

GAVILAN COLLEGE

Welcome Center

New students, get help applying, signing into MyGav and more - Room SC 107A

Veterans' Resource Center

Military veterans have a place on campus - Room TH 128

Parking

Get your parking pass ONLINE at MyGav

Student Success Center

Computers, workshops, Career/Transfer Center, and a comfy study space in PB 11

Looking for summer classes?
Pick up the
Summer Supplement
or go online!
www.gavilan.edu

SCHEDULE OF CLASSES Fall 2013
August 26 - December 21



información en español - pp. 75-78

Gavilan College Fall 2013

REGISTER ONLINE

www.gavilan.edu

click on **myGAV**

Register online if:

1. You are a continuing student or have submitted an application at least 10 business days prior to registering.
2. You have no "holds."
3. You have successfully completed course prerequisites at Gavilan College or have been verified through assessment or evaluation of official transcripts from another college.
4. You are not in "dismissed" status.

REGISTER IN PERSON

GILROY

May 6-31 Mon-Thurs 8 a.m.-5 p.m.; Fri 10 a.m.-2 p.m.
 June 1-Aug 22 Mon-Thurs 8 a.m.-5 p.m., Fri 9:30 a.m.- 11:30 a.m.
 Aug 26 Regular business hours resume:
 Mon-Thurs 8 a.m.-5 p.m, Fri 10 a.m. - 2 p.m.

MORGAN HILL AND HOLLISTER

May 1-24 Mon-Thurs 8 a.m.-6 p.m., Fri 8a.m.-5p.m.
 May 28-June 7 Mon-Thurs. 8 a.m.-5:30 p.m. Friday 8-12p.m.
 June 10-July 19 Mon-Thurs 8 a.m.-6 p.m., Friday 8-12p.m.
 July 22-Aug.23 Mon-Thurs 8 a.m.-5:30 p.m, Friday 8-12p.m.
 Aug. 26- Regular business hours resume:
 Mon-Thurs 8 a.m.-6 p.m. Friday 8a.m.-5p.m.

All locations will be closed:
 May 24--*Graduation*
 May 27--*Memorial Day*
 July 4--*Independence Day*

REGISTRATION CALENDAR

Registration period	Date	Who can register?
Pre-Priority	April 30, May 1, May 2	DRC, EOPS, Foster Youth, Veterans
Priority	starts May 6	Currently enrolled students who have completed orientation
Open	starts May 13	New students, returning* students, GECA and High Step students
High school students concurrent enrollment	May 20 – May 31 for Summer May 20-Aug 15 for Fall	Students who will be taking college classes while still in high school, but are not in GECA or High Step.
Late	August 26 - September 6	Students who have obtained add codes from instructors
Open-entry/late-start	Before first day of class	All students taking open-entry and late-start classes

*A "returning" student has been absent from Gavilan College for one school year (3 semesters).
 A new application is required. Not eligible for priority registration.

PAYMENT DEADLINES

Register between	Last day to pay
April 30, 8:00 am - June 19, 2:30 pm	Wednesday June 19, 2:30 pm
June 19, 5:00 pm - July 10, 2:30 pm	Wednesday, July 10, 2:30 pm
July 10, 5:00 pm - July 31, 2:30 pm	Wednesday, July 31, 2:30 pm
July 31, 5:00 pm - August 21, 2:30 pm	Wednesday, August 21, 2:30 pm
August 21, 5:00 pm and after	Day of registration

If you do not pay ALL fees and the outstanding balance on your account by the next deadline after you register, you will be dropped from ALL Fall classes!

De-registration will occur and registration (both online and in-person) will be closed from 2:30 pm - 5:00 pm on each deadline day.

Semester Calendar

Fall 2013

First day of Aviation	August 13
First day of Fall Semester Classes	August 26
ABSOLUTE Last day to add a semester-long course	September 6
Last day to drop a semester-long course with a refund	September 6
Last day to drop a semester-long class with no record shown (NRS) on your transcript. (The NRS deadline for a short-term course is 10% of class meetings.)	September 6
Deadline for selecting pass/no pass grading option	September 26
Graduation petitions due	October 18
Last day to withdraw from a semester-long class. A "W" will appear on your transcript	November 15
First day to file transcript request	December 2
First day to request CSU / IGETC Certification	December 2
Final Exams	December 15 - 21
Last Day of Semester	December 21
Final Grades Available Online	January 7
Official Transcripts Available	January 22
Holidays - all locations closed	<i>Labor Day - Sept. 2 Veterans' Day - Nov. 11 Thanksgiving - Nov 27 - 30 Christmas - Dec. 24-25 New Year - Dec. 31 - Jan. 1</i>

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

FORMAS ALTERNATIVAS: El Horario de Clases del Colegio Gavilán está disponible en formato de medios alternos. Por favor de contactar El Centro de Recursos para Estudiantes Incapacitados (DRC) a 408-848-4865 o la Oficina del Vice Presidente de Servicios de Estudiante a 408-848-4738.

