."

Disruptive Behavior

Willful disobedience, habitual profanity or vulgarity or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

Educational Goal

An educational outcome identified by the student. Examples: A.A. degree, certificate, general education for transfer, etc.

Educational Plan

A multi-semester academic plan, designed by a student with a counselor, which moves a student towards his/her educational goal in an efficient yet flexible manner.

Exemption

The right of a student to seek self-initiated exclusion from orientation or assessment testing services. This, however, does not allow a student to be exempt from prerequisites.

General Education Requirements

An educated person has been exposed to wide range of subjects and ideas in a lifetime. Within the educational system, general education classes provide a foundation for this exposure. Approximately 40 units of coursework in the areas of written and oral communication, math, physical and natural sciences, social science, arts, humanities, and personal development comprise general education requirements. All A.A. 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.

Lecture/Lab

In the schedule of classes, the abbreviation L/L appears as part of the description of many classes. This means that there are required hours in a lecture or classroom setting and additional hours in a lab setting (computer, language, science, etc.)

Lower Division

The classes taken during the first and second years of college are referred to as "lower division" classes. Community colleges only offer lower division classes. When a student transfers to a four-year college, the third and fourth-year courses are referred to as "upper division." In the Gavilan College catalog, lower division classes that transfer to a four-year college are numbered 1-99. (Always check with the transferring school for confirmation on the acceptance of particular classes at their four-year institution.)

Major

A group or series of courses in a specific area that is designed to provide an intensive education or study in that area. A major in a technical or career area prepares a student for employment after community college. A transfer major at the community college begins the specialized area of study that will continue at the four-year level. Transfer students are expected to declare a major in order to transfer, as they apply to both the four-year college and a particular department at that college as upper division students.

Noncredit Course

A noncredit course is designed to meet the special needs and capabilities of those student populations who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities.

Orientation

An important part of the matriculation process which increases a students' comfort and familiarity with the academic environment and programs. Orientation may be done in a group, one-to-one or through specific programs or delivery models (ie., online, video).

Placement Assessment

A standardized assessment (test) is given by the college to assist a student in selecting the most appropriate math and English courses. It is administered in group settings throughout the school year. It is one measure for placement.

Prerequisite

A course that must be completed in order for a student to advance to another course. The material and skill achieved in the previous course (with a "C" grade or equivalency) are the signs that a student is ready for the following course. The prerequisite must be validated through research to be used.

President's Council

Community colleges are required by Assembly Bill 1725 to practice shared governance. Gavilan College has a college council made up of representatives from the students, faculty, staff and administration. This group recommends actions on policies and practices that affect students, faculty and staff to the president/superintendent.

Semester

Colleges divide the academic year into either semesters, quarters or sessions. Gavilan has two semesters: fall and spring, and a summer session. If a student has attended colleges which use different systems, the units are re-calculated for consistency. A unit earned under a quarter system is calculated as two-thirds (2/3) of a semester unit.

School Day

Any Monday through Friday that all normal college business is conducted, both in the classroom and in the administrative offices. All weekend and college holidays are not considered a school day.

Senator (student)

A student who has chosen to become a voting member of the student body government. The student represents student opinion in the senate, allocates money for campus events and services and participates on campus-wide committees as the student voice.

Course 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.

Transcript

The official record of a student's academic coursework. If a student has attended any other colleges, a transcript must be requested from each college previously attended so that Gavilan College has the student's complete academic history. Transcripts showing academic work at Gavilan are sent to four-year colleges at a student's request. The first two transcripts are free of charge.

Unit

The measurement of college credit given for each course. In general, one unit of credit, or one unit, requires one hour of lecture per week for each week of the semester. For example, an English class that meets one hour, three times per week is awarded three units of credit. Courses with lab sections are calculated differently. The unit value for each course is listed in the college catalog and Schedule of Classes as part of the course description.

Upper Division

These are the courses that are part of the junior and senior years of college and are provided by the four-year institutions.

Waiver

A student may formally decide not to participate in Matriculation services by filing a "waiver." Obtain the form from the Admissions Office.

ESL

English as a Second Language

New students who want to take ESL classes at the Gilroy campus will register at the Admissions & Records Office for a placement assessment appointment when completing an application. Call 408-848-4737 or 408-848-4751 to make an appointment or come into Admissions & Records at the Gilroy main campus.

Students interested in taking ESL courses in Hollister should contact Judy Rodriguez at (831) 636-3783 or go to the Briggs Building in Hollister to schedule an assessment appointment.

WHO SHOULD TAKE THE ESL ASSESSMENT?

- Students who do not know any English.
- Students who know some English but have not received formal classes in the English language or who took ESL classes more than three years ago.
- Students who attended high school in this country for less than a year.
- Students who attended high school in this country for a few years but are unsure about their level of proficiency in English.

PLACEMENT ASSESSMENT AND ORIENTATION FOR ESL APPLICANTS

Students who want to enroll in ESL classes must:

- Complete a Gavilan College application at Admissions & Records or at the sites.
- Sign up for a testing appointment at Admissions & Records (Gilroy).
- Return for testing, which includes oral and written exams.

The interview information and the test results will be used to advise and place students into the ESL classes that best match their needs. Students will be ready to register for ESL classes at the end of this three-hour placement assessment appointment.

Orientation for new ESL students will be offered several times during the first two weeks of the semester and will be given in English and Spanish in the classroom setting. New students will be contacted for orientation by their ESL instructors.

INFORMACIÓN EN ESPAÑOL

ESL (INGLÉS COMO SEGUNDA LENGUA)

Los nuevos estudiantes que deseen tomar clases de Inglés como Segunda Lengua (ESL) en Gilroy deben inscribirse en la Oficina de Admisiones y Archivos para hacer una cita y tomar la evaluación apropiada después de llenar una solicitud. Llame al teléfono 408-848-4737 o 408-848-4751 para hacer una cita o venga a la Oficina de Admisiones y Archivos en Gilroy.

Aquellos estudiantes que desean estudiar en Hollister, deberán hacer una cita para tomar el examen de colocación en la oficina en Hollister en el Briggs Building o llamar al 831-636-3783.

¿QUIÉN NECESITA TOMAR EL EXAMEN DE EVALUACIÓN DE ESL?

- Los estudiantes que no saben nada de inglés.
- Los estudiantes que saben un poco de inglés pero que no han tomado clases formalmente o que tomaron clases hace más de tres años.
- Los estudiantes que asistieron a la secundaria (high school) en este país por menos de un año.
- Los estudiantes que asistieron a la secundaria (high school) en este país por algunos años pero que no están seguros de su nivel de proficiencia en el inglés.

ASESORAMIENTO, COLOCACIÓN Y ORIENTACIÓN PARA ESTUDIANTES ESL

Los estudiantes que deseen inscribirse en clases de ESL (Inglés como Segundo Idioma) deben hacer lo siguiente:

- Completar una solicitud de admisión en la Oficina de Admisiones y Archivos.
- Obtener una cita para el examen de colocación en la Oficina de Admisiones y Archivos (Gilroy).
- Presentarse al examen de colocación de acuerdo con la cita obtenida para tomar el examen escrito y oral.

Los resultados del examen y la información de la entrevista serán usados para recomendar y colocar a los estudiantes en las clases de Inglés como Segunda Lengua (ESL) más apropiados. Los estudiantes estarán listos para inscribirse en las clases adecuadas al final de esta evaluación de tres horas. Los nuevos estudiantes en el Programa de Inglés como Segunda Lengua (ESL) recibirán una orientación sobre los servicios y regulaciones del Colegio Gavilán en sesiones ofrecidas durante las primeras dos semanas del semestre. Las orientaciones serán dadas en inglés y en español y los maestros se comunicarán con los nuevos estudiantes para asistirlos en seleccionar la sesión más apropiada.

ESL

English as a Second Language

New students who want to take ESL classes at the Gilroy campus will register at the Admissions & Records Office for a placement assessment appointment when completing an application. Call 408-848-4737 or 408-848-4751 to make an appointment or come into Admissions & Records at the Gilroy main campus.

Students interested in taking ESL courses in Hollister should contact Judy Rodriguez at (831) 636-3783 or go to the Briggs Building in Hollister to schedule an assessment appointment.

WHO SHOULD TAKE THE ESL ASSESSMENT?

- Students who do not know any English.
- Students who know some English but have not received formal classes in the English language or who took ESL classes more than three years ago.
- Students who attended high school in this country for less than a year.
- Students who attended high school in this country for a few years but are unsure about their level of proficiency in English.

PLACEMENT ASSESSMENT AND ORIENTATION FOR ESL APPLICANTS

Students who want to enroll in ESL classes must:

- Complete a Gavilan College application at Admissions & Records or at the sites.
- Sign up for a testing appointment at Admissions & Records (Gilroy).
- Return for testing, which includes oral and written exams.

The interview information and the test results will be used to advise and place students into the ESL classes that best match their needs. Students will be ready to register for ESL classes at the end of this three-hour placement assessment appointment.

Orientation for new ESL students will be offered several times during the first two weeks of the semester and will be given in English and Spanish in the classroom setting. New students will be contacted for orientation by their ESL instructors.

INFORMACIÓN EN ESPAÑOL

ESL (INGLÉS COMO SEGUNDA LENGUA)

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- Los estudiantes que asistieron a la secundaria (high school) en este país por algunos años pero que no están seguros de su nivel de proficiencia en el inglés.

ASESORAMIENTO, COLOCACIÓN Y ORIENTACIÓN PARA ESTUDIANTES ESL

Los estudiantes que deseen inscribirse en clases de ESL (Inglés como Segundo Idioma) deben hacer lo siguiente:

- Completar una solicitud de admisión en la Oficina de Admisiones y Archivos.
- Obtener una cita para el examen de colocación en la Oficina de Admisiones y Archivos (Gilroy).
- Presentarse al examen de colocación de acuerdo con la cita obtenida para tomar el examen escrito y oral.

Los resultados del examen y la información de la entrevista serán usados para recomendar y colocar a los estudiantes en las clases de Inglés como Segunda Lengua (ESL) más apropiados. Los estudiantes estarán listos para inscribirse en las clases adecuadas al final de esta evaluación de tres horas. Los nuevos estudiantes en el Programa de Inglés como Segunda Lengua (ESL) recibirán una orientación sobre los servicios y regulaciones del Colegio Gavilán en sesiones ofrecidas durante las primeras dos semanas del semestre. Las orientaciones serán dadas en inglés y en español y los maestros se comunicarán con los nuevos estudiantes para asistirlos en seleccionar la sesión más apropiada.

LA MISIÓN

En un ambiente que fomenta creatividad y curiosidad intelectual, Gavilán "College" sirve a la comunidad ofreciendo experiencias de enseñanza de alta calidad y preparación para educación más avanzada, carreras técnicas y para servicio público, educación para toda la vida, y participación en una sociedad diversa y global.

¿QUIERE TOMAR CLASES DE INGLÉS?

¿Quién necesita tomar el examen de evaluación de ESL (Inglés como Segunda Lengua)?

- Los estudiantes que no saben nada de inglés.
- Los estudiantes que saben un poco de inglés pero que no han tomado clases formalmente o que tomaron clases hace más de tres años.
- Los estudiantes que asistieron a la secundaria (high school) en este país por menos de un año.
- Los estudiantes que asistieron a la secundaria (high school) en este país por algunos años pero que no están seguros de su nivel de proficiencia en el inglés.
- Para revisar los horarios de las sesiones CELSA, vea la columna opuesta.

Los nuevos estudiantes que deseen tomar clases de Inglés como Segunda Lengua (ESL) deben inscribirse en la Oficina de Admisiones y Archivos para hacer una cita y tomar la evaluación apropiada después de llenar una solicitud. Cuando los estudiantes se presenten en la oficina de Inglés como Segunda Lengua (ESL) de acuerdo con su cita, tomarán un examen escrito y sostendrán una entrevista oral. Los resultados del examen y la información de la entrevista serán usados para recomendar y colocar a los estudiantes en las clases de Inglés como Segunda Lengua (ESL) que mejor les convengan. Los estudiantes estarán listos para inscribirse en las clases adecuadas al final de esta evaluación de tres horas. Los nuevos estudiantes en el Programa de Inglés como Segunda Lengua (ESL) recibirán una orientación sobre los servicios y regulaciones del Colegio Gavilán en sesiones ofrecidas durante las primeras dos semanas del semestre. Las orientaciones serán dadas en inglés y en español y los maestros se comunicarán con los nuevos estudiantes para asistirlos en seleccionar la sesión más conveniente.

Políticas y Procedimientos

Formas Alternativas

El Catálogo y el Horario de Clases de Gavilán College está disponible en formato de medios alternos.

Por favor comuníquese con El Centro de Recursos Para Estudiantes con Incapacidades al teléfono (408) 848-4865 o a la Oficina del Vicepresidente de Servicios de Estudiante al teléfono (408) 848-4738.

Servicios Para Estudiantes Con Incapacidades

DRC ofrece una variedad de servicios y clases, en un esfuerzo por igualar las oportunidades de los estudiantes con incapacidades mientras van en camino hacia sus metas educativas o vocacionales.

Los estudiantes que requieran acomodos académicos o físicos debido a su incapacidad visual, física y/o alguna otra incapacidad verificada, deberán comunicarse con el Departamento del Centro de Recursos para estudiantes incapacitados al (408) 848-4865.

Los servicios incluyen toma de notas, asesoría académica, de carreras o personal, servicios de referencias, evaluación de habilidades de aprendizaje, clases vocacionales, tutoría académica y educativa, ayuda con las inscripciones, servicios de movilidad, evaluación de aptitud vocacional, apoyo educativo con tecnología, interpretación con lenguaje de signos, entrenamiento de trabajo y colocación, servicios de ajuste y servicios de medios de comunicación alternos.

Aviso de No Discriminación

El Distrito está comprometido a proveer igualdad de oportunidades en programas educativos, empleo, y acceso a programas y actividades de la institución.

Prohibición de Abuso y Ofensas por Discriminación

Referencia: Secciones 212.5; 66252; 66281.5 del Código Educativo

El Distrito está comprometido a proveer un ambiente de enseñanza y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de ofensa y persecución sexual y todas las formas de intimidación sexual y abuso. También estará libre de otros abusos y ofensas por discriminación incluyendo aquellas ofensas basadas en cualquiera de los siguientes estados: raza, religión, ancestro, origen, impedimento, sexo (género), orientación sexual, o la percepción de que una persona tenga alguna de las características mencionadas.

De Acuerdo a la Ley de Americanos con Incapacidades (ADA)

Si usted tiene alguna incapacidad verificada y necesita materiales de estudio en un formato alterno o algún otro servicio, para ayuda comuníquese con el Centro de Recursos para incapacitados o con el Vicepresidente de Servicios Estudiantiles.

Título VI, Título IX, y Norteamericanos con Impedimento/Sección 504/508

Para presentar una queja en cualquiera de las siguientes áreas, por favor comuníquese con el Oficial de Igualdad de Oportunidades, Joseph D. Keeler, Vicepresidente de Servicios Administrativos, HR 101 al teléfono (408) 848-4715 o con Shairon Zingsheim, Director de Recursos Humanos, HR103 al teléfono (408) 848-4753.

Las áreas son las siguientes:

- Quejas por violación de derechos civiles (Título VI)
- Quejas por violación de igualdad de género, discriminación sexual, o abuso (Título IX)
- Quejas por violación contra personas con impedimentos (ADA/Sección 504/508)

Derechos Educativos y Privacidad

Gavilan College está en cumplimiento de los Derechos Educativos Federales y Acto de 1974 (también llamado el Buckley Amendment) y las regulaciones del Título V de California (SB 182). Las siguientes reglas están en efecto:

1. Toda la documentación académica, documentación relacionada con problemas disciplinarios, y cualquiera otra documentación oficial es mantenida para todos los estudiantes que han solicitado admisión a Gavilan College.
2. La documentación oficial es mantenida por y localizada en la Oficina de Admisiones y Registros.
3. La documentación oficial será proveída únicamente cuando la solicitud o permiso sea hecha por escrito por parte del estudiante previo pago de cualquier cargo o costo a la institución, excepto en los casos provistos en ley.
4. La siguiente información puede ser proveída por Gavilan College sin consentimiento escrito por parte del estudiante:
 - a. el nombre del estudiante
 - b. las fechas de matriculación/asistencia a Gavilan College
 - c. la fecha de graduación y título o certificado recibido

La entrega de cualquier otra información requerirá consentimiento escrito del estudiante, excepto en los casos previstos en ley. Los estudiantes que no desean que los puntos enumerados en a), b) y c) sean distribuidos, pueden notificar su deseo por escrito a la Oficina de Admisiones y Registros durante la primera semana de cada sesión de estudios.