ACCURACY STATEMENT: Although the Gavilan Joint Community College District and Gavilan College have made every reasonable effort to ensure that the Schedule of Classes is accurate, information may change after the paper version goes to print. **The most accurate and up-to-date information will always be found in the ONLINE Schedule of Classes.** Courses and programs that are offered, along with other information in the schedule, are subject to change without notice by the Gavilan College administration for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the district and the college. The district and college further reserve the right to add to, amend, or repeal any of its rules, regulations, policies, and procedures, consistent with applicable laws.

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Gilroy Main Campus 5055 Santa Teresa Blvd. Gilroy, CA 95020	408-848-4800
Hollister, Briggs Bldg. 365 Fourth St., Hollister, CA 95023	831-636-3783
Morgan Hill Community Center 17060 Monterey Road, Morgan Hill, CA 95037	408-782-2873

Emergencies

- Dial '911' (On campus, dial '8' first.)
/Emergencias: Marque el 911. (desde el campus marque primero el "8".)
- Dial '10' for campus emergency support from a campus phone/*Marque el '10' para apoyo de emergencias en el campus.*
- From cell: Dial 408-710-7490./*Desde un teléfono celular: marque 408-710-7490.*

Campus Security (non-emergency)/*Seguridad del Campus (no emergencias)* 408-848-4703
TTY (for Deaf or Hard of Hearing)/*TTY (para Discapacitados Auditivos)* 408-846-4924

Admissions & Records/Oficina de Admisiones y Archivos 408-848-4735 or 408-846-4954

Student Accounts Cashier/Cajero de las Cuentas del Estudiante 408-852-2840

- Transcripts**/Expedientes Académicos 408-848-4733
- Grading**/Calificaciones 408-848-4751
- Enrollment Verifications**/Verificación de Registro 408-846-4954
- Graduation**/Graduación 408-848-4737

ASB Office/Oficina de ASB 408-848-4777

Assessment Office/Oficina de Evaluaciones 408-846-4992

Athletics/Kinesiology/Deportes, Educación Física 408-848-4876

Bookstore/Libería 408-848-4742

CalWORKs/Programa de Experiencia de Trabajo en el área que se requiera 408-848-4740

CARE Cooperative Agencies Resources for Education/Agencias Cooperativas para Recursos de Educación 408-848-4790

Career/Transfer Resource Center/Centro de Recursos para Carreras y Transferencias 408-848-4818

Carpenter Training Center Apprenticeship Program/Centro de Entrenamiento en Carpintería, Aprendizaje 408-852-2815

Cashier (Business Office)/Cajero (Oficina de Negocios) 408-848-4714

Cashier (Student Accounts)/Cajero (Cuentas de Estudiantes) 408-852-2840

Child Development Center/Centro de Desarrollo de Niños 408-848-4815

Community/Contract Education / Educación en la Comunidad/Contrato 408-852-2801

Cosmetology Appointment line/Cosmetología/Teléfono para Citas 408-842-5055

Disability Resource Center/Centro de Recursos para Estudiantes Incapacitados DRC 408-848-4865

Discrimination-Harassment Complaints/Oficina de Quejas por Discriminación y Acoso. 408-848-4731

EOPS - Extended Opportunity Programs & Services/Programas y Servicios de Oportunidades Extendidas. 408-848-4740

Financial Aid/Ayuda Financiera 408-848-4727

GECA - TJ Owens Early College Academy/Academia de Universidad Temprana GECA TJ Owens 408-846-4909

Health Services / Servicios de Salud 408-848-4791

International Students/Estudios Internacionales 408-848-4754

Library / Biblioteca 408-848-4810 or 408-848-4806

MESA Program - Math, Engineering, Science Achievement/Programa de Superación en Matemáticas, Ingeniería y Ciencias 408-846-4968

Noncredit Program (Community Development)/Programa sin Créditos (Desarrollo en la Comunidad) . . . 408-852-2824
 Sign up/Registrarse 408-846-4954

Online / Cursos por Internet 408 848-4885

Outreach & Recruitment/Tours/Oficina de Inscripciones/*Visitas al Campus.* 408-846-4993

President's Office/Oficina del Presidente 408-848-4711

Puente Program / Programa "Puente" 408-848-4807

R.O.P. - Regional Occupational Programs/Programas Regionales Laborales 408-848-4816

Theatre Box Office/Taquilla del Teatro 408-846-4973

Transfer (Career/Transfer Resource Center)/Transferencias (Centro de Recursos para Transferencias y Carreras) 408-848-4818

TRIO Student Support Services/Servicios de Apoyo Estudiantil 408-846-4981

Tutoring Center/Centro de Tutoría 408-848-4838

Veterans' Services/Servicios a los Veteranos. . . 408-848-4734

Vice Presidents' Offices/Oficinas del Vice Presidentes:
Student Services / Servicios Estudiantiles . . 408-848-4738
Instruction / Servicios de Instrucción 408-848-4761

ACCREDITATION
Gavilan College is accredited by the Accrediting Commission for Community and Junior College of the Western Association of Schools and Colleges (WASC.) For more information go to www.gavilan.edu/accreditation.

Contact information:
*The Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges
 10 Commercial Boulevard, Suite 204, Novato, CA 94949
 Telephone: 415.506.0234
 Fax: 415.506.0238
accjc@accjc.org edu/accreditation*

Welcome to Gavilan College



PRINCIPLES OF COMMUNITY

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

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

Gavilan College aspires to be:

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

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

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

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

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

BOARD OF TRUSTEES

Tom Breen, San Benito County, BS, JD, Santa Clara University

Jonathan Brusco, Morgan Hill, BA, University of San Francisco, MA, SJSU

Kent Child, San Benito County, AA, College of San Mateo; BA, MA, San Jose State University

Mark Dover, Gilroy, BS, MA, San Jose State University

Laura Perry, Esq., Morgan Hill, AA, Gavilan College; BS, San Jose State University; JD, Santa Clara U.

Tony Ruiz, San Benito County, AA, Gavilan College; BS, MA, Fresno State University

Walt Glines, Gilroy

ADMINISTRATION

Steven M. Kinsella, DBA, CPA, Superintendent/President

Kathleen Rose, EdD, Executive Vice President and Chief Instruction Officer

John Pruitt, MEd, Vice President of Student Services

Fran Lozano, Dean of Liberal Arts and Sciences

Sherrean Carr, Dean of Career Technical Education

Ron Hannon, Dean of Kinesiology and Athletics

Fran Lopez, Associate Dean of Disability Resource Center

Rachel Perez, Associate Dean of Community Development/Grants Management

Anne Ratto, Associate Dean of EOPS/CalWORKs and CARE

MISSION

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

PRESIDENT'S MESSAGE



Gavilan College is here to help you succeed. Our programs of study in Liberal Arts and Sciences, and Career Technical Education, can prepare you to transfer to a four-year university, or enter the workforce.

We have opened a Welcome Center for new students to help you get started, and a Student Success Center to make sure you have the resources to succeed during your crucial first year.

The college is implementing many of the recommendations of the statewide Student Success Initiative -- you will see some changes over the coming semesters regarding enrollment priority, class repetition, and the maximum number of units students can take at the California resident rate. These changes are statewide, and are designed to make colleges more responsive to the needs of students seeking degrees, certificates, or transfer.

Gavilan College has added support to help you succeed in your goals. Please take advantage of the Welcome Center, Student Success Center, DegreeWorks, counseling and orientation. These services can make a positive difference in your academic career.

Superintendent/President
Steven M. Kinsella

Eligibility: You are eligible to attend Gavilan College if:

- You are a high school graduate or you have passed the GED or the California High School Proficiency exam
- You are 18 years of age or older
- You are currently enrolled in high school. High School students may enroll with Special Student Status by completing a High School Contract form.