5. Los estudiantes tienen derecho a revisar sus propios archivos y la documentación que esté en ellos. Cualquier objeción a éstos archivos debe ser presentada por escrito al Vicepresidente de Servicios al Estudiante. Las objeciones serán resueltas por dicho vicepresidente, y la resolución será inserta en el archivo del estudiante pero no entregada con el resto de la documentación. En caso de desacuerdo sobre éste punto, la Política de Quejas de la institución estará en efecto.

Copias de las regulaciones federales y estatales y del Proceso de Resolución de Problemas Estudiantiles son disponibles a través de la Oficina de Admisiones y Registros y pueden ser revisadas por los estudiantes haciendo una cita con el Vicepresidente de Instrucción y Servicios Estudiantiles o el Director de Admisiones y Registros. El Proceso de Resolución de Problemas Estudiantiles también está disponible en éste catálogo, en línea, y en el Manual Estudiantil.

Política para Niños Visitantes en el Campo Colegio

El Colegio Gavilan les da la bienvenida a los niños a nuestro campus, cuando se encuentran inscritos en algún curso o estén acompañados por uno de los padres, un tutor o un adulto a su cargo y bajo supervisión apropiada. Nuestras instalaciones están abiertas al público, cuya situación puede presentar un riesgo para los niños. Es la meta del Colegio mantener un ambiente de bienvenida y seguro, tanto para los niños como para los adultos.

Tenemos la siguiente guía en existencia:

- Un niño quien todavía no se encuentre en la preparatoria deberá estar bajo la supervisión de un adulto quien a su vez asuma su responsabilidad, a menos que el niño se encuentre oficialmente inscrito o participando en un curso o programa en Gavilan.
- A excepción de las situaciones en las que los jóvenes se encuentren oficialmente inscritos o participando, los padres, tutores y adultos a su cargo serán los responsables de mantener a los niños a su lado en todo momento y deberán vigilar todas las actividades y conducta de sus niños mientras se encuentren dentro del campus.
- Cualquier niño que se encuentre sin atención, será reportado a la Oficina de Seguridad de Gavilan y/o a la Oficina del Sheriff.
- Los estudiantes adultos y los empleados deberán planear por el cuidado de sus niños puesto que no se intenta que estos sean parte del ambiente de aprendizaje del salón de clases o lugar de trabajo en el Colegio Gavilan.

Estacionamiento Estudiantil

Hay dos tipos de permisos de estacionamiento - diario y por semestre.

Se pueden comprar permisos diarios de estacionamiento en las máquinas ubicadas en los solares de estacionamiento "A" y el estanque al sur.

Los estudiantes deberán estacionarse solamente en áreas designadas. Las reglas de tráfico se pueden conseguir en el Departamento de Seguridad de

Gavilán "College". Las reglas de estacionamiento son impuestas estrictamente. El "College" cobra una cuota para un Permiso de Estacionamiento semestral.

El Colegio también reserva el derecho de cambiar la cuota y las reglaciones sobre estacionamiento.

Política de Anuncios en el Campus

Referencia: AP 5550

A los estudiantes se les proporcionarán pizarrones para que lo utilicen para sus anuncios y se encontrarán en ubicaciones convenientes. Todos los materiales exhibidos deberán indicar claramente el autor o la agencia responsable de su producción y la Oficina del Vicepresidente de Servicios estudiantiles, el asesor ASB o la persona designada, deberán poner la fecha del día en que fué colocado. Los anuncios deberán ser removidos después de haber pasado diez (10) días.

Habilidad en inglés para la Estudios Vocacionales

Habilidad limitada en Inglés no será obstáculo para ser admitido y participante en programas educativos vocacionales.

Honestidad Académica

La honestidad académica depende de la integridad de los estudiantes y de la facultad. El Colegio por sí mismo es defraudado si su facultad y/o sus estudiantes a sabiendas o inconcientemente permiten que actos deshonestos sean premiados académicamente. Es la responsabilidad de la facultad el hacer todo esfuerzo razonable para promover una conducta académica que sea honesta. Si un miembro de la facultad considera que hay suficiente evidencia de que un estudiante está siendo académicamente deshonesto es la responsabilidad del miembro de la facultad el tomar la acción apropiada según lo que indiquen estos procedimientos.

Los estudiantes de Gavilan College tienen el derecho de saber que es lo que constituye el ser deshonestos académicamente en el colegio y en cada clase que están inscritos.

- Los miembros de la facultad deberán informar a sus alumnos sobre el estándar de ética requerido en sus clases y de los procedimientos permitidos en el salón durante horas de clases y pruebas.
- Una declaración escrita relacionada a esta póliza y su relación con cada clase será incluida en el resumen de la clase (hoja verde)* y/o en la prueba individual.
- Se informará a los estudiantes sobre las consecuencias de violar estos estándares y de su derecho a apelar, así como de los procedimientos que deben seguirse durante la apelación.

PROCEDIMIENTOS PARA HONESTIDAD ACADEMICA

Referencia: BP 5500

El propósito de estos procedimientos es ampliar, clarificar y fijar niveles claros de autoridad y de protocolos de disciplina en respuesta a violaciones en contra del Estándar de Conducta Estudiantil, específicamente de su relación con la deshonestidad académica. Estos procedimientos garantizan que el estudiante o estudiantes hagan valer sus derechos legales que les concede las protecciones de la constitución estatal y federal. Estos procedimientos se utilizarán de forma justa y equitativa y no para propósitos de represalia.

Definición de Deshonestidad Académica: El acto de deliberadamente exhibir una serie de comportamientos inaceptables que atentan en contra de los estándares de ética y de becas. Los ejemplos incluyen, pero no se limitan a:

- El permitir deliberadamente que un estudiante copie de otro durante una prueba.
- El dar tareas, ensayos de fin de semestre, o cualquier otro trabajo académico a otro estudiante para que lo plagie
- El someter el trabajo de otra persona a nombre de otra persona.
- Mentir a un instructor o empleado de la Universidad para mejorar una calificación.
- Alterar un trabajo que ya ha sido regresado, y después volverlo a entregar con una calificación para ser archivado, (sin el consentimiento del instructor)
- Remover prueba (s) del salón de clases o de cualquier otro lugar sin el consentimiento del instructor.
- Robarse pruebas o llaves de acceso a las pruebas.
- Falsificar firmas en los formularios de salirse/agregar clases o en otros documentos del colegio.

Definición de hacer trampa: El acto de obtener o intentar obtener crédito para trabajos académicos a través de medios deshonestos, engañosos, o fraudulentos. Los ejemplos incluyen, pero no se limitan a:

- Copiar en parte o completamente, la prueba de otra persona, o cualquier instrumento de evaluación o el obtener respuestas de otra persona para estos fines sin el consentimiento del instructor.
- Someter trabajos previamente entregados en otra clase, si así lo indican los reglamentos por escrito de esa clase.
- Utilizar o consultar, durante una prueba, con fuentes o materiales que no haya previamente autorizado el instructor.
- Intencionalmente alterar, cambiar, mal usar documentos o archivos. Deliberadamente otorgar información falsa o de forma habitual interferir en los procedimientos de calificaciones o en la instrucción de la clase.
- Cualquier otro acto cometido por el estudiante (s) durante su trabajo académico, que defraude o mal represente, incluyendo ayudar o encubrir cualquiera de las acciones descritas arriba.

Definición de Plagio: El acto de incorporar ideas, palabras, oraciones, párrafos, o partes de éstos, que pertenezcan a otros trabajos sin dar crédito apropiado al autor, y presentar el trabajo como propio. Ejemplos incluyen, pero no están limitados a:

- Representar el trabajo artístico/académico tal como composiciones musicales, escrituras, programas de cómputo, pinturas, dibujos, escrituras, o trabajos similares como propios.

PROCEDIMIENTOS PARA EL REPORTE

Cuando un miembro de la facultad de Gavilan, responsable de la clase, tiene razón para creer, y cuenta con evidencia para sustanciar, que el comportamiento de un estudiante o estudiantes caen en una o en dos de las definiciones descritas arriba, es la responsabilidad del instructor el tomar las siguientes acciones:

1. Hacer una cita para una conferencia en la oficina con el estudiante y durante esa reunión informar al estudiante de las acusaciones y asegurarse que él o ella estén conscientes de la evidencia que sustenta la acusación, y de las consecuencias probables. Cualquier confrontación que se pudiera dar en la clase debe ser lo más discreta posible. Si como resultado de la reunión, el instructor considera que la respuesta por parte del estudiante es insuficiente para contrarrestar los cargos de deshonestidad académica a un nivel que el estudiante pudiera ser disculpado, el instructor le informará al estudiante de las sanciones que recomendará o que serán asesoradas según lo dicta esta póliza.
2. A la discreción del instructor, un reporte escrito de dicha infracción y de la sanción tomada puede ser sometido al Vicepresidente de Instrucción con una copia al decano del departamento apropiado.
3. Cuando un estudiante, que ha sido informado de una conferencia pendiente para hablar sobre la supuesta deshonestidad, falla y no asiste a la reunión, o cuando una aparente deshonestidad es detectada al final del semestre y el instructor hace un intento de buena fe para contactar al estudiante pero no lo logra, el instructor puede imponer sin haber tenido la conferencia, las sanciones recomendadas y archivar un reporte escrito al decano del área en cuestión y al Vicepresidente de Instrucción. En cualquiera de los casos, el derecho de apelación del estudiante permanece vigente.

SANCIONES

Debe de haber dos tipos de clasificaciones principales para las sanciones que puedan ser impuestas por Violaciones a la Honestidad Académica: Académica y Administrativas. La imposición de un tipo de sanción (Académica o Administrativa) no impide la imposición de la otra.

- Sanciones Académicas serán definidas como todas aquellas acciones relacionadas con los trabajos de clases y calificaciones. La facultad es responsable de los tipos de sanciones académicas que se apliquen a los estudiantes involucrados en incidentes relacionados con hacer trampa o de plagio. Usualmente, se utilizará una "modificación de calificación".
- Sanciones Administrativas son aquellas que tienen que ver con el estado

del estudiante en el colegio, y éstas son aplicadas por el Vicepresidente de Instrucción.

Discreción de la Facultad: Los casos que tengan que ver con una actitud irresponsable o el uso descuidado de trabajos de autoría, pero que no caen dentro de la definición de hacer trampa/plagio como se define en esta póliza, pueden ser manejados a la discreción del miembro de la facultad afectado.

Sanciones Académicas: Antes de que se pueda aplicar una sanción, el miembro de la facultad debió de haber verificado el hecho (s) de la deshonestidad académica ya sea a través de la observación y/o con documentación. En todos los casos, la violación se debe de reportar al decano del área en cuestión. Un estudiante está sujeto a ser:

1. Fustigado verbalmente. Un estudiante puede ser recomendado para recibir una consejería, pero no puede ser obligado a participar en una consejería.
2. Reprobado en su evaluación de la clase (ensayo o prueba).
3. Que su calificación sea reducida, incluyendo probablemente el ser reprobado de la clase.
4. Recomendar una sanción administrativa. Un miembro de la facultad puede seleccionar el recomendar a un estudiante al Vicepresidente de Instrucción para que se le aplique una acción disciplinaria como la sanción académica única o como una adición a la acción que el miembro de la facultad ya ha tomado.

Sanciones Administrativas: Tal como lo estipula el Código Administrativo de California, Sanción 41301, el hacer trampa o el plagiar en un programa académico en el colegio puede llevar a la expulsión, suspensión, libertad condicional o una sanción menor. Acciones administrativas relacionadas con la deshonestidad académica en Gavilan son la responsabilidad del Vicepresidente de Instrucción según lo estipulan los Estándares de Conducta Estudiantil (Procedimientos de Disciplina Estudiantil, AP5520). El Vicepresidente de Instrucción notificará al miembro de la facultad una vez que se haya tomado la acción.

El Vicepresidente de Instrucción responderá a:

1. recomendaciones giradas por los decanos
2. violaciones claras de los estándares académicos; y
3. violaciones repetidas que sean reportadas a él o ella por la facultad o a través de reportes escritos que han sido archivados con anterioridad con el Vicepresidente de Instrucción y Servicios Estudiantiles.

PROTECCION DE LOS DERECHOS

No hay nada en estos procedimientos que pretenda negar a los estudiantes que se encuentren en esta situación su derecho legal de defenderse. Los estudiantes tienen el derecho de ser informados de los cargos, la naturaleza de la evidencia que sustenta los cargos, y de tener una reunión con el miembro de la facultad, Vicepresidente de Instrucción, o con cualquier otra persona con autoridad. Los estudiantes tienen el derecho de apelar cualquier decisión que resulte de dicha reunión.

1. Las sanciones académicas pueden ser apeladas a través del Vice-presidente de Instrucción y de acuerdo al Proceso de Resolución para Problemas con Estudiantes.
2. Cuando una suspensión disciplinaria o expulsión se recomienda como una sanción administrativa, el estudiante tiene el derecho a una audiencia formal tal y como lo indica el Código de Conducta Estudiantil (Procedimientos de Disciplina Estudiantil, AP5520) (Código de Educación 66017).

Las sanciones administrativas que resulten de una suspensión disciplinaria o de una expulsión pueden ser apeladas a través del Procedimiento de Disciplina Estudiantil.

ESTANDARES DE CONDUCTA ESTUDIANTIL

Gavilan College está comprometido a promover un ambiente social y de aprendizaje que sea armonioso y que esté caracterizado del respeto mutuo para todos los estudiantes, personal y miembros de la comunidad. Un estudiante que se inscriba en Gavilan College asume la obligación de actuar de una manera que sea compatible con la función del colegio como una institución educativa. Los estudiantes y las visitas deben de comportarse y obedecer todas las leyes federales relacionadas con el comportamiento en un colegio, o en eventos patrocinados por un colegio.

Los siguientes estándares de conducta representan un comportamiento inapropiado de los estudiantes y cualquier violación puede constituir una causa para una acción disciplinaria, incluyendo pero no limitadas a la remoción, suspensión o expulsión de un estudiante.

1. Causar, intentar causar, o amenazar con causar un daño físico a otra persona.
2. Posesión, venta, facilitar un arma de fuego, cuchillo, explosivo o cualquier otro objeto peligroso, incluyendo pero no limitado a, cualquier arma de fuego que no sea verdadera, cuchillo o explosivo, al menos que en cualquier caso de posesión de estos objetos, el estudiante haya con anterioridad obtenido permiso por escrito para poseer estos objetos por parte de un empleado del distrito, que a su vez haya sido autorizado por el Superintendente/Presidente del Colegio.
3. La manufactura, posesión, uso, venta, oferta de venta, o facilitar, estar bajo la influencia de cualquier sustancia controlada que esté en la lista del capítulo 2 (comenzando con la Sección 11053) de la División 10 del Código de Salud y Seguridad de California, una bebida alcohólica, cualquier intoxicante, o posesión ilegal de, o ofrecer, arreglar, o negociar la venta de cualquier instrumento para el uso de estupefacientes, tal y como lo define la Sección 11014.5 del Código de Salud y Seguridad de California.
4. Cometer o intentar cometer un robo o extorsión.
5. Causar o intentar causar un daño a la propiedad del distrito o a una propiedad privada que se encuentre en el colegio.
6. Robar o intentar robar propiedad del distrito o una propiedad privada que

se encuentre en el colegio, o deliberadamente recibir propiedad privada robada del distrito o propiedad privada que se encuentra en el colegio.

7. Deliberadamente y persistentemente fumar en áreas en donde se prohíbe fumar por ley, o por reglamentos del colegio o del Distrito.
8. Cometer hostigamiento sexual como lo define la ley, o las pólizas y procedimientos del Distrito.
9. Participar en comportamientos de hostigamiento o discriminatorios basados en la raza, sexo (género) religión, edad, origen de nacionalidad, incapacidad, o cualquier otra categoría protegida por la ley.
10. Conducta deliberada que resulte en daños o en la muerte de un estudiante o del personal del colegio, o que resulte en cortar, desfigurar, o cualquier otro daño a propiedad real o personal que pertenezca al Distrito o que se encuentre en el colegio.
11. Comportamiento de Interrupción, desobediencia deliberada, profanidad habitual o vulgaridad, desafiar persistentemente y abiertamente a la autoridad, o el abuso persistente del personal del colegio.
12. Hacer trampa, plagiar (incluyendo el plagio de una publicación estudiantil), o participar en otros actos de deshonestidad académica.
13. Deshonestidad; falsificación; alteración o el mal uso de documentos del colegio, archivos o identificaciones; o deliberadamente otorgar información falsa al Distrito.
14. Entrada sin autorización, o uso no autorizado de las instalaciones del colegio.
15. Conducta Lasciva, indecentes u obscena dentro de la propiedad del Distrito o que controle el distrito, y en eventos patrocinados o supervisados por el Distrito.
16. Hacer expresiones que sean obscenas; difamatorias; o que inciten a los estudiantes a crear un peligro real y verdadero al cometer algún acto ilegal en la propiedad del colegio, o violar los procedimientos administrativos del Distrito, o interrumpir de forma sustancial las operaciones ordenadas del Distrito.
17. Mala conducta persistente y preocupante en la cual otros medios disciplinarios para corregirla han fallado.

Los estudiantes que adopten los comportamientos descritos arriba estarán sujetos a los Procedimientos para la Disciplina Estudiantil. (Procedimientos Administrativos 5520, Sección del Código de Educación 66300, 72122, 76030.)

Procedimientos Para La Disciplina Estudiantil

El propósito de estos procedimientos es ofrecer los medios rápidos y apropiados para tratar con violaciones al Estándar de Conducta Estudiantil (BP5500). El procedimiento garantiza que el estudiante o estudiantes hagan valer sus derechos legales para defenderse que les otorga las protecciones constitucionales estatales y federales. Estos procedimientos serán utilizados de una forma equitativa y justa, pero no se aplica para reemplazar los procedimientos civiles o criminales que pudieran ser iniciados por otras agencias.

Violaciones en contra del Estándar de Conducta Estudiantil (BP 5500) son sujetos a acciones disciplinarias y procedimientos que tome el distrito. En todas las acciones disciplinarias, el estudiante será notificado de la naturaleza de los cargos en contra de él o de ella, para que él o ella puedan tener la oportunidad de defenderse, y para que la institución no sea arbitraria en la ejecución de la acción.

ACCIONES DISCIPLINARIAS Y PROCEDIMIENTOS

El tipo de sanción que se aplique por haber violado el Estándar de Conducta deberá ser determinada por los representantes apropiados del colegio o por un comité. Las penalidades están enumeradas dependiendo del grado de severidad, y no por orden administrativo. Estas son:

1. Amonestación: Una amonestación verbal en contra del estudiante que ha violado las leyes del colegio.
2. Aviso: Una notificación entregada al estudiante, ya sea por escrito o verbal, en la que se le indica que de continuar con la conducta indebida podría ser causa para una acción disciplinaria. Los avisos escritos se pueden considerar en los casos de futuras violaciones.
3. Reprimenda: Declaración escrita que especifica la violación de una regulación específica, incluyendo la posibilidad de acciones disciplinarias más severas. Las reprimendas pueden considerarse en los casos de futuras violaciones.
4. Acción Disciplinaria: La exclusión de participar en ciertos privilegios o actividades recreacionales tal y como se indique en la notificación de la acción disciplinaria.
5. Restitución: Reembolso por parte del estudiante por el mal uso de propiedad. El reembolso puede ser en servicio especificado para reparar o para compensar por daños.
6. Remoción de la Clase: [Sección del Código de Educación 76032] Un instructor puede retirar de la clase a su estudiante en los casos que él o ella haya interrumpido el proceso de instrucción. El término de la remoción será por el día de la clase en cuestión y para la siguiente clase.
 - a. El instructor debe de completar la forma de Remoción del Estudiante de la Clase y someterla al decano de su departamento.
 - b. El decano/a debe de hacer una cita para una reunión entre el estudiante y el instructor para hablar sobre la remoción. Ante la

petición del instructor o del estudiante, el decano puede asistir a la conferencia.

- c. El estudiante no debe regresar a la clase durante el periodo indicado de remoción de la misma, sin que el instructor así lo autorice. Nada previene al decano a recomendar acciones disciplinarias adicionales que estén de acuerdo con estos procedimientos y que estén basadas en los hechos que llevaron a la remoción.
7. Suspensión Corta: Una suspensión corta tiene el propósito de dar tiempo para investigar. A través de este medio, el colegio podrá librarse de tensiones debido a la mala conducta de la persona, el retiro de una amenaza en contra del bienestar de los estudiantes, o remoción de un estudiante o estudiantes cuya presencia previene la continuación de una conducta normal dentro del colegio. Una suspensión corta está limitada a un periodo de tiempo necesario para realizar la investigación. La suspensión corta no debe de exceder los diez (10) días escolares.
8. Suspensión Disciplinaria: Exclusión de las clases y de otros privilegios o actividades indicadas en la notificación de suspensión por tiempo definido. Las condiciones para ser readmitido serán descritas en la notificación de suspensión.
 - Una suspensión de corto tiempo de una o más clases es por un periodo de diez (10) días de escuela consecutivos.
 - Una suspensión de largo tiempo es una exclusión de una o más clases por lo que resta del semestre o de las clases y actividades del colegio por uno o más semestres.
9. Expulsión: La terminación del estado de un estudiante por tiempo indefinido. Las condiciones para ser readmitido, deben ser indicadas en la orden de expulsión.

MEDIDAS ADMINISTRATIVAS DE CORRECCION PARA LA MALA CONDUCTA

1. Suspensión Inmediata Interina [Sección del Código de Educación 66017]: El Presidente del Colegio o persona designada puede ordenar la suspensión inmediata de un estudiante cuando él o ella concluye que se requiere de una suspensión inmediata para proteger la vida de otras personas, o de propiedad y para asegurarse que se mantenga el orden. En los casos que se ha ordenado una suspensión inmediata, los límites de tiempo descritos en estos procedimientos no se aplican. El derecho a una Audiencia de Apelación Disciplinaria (cuando se recomienda una suspensión o expulsión de largo tiempo) se le otorgará al estudiante dentro de un término de diez (10) días escolares.
2. Renuncia del Consentimiento de Permanecer en el Colegio. El Vicepresidente de Servicios Estudiantiles o su designado, pueden notificar a cualquier persona de la cual se cree que hay una creencia razonable de que está interrumpiendo deliberadamente las operaciones ordenadas en el colegio, que el consentimiento para permanecer en el colegio se le ha sido retirado. Si la persona se encuentra en el colegio en ese momento, él o ella debe abandonarlo rápidamente o ser escoltado fuera del colegio. Si el consentimiento fue retirado por el Vicepresidente de Servicios Estudiantiles, se debe de elaborar un reporte escrito dirigido al Presidente del

Colegio. La persona que le fue retirado el consentimiento puede someter una petición escrita para una Audiencia de Apelación Disciplinaria dentro de un término de diez (10) días escolares a partir de la fecha en que se le retiró el consentimiento.

La audiencia será conducida de acuerdo a las provisiones de estos procedimientos relacionadas con la Inmediata Suspensión Interina. En ningún caso, el consentimiento para permanecer en el colegio puede ser negado por más de veinte (20) días escolares a partir de la fecha en que el permiso fue negado originalmente. Cualquier persona que se le haya negado el consentimiento para estar en el colegio y que deliberadamente vuelva a ingresar al colegio durante el periodo de tiempo en el cual el consentimiento fue retirado, excepto para asistir a una reunión o audiencia, está sujeto a ser arrestado [Sección del Código Penal 626.4]

PROCEDIMIENTOS PARA LA AUDIENCIA DE APELACION DISCIPLINARIA

1. Petición de la Audiencia. Dentro de cinco (5) días escolares a partir de la fecha en que recibió la decisión relacionada con la suspensión o expulsión por largo tiempo, el estudiante puede solicitar una audiencia formal. La petición por escrito tiene que ser dirigida al Presidente del Colegio o su designado. Las apelaciones solamente se llevan a cabo en los casos de suspensión o expulsión por largo tiempo.
2. Fecha de la Audiencia. La audiencia formal debe llevarse a cabo dentro de cinco (5) días escolares a partir de la fecha en la que se recibió la petición para la audiencia.
3. Selección de los Miembros del Panel de la Audiencia. El Presidente del Colegio, el Presidente del Senado Académico, y el Presidente de la Junta Estudiantil ASB, deben cada uno al principio de cada año académico, establecer una lista de por lo menos cinco (5) personas que puedan participar en el panel de audiencias de disciplina estudiantil. El Presidente del Colegio debe nombrar a los miembros del panel de la audiencia de la lista de nombres proporcionados. Sin embargo, ningún administrador, miembro de la facultad, o estudiante que tenga un interés personal en el asunto en cuestión a decidirse, quien podría ser un testigo necesario, o que bien no pudiera actuar de manera neutral puede participar en el panel de la audiencia.
4. Composición del Panel de la Audiencia. El panel de la audiencia para cualquier acción disciplinaria debe de estar compuesto de un administrador, un miembro de la facultad, y un estudiante.
5. Presidente del Panel de la Audiencia. El Presidente del Colegio debe nombrar a un miembro del panel para que funja como presidente del mismo. La decisión del presidente del panel en todos los asuntos relacionados con la conducta en cuestión será la decisión final, al menos de que haya una votación por los otros dos miembros del panel que indique lo contrario.
6. Proceso de la Audiencia. Los miembros del panel de la audiencia deben recibir antes de que inicie la audiencia una copia de la acusación en contra del estudiante y cualquier respuesta escrita que haya entregado el estudiante. Un representante del colegio, que debe ser el Vicepresidente de Servicios Estudiantiles, debe de presentar los hechos que apoyan la acusación.
 - a. El Vicepresidente de Instrucción y Servicios Estudiantiles pueden llamar a testigos e introducir testimonio oral y escrito que sea relevante al asunto en cuestión.
 - b. No aplican las reglas formales de evidencia. Cualquier evidencia que sea relevante al caso debe ser permitida. Al menos que el panel de la audiencia determine lo contrario, el representante del colegio y el estudiante deben ser permitidos a presentar sus argumentos de apertura. El Vicepresidente de Servicios Estudiantiles deberá hacer la primera presentación, seguido del estudiante. El Vicepresidente de Instrucción y Servicios Estudiantiles puede presentar evidencia contraria una vez que el estudiante haya terminado de presentar su evidencia. La responsabilidad recae en el representante del colegio al tener que comprobar con evidencia sustancial que los hechos argumentados son verdaderos.
7. Representación. El estudiante puede representarse a él o a ella, o también tiene el derecho de ser representado por una persona de su elección. El estudiante no puede ser representado por un abogado, al menos que en la opinión del panel de la audiencia, el caso incluya temas legales complejos. Si el estudiante opta por ser representado por un abogado, debe hacer una petición por escrito no menos de cinco (5) días escolares antes de la fecha de la audiencia. Si se le permite al estudiante ser representado por un abogado, el representante del colegio puede también solicitar asistencia legal. El panel de la audiencia también puede solicitar asistencia legal; cualquier asesor legal que sea proporcionado para el panel, puede sentarse con ellos, con el fin de servir como asesor y ofrecer consejos legales, pero no debe de ser miembro del panel, ni tampoco votar dentro de éste.
8. Confidencialidad. Las audiencias deben ser cerradas y confidenciales, al menos que el estudiante solicite que sean abiertas al público. Cualquier petición de este tipo debe ser sometida no menos de cinco (5) días escolares antes de la fecha de la audiencia.
 - a. En una audiencia cerrada, los testigos no deben de estar presentes durante la audiencia mientras no estén testificando, al menos que ambas partes y el panel acuerden lo contrario.
 - b. La audiencia debe ser grabada por el Distrito, ya sea en grabación de audio, o por estenógrafo, y debe ser el único tipo de grabación. Ningún testigo que se rehúse a ser grabado, debe ser permitido a dar su testimonio. En caso de que la audiencia sea grabada en audio, el presidente del panel debe, al principio de la audiencia, pedirles a las personas presentes que se identifiquen con su nombre, y después hacer lo mismo con los testigos. Las grabaciones en audio deben de permanecer bajo custodia del Distrito en todo momento, al menos que sean entregadas a una compañía de servicios de transcripción profesional. El estudiante puede solicitar una copia de la grabación.
 - c. Todo testimonio debe ser tomado bajo juramento; el juramento debe ser administrado por el presidente del panel de la audiencia.

Las declaraciones por escrito de testigos bajo juramento de perjurio no deben de ser utilizadas al menos que al testigo no le sea posible testificar. Un testigo que se rehúsa a ser grabado, no es una persona que no esté disponible.

9. Decisión. Dentro de un lapso de diez (10) días escolares después de que haya concluido la audiencia, el panel de la audiencia debe preparar y enviar al Presidente del Colegio una decisión por escrito. La decisión debe incluir hechos verídicos que fueron encontrados en relación a la acusación, y debe incluir conclusiones específicas sobre las secciones del Estándar de Conducta Estudiantil que fueron violadas. La decisión también debe incluir las recomendaciones específicas relacionadas con la acción disciplinaria impuesta, de ordenarse una. La decisión debe permanecer sólo para el expediente de dicha audiencia y no utilizarse para ningún otro asunto fuera de ese archivo. El expediente consiste de la acusación original, la respuesta por escrito, de existir, del estudiante, y la evidencia oral y escrita que fue producida durante la audiencia.

PROCESO DE APELACION DESPUES DE LA DECISION DEL PANEL DE LA AUDIENCIA

Suspensión por largo-tiempo. Dentro de un período de diez (10) días escolares después de la fecha en que se recibió la decisión recomendada por el panel de la audiencia, el Presidente del Colegio debe emitir una decisión final por escrito. El Presidente del Colegio puede aceptar, modificar o rechazar los resultados, decisiones y recomendaciones del panel de la audiencia. Si el Presidente del Colegio modifica o rechaza la decisión del panel de la audiencia, el Presidente del Colegio debe revisar el expediente de la audiencia, y debe preparar una nueva decisión por escrito, que contenga resultados específicos y conclusiones. La decisión del Presidente del Colegio será final y absoluta.

Expulsión. Dentro de un período de diez (10) días escolares después de la fecha en que se recibió la decisión recomendada por el panel de la audiencia, el Presidente del Colegio debe presentar a la Junta de Fideicomisarios del Colegio su decisión por escrito. El Presidente del Colegio puede aceptar, modificar, o rechazar los resultados, decisiones y recomendaciones del panel de la audiencia. Si el Presidente del Colegio modifica o rechaza la decisión del panel de la audiencia, él o ella deben revisar el expediente de la audiencia, y debe preparar una nueva decisión por escrito, que contenga los resultados verídicos y conclusiones. La decisión emitida por el Presidente del Colegio debe ser remitida a la Junta de Fideicomisarios.

La Junta de Fideicomisarios debe considerar cualquier recomendación por parte del Presidente del Colegio para una expulsión en la siguiente reunión programada de la Junta a partir de la fecha en que se haya recibido la decisión recomendada.

- La Junta debe considerar una recomendación para una expulsión en reunión a puerta cerrada, al menos que el estudiante haya solicitado que el asunto se trate en una reunión pública de acuerdo a estos procedimientos. (Sección del Código de Educación 72122)
- El estudiante debe recibir notificación por escrito, ya sea por correo verificado o certificado o por servicio de entrega personal, al menos tres

(3) días antes de la reunión, información sobre la fecha, horario y lugar de la reunión de la Junta.

- El estudiante puede, dentro de un periodo de cuarenta y ocho horas después de que se haya recibido la notificación, solicitar que la reunión se sostenga como reunión pública.
- Aún cuando el estudiante le solicite a la Junta tratar la recomendación para una expulsión en una reunión pública, la Junta sostendrá a puerta cerrada cualquier discusión que esté en conflicto con el derecho de privacidad de cualquier otro estudiante, aparte del estudiante que solicitó la reunión pública.
- La Junta puede aceptar, modificar, rechazar los resultados, decisión y recomendaciones del Presidente del Colegio y/o de la audiencia del panel. Si la Junta modifica o rechaza la decisión, la Junta debe revisar el expediente de la audiencia, y debe preparar una nueva decisión por escrito, que contenga los resultados verídicos y conclusiones. La decisión de la Junta es final y absoluta.