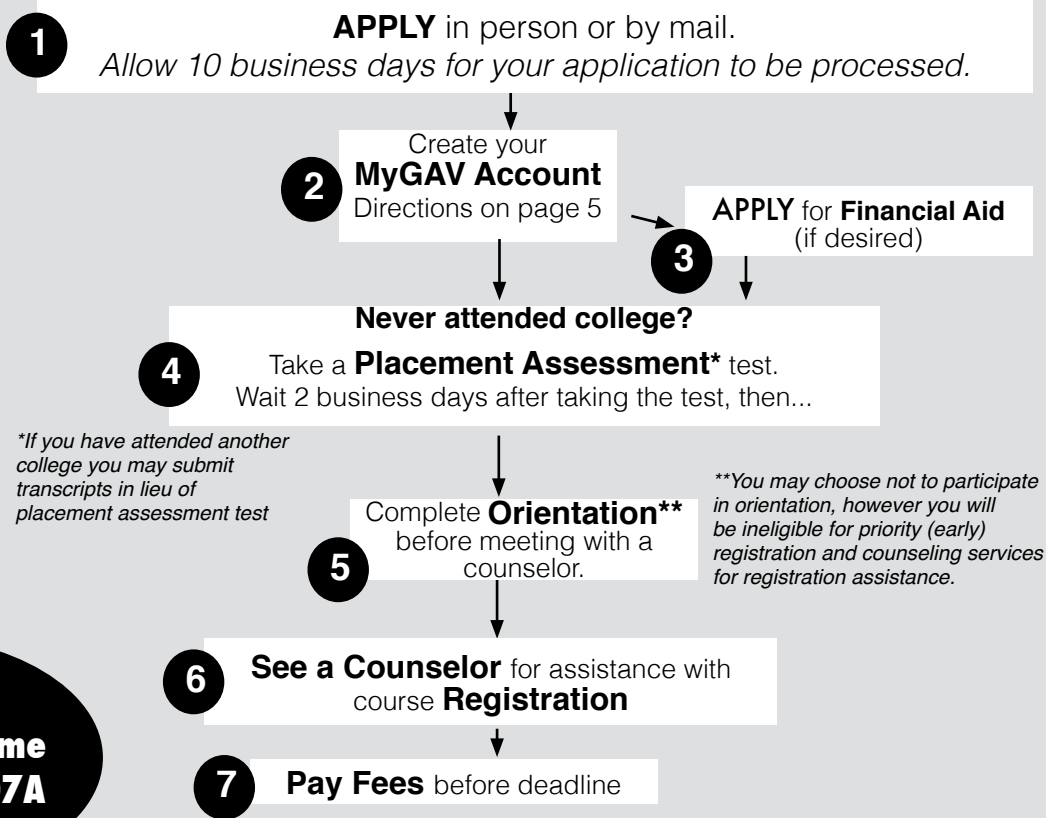
Continuing Students

No new application required. Priority registration available if orientation has been completed.

Returning Students New application required if one year has passed. Register during OPEN registration period.

**Need help?
Visit the Welcome Center in SC 107A**

New Students' Guide



STEPS TO SUCCESS: ADMISSIONS • ASSESSMENT • ORIENTATION • COUNSELING • FOLLOW-UP

Exemptions from assessment and orientation

These services are optional for some students. You may opt out of assessment and orientation if you:

- have an AA degree or higheror
- have accumulated fewer than 12 units in transfer coursesor
- plan to enroll in fewer than six units....or
- do not plan to earn a certificate or degree.

Inform your counselor or the Admissions & Records Office if you choose to opt-out. If you opt-out you will not be eligible for priority/early registration.

If you have attended another college and completed math and English courses within the past two years, you do not need to take the Gavilan College placement assessment unless you wish to take it or it is required by your major.

English as a Second Language Students
New ESL students go through the ESL assessment process. **See page 75.** *Todos los nuevos estudiantes de ESL deben tomar el examen de nivelación de ESL. Consulte la página 75.*

The assessment instrument used by Gavilan College for general assessment is Accuplacer. It is administered in English and is not intended for applicants to the English as a Second Language (ESL) program.

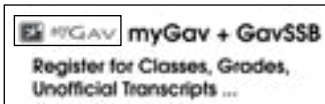
**Practice tests are available!
Go to www.gavilan.edu/assessment**

DO THIS 10 DAYS AFTER SUBMITTING YOUR APPLICATION!

You must have a Gavilan ID and PIN before you can schedule an assessment, orientation, or counseling appointment.

**Get Started:**

Go to www.gavilan.edu.
Click on the **MyGAV icon**.

**Use MyGav to:**

- **Register**—Add & Drop classes
- Check class availability and fees
- Choose Pass/No Pass Options and prerequisites
- Search for classes by time, day, part of term, method of instruction
- View and print your semester schedule
- View your financial account and pay your bill with a credit card
- View and print grades and unofficial transcripts
- Update your contact information
- Access **MyDegreeWorks**
- Access and manage your personal, course and school calendars

First Time Users:**Create Your MyGAV Account**

Click the link that says **Get Your Gavilan ID and PIN** and follow the steps below.

1. Enter **your name** exactly as it appears on your application.
2. Enter your **social security number**.
3. Enter your **date of birth**. (mm/dd/yyyy).
4. Click on **Get Gavilan ID**.
5. **Write down your ID** (G-number). **Write down your PIN**. This is a temporary PIN. In the next step you will create your permanent PIN.
6. Click on the **Log in to Gavilan Self-Service Banner** link at the bottom of the page. Click **Login**.
7. Enter your **ID** and **temporary PIN**. Click **Login**.
8. Enter your **temporary PIN** number first, then choose a new six digit number that you will remember and enter it on the next two lines.
9. Click **Login**.
10. Enter **a security question**. It should be something that has an answer that does not change and you will always know (for example, 'In what town was my sister born?') On the next line, enter the answer.)
11. Once you submit this question and answer, you will be taken to your personal Banner account!

Get Gavilan ID

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
SSN:	<input type="text"/>
Date of Birth:	January 01

Secure Access Login

Gav ID:

PIN:

Having problems logging in? [Click here](#)

Login Verification Change PIN

- Either you are a first-time user user user
You will have to change your PIN before

Re-enter Old PIN: (First-time users: .

New PIN: (Pin must be 6 dig

Re-enter new PIN:

Security Question and Answer

Please enter your new Security Question and Answer. Then Submit Changes.

Please Confirm your Pin:

Question:

Answer:

OR

Question:

Answer:

**If you are unable to access your Gavilan ID# and PIN
call the help line at 408-848-4736, Mon-Thu, 9 am - 5 pm, Fri 10 am - 2 pm**

Assessment 408-846-4992

Register at: www.gavilan.edu/admit/assess.html

Placement/assessment testing ensures that you are enrolled in courses that match your abilities in language and computational skills. Placement scores, together with other indicators of your abilities, are used by counselors to recommend appropriate course placements.

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

Sessions begin promptly at the stated time. **Check in is 15 minutes prior to starting time.** No one will be admitted after the session has begun.

Assessment requirements:

- Valid picture ID (*a state-issued driver's license, or ID, passport, Student Body Card, Military ID or Alien Registration Card. Contact the Assessment Office (MP100) or call 408-846-4992 if you do not have a valid ID.*)
- Gavilan ID number
- The Assessment Center will provide pencils and scratch paper for students during testing. All items will be collected after the test.
- No electronic devices are allowed

Re-Assessment:

If you have previously taken an assessment test, you may retest between 15 and 90 days from your first attempt, or after two years. For dates and locations go to www.gavilan.edu/admit/assess.html

Advanced Placement: You may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general education (GE) and/or major requirements.

Early Assessment Program (EAP): If you took the CSU-EAP test in high school you may be able to use these scores instead of the Gavilan College Assessment Test. EAP scores must be reviewed by a Gavilan College Counselor.

Orientation 408-852-2866

Visit www.gavilan.edu/orientation to sign up for an in-person or online session

All new students must complete orientation prior to meeting with a counselor for registration assistance. Orientation is a critical step in your success! It provides an overview of instructional programs, support services, facilities and general graduation requirements, and helps you make the best use of your time to complete your educational goals. Orientation may be completed in person or online. New students (who never attended college) **must** complete orientation prior to meeting with a counselor.

Counseling www.gavilan.edu/counseling

Counselors can assist you in meeting educational, career and life goals. If you are uncertain about your plans for the future, experiencing difficulty in making important decisions, or have any other personal or social concerns, the counseling staff is here for you. In addition, counselors make referrals to many community agencies. You may seek the assistance of any counselor at Gavilan College.

See a counselor if you are:

- a first time student planning to transfer
- a first time student planning to obtain a AA/AS degree
- undecided in your major
- a high school contract student
- on academic probation or dismissal
- taking over 18 units (spring/fall) or over 6 units (summer)
- applying prerequisite courses from another college(s)
- an international student with an "F1" Visa

Program-specific counseling:

Athletics:	408-848-4880	GY118
Basic Skills:	408-848-4776	PB11
DRC:	408-848-4767	LI 117
EOPS/CalWORKs:	408-848-4740	LI101A
MESA:	408-848-4887	MA117
PUENTE:	408-848-4807	SC105
STEM:	408-848-4820	SC102
TRIO:	408-848-4707	LI109

Adding Classes: Add codes expire on the "last day to add" and cannot be used after that time. Letters from instructors will not be accepted. It is your responsibility to ensure that you are officially registered for classes.