La Junta debe tomar su acción final en relación a la expulsión en una reunión pública, y el resultado de la acción debe ser tratado como archivo público del Distrito.

Proceso De Resolución Para Problemas De Estudiantes

Los conflictos y la mala comunicación, son desafortunadamente parte de la vida cotidiana. El seleccionar la manera en que reaccionaremos a situaciones difíciles se convierte en una decisión personal que todos debemos tomar en cualquier momento. En un ambiente educacional, también hay ocasiones en que los estudiantes y personal del colegio (facultad/maestro/instructor/ empleado de apoyo o administrador) pueden presentar problemas o diferencias que necesitan ser aclaradas y solucionadas. Por esa razón, Gavilan College cuenta con un procedimiento para asistir a los estudiantes a solucionar sus problemas y buscar soluciones que ojala sean para el beneficio de todas las personas involucradas.

El siguiente proceso para resolver problemas se llama EL PROCESO DE RESOLUCION PARA PROBLEMAS DE ESTUDIANTES y se aplica a situaciones específicas que se presentan en el colegio.

También suele haber situaciones en que los intentos de un estudiante por querer resolver problemas deben de adherirse a los reglamentos que ha determinado la Oficina Federal sobre Derechos Civiles.

Estas situaciones incluyen supuestas discriminaciones u hostigamientos relacionados con la raza/etnicidad, hostigamiento sexual, incapacidad, religión, género, color de piel, origen nacional y edad. Si usted considera que ha sido víctima de discriminación por cualquiera de estas razones, usted debe de seguir ciertos procedimientos que están disponibles vía el oficial de acción afirmativa de Gavilan College. Consulte al personal de la oficina del Vicepresidente de Negocios, ubicada en HR 101.

Las áreas que cubre EL PROCESO DE RESOLUCION PARA PROBLEMAS DE ESTUDIANTES pueden incluir inconformidad con una calificación (dentro de los límites del Código de Educación 72224), mala comunicación, o com-

portamiento negativo entre usted y un miembro del personal del colegio, etc. Le pedimos que hable con un consejero para recibir asistencia en aclarar las diferencias y entender mejor el proceso adecuado que debe seguir.

Si su problema surge con un miembro de la facultad, usted debe de estar consciente de los conceptos y derechos relacionados con la "libertad académica".

LIBERTAD ACADÉMICA

La política del Colegio debe ser el mantener y promover una total libertad para que la facultad pueda enseñar, investigar y promover el aprendizaje dentro de las provisiones aplicables de la ley.

En la ejecución de esta libertad, el miembro de la facultad puede, tal y como lo indica las Constituciones de los EEUU y de California y otras leyes que se aplican, discutir su área de especialización y de competencia en el salón, así como otros temas relacionados, incluyendo temas controversiales, siempre y cuando él o ella, haga la distinción entre su opinión personal e información verídica.

La facultad debe estar libre de hostigamiento ilegal o de interferencia ilegal o de restricciones basadas en sus creencias políticas.

La facultad debe ser libre de cualquier o de todas formas de métodos electrónicos de grabación, excepto con su permiso expreso y específico, al menos que la ley dicte lo contrario.

La Junta no debe ilegalmente indagar, ni predicar cualquier acción adversa en contra de un miembro de la facultad debido a sus creencias personales, políticas o actividades en organizaciones o preferencias.

La Junta no debe intervenir con el derecho de expresión de cualquier miembro de la facultad o en contra de los materiales de instrucción que utilice en su enseñanza, excepto en casos que lo permita la ley.

La intención es permitir aquellas actividades que están protegidas por el derecho constitucional a la libre expresión y por la libertad académica que está protegida por las leyes del Estado de California y por las leyes de los Estados Unidos. (Contrato de Facultad de Gavilan College, Artículo VII, Libertad Académica.)

El colegio reconoce y entiende las dudas que usted pueda tener al momento de considerar dar a conocer algún problema. Usted puede tener miedo a que su calificación en su clase sea afectada, o que usted tenga en un futuro que tener que tomar otra clase con el mismo instructor, o que piense que nada va a cambiar, entonces, ¿por qué molestarse a hacer algo?.

Por estas percepciones equivocadas, usted puede llegar a pensar que no vale la pena intentar aclarar un malentendido o resolver un conflicto. Esperamos que usted sí intente resolver cualquier problema, ya que los problemas no solucionados pueden restarle energía a otros aspectos de su vida.

La premisa básica para resolver cualquier problema es el hablar sobre el problema con la persona que está directamente involucrada. Aunque, esto a veces suele ser difícil, es la mejor manera de resolver un problema.

Este PROCESO DE RESOLUCION DE PROBLEMAS también requiere de este primer paso:

La preparación para su sesión de resolución de problemas incluye el preguntarse a si mismo lo siguiente:

1. ¿Cuál fue el comportamiento específico con el que tengo un problema?
2. ¿Cómo me hizo sentir este comportamiento?
3. ¿Qué acciones específicas quiere ver como parte de una posible resolución?

Muy frecuentemente, nuestras reacciones emocionales a un incidente empañan el comportamiento actual al que estamos reaccionando. Estas reacciones comunes también pueden prevenir que no podamos especificar lo que deseamos como parte de la resolución.

Usted puede identificar el problema por si sólo o tratar de hacerlo con la ayuda de un consejero, miembro del personal o una amistad. Este razonamiento preliminar debe de ayudarlo a presentar sus preocupaciones de una manera clara y concisa.

Pasos Del Proceso De Resolución Para Problemas De Estudiantes

El propósito de este procedimiento es ofrecer los medios adecuados y equitativos para poder emitir quejas relacionadas con asuntos académicos, administrativos, y de instrucción relacionadas con los estudiantes, e incluyendo, pero sin estar limitadas, a cualquier queja que tenga que ver con personal certificado, clasificado o empleados supervisores de Gavilan College.

Las áreas que cubren estos procedimientos pueden incluir, pero no están limitadas a mala comunicación, o comportamientos negativos entre el estudiante y un representante del colegio. Los estudiantes que tengan inconformidades con sus calificaciones deben de estar conscientes de la Sección del Código de Educación 76224 (a), el cual dicta los reglamentos relacionados con las calificaciones. El código especifica: "Cuando se otorga una calificación por cualquier curso de instrucción impartido en un distrito de colegio comunitario, la calificación que se otorga a cada estudiante debe de ser la que haya determinado el instructor de la clase, y la determinación que hace el instructor de la calificación del estudiante, en la ausencia de errores, fraude, mala fe, o incompetencia debe ser final y absoluta".

Este procedimiento no es apropiado en las situaciones relacionadas con discriminación o con hostigamiento por raza/ etnicidad, hostigamiento sexual, incapacidad, religión, género, color de piel, origen nacional y edad (por favor referirse a AP 5530).

Este procedimiento garantiza al estudiante o estudiantes involucrados su derecho a defenderse que les concede las protecciones de la constitución del estado y del gobierno federal. Estos procedimientos serán aplicados de una manera justa y equitativa, y no para propósitos de represalia. No se intenta sustituir los procedimientos penales criminales o civiles que pudieran ser entablados por otras agencias.



Career Day, 2007

PASO 1. Dentro de un periodo de diez (10) días escolares de haber ocurrido el incidente, el estudiante debe reunirse con la persona con la que tiene el problema. El estudiante puede traer a un acompañante a la reunión, (por ejemplo, personal del colegio, amistad, otro estudiante). Esta persona no podrá opinar en nombre del estudiante y sólo jugará el rol de apoyo al permanecer en silencio.

Si el estudiante aún está inconforme, el estudiante debe notificar al personal del colegio que desea abordar el problema en el siguiente paso.

PASO 2. Dentro de un periodo de diez (10) días escolares de que se haya realizado el paso 1, el estudiante se debe reunir con el director del departamento o con el supervisor de la persona con la cual tiene el problema. El director del departamento o supervisor puede pedirle al estudiante, a su acompañante, y al miembro del personal del colegio que se reúnan juntos o por separado con el estudiante o con el empleado con el cual surgió el problema. El director del departamento/supervisor pueden reunirse con el estudiante una vez más para hablar sobre el problema, revisar lo ocurrido en la junta anterior, (Paso 1) y discutir la resolución propuesta por el estudiante. El estudiante puede traer como acompañante para apoyo moral a la misma persona que lo acompañó para este fin en la primera reunión.

Si el estudiante aún permanece insatisfecho, el estudiante podrá avanzar al Paso 3 del proceso.

PASO 3. El estudiante debe reunirse con el decano del departamento afectado en un periodo de diez (10) días escolares desde el paso 2. Esta reunión debe incluir al estudiante, director del departamento/supervisor, al decano del departamento afectado. Durante esta reunión, los resultados de las reuniones anteriores se discutirán así como las resoluciones recomendadas.

Si el estudiante aún permanece insatisfecho, el estudiante podrá avanzar al Paso 4 del proceso.

PASO 4. Dentro de un periodo de diez (10) días, el estudiante debe reunirse con el Vicepresidente de la área en cuestión. Durante esta reunión, los resultados de las reuniones anteriores se discutirán así como las resoluciones recomendadas.

Si el estudiante aún está insatisfecho, dentro de un periodo de cinco (5) días escolares, el estudiante debe notificar al Vicepresidente con el cual se reunió en el paso 4, que solicita que se lleve a cabo una revisión por el comité de audiencias para poder resolver el caso. Esta solicitud será enviada al Superintendente/Presidente del Colegio, el cual dentro de un lapso de cinco (5) días de haber recibido la petición, convocará un comité de audiencia en una fecha que será determinada por el Presidente del Colegio.

PASO 5. Dentro de un periodo de cinco (5) días de haber recibido la petición, el Superintendente/Presidente del Colegio convocará a un comité de audiencia para escuchar el problema.

El comité estará compuesto:

- Un estudiante nombrado por la Junta Estudiantil ASB
- Un miembro de la facultad de una disciplina no relacionada nombrado por el Senado de la Facultad
- Un miembro de la facultad nombrado por el Director del Departamento de Consejería
- Un miembro del personal clasificado de un área no relacionada nombrado por el Presidente del Personal de Apoyo Profesional
- Un decano de un departamento o vicepresidente de un departamento no relacionado que sea nombrado por el Superintendente/Presidente del Colegio.
- El director del departamento o supervisor del área involucrada.

El Comité de la Audiencia conducirá la audiencia en privado. Ellos llamarán al estudiante o al personal involucrado si consideran que ayudará a resolver el problema. El comité hará una recomendación que sea satisfactoria para todas las partes, y enviará estas recomendaciones a todas las partes involucradas y al Superintendente/Presidente del Colegio.

Si el estudiante o el miembro del personal del colegio no están satisfechos con las recomendaciones del Comité de la Audiencia, el siguiente paso, una apelación, le seguirá. El estudiante debe solicitar una apelación dentro de un periodo de cinco (5) días escolares a partir de la fecha en que el estudiante y el miembro del personal del colegio recibieron la recomendación por parte del Comité de la Audiencia. De no ser así, el proceso de resolución se da por cerrado y no hay apelación.

PASO 6. Se puede hacer una apelación al Superintendente/Presidente del Colegio.

Este paso requiere que el estudiante o el otro miembro del personal involucrado escriban una carta especificando la acción que se ha tomado y la resolución que esperaban. El Superintendente/Presidente del Colegio revisará esta carta y las recomendaciones hechas por el Comité de la Audiencia. El o ella fijarán y tendrán una reunión privada con el estudiante para hablar y tratar de resolver el problema satisfactoriamente.

Si el estudiante o el miembro del personal no se sienten satisfechos con la resolución del Presidente, se puede recurrir al paso final.

PASO 7. Una apelación por escrito se puede hacer a la Junta de Fideicomisarios del colegio.

La Junta debe responder por escrito dentro de treinta y cinco (35) días escolares a partir de haber recibido la apelación escrita. Este es el último paso del Proceso que tiene el colegio para la Resolución de Problemas. Las decisiones de este nivel son finales y absolutas.

Matriculación

La “matriculación” significa el registrarse como estudiante con el intento de graduarse o terminar un programa de estudio. Como parte del esfuerzo estatal de mejorar el éxito estudiantil e incrementar la transferencia a universidades de 4 años, el Colegio Gavilan ofrece una gran variedad de servicios de matriculación, los cuales ayudarán a los estudiantes a identificar y terminar con éxito sus metas educativas.

Los servicios de matriculación incluyen:

- Un claro y accesible proceso de ADMISION y
- Una ORIENTACION del colegio y a los servicios que ofrecemos.
- EVALUACION de su nivel académico a través de un examen de colocación y la consideración a otros factores relacionados
- SERVICIOS DE CONSEJERIA Y ASESORIA para que así puedan terminar su programa lo más pronto posible y con los requisitos correctos
- UN SEGUIMIENTO de su progreso para que sientan y tengan éxito

Lo anterior es nuestro compromiso con ustedes. Su parte en el equipo es:

- Identificar y declarar una meta educativa y una especialidad
- Reunirse con un consejero para formular y actualizar su plan educativo para mantenerse en el camino
- Buscar los servicios dentro del plantel que lo apoyaran y mantendrán en la escuela
- Hacer el progreso debido hacia su meta

ORIENTACIÓN

La Orientación en línea a través del Internet es una manera fácil, conveniente y productiva de familiarizarse con el Colegio Gavilan. Dicha orientación le mostrará lo que es diferente en el colegio – las expectativas y los retos a los que se enfrentarán. Ya sea que su plan sea transferirse a una universidad de cuatro años o que se encuentre en el camino hacia su carrera; existen cosas importantes que usted debe saber antes de iniciar. Los patrones de educación general, los asuntos de transferencia, los requisitos para un certificado o para una especialidad, las expectativas de tareas y los servicios de apoyo, son solamente algunos de los aspectos incluidos. Aquellos que terminan una orientación tienen un inicio más fácil en el colegio y avanzarán hacia su meta con más confianza y en una cantidad de tiempo razonable.

Para acceder la orientación en línea, vaya a la página de Internet del colegio: www.gavilan.edu/orientation.

Puede usted escoger el no participar en una orientación: sin embargo, no será elegible para prioridad en su registro.

EVALUACIÓN Y COLOCACIÓN DE CURSO

Las habilidades de lenguaje y matemáticas serán medidas por un examen de colocación. Los resultados del examen junto con indicadores adicionales de las habilidades del estudiante, serán utilizados por los consejeros y asesores para recomendar la colocación apropiada en cursos de inglés y matemáticas y en otros cursos transferibles a la universidad que requieran lectura, escritura y habilidades de matemáticas. Para mayores informes vea la página 21.

Los estudiantes deberán haber terminado el octavo grado para obtener los servicios de evaluación.

SESIONES DE RE-EVALUACION:

Los estudiantes que hayan tomado anteriormente la evaluación de colocación pueden, si lo consideran necesario, volver a hacer el examen después de treinta (30) días. Usted podrá volver a hacer el examen una vez por semestre. Comuníquese a la Oficina de Evaluaciones para confirmar las fechas, horarios y ubicaciones.

CONSEJERÍA Y PLANES EDUCATIVOS

Antes de que se matricule, los consejeros se encuentran disponibles para reunirse con los estudiantes e interpretar los resultados de las evaluaciones, hablar sobre la selección de un curso y ayudar con el desarrollo de un plan educativo. Dicho plan es un factor importante para promover el progreso a tiempo, hacia la terminación de un certificado, un grado o un programa de transferencia. Los estudiantes desarrollan un plan educativo con un consejero, cuando se matriculan por primera vez en Gavilan y después, se reúnen regularmente con el/ella, para actualizar su plan y revisar su progreso. Los consejeros se encuentran disponibles para reunirse con los estudiantes durante todo el año, para hablar sobre inquietudes académicas y personales y para referir a los estudiantes a otro tipo de ayuda necesaria. Para mayores informes vea la página 22.

SERVICIOS DE APOYO PARA UN SEGUIMIENTO

Ayudarle a que se mantenga en el colegio es muy importante para nosotros. Sabemos que existen muchas razones por las cuales los estudiantes se retrasan en su trabajo, dejan sus clases y su desempeño se encuentra por debajo de las normas académicas aceptables. Los consejeros y el demás personal de apoyo trabajarán con los estudiantes quienes experimenten alguna dificultad. Otros programas especiales (TRIO, EOPS, DRC, MESA, etc.) les ayudarán a mantenerse en el camino hacia alcanzar sus metas educativas.

Pero habrá algunas ocasiones en las que los estudiantes se queden abajo del nivel académico o del progreso requerido - 2.0 de GPA (Promedio) y terminar por lo menos el 50% de las unidades que se intentaron. Las normas del periodo de prueba y salida (ver pagina 42) serán revisadas con los estu-

diantes y se desarrollará un plan para volver a obtener una buena posición en el plantel. Múltiples visitas con un consejero proveerán las estrategias y el apoyo necesario para alcanzar esto. El tomar ventaja de servicios de apoyo adicional, puede ser incluido dentro del plan, como: ayuda financiera, cuidado de niños, asesoría personal, tutoría, laboratorios de escritura y matemáticas, laboratorio de computadoras, etc.

EXCEPCIONES EN LOS SERVICIOS

Algunas veces un estudiante no desea tomar ventaja de los servicios de matriculación. Ese es un derecho que usted tiene. Para poder estar exento de la evaluación y de la orientación, usted deberá satisfacer uno de los siguientes criterios:

- Tener un grado de asociado o mayor
- Haber acumulado menos de 12 unidades en cursos de transferencia
- Estar actualmente matriculado en menos de seis unidades
- No tener planes de obtener un certificado o un grado
- Formalmente estar exento de sus derechos para evaluación y orientación, en la Oficina de Admisiones y Récords. Si usted esta exento del derecho de evaluación y orientación, no será elegible para la prioridad de matriculación temprana.

Aun así, todavía tendrá el derecho de utilizar los otros servicios de matriculación y les sugerimos que lo hagan.

Servicios Estudiantiles y Programas de Apoyo para la Instrucción

Resultados Del Aprendizaje Estudiantil

La División de Servicios Estudiantiles ofrece numerosos programas y servicios para ayudar a los estudiantes a tener éxito. Tomando ventaja de estos servicios, los estudiantes podrán:

- Puedan identificar y utilizar los programas de apoyo y servicios apropiados.
- Se fijen una meta educativa que puedan lograr.
- Puedan identificar y abogar por sus necesidades personales y educativas.

Servicios de Asesoría

Inscribirse y tener éxito en clases a nivel post-secundario requieren dedicación y tiempo. A veces ocurren problemas personales y familiares que distraen a los estudiantes de sus tareas y clases y en estos casos, la única solución parece ser abandonar los estudios. Antes de tomar esta decisión

tan difícil, por favor consulte a un consejero. Una buena plática puede ayudar a poner la situación en perspectiva, identificar posibles soluciones, y dar el apoyo necesario para hacer modificaciones necesarias en el horario y las clases. Gavilán College provee consejeros que hablan español y las citas con ellos pueden ser hechas para el día o para la tarde. No hay que pagar por este servicio. Por favor llame al (408) 848-4723 para hacer una cita.

El Centro de Recursos Para Estudiantes con Incapacidades

El Centro de Recursos Para Estudiantes con Incapacidades (DRC por sus siglas en inglés) ofrece asesoría individual para evaluar las destrezas de los estudiantes en las áreas de lectura, matemáticas, escritura, razonamiento, lenguaje oral, percepción y memoria. Los resultados son utilizados para determinar la elegibilidad de los estudiantes para los servicios del Laboratorio de Aprendizaje y de otros servicios que ofrezca DRC.

Servicios para Carreras

Los servicios están a la disposición de los estudiantes y de la comunidad para ayudar a investigar las diferentes posibilidades de carreras, planificar una carrera, obtener entrenamiento especializado, entrar en un programa académico o vocacional. El Centro para Carreras ofrece una biblioteca sobre carreras que incluye libros y videos de carreras, información acerca de los varios elementos de la exploración de carreras, tendencias en el mercado del trabajo y las técnicas de buscar un empleo.

Centro de Desarrollo Infantil/Programa Preescolar/Infantes

El Centro de Desarrollo Infantil ofrece cuidado de niños en edad preescolar, en dos programas financiados por el estado y para familias cuyo ingreso mensual va de acuerdo al criterio establecido. Además, ofrecemos un programa preescolar y para infantes, disponible a todos los padres, a bajo costo. Estos programas sirven a niños con necesidades especiales o con alguna incapacidad, así como a niños que no hablan inglés. Este centro es el único en Gilroy que ha sido acreditado por la Asociación Nacional de Educación para Niños Pequeños (NAEYC).

Servicios De Salud

El Colegio Gavilan cuenta con una Enfermera de tiempo completo quien provee servicios de salud, información y referencias a los estudiantes que se encuentran tomando clases con créditos. El Servicio de Salud es un centro extenso que ofrece varios servicios de salud y se encuentra localizado en el Centro Estudiantil 118. Estos servicios son gratuitos y están disponibles de lunes a viernes.

Los estudiantes reciben de una Enfermera Titulada, asesoría sobre salud personal en numerosos problemas de salud, por ej. Control de la Natalidad, enfermedades de transmisión sexual, hábitos saludables, cambios de estilo

de vida, etc. Los Servicios de Salud ofrecen tratamiento de primeros auxilios, exámenes de presión arterial, prueba de tuberculosis para estudiantes participando en el programa estudio/trabajo, referencias para la prueba del SIDA, condones y medicamentos que no requieran receta medica, como la aspirina.

El Centro ofrece folletos de salud con más de 100 tópicos. Se ofrecen clases y talleres sobre nutrición, hepatitis, manejo del estrés, SIDA y otros temas de salud, presentados en pequeños grupos. También se ofrecen referencias para problemas de salud incluyendo intervención contra el alcoholismo y la drogadicción. En la página de Internet www.gavilan.edu/health encontrarán un Centro para Enfermedades Virales.

El Servicio de Salud ofrece equipos de primeros auxilios para uso de los estudiantes y responde a las llamadas de emergencia del colegio. También se ofrece información referente a Seguro Médico a bajo costo para estudiantes del colegio. Se recomienda que los estudiantes hagan uso del Centro de Salud.

La cuota de salud pagada como parte de la cuota de inscripción apoya estos servicios, además de ofrecer un seguro contra accidentes para los estudiantes.

PROGRAMAS DE PREVENCIÓN E INTERVENCIÓN CONTRA EL USO DE DROGAS

Gavilan College, en colaboración con agencias de servicios en contra del consumo del alcohol y drogas de los condados de Santa Clara County y San Benito County ofrecen a los estudiantes programas de educación y prevención en contra del uso de las drogas.

Mediación Estudiantil

Servicios de Mediación ayudan a que los estudiantes tengan una oportunidad de resolver sus problemas dentro de un ambiente seguro. Estudiantes que están capacitados como mediadores ayudarán a dos o más estudiantes que tienen problemas entre ellos a resolver sus conflictos para llegar a una solución mutuamente acordada. Los servicios de mediación son gratuitos y confidenciales. La mediación no es apropiada para los siguientes casos: problemas con personal del colegio, comportamiento criminal, abuso infantil, amenazas de violencia, hostigamiento sexual, discriminación sexual o racial.

Los estudiantes que desean ser mediadores pueden inscribirse en la clase Introducción a la Resolución de Conflicto (Psicología 6).

Para obtener servicios de mediación, favor de contactar al Departamento de Consejería.

Servicios de Transferencia

El Centro de carreras/transferencia ofrece servicios para apoyar a estudiantes interesados en transferirse a colegios y universidades de cuatro años. Los servicios incluye: requerimientos específicos para transferirse, información acerca de carreras ofrecidas en universidades, y requerimientos de graduación, asistencia para llenar aplicaciones, y un número de talleres.

Oficina de Ayuda Financiera

El Colegio Gavilan participa en varios tipos de programas de ayuda financiera. Estos programas están diseñados para asistir a los estudiantes que necesitan apoyo financiero para poder continuar su educación universitaria. Se encuentran financiados a través de varias fuentes: federal, estatal y agencias privadas.

PROCEDIMIENTO PARA LA SOLICITUD

La Solicitud Gratuita para Ayuda Financiera Federal (FAFSA) determina su elegibilidad para los siguientes programas. Los estudiantes pueden llenar y presentar la solicitud a FAFSA por escrito o en línea a www.fafsa.ed.gov. Asegúrense de incluir el código escolar del Colegio Gavilan en su FAFSA para que la Oficina de Ayuda Financiera pueda recibir una copia de su solicitud procesada. Nuestro código es 001202.

La solicitudes para cada ciclo escolar están disponibles en enero. La fechas de entrega para los diferentes programas varían considerablemente. Para mas información comuníquese con o visite la Oficina de Ayuda Financiera.

BECAS

- Beca Federal Pell
- Beca Federal de Oportunidad de Ayuda Suplementaria
- Beca Federal por Trabajo en el Estudio
- Beca por Competitividad Académica
- Beca Cal B
- Beca Cal C
- Beca Chafee
- Beca para la Carrera de Desarrollo Infantil
- Beca para Programa y Servicios de Oportunidad Extensa
- Beca de Agencias Cooperativas de Recursos Educativos
- Beca TRIO

EXCLUSIÓN DE CUOTA DE LA MESA DIRECTIVA (BOG)

Usted puede solicitar la Exclusión de Cuota (BOG) a través de la solicitud BOG o de FAFSA.

PRÉSTAMOS

Préstamos Otorgados Stafford

EVALUACIÓN DE HABILIDAD DE BENEFICIO (ATB) Y EVALUACIÓN DE HABILIDADES COMBINADAS DE LENGUAJE (CELSA)

Los reglamentos federales para los estudiantes que no tengan un diploma de preparatoria, un certificado de educación general (GED) o que no hayan hecho el Exámen de Proficiencia de Preparatoria de California (CHSPE), deberán tomar y pasar una evaluación que satisfaga los requisitos y ser elegibles para ciertos programas de ayuda financiera.

A los estudiantes que hablan inglés de nacimiento y que no tengan un diploma de la preparatoria, un GED o el CHSPE, se les requiere que tomen una evaluación ATB.

Deberán comunicarse a la Oficina de Ayuda Financiera y hacer una cita para tomar el exámen .

A los estudiantes con habilidades limitadas del Lenguaje Inglés, quienes se encuentren registrados en los cursos de Inglés como Segunda Lengua y no tengan el diploma de la preparatoria, un GED o el CHSPE, se les requerirá que tomen y pasen el exámen CELSA. Deberán comunicarse a la Oficina de Ayuda Financiera para programar una cita para tomar el exámen CELSA.

LA POLITICA SAP

De acuerdo a los reglamentos federales, a la Oficina de Ayuda Financiera se le requiere que mida el desempeño académico de los solicitantes y de los que reciben ayuda financiera. La Política de Progreso Académico Satisfactorio (SAP) se utiliza para medir el progreso hacia un Certificado, Título de Asociado o Transferencia a un programa de Titulación.

Requisito #1: GPA Acumulativo de por lo menos 2.0.

Requisito #2: Requisito de Terminación de una Unidad

Se le requiere al estudiante que termine un mínimo número de unidades como se define en la gráfica inferior. La Terminación de una Unidad se define con grados de "A", "B", "C", "D" o un Crédito. Note que si usted es un estudiante que se transferirá, en algunas circunstancias los grados con calificación "D" no son transferibles.

REQUISITOS DE TERMINACIÓN DE UNA UNIDAD

Unidades Intentadas	Estado de Inscripción	Requisito Mínimo de Terminación de una Unidad
12 o más	De Tiempo Completo	9
9-11.5	Tres partes del Tiempo	7
6-8.5	Medio Tiempo	6
0.5-5.5	Menos de Medio Tiempo	Todas las Unidades

Requisito #3: Las Unidades en General están dentro del tiempo máximo permitido.

Se permite un máximo de tiempo de 150% de su meta o programa académico. Este es el equivalente a 3 años o seis semestres de asistencia de

tiempo completo, para un Título de Asociado o programa de transferencia. Los estudiantes especializándose en un programa de certificación se les extenderá su tiempo a 1.5 años de tres semestres de tiempo completo.

MÁXIMO TIEMPO PERMITIDO

Meta Académica	Número Promedio de Unidades requeridas para Alcanzar la Meta Académica	Número de Unidades Permitidas
Título de Asociado	60 unidades	90 unidades
Educación General para Transferencia	60 unidades	90 unidades
Certificado	30 unidades	45 unidades

PROCESO DE REVISIÓN

En cuanto se revisa el progreso académico del estudiante, la Oficina de Ayuda Financiera determina si el estudiante está alcanzando los requisitos establecidos en la Política de SAP. Los estudiantes quienes no alcanzan los tres requisitos son descalificados y se les notifica por escrito acerca del Proceso de Apelación para Ayuda Financiera.

BECAS PRIVADAS

Las becas privadas están financiadas por muchas organizaciones y requieren una solicitud por separado. Las becas privadas se otorgarán basadas en el aprovechamiento académico o la necesidad financiera del estudiante. La información sobre las oportunidades para obtener una beca privada se encuentra disponible en la Oficina de Ayuda Financiera así como en su página de Internet: www.gavilan.edu/finaid/. El Colegio Gavilan ofrece becas a través de la Solicitud de Becas Privadas de la Fundación Educativa la cual es publicada en el otoño.

BENEFICIOS EDUCATIVOS DE VA

La Oficina de Ayuda Financiera apoya a los veteranos para solicitar beneficios de educación de los Asuntos de los Veteranos por la Ley Montgomery G.I. Los consejeros académicos ayudarán a los veteranos a planear sus metas educativas y terminar un Plan Educativo. El Colegio Gavilan certifica el Programa de Ayuda de la Ley Montgomery G.I., el Programa de Asistencia Educativa para los Veteranos o el Programa de Ayuda Educativa para la Reserva Seleccionada. Los beneficios educativos también están disponibles para los dependientes de los veteranos.

Los reglamentos federales requieren que los estudiantes con beneficios educativos de VA (veteranos, reservistas, dependientes) deberán mantener un progreso académico satisfactorio. Los estudiantes con beneficios de VA que obtengan un GPA menor de 2.0 por dos semestres consecutivos en el Colegio Gavilan y que estén en situación de progreso no satisfactorio, sus beneficios serán suspendidos. Para reestablecer los beneficios, los estudiantes deberán terminar un semestre con un 2.0 o mayor de GPA.

Programas De Exito Estudiantil y Servicios

CalWORKs

CalWORKs ayuda a los estudiantes que reciben asistencia pública, a llegar a ser autosuficientes a través de obtener educación, empleo y servicios de apoyo. Los programas ocupacionales para estudiantes de CalWORKs responden a las demandas del mercado laboral y apoyan a los estudiantes a obtener una carrera para poder lograr eventualmente el poder obtener un ingreso para el sostenimiento de su familia. Los servicios de apoyo que CalWORKs ofrece incluyen, asesoría personal y académica, libros de texto, ayuda paratrabajo, colocación de trabajo y sirven de enlace con los departamentos de servicios sociales del condado. CalWORKs 75/25, es un programa de empleos subsidiados disponible para ayudar a los estudiantes a obtener habilidades relacionadas con un trabajo.

CARE

Las Agencias de Cooperación de Recursos para la Educación (CARE por sus siglas en inglés) es un programa especial diseñado para asistir a los padres solteros que asisten o desean asistir a Gavilan College. CARE es un esfuerzo conjunto entre el Departamento de Servicios Sociales, EOPS y Gavilan College. Para ser elegible para CARE, el estudiante debe de tener por lo menos 18 años de edad, ser padre soltero a cargo del hogar, recibir asistencia monetaria y tener por lo menos un hijo que sea menor de 14 años de edad.

Los servicios incluyen transferencia, educación vocacional, consejería, prioridad para la inscripción, asesoría académica, ayuda financiera, guardería, ayuda para la compra de libros, útiles escolares, gastos de transportación y otros servicios de apoyo.

Los estudiantes que estén interesados en participar en el programa EOPS o en CARE deben de contactar a la oficina de EOPS de Gavilan College para reunirse con personal de la oficina. Hay personal bilingüe disponible.