No exceptions!

Instructors will check the roster at the beginning of each class meeting to confirm that the students present are enrolled. View your registration status on MyGav or ask your instructor to verify your name on the official class roster.

Dropping Classes: You may withdraw from a course by submitting a drop card to Admissions & Records or by completing the drop process on self-service Banner. Click on the Add or Drop Classes link (under Registration Tools) on the Student Tab of MyGAV.

Withdrawal Policy: The following grading practices apply when withdrawing from a course:

- If you withdraw from a course before the "NRS" date, or before 10% of the class meetings in a late-start class, there will be no record shown on your transcript.
- If you withdraw from a course after the NRS date, but prior to completion of 75% of the class meetings for the course, you will receive a grade of "W"; thereafter, you will receive whatever grade you have earned based upon the entire semester's work.

Course Conflicts: Students with class conflicts must have a note from 1) either both instructors stating they are aware of the conflict or 2) the instructor of the class from which the student will leave early/arrive late. The note must state what steps will be taken to make up time/work or indicate that there are no conflicting problems.

Counseling Services

Counselors available for walk-in registration assistance only:

Location	Date	Day	Hours
Gilroy	May 28	Tuesday	8 a.m. - 6 p.m.
	May 29	Wednesday	8 a.m. - 7 p.m.
	June 4	Tuesday	8 a.m. - 6 p.m.
	June 5	Wednesday	8 a.m. - 7 p.m.
	June 6	Thursday	8 a.m. - 6 p.m.
	June 10	Monday	8 a.m. - 7 p.m.
	June 11	Tuesday	8 a.m. - 6 p.m.
	June 18	Tuesday	8 a.m. - 6 p.m.
	June 19	Wednesday	8 a.m. - 3 p.m.
	June 26	Wednesday	8 a.m. - 6 p.m.
	June 27	Thursday	8 a.m. - 6 p.m.
	July 10	Wednesday	8 a.m. - 3 p.m.
	July 11	Thursday	8 a.m. - 6 p.m.
	July 16	Tuesday	8 a.m. - 6 p.m.
	July 17	Wednesday	8 a.m. - 6 p.m.
	July 18	Thursday	8 a.m. - 6 p.m.
	July 30	Tuesday	8 a.m. - 6 p.m.
	July 31	Wednesday	8 a.m. - 3 p.m.
	August 6	Tuesday	8 a.m. - 6 p.m.
	August 7	Wednesday	8 a.m. - 6 p.m.
	August 8	Thursday	8 a.m. - 7 p.m.
	August 13	Tuesday	8 a.m. - 6 p.m.
August 14	Wednesday	8 a.m. - 6 p.m.	
August 15	Thursday	8 a.m. - 7 p.m.	
August 20	Tuesday	8 a.m. - 6 p.m.	
August 21	Wednesday	8 a.m. - 3 p.m.	
August 22	Thursday	8 a.m. - 6 p.m.	
Hollister and Morgan Hill	June 4	Tuesday	10 a.m. - 6 p.m.
	July 17	Wednesday	10 a.m. - 6 p.m.
	August 7	Wednesday	10 a.m. - 6 p.m.
	August 14	Wednesday	10 a.m. - 6 p.m.

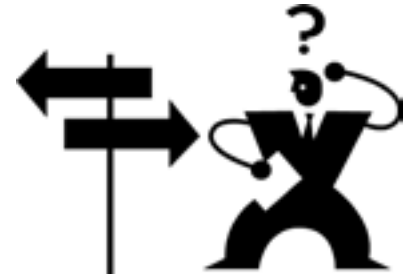
GILROY: Drop-in only
(Please arrive at least 30 minutes before closing)

MORGAN HILL (Fall only), Thursdays 3 p.m. - 6 p.m. (drop-in)

HOLLISTER (Fall only) Tuesdays 3 p.m. - 6 p.m. (drop-in)

Counseling schedules are subject to change.
Visit www.gavilan.edu/counseling for updates.

Do you have an “Ed Plan”?



An Ed Plan (Educational Plan) is your roadmap to success.

It ensures that you take the **RIGHT CLASSES** in the **RIGHT ORDER** at the **RIGHT TIME**.