Centro de Recursos para Incapacitados (DRC)

El Centro de Recursos para Incapacitados (DRC) ofrece variedad de servicios, para igualar las oportunidades educativas para estudiantes con Incapacidades temporales o permanentes. Los servicios incluyen asesoría académica, asesoría vocacional y para carreras, orientación del colegio, tutoría educativa, ayuda para transferencia a colegios de cuatro años, entrenamientos para trabajo y colocación, evaluaciones de habilidades de aprendizaje, una persona de contacto con el Departamento de Rehabilitación Estatal, asistencia para la movilidad, apoyo de tecnología educativa, persona que tome notas, servicios de referencia, ayudante de inscripciones, intérpre-

tes del lenguaje de señas, apoyo en las clases, toma de exámenes con acomodaciones y asistencia en tecnología con acomodaciones y entrenamiento. Tenemos personal bilingüe disponible (Inglés-Español).

ACCESIBILIDAD

El Colegio Gavilan es un colegio accesible. Todos los edificios de los salones, la biblioteca, el centro de tutoría, los edificios de la administración y el Centro Estudiantil son accesibles para las personas con incapacidades físicas. Las rampas proveen acceso a los niveles superiores e inferiores. Se proporciona ayuda con la movilidad para los estudiantes incapacitados, el estacionamiento se ofrece a vehículos mostrando el permiso o placa para incapacitados autorizada por el estado. Llame al (408) 848-4823 o al (408) 848-4865 para servicio de transporte.

EVALUACIÓN DEL CENTRO DE RECURSOS PARA INCAPACITADOS

El Centro de Recursos para Incapacitados (DRC) ofrece evaluaciones individualizadas para conocer los puntos fuertes y debilidades de los estudiantes en lectura, matemáticas, lenguaje escrito, razonamiento, lenguaje oral, percepción y memoria. Los resultados se utilizan para determinar la elegibilidad de los estudiantes para los servicios del laboratorio de aprendizaje de habilidades y/o algunos otros servicios DRC.

CLASES Y PROGRAMAS

Educación Física Adaptada - Una gran cantidad de clases son específicamente diseñadas para los estudiantes con incapacidades, para incrementar su flexibilidad y fuerza, facilitar el movimiento y ayudar a mejorar la condición física relacionada con varios movimientos y la flexibilidad de las articulaciones y ayudarles a mejorar su condición cardiovascular y con asuntos de salud relacionados. Estas clases son ofrecidas por instructores calificados a través de un número de actividades acuáticas y en el gimnasio. Vea el horario de las clases para las fechas y horas.

Apoyo y Entrenamiento en Computadoras - El centro de recursos de tecnología para los incapacitados, es de lo más avanzado y ofrece tecnología asistiva en computadoras y personal entrenado para apoyo de los estudiantes con incapacidades, para que puedan alcanzar sus metas educativas. Las habilidades y conocimientos que un estudiante obtiene en el centro "High Tech" pueden ser llevados a otros colegios, universidades y por último al lugar de trabajo.

Preparación para una Carrera - Este programa esta ofrecido dentro del colegio, para los estudiantes graduados de preparatoria y de educación especial quienes requieran educación especial adicional y entrenamiento vocacional para el nivel apropiado, para el ingreso al mercado laboral en la comunidad. Se le da énfasis a las habilidades prácticas de trabajo así como a las habilidades interpersonales, en una serie de clases diseñadas para el progreso individual.

Evaluación para Acceso a la Computadora - El curso CSIS 570 ofrece al estudiante una evaluación profunda para el acceso a la computadora, para

poder determinar un ambiente de acceso apropiado para un estudiante con una o múltiples incapacidades.

Evaluación de Aprendizaje de Habilidades - El curso La Guía 557 ofrece una evaluación individual de sus fuerzas y debilidades en lectura, matemáticas, razonamiento para el lenguaje escrito, lenguaje oral, percepción y memoria. Los resultados son utilizados para determinar la elegibilidad de los servicios del Laboratorio de Aprendizaje de Habilidades y de otros ajustes DRC.

Laboratorio de Aprendizaje de Habilidades - Este laboratorio ofrece servicios de apoyo e instrucción a los estudiantes con incapacidades verificadas. Instrucción individualizada y en pequeños grupos, tutoría en materias académicas básicas y apoyo para los estudiantes quienes estén tomando cursos de universidad en Library 116.

Habilidades de Desarrollo Vocacional para Adultos con Incapacidades de Desarrollo - Este programa promueve la autodependencia en actividades de máxima independencia y trabajo. Las clases son ofrecidas en las instalaciones de Rehabilitación HOPE en Gilroy y en Hollister en conjunto con un programa de actividades de trabajo.

El Programa "WorkAbility III" - Centro de Colocación de Empleos - Este programa provee preparación para el trabajo y colocación de estudiantes elegibles para los Servicios del Departamento de Rehabilitación. El programa responde a las necesidades de los patrones locales igualando los intereses y habilidades para trabajos específicos.

Programas y Servicios de Oportunidad Adicional (EOPS)

La oficina de Programas y Servicios de Oportunidad Adicional (EOPS) provee apoyo a estudiantes que experimentan desafíos económicos, sociales, y educativos. La intención del programa es asistir a éstos estudiantes a alcanzar sus metas educativas incrementando el acceso, la retención, y la transferencia a otras instituciones de enseñanza. Para calificar para el programa de EOPS, los estudiantes deben demostrar necesidad financiera y educativa y matricularse en un mínimo de 12 unidades.

Hay consejeros que proveen asistencia académica con la elección de clases, carreras, programas vocacionales, problemas personales, e intervención en situaciones de crisis. El programa de EOPS incluye servicios de orientación de los recursos educativos de la institución, becas y ayuda para libros de texto, servicio de préstamo de libros, prioridad en la inscripción, visitas a universidades de cuatro años, seminarios para estimular el éxito estudiantil, y tutoría.

La oficina de EOPS está localizada en Library 101A. Hay personal de habla hispana.

Estudiantes De Primer Año

Gavilan College ofrece el programa "primera vez" para los estudiantes nuevos que desean reforzar su lectura, escritura, y hábitos de estudio a la vez que se familiarizan con el colegio y sus recursos. Maestros y consejeros

trabajan conjuntamente para ayudar a que los estudiantes desarrollen una conexión entre sus clases y su experiencia colegial. La meta es que los estudiantes construyan una fundación sólida para dirigirse hacia el camino del éxito en el colegio.

Comunidades De Aprendizaje

Los estudiantes aprenden mejor cuando aprenden juntos. En los cursos de comunidades de aprendizaje (learning communities), el estudiante trabaja y estudia con otros estudiantes para poder tener más éxito en la clase. Además, al juntar dos o más clases, el estudiante empezará a notar la conexión entre las diversas disciplinas. Los estudios señalan que cuando el estudiante toma unas clases de aprendizaje comunitario, el estudiante aprende mejor y como resultado tiende a hacer mejor en sus otras clases en el colegio.

Realización en Matemáticas, Ingeniería y Ciencias (MESA)

El programa de Realización en Matemáticas, Ingeniería, y Ciencias (MESA) es un programa académico que provee servicios de apoyo a estudiantes elegibles que desean transferirse a una universidad y tengan intención de especializarse en las ciencias o matemáticas (química, ciencia en computación, e ingeniería.) Los estudiantes interesados en MESA deben calificar para el programa. MESA ofrece un Centro de Estudio, talleres académicos, visitas a universidades, y consejeros académicos.

Para más detalles visítenos en el Centro de Estudio (PH 105), o visita nuestra página en gavilan.edu.

PROGRAM PUENTE - EL PUENTE HACIA EL ÉXITO

La misión del Programa Puente es incrementar el número de estudiantes quienes no tienen los servicios educativos adecuados y que planean transferirse a una universidad o colegio de cuatro años, obtener un título y regresar a su comunidad como líderes y mentores para futuras generaciones. Las investigaciones indican que los estudiantes de Puente se transfieren en un porcentaje mayor y tiene más éxito académico. El programa está abierto para todos los estudiantes.

Instrucción en Inglés: Los estudiantes de Puente toman dos clases consecutivas de escritura, English 250 (Escritura Práctica) e English 1A (Composición). Estas clases ofrecen un ambiente de apoyo y de estímulo la cual está basada en la confianza de sus habilidades de escritura, explorando la experiencia Latina/México-Americana.

Consejería: Los estudiantes Puente trabajan muy de cerca con su consejero hasta que se gradúan, explorando opciones de carreras, desarrollando un plan académico e identificando sus metas a largo plazo. Los estudiantes visitan los campus de la Universidad de California y de la Universidad Estatal de California y asisten a una conferencia anual de transferencia de estudiantes Puente. Se requiere que todos ellos se inscriban en las clases

de Guidance 6 (Habilidades para una Mayor Educación) y Guidance 1 (Auto evaluación y Desarrollo de una Carrera).

Mentores: A cada estudiante de Puente se le asigna un mentor de la comunidad empresarial o profesional. Los mentores comparten sus experiencias personales, académicas y de la carrera y les ofrecen una ventana hacia los ambientes de trabajo en la "vida real". La red de mentores entrenados de Puente, ofrece muchos recursos a los estudiantes, sus familias, sus colegios y sus comunidades.

Programa de TRIO

El programa TRIO, recibe sus fondos del Departamento de Educación de los E.E.U.U. para identificar y apoyar específicamente estudiantes que califican bajo el próximo criterio: Ser el primero de asistir a la universidad (estudiantes universitarios de primera generación), estudiantes de bajos recursos, o estudiantes que verifican su incapacidad.

TRIO provee una variedad de servicios que apoya a estudiantes mientras atienden en el Colegio Gavilán. Los servicios incluyen: asesoramiento académico y personal, enseñanza particular en inglés y matemáticas, asistencia adicional de becas, biblioteca de préstamo de textos, préstamo de un "laptop" por una semana, comunidades de aprendizaje (cursos conectados), programa de puente en el verano, talleres de información, actividades sociales y culturales, oportunidades voluntarias, y visitas a universidades.

Apoyo Para La Instrucción

Laboratorio de Computadoras

El Laboratorio de Computadoras es un servicio para estudiantes que apoya aprendizaje y éxito académico. Los servicios proveídos incluyen Internet, acceso a correo electrónico (email), proceso de textos, y programa de ayuda de Word Processing en Español.

Laboratorio de Computadoras de ESL

El programa de ESL tiene su propio laboratorio de computadoras con una variedad de programas para todos los niveles y clases. Los programas de software permiten a los estudiantes practicar y mejorar el lenguaje aprendido en clase. El ambiente amistoso les permite obtener práctica adicional cuando es conveniente. Trabajar con programas de software en las computadoras estimula la auto-confianza porque los estudiantes trabajan independientemente e interactúan con una computadora en vez de hacerlo con una persona, y además porque tienen múltiples oportunidades de ver un punto de lenguaje específico para mejorar habilidades de comprensión auditiva, comprensión de lectura, gramática, escritura, y pronunciación. Somos afortunados de poder ofrecer éste maravilloso recurso a nuestros estudiantes del programa de ESL.

Biblioteca y Recursos Electrónicos

La Biblioteca de Gavilán "College" ofrece varios recursos electrónicos y de imprenta para la comunidad universitaria. Además de la colección de 52,000 libros, la biblioteca cuenta con 15,000+ libros electrónicos, y 2,500 revistas que son disponibles bajo el control de una computadora central. Los empleados de la biblioteca están orgullosos de su liderazgo en proyectos de instrucción en el uso de acceso a información electrónica. La biblioteca ha recibido varias becas del estado para apoyar este esfuerzo. Los estudiantes llegan al recinto universitario con diversos niveles de experiencia en el uso de computadoras e informática, y la facultad de la biblioteca está dispuesta a proveer asistencia personal en todo momento. La facultad de la biblioteca también enseña varios cursos y trabaja con otros instructores en la planificación y revisión de cursos con el componente de información electrónica. El "website" de la Biblioteca de Gavilán tiene una descripción detallada de todos sus recursos y provee un catálogo de libros conectados a varias de las clases que se ofrecen en el colegio Gavilán. El sitio es <http://www.gavilan.edu/library>.

Laboratorio de Matemáticas

El laboratorio ofrece tutoría, programa de computadora de matemáticas, y ayuda con computadoras.

Laboratorio de Lectura

El laboratorio de lectura apoya a estudiantes inscritos en clases de inglés y ESL. Esta localizado en el segundo piso en la mezanine de la biblioteca.

Servicios De Tutoría

Los Servicios de Tutoría están diseñados para ayudar a los estudiantes a incrementar su éxito en los cursos universitarios y en el desarrollo de sus habilidades de aprendizaje. Esto se logra a través de ofrecer a los estudiantes, oportunidades para trabajo con tutores entrenados quienes los involucran en el examen de conceptos y procesos; en discusión de ideas y teorías; en prácticas manuales y resumen de los resultados. Es en el ambiente de colaboración en donde los estudiantes desarrollan su confianza e independencia como estudiantes. Los servicios de tutoría son gratuitos a todos los estudiantes de Gavilan.

Laboratorio de Escritura (Sala Literaria)

El Laboratorio de Escritura del Colegio Gavilan acoge, celebra y anima a los escritores a través de ofrecerles sesiones de consulta de uno a uno, a lo largo de todas las disciplinas. También ofrece sin costo el uso de computadoras, impresoras, conexión al Internet y a áreas de estudio.

Estudiantes especialmente entrenados que ayudan a los escritores a iniciar y reforzar las tareas de la clase así como la poesía, historias cortas, resúmenes y cartas empresariales.

Disminuya la ansiedad de la escritura y encuentre inspiración en el espacio tranquilo y amistoso. Pida ayuda en línea a <http://www.gavilan.edu/writing>



GavFEST celebration

Actividades Estudiantiles

Gavilan College provee oportunidades para estudiantes que participen en el gobierno estudiantil, gobierno colegial, clubs del colegio, y actividades atléticas intercolegiales.

EL CUERPO ASOCIADO ESTUDIANTIL (ASB) es una organización oficial estudiantil que provee información de interés para la mayoría de los estudiantes acerca de asuntos críticos del colegio.

Actividades sociales y culturales de todo el colegio son patrocinadas por los fondos coleccionados a través de la venta de tarjetas de descuento de ASB. La compra de la tarjeta de ASB le da derecho a un numero de descuentos en el colegio y en varios negocios de la comunidad.

CLUBS EN EL CAMPUS: Se han establecido una gran variedad de clubs y organizaciones que ofrecen a los estudiantes la búsqueda de oportunidades escolares, sociales, políticas, culturales y recreativas. Las actividades están coordinadas y apoyadas por un Senado Estudiantil. Recomendamos que los estudiantes inicien un club si es que existe un interés en particular, el cual no esté representado actualmente dentro del campus.

PUBLICACIONES: "The Gavilan Press", el periódico estudiantil de Gavilan, provee oportunidades periodísticas para todos los estudiantes interesados. Es también una plataforma para información para estudiantes,

opiniones, e ideas. Para más información, llame a la oficina de "The Gavilan Press" al (408) 848-4827.

ACTIVIDADES ATLÉTICAS INTERCOLEGIALES: Los equipos atléticos de Gavilan College participan en competencia de juegos atléticos intercolegiales con otros colegios de la comunidad.

PRODUCCIONES TEATRALES: El Teatro del Colegio Gavilan ofrece una variedad de producciones desde obras infantiles, musicales y hasta obras de Shakespeare. Los estudiantes actores se han presentado en recientes producciones como en "Préstame un Tenor", "La Isla del Tesoro", "El Rey Lear" y "La Boda Sangrienta de Lorca". Además de experimentar la actuación en el escenario, los estudiantes tienen la oportunidad de aprender diseño, trabajos fuera del escenario y a conocer todo sobre la producción técnica.

Las Series de los Lunes por la Noche presentan lecturas en el escenario de material nuevo, controversial o poco usual, gratis para el público en general. Estas series son patrocinadas y se llevan a cabo por TADA (Actores Teatrales y Actividades Dramáticas) del Club ASB del Teatro Gavilan.

El programa de verano del Repertorio Teatral del Verano (STAR) enseña a los niños a hacer representaciones teatrales. Los estudiantes sirven como líderes de STAR, continuamente dirigiendo y produciendo ellos mismos las obras teatrales. Este programa es una tentativa multifacético que ofrece créditos académicos, experiencia en producción y la oportunidad de crecimiento individual por medio de las artes.

Educación Para la Comunidad

Educación Comunitaria

La Educación Comunitaria esta diseñada para la comunidad. Las Clases cortas o sin créditos para niños y adultos ofrecen enriquecimiento y diversión en muchas áreas.

Para los adultos, ofrecemos entrenamiento empresarial y de manejo de empresas, clases de artes y pasatiempos, programas para mejorar la salud y el acondicionamiento físico, aplicaciones en computadora para mejorar la escuela y habilidades de trabajo, la clase que les ayudará a hacer dinero y mucho más. Nuestro colegio para Programas Juveniles incluye clase y campamentos de matemáticas, ingles, habilidades de estudio, ciencias, deportes y mucho más. Si usted o sus niños no pueden atender el colegio, tenemos clases en línea que le ayudarán a satisfacer su necesidades personales. Ustedes siempre encontrarán algo para todos aquí en Gavilan. Vea nuestra página de Internet en <http://gavilan.augusoft.net> para nuestras clases actuales.

Las clases de Educación Comunitaria no reciben fondos de impuestos locales o estatales. Las cuotas han cambiado para cubrir los gastos del programa.

Programa de No-Credito

Clases de No-Crédito son ofrecidas y diseñadas para responder a las necesidades específicas e intereses de aquellos estudiantes que no desean obtener créditos por unidades. Estas clases ofrecen oportunidades para mejorar en materias, crecimiento del desarrollo, poder aprender ocupaciones y para aprender otras áreas de educación general. Estos cursos y programas están definidos categóricamente bajo el Código de Educación, Sección 84711, mientras que los fondos del estado se permiten en nueve categorías específicas.

Programa para Personas Mayores - Este programa ofrece clases de interés especial para adultos mayores de 55 años de edad. La mayoría de nuestras clases se llevarán a cabo en lugares de reuniones de adultos mayores con el fin de promover una inscripción satisfactoria y facilidad para dichos estudiantes.

Programa para el Bienestar del Personal - Este programa está diseñado para responder a las necesidades de los adultos que trabajan. Las clases están abiertas para todos los miembros del personal y de la comunidad.

Todas las clases son gratuitas. No se requieren pruebas, exámenes ni tampoco se otorgan calificaciones. Las inscripciones se realizan a través de la Oficina de Admisiones y Archivos o en el lugar en donde se vaya a impartir la clase, durante la primera sesión de la clase. Los estudiantes deben de contactar directamente a la Oficina de No-Crédito si tienen preguntas o si necesitan más información, telefono numero (408) 848-4859.

SERVICIOS DE MATRICULACION

La matriculación es un proceso que facilita el acceso de los estudiantes a los Colegios Comunitarios de California y promueve y mantiene los esfuerzos de los estudiantes para que puedan tener éxito en sus metas educativas. Los servicios de matriculación para clases de no-crédito incluyen:

- Asesoría (inglés, matemáticas, o intereses de carreras)
- Orientación (para programas de no-crédito y procedimientos)
- Asesoría Académica (asiste a los estudiantes a identificar sus metas educativas y de carreras y desarrollar un programa de estudio apropiado)

POLÍTICA DE ADMISION

Cualquier persona mayor de 18 años puede inscribirse en clases de no-crédito. Los estudiantes pueden inscribirse en la mayoría de las clases con sólo asistir a la primer clase, si hay espacio, y en cualquier momento del semestre ya que estas clases están diseñadas como inscripción abierta/ salida abierta. La información de las clases y de los programas se publica en el Horario de Clases de Gavilan Collage, en otras publicaciones y a lo largo de las instalaciones que se encuentran fuera del colegio. No hay cuotas para las clases de no-crédito.

CALIFICACIONES

No se otorgan calificaciones para las clases de Adultos de Edad Mayor, Economía del Hogar, ESL o Parentela, que no sean vocacional/ para carreras técnicas o que no sean parte de un programa de Estudios para el Diploma de Transición de la Preparatoria.

CURSOS

Una clase de no-crédito está diseñada para responder a las necesidades y aptitudes de aquellos grupos de estudiantes que no desean o necesitan obtener unidades de crédito. Las clases de no-crédito se ofrecen en las siguientes categorías de no-crédito:

CURSOS DE CONOCIMIENTOS BÁSICOS

Instrucción de clases de conocimientos básicos de primaria y secundaria así como otros cursos para mejorar materias como lectura, matemáticas e idiomas. La instrucción se ofrece a los adultos que cuenten con poco o nada de estudios, personas cuyo idioma principal es el inglés y también para aquellos que no lo dominan y que desean ampliar sus conocimientos del idioma; adultos con dificultades para el aprendizaje; trabajadores desempleados o desplazados que no cuentan con los conocimientos para obtener empleos de nivel de principiantes o para participar en programas de entrenamiento; personas recomendadas por programas obligatorios y para los adultos que no pueden leer, escribir o hacer cuentas.

CURSOS DE ESL

Las clases están diseñadas para satisfacer las necesidades de los estudiantes cuyo idioma natal es otro que el inglés. La misión del programa de ESL para

adultos de California es fortalecer a los estudiantes con los conocimientos del idioma y de la cultura que requieren para que puedan lograr tener una mejor vida personal, vocacional, académica y poder obtener la ciudadanía dentro de la Sociedad Americana.

CURSOS DE SALUD Y SEGURIDAD

La instrucción en el área de la salud y seguridad están diseñados para prolongar y mejorar la calidad de la vida de las personas. Las clases en esta categoría recalcan los aspectos positivos de mantener una buena salud física, mental y emocionalmente.

CURSOS DE LA ECONOMÍA DEL HOGAR

Esta categoría de instrucción ofrece cursos que preparan a las personas para obtener empleos de nivel de principiantes o para entrenamientos avanzados en áreas relacionadas con el hogar. Las clases pueden diseñarse para ayudar a las personas y a sus familias a superar los desafíos de la vida cotidiana y desarrollar a la vez los recursos para el crecimiento personal.

CURSOS PARA INMIGRANTES

Las clases se ofrecen a personas que son elegibles para recibir servicios educativos en las materias de ciudadanía, Inglés como Segundo Idioma (ESL) y preparación para la fuerza laboral en las áreas básicas de oratoria, escuchar, lectura, escritura, matemáticas, toma de decisión, y resolución de problemas y otros cursos requeridos para poder participar en entrenamientos específicos para ciertos empleos.

CURSOS PARA ADULTOS MAYORES

Los cursos para adultos de edad avanzada están diseñados para personas mayores de 55 años de edad. Estos son cursos de interés especial para los adultos de edad avanzada que se imparten en la comunidad en varias ubicaciones del distrito del colegio. Estos cursos de no-crédito se imparten por lo regular en centros para 'seniors' y en otros lugares accesibles. Los estudiantes se pueden inscribir con el instructor de la clase en cualquier momento del semestre, siempre y cuando haya espacio disponible. No se cobran cuotas por estas clases. Las clases que se imparten en centros del cuidado de la salud están diseñadas para el estudio de la geriatría o de la vejez.

CURSOS PARA PADRES

Los cursos para padres incluyen la participación y cooperación de los padres en las escuelas pre-escolares, cursos en desarrollo infantil y crecimiento y de relaciones padres-hijos. La educación para padres y el fortalecimiento de una buena crianza pueden tener un efecto positivo y significativo en la vida familiar y contribuir al desarrollo saludable de las familias y los niños.

PROGRAMAS VOCACIONALES DE CORTO-TIEMPO

Los programas de no-créditos y de educación para adultos en las áreas vocacionales consisten de una serie de programas encaminados a preparar

a las personas para que adquieran empleos pagados o no remunerados, puedan adquirir preparación adicional para incursionar a una carrera, adquirir un nuevo conocimiento o destreza específica para participar en un reentrenamiento laboral para obtener nuevos empleos o empezar carreras nuevas.

Programa de Ocupacion Regional (ROP)

Misión –La Oficina de Educación del Condado de Santa Clara ofrece entrenamiento de ROP a los residentes de los condados de Santa Clara y San Benito. Algunas clases se ofrecen en Gavilan College. En algunas clases, los estudiantes pueden obtener créditos para la preparatoria o para el colegio, y una vez que terminen el curso pudieran ser elegibles para inscribirse en clases avanzadas en Gavilan College. ROP ofrece un entrenamiento a los estudiantes para que puedan asegurar empleos, adquirir nuevos conocimientos, o prepararse para una educación en una carrera avanzada. Los estudiantes deben ser mayores de 16 años para participar. Las clases son gratuitas para los estudiantes de preparatoria y para los adultos. El Programa de Ocupación Regional (ROP) de Gavilan College ofrece desarrollo para carreras y oportunidades de preparación para la fuerza laboral. ROP ofrece clases en áreas tan diversas como: contabilidad, negocios, Academia CISCO Networking, ciencias de computación, carreras de salud, seguridad pública y servicios públicos y humanos. Los cursos de ROP se enfocan en el entrenamiento que requieren los estudiantes para poder competir en el mercado laboral técnico de hoy día. Las destrezas adquiridas ayudan a los estudiantes a obtener empleos, reforzar sus conocimientos, y/o buscar una educación superior en el área de su especialización. Una vez que se concluyan los cursos, el estudiante recibirá un Certificado de Constancia de ROP. Las clases de ROP pudieran incluir gastos adicionales para la compra de libros y útiles escolares.

*Las cuotas que cobra Gavilan College son para las clases de crédito de Gavilan College. Para información más actualizada sobre los horarios y clases, favor de contactar a un especialista de ROP.

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INDEX

A

Ability to Benefit	24
Academic	
Freedom	17
Honesty	12
Record Symbols	41
Renewal	42
Skills Assessment	21
Standards	42
Academic Progress	24
Accessibility	26, 263
Accounting	
Courses	147
Degree and Certificate	86
ROP Certificates	228
Accreditation	7
Acting	<i>See Theatre Arts</i>
Activities for Students	29
Administration	4, 255
Administration of Justice	
Courses	148
Degrees and Certificates	67
<i>See also Liberal Arts, Areas of Emphasis</i>	
Administrative Regulations, Revision	10
Admission to the College	33
Admission Eligibility	34
Admission Requirements	34
Advanced Placement (AP)	41
Advisory	39
Aesthetics	<i>See Cosmetology</i>
AIDS/HIV Policy	9
Allied Health	
Courses	150
Degrees and Certificates	71
Americans with Disabilities Act	9
Section 504/508	10
Anatomy	<i>See Biological Science and Physical Education</i>
Anthropology Courses	153
Art	
Courses	154
Degrees	74
<i>See also Liberal Arts, Areas of Emphasis</i>	
Articulation Agreements	51
Articulation with Private Universities	58
Assessment	21, 32
Academic Skills	21
Proctoring	21
Waiving rights to	32
ASSIST	23, 51
Associate's Degree Programs	65, 66
Additional	47
Associated Student Body (ASB)	29
Cards	30
Refunds	36
Astronomy Courses	158
Athletics	<i>See Physical Education</i>
Attendance Standards	38
Authority of Instructors	10
Aviation Flight Technology Courses	158
Aviation Maintenance Technology	
Courses	158
Degrees and Certificates	76

B

Background of the College	7
Beauty School	<i>See Cosmetology</i>
Biological Science	
Courses	159
Degree	78
Biotechnology	
Certificate	78
Courses	160
Board of Trustees	5
Business	
Courses	160
Degrees and Certificates	79
<i>See also Liberal Arts, Areas of Emphasis</i>	
Business Accounting	<i>See Accounting</i>
Business Office Technology Courses	161

C

California Articulation Numbers (CAN)	59
California State University	
General Education (Breadth) Requirements	56
<i>See also General Education - Certificates of Achievement</i>	
Transfer	55
CalWORKs	26
Campus and Facilities	7
CARE	27
Career	
Services	21
Vocational Planning	21
Catalog Rights	38
CELSA (Combined Language Skills Assessment)	<i>See Ability to Benefit</i>
Ceramics	<i>See Art 10</i>
Certificates	65, 66
<i>See also Regional Occupational Programs (ROP)</i>	
Chemistry Courses	161
Child Development	
Courses	162
Degrees and Certificates	90
<i>See also Liberal Arts, Areas of Emphasis</i>	
Child Development Center/Preschool	21
Children on Campus	11
Cisco Networking Academy	103, 228
CLEP Exams	52
Clubs	30
Communication	<i>See Communication Studies</i>
<i>See also Interpersonal Communication</i>	
Communication Studies	
Certificate	97
Courses	165
Community Education	223
Community Educational Resources	223
Computer Art	<i>See ART 48A, Digital Media</i>
Computer Courses (ROP)	229
<i>See also Computer Science and Information Systems</i>	
Computer Graphics & Design	
Courses	166
Degrees and Certificates	98
Computerized Accounting	<i>See ACCT 120</i>
Computer Place	28
Computer Science and Information Systems	
Courses	167
Degrees and Certificates	100
<i>See also Liberal Arts, Areas of Emphasis</i>	
Computer Use Policy	10

Concurrent Enrollment	34
Conduct, Standards of	13
Contract Education	223
Cooperative Work Experience	43
Cosmetology	
Courses	174
Degree and Certificates	109
Counseling Services	22, 32
CalWORKs	26
CARE Program	27
Disability Resource Center (DRC)	26
Educational Planning	32
EOPS	26
First Year Experience	27
Follow-up	32
Puente Program	27
TRIO Program	27
Course	
Availability	38
Numbering	146
Placement	32
Repetition	38
<i>See also Academic Renewal</i>	
Course Offerings	147
Announcement of	146
Special Courses	147
CPR	<i>See AH 32, CD 160</i>
Credit	
by Examination (Nursing Program)	42
by Examination (Test Out)	41
Matrix	59
Non-Traditional	41
CSU	<i>See California State University</i>
D	
Dean's List	42
Degrees and Certificates	66
Departments	5
Desktop Publishing	<i>See Computer Science and Digital Media</i>
Digital Media	
Courses	175
Degrees and Certificates	110
Directory	4
Disability Resource Center	
Classes and Programs	26
Learning Skills Assessment	21
Services for Students	9
Disabilities, Courses	<i>See Vocational Prep Students: Disability</i>
Discipline Procedures	14
Dismissal, Standards for	42
Distance Learning Program	43
Double Counting Rule	47
Drama	<i>See Theatre Arts</i>
Drug Free Schools and Campuses Act	10
Drug Prevention Programs	22
E	
Early Childhood Education	<i>See Child Development; Liberal Arts, Areas of Emphasis</i>
Earth Science	<i>See Geography, Geology</i>
Ecology Courses	177
Economics	
Courses	177
Degree and Certificate	83

Educational Planning	32
Educational Studies	<i>See Child Development; Liberal Arts, Areas of Emphasis</i>
Elementary Education	<i>See Child Development; Liberal Arts, Areas of Emphasis</i>
Employment	<i>See Work Study</i>
Engineering	
Courses	178
Degrees	<i>See Physical Science and Engineering</i>
English as a Second Language (ESL)	
Computer Lab	28
Courses	181
English Courses	179
English Skills, Vocational	9
Español, Información	234
Esthetician Certificate	109
Evening Program	<i>See Liberal Arts, Areas of Emphasis</i>
Expressive Arts	<i>See Liberal Arts, Areas of Emphasis</i>
<i>;See also Media Arts, Theatre Arts</i>	
Expulsion from Class	<i>See Discipline Procedures</i>
Extended Opportunity Programs and Services (EOPS)	26

F

Facilities	7
Faculty, Full-time	256
Family Educational Rights and Privacy	11
Fees	36
Fee Waiver	24
Parking	263
Field Work and Service	147
Financial Aid	24
Fine Arts Degree	116
Fire Technology (JPA)	117
Courses	191
<i>See also South Bay Regional Public Safety Training Consortium</i>	
First-Year Experience	27
Follow-up Support Services	32
Foreign Language	<i>See French, Japanese, Spanish</i>
French Courses	184
Freshman	38
Full-time Student	38

G

Gavilan College Educational Foundation	224
General Business	<i>See Business</i>
General Education	46, 65
Certificates of Achievement	118
Course Credit Matrix	59
Learning Outcomes	46
Reciprocity Agreement	50
Requirements for Gavilan Associate's Degree	48
Geographic Information Systems	<i>See CSIS 61</i>
Geography Courses	185
<i>See also CSIS 61</i>	
Geology Courses	185
Gilroy Early College Academy (GECA)	224
Glossary of Common College Terms	231
Government Courses	<i>See Political Science</i>
Grade Point Average (GPA)	40
Grading Options	40
Graduation Requirements	47
Grants	24
Graphic Arts	<i>See Art, CSIS, Digital Media</i>
Guidance Courses	185