All students **SHOULD** have an Ed Plan.

Veterans and students receiving Financial Aid **MUST** have an Ed Plan.

Starting Fall 2014, an Ed Plan may help you get an earlier registration period.

See a counselor during the semester for more information (or ask at orientation!)

Educational Plan

You are expected to take the responsibility for scheduling an appointment with a counselor, preferably at least once per semester to develop, review and update your educational plan and ensure that you are taking the appropriate courses to meet your educational goal.

General Education Reciprocity Agreement

Gavilan Community College has entered into a mutual agreement with nine 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), Las Positas (Livermore), Mission College (San Jose), Ohlone College (Fremont), San Jose City College (San Jose) and West Valley College (Saratoga).

Students who obtain a Certification of Completion or 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.

my DegreeWorks

Log in to myGav and click DegreeWorks on the Student tab for 24/7 online access to:

- View your progress toward a Gavilan degree or certificate.
- Keep track of courses you must take to complete your degree or certificate.
- Check other degree options without any commitments.
- View and print your educational plan.
- View notes from the counseling and administrative offices.
- Use a GPA calculator to determine your term or graduation GPA.

The College Catalog

contains a complete description of all Gavilan College courses, programs, student policies, and services. You may purchase a catalog for \$4.00 at the bookstore or read or download it online at www.gavilan.edu/catalog



How to read the Class Schedule

Transferrability
Includes:
CSU, UC
CSU-GE area designation
IGETC area designation
Gavilan AA/AS General Education designation
CAN #: For more information, refer to the General Education/ Course Credit Matrix on page 48 of the 2011-2013 Gavilan College Catalog.

Course Number

Course Title

Discipline

BUSINESS

BUS 1 Fundamentals of Business
Transferable: CSU; UC; GAV AA/AS, D2
Course Description
REQUIRED/ADVISORY: Listed at the end of the course description

CRN	Type	Room	Instructor	Units	Days	Begin-End
10000	LEC	BU120	ROSS Y	3.0	TR	1250P 0210
10100	LEC	BU119	STAFF	3.0	T	0600P 0900

Prerequisites
(Refer to the College Catalog for Advisories for most courses. See page 28 of this schedule for an explanation of Advisories, Prerequisites and Co-requisites.)

Course Reference Number

Evening & weekend Courses
gray shading

Building/Room

Instructional Type
LEC Lecture
LAB Laboratory
L/L Lecture/Laboratory

Instructor

Semester Units

Days -see legend below

Times

Legend

M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday

ARR = Additional weekly hours required FEX = Field Experience TBA = to be arranged TV = Telecourse

Wrk Ex = Work Experience

Gray shading indicates evening and weekend classes

What is a CRN?
CRN stands for Course Reference Number. This is the number (used to be called section) that you will use to register for your classes.

Guide to off-campus class locations



For on-campus locations, see campus map, inside back cover

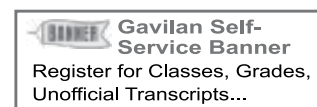
Off-Campus Class locations

ANZ	Anzar High School, San Juan Bautista	LOADCS1	Live Oak Adult Day Services, 651 West Sixth St., Gilroy
BROWNL	Brownell Middle School, 7800 Carmel St., Gilroy	LOHS	Live Oak High School, 1505 E. Main Ave., Morgan Hill
CALAVR	Calaveras Elementary, 1151 Buena Vista Rd., Hollister	MHG	Morgan Hill Community Center, 17060 Monterey Rd., Morgan Hill
CHS	Christopher High School, 850 Day Rd., Gilroy	PORTHL	Portuguese Hall, 695 Seventh St., Hollister
CRC	Centennial Recreation Ctr., 171 W. Edmundson Ave., Morgan Hill	PLY	Morgan Hill Playhouse, Monterey Highway and Dunne, Morgan Hill
CTC 1-4	GUSD/Gavilan Computer Technology Center on Murray Ave., Gilroy	ROH	R.O.Hardin School, 881 Line St., Hollister
EGLRIG	Eagle Ridge Golf Course, Santa Teresa Blvd., Gilroy	SBHS	San Benito High School 1220 Monterey St., Hollister
ELIOT	Eliot Elementary School, 475 Old Gilroy St., Gilroy	SBCL	San Benito County Library, 470 5th St., Hollister
ELROBL	El Roble Elementary, 930 Third Street, Gilroy	SBRAT	Sobrato High School, 401 Burnett Ave., Morgan Hill
ERGOLF	Eagle Ridge Golf Club, 2951 Club Dr., Gilroy	SJBCC	San Juan Bautista Community Center, 10 San Jose St., San Juan Bautista.
GHS	Gilroy High School, 750 W 10th St., Gilroy	SOL	Solorsano Middle School, 7121 Grenache Way, Gilroy
GIBOWL	Gilroy Bowl, 7554 Monterey Street, Gilroy	STF	St. Francis, 7950 Church St., Gilroy
HOL	Hollister Briggs Bldg, 365 Fourth St. Hollister	SUNNY	Sunnyslope Elementary, 1475 Memorial Dr. Hollister
HOLLCC	Hollister Community Center, 300 West St., Hollister	SVALLY	South Valley High School, 385 loof Ave., Gilroy
HOPE-G	HOPE - 8855 Murray Ave., Gilroy	VG	Village Green, 7610 Isabella Way, Gilroy
HOPE-H	HOPE - 650 San Benito St. Suite #120, Hollister	WEX	Work Experience
HVME1	Hacienda Valley Mobile Estates, 275 Burnett Ave., Morgan Hill		
JS	Jasmine Square, 16530 Monterey Rd., Morgan Hill		