H

Harassment and Hate Crimes Policy	9
Health Education Courses	187
<i>See also Allied Health</i>	
Health Science Degree	121
Health Services	22
High School Students	34
<i>See also Gilroy Early College Academy (GECA)</i>	
History Courses	187
Hollister Site	265
Home Health Aide (ROP certificate)	229
Honor Roll	<i>See President's Honor Roll</i>
Honor Society	30
Horticulture Courses	189
Humanities	
Degree	<i>See Liberal Arts, Areas of Emphasis</i>
Courses	189
I	
IGETC Transfer Pattern	53
IGETC University Studies	<i>See General Education - Certificate of Achievement</i>
Independent Study	147
Indiana University	<i>See Transfer</i>
Industrial Technology	
Courses	189
Degree and Certificate	121
Information Science	<i>See Computer Science and Information Systems</i>
Information Technology	28
Instructional Support	28
Instructors, Authority of	10
Intercollegiate Athletics	30
<i>See also Physical Education</i>	
International Students	34
Interpersonal Communication Degree and Certificate	122
<i>See also Communication Studies</i>	
Intersegmental General Education Transfer Curriculum (IGETC)	52, 53
J	
Japanese Courses	190
Journalism Courses	190
<i>See also Media Arts</i>	
Juvenile Hall Counselor Careers	44
L	
Language Arts Degree	123
<i>See also Liberal Arts, Areas of Emphasis</i>	
Law Enforcement (JPA)	<i>See Administration of Justice</i>
Classes	195
Learning Communities	27
Learning Outcomes	
General Education	46
Program	<i>See Individual Associate's Degrees</i>
Student Services	21
Liberal Arts Degrees	
Areas of Emphasis	124
Multiple Subjects	130
Library	
Courses	200
Services	28
Loans	24
Location of the College	263

M

Management	
Courses	200
Degree and Certificate	88
Maps	263, 264, 265
Marketing	
Courses	201
Degree and Certificate	88
Mathematics	
Courses	201
Degree	131
Mathematics, Engineering and Science Achievement Program (MESA)	27
Math Lab	28
Matriculation	31
Exemptions from Services	32
Media Arts	
Degrees and Certificate	132
Mediation	22
Medical Assisting (ROP)	229
Medical Office Procedures (ROP)	230
Medical Terminology	<i>See Business Office Technology</i>
Military Service	<i>See Non-Traditional Credit; Residence Requirements</i>
Mission of the College	6
Morgan Hill Site	265
Multiple Subjects Degree	<i>See Liberal Arts Degrees</i>
Music	
Courses	205
Degree	134
<i>See also Liberal Arts, Areas of Emphasis</i>	

N

Natural Science Degree	128
<i>See also Liberal Arts, Areas of Emphasis</i>	
Network Cabling	<i>See CISCO</i>
Networking (ROP)	230
Non-Discrimination Policy	9
Non-Traditional Credit	41
Noncredit Program	224
Admissions Policy	224
Courses	224
Grading	224
Matriculation Services	224
Nursing	<i>See Allied Health</i>
Career Ladder	71
Credit by Examination	42
ROP Certificates	72
Nutrition	<i>See AH/BIO 11</i>

O

Open Enrollment	9
Organizational Structure	7
Orientation	32
Waiving rights to	32
Out-of-State Students	34

P

Parking	11, 263
Part-time Student	38
Pass/No Pass	<i>See Grading Options</i>
PC Hardware (ROP certificate)	229
Performing Arts	<i>See Theatre Arts</i>
Philosophy Courses	207
Philosophy of the College	7

Photography	See Art, Digital Media, CSIS
Physical Education	
Academic Courses	208
Activities Courses	210
Adapted Courses	26, 212
Degrees	135
Intercollegiate Athletics	213
Physical Science and Engineering Degrees	137
Physical Science Courses	213
Physics Courses	214
Placement Assessment	21, 32
Policies and Procedures	8
Political Science Courses	215
Posting Policy	11
Prerequisite	39
Challenge of	39
President's Honor Roll	42
Privacy Policy	11
Private Universities, Transfer to	58
Probation, Standards for	42
Probation Officer Training	67
Problem Resolution Process	17
Proctoring	21
Profile of the College	6
Psychology Courses	215
Physiology	See Biological Sciences
Publications	30
Public Speaking	See Communication Studies, Interpersonal Communication
Puente Program	27
R	
Reading Lab	28
Real Estate	
Courses	217
Degree and Certificate	84
Records, Withholding	8, 12
Refunds	36
Regional Occupational Programs (ROP)	228
Regulations, Administrative	10
Removal from Class	14
Repetition of Courses	See Course Repetition
; See also Academic Renewal	
Reserve Police Officer	44, 67
Residence Requirements	35, 36
Rho Alpha Mu	30
S	
Scholarships	25
Security	4
Semester	38
Conversion from Quarters	40
Services	See Student Services; Student Support Programs and Services
Sexual Assault Policy	10
Sites	4, 7
See also Hollister Site; Morgan Hill Site	
Skin Care	See Cosmetology
Smoke-Free Buildings Policy	11
Social Science	
Courses	218
Degree	139
See also Liberal Arts, Areas of Emphasis	
Sociology Courses	218
Sophomore	38
South Bay Regional Public Safety Training Consortium	44, 67, 117

Spanish	See Study Abroad Programs
Courses	218
Degrees	141
Spanish Translation	234
Specialized Training	65
Special Topics	147
Speech Courses	See Communication Studies
Statistics	See MATH 5, BUS/ECON 11
Student Classification	38
Student Conduct, Standards of	13
Student Discipline Procedures	See Discipline Procedures
Student Learning Outcomes	21
Student Services	20
Study Abroad Programs	44
Suspension from Class	15

T

Telephone Numbers	5
Television	See Media Arts, Theatre Arts
Test Out	See Credit by Exam
Theatre Arts	
Courses	219
Degrees	144
See also Liberal Arts, Areas of Emphasis	
Theatre Productions	30
Title IX	10
Title VI	10
Transcripts	12
Transfer	
Admissions Agreement (TAA)	58
Articulation Agreements	51
Credit	35
CSU Breadth Pattern	56
IGETC Transfer Pattern	53
Patterns	52
to Indiana University	58
to Private Universities	58
to the California State University System (CSU)	55
to the University of California System (UC)	51
Transfer Institute	23
Transfer Services	23
TRIO Program	27
Tutoring Services	28

U

Units	39
Degree Versus Non-Degree	39

V

Values of Gavilan College	6
Veterans' Affairs Education Benefits	25
Vocational English Skills	9
Vocational Prep Students: Disability Courses	221

W

Welding Courses	222
Withdrawal Policy	38
Word Processing	See Computer Science and Information Systems
Work Experience Courses	222
Writing Center	28

MAPS

DIRECTIONS TO GAVILAN COLLEGE:

FROM SAN JOSE...Take Highway 101 south.

Exit at Castro Valley Road. At Santa Teresa Blvd., turn right. Gavilan College will be on the left.

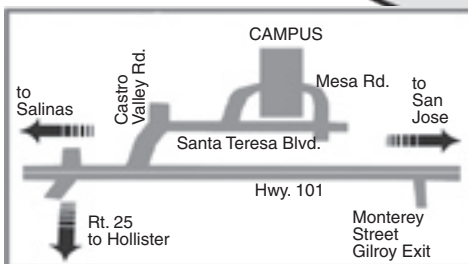
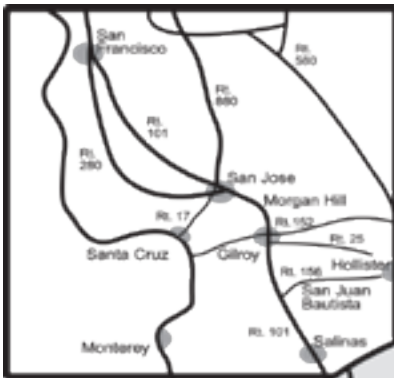
FROM SANTA CRUZ, APTOS, WATSONVILLE...The straighter, less mountainous route - Take Highway 1 to the Riverside Drive exit (Highway 129).

Go east approximately 15 miles to Highway 101, then north to Gilroy. In Gilroy, take the Monterey Road exit. Go left (west) on Monterey Road. After going under the overpass, get back on Highway 101 going south. Exit at Castro Valley Road. At Santa Teresa Blvd., turn right. Gavilan College will be on the left.

SCENIC ROUTE FROM SANTA CRUZ COUNTY...

Take the Airport Blvd. exit off Highway 1. It will become Holohan Road and run into Route 152. Turn left on 152 and go over Hecker Pass.

At the first light, Santa Teresa Blvd., turn right. The College will be approximately two miles on the right.



Parking Fees:

All cars parked on campus must display a parking permit.

Visitors may park in Lot F with a permit issued by the receptionist located next to the Admissions Office. Staff stickers 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 75 cents from coin operated machines in Lot A, E and at the South entrance to the campus.


Students with Physical Disabilities:

All buildings on campus are accessible. Campus maps indicating the locations of ramps are available at the information desk in the administration building or the Disability Resource Center Office located in LI 117.

MAIN CAMPUS, GILROY

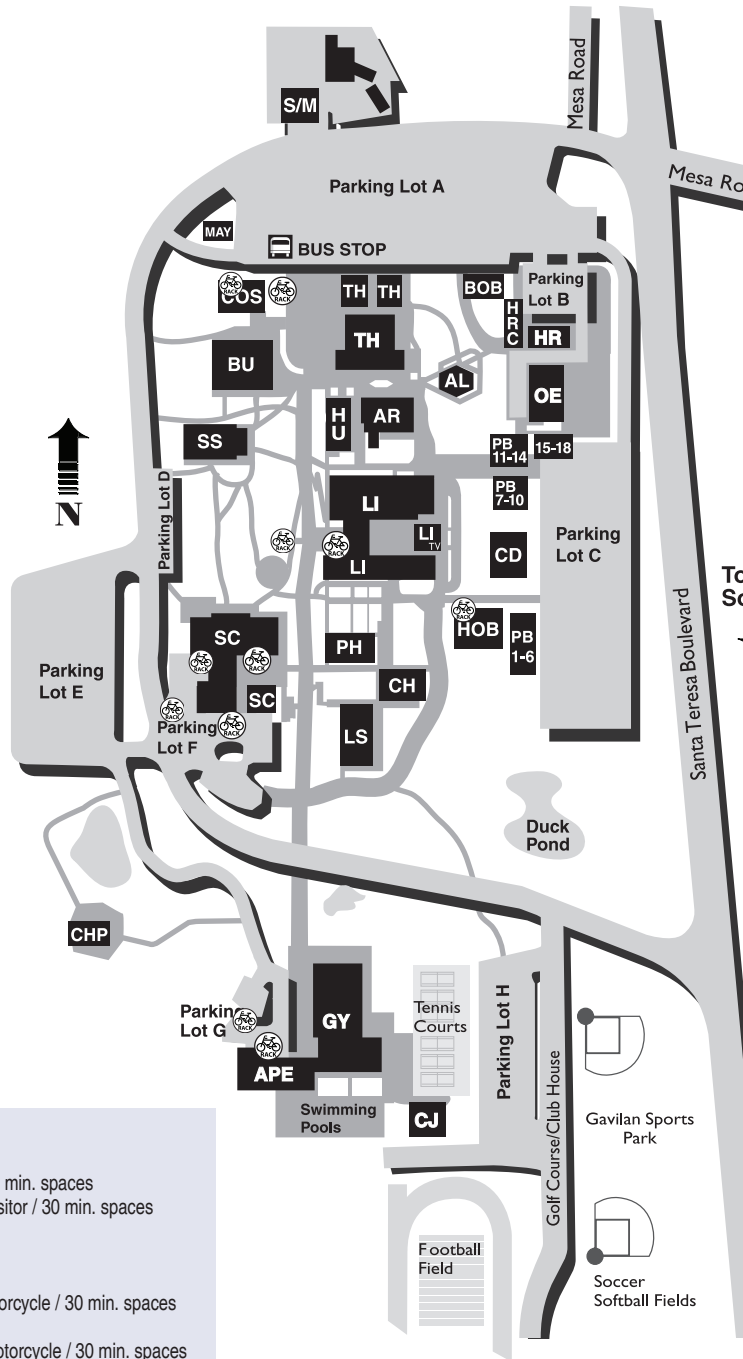
5055 Santa Teresa Blvd.
 Gilroy, CA 95020
 408-848-4800 or
 831-637-1158 (from Hollister)

BUILDING GUIDE

- AL Art Lecture
- APE Adapted Physical Education
- AR Art
- BOB Business Office Building
- BU Business
- CD Child Development
- CH Chemistry
- CHP Chapel
- CJ Classrooms / Community Education
- COS Cosmetology
- GY Gym
- HOB Health Occupations Bldg.
- HR Human Resources
- HRC Human Resources Conference Center
- HU Humanities
- LI Library
- LS Life Science
- MAY Mayock House
- OE Staff Resource Center / Classrooms
- PA Police Academy
- PB Portable Buildings
- PH Physical Science
- SC Student Center / Administration
- S/M Security / Maintenance
- SS Social Science
- TH Theater
-  Bicycle Racks

PARKING LOTS

- A Student / Staff / Disabled Access / 30 min. spaces
- B Student / Staff / Disabled Access / Visitor / 30 min. spaces
- C Student / Staff / Disabled Access
- D Staff / Disabled Access
- E Student / Staff / Motorcycle
- F Staff / Disabled Access / Visitor / Motorcycle / 30 min. spaces
- G Staff / Disabled Access
- H Student / Staff / Disabled Access / Motorcycle / 30 min. spaces



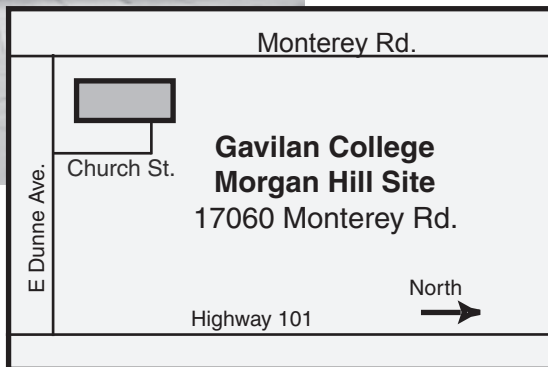
KEY TO GAVILAN COLLEGE

- Administration SC
- Admissions & Records SC
- Art Gallery LI
- ASB SC
- Assessment Center BU
- Athletics Office GY
- Bookstore SC
- Business Office BOB
- Cafeteria SC
- CalWORKs LI
- Career/Transfer Resource Center SC
- Cashier BOB
- Child Development Center CD
- Children's Infant Care/Preschool CD
- CMAP LI
- Community Education CJ
- Computer Graphics & Design LI
- Computer Place SC
- Counseling Offices SC
- Disability Resource Center LI
- Early College Academy PB16-18
- English/ESL PB12-13
- EOPS/Special Services LI
- Early College Academy PB18
- Financial Aid Office SC
- Information/Switchboard S/M
- Lounges, North and South SC
- Math Lab PH101
- MESA PH115
- Music TH
- Noncredit Program PB2
- Nursing HOB
- Physical Education GY
- Police Academy OE
- Public Information Office PB2
- Researcher PB11
- ROP BU
- Security S/M
- Student Health Nurse SC
- Student Senate Office SC
- TRIO Program LI
- Tutoring Center Services LI
- TV Studio LI



MORGAN HILL
**COMMUNITY &
CULTURAL CENTER**

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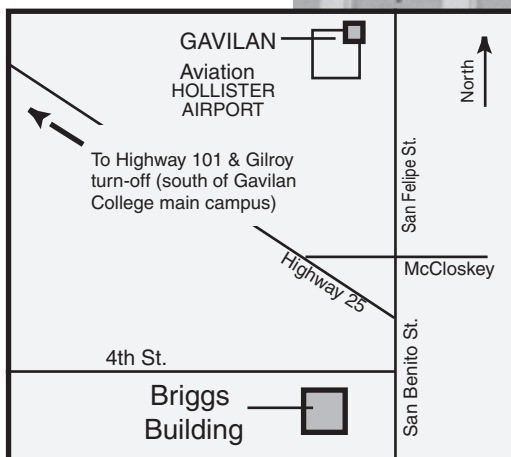
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Statement of Accuracy

The Gavilan Community College District has made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the Gavilan Joint Community College District. The district and the college further reserve the right to add, amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.

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