How to Register Online

New students must file an application at least 10 business days prior to the following steps:

1. Go to (www.gavilan.edu). Click on the **MyGAV icon**. 
2. **Log in to MyGAV**. Enter your **"G" number** and **PIN**. Click **Login**.
3. On the **Main Menu** page, select the **Student Tab**.
4. On the **Student** page, click the **Gavilan Self-Service Banner** box. 
6. On the **Main Menu** page, select **Student**.
7. On the **Student Menu** page, select **Registration**.
8. On the **Registration** page, click on **Add or Drop Classes**.
9. On the **Registration Term** page, select the **term** from the drop down list for which you will enroll (e.g. Fall 2013).
10. On the **Add or Drop Classes** page, **enter the CRNs** of the courses you wish to register for and select **Submit Changes**.
11. If **Status=**Web Registered**** then you have successfully registered.
12. To pay for the class(es) you have registered for, go to the bottom of the page and select **Registration Fee Assessment** and you will see your account balance information and payment instructions.



Although we make every effort to produce an accurate Schedule of Classes, some information may change after the publication goes to print. Please check online at MyGav for the most up-to-date information prior to attending class.

General Information

Attendance If you fail to attend the first class session you may be dropped by the instructor in order to admit waiting students. It is your responsibility to drop the course. Do not assume that the instructor will do so. You **MUST** officially withdraw from a class before the refund deadline in order to receive a refund, even if you have never attended the class.

Advisories A course advisory is recommended preparation for a course. It is not a prerequisite to taking a course but is strongly suggested that the advisory be met prior to enrollment, as success in the course may depend upon having that skill or knowledge level. This becomes critical in being able to read and understand college textbooks.

Campus Safety and Crime Statistics Contact the Gavilan College Security Department at **408-710-7490 (or dial "10" from any campus extension)** to report criminal or potential criminal activity. Campus safety information and crime statistics are available online at www.gavilan.edu/safety. If you would like a hard copy of this information, copies are available at the Campus Security office (S/F bldg.) or call 408-848-4703 to have a copy mailed to you.

Course Repetition Each course may be attempted a maximum of three times at the same college. An "attempt" is any enrollment in a course after the "No Record Shown" deadline, and that is recorded on your transcript as a "W", "I", "CR", "NC", "P", "NP", or a letter grade (A, B, C, D, F, etc.). Registration for the third attempt must be accompanied by a statement of understanding of repeat limits signed by the student and a counselor along with a registration or add card also signed by the counselor. Students wishing to make appeals should visit the Admissions and Records office.

Pass/No Pass, Letter Grade Option Some courses have the option of a final grade of Pass/No Pass or a traditional letter grade of "A", "B", "C", etc. The grading option is shown by the class listing in the schedule. See 2011-2013 Catalog for details.

Prerequisites and Co-requisites A **prerequisite** is a course or skill level that is required **before** you can enroll in another course. Courses used to meet prerequisite requirements must have been completed with a "C" grade or better or "Pass". A **co-requisite** is a set of courses that you must take at the same time.

Challenging a Prerequisite: If you believe that you have the equivalent of a prerequisite through other means (courses at another college, AP tests, work experience, etc.) already fulfilled a prerequisite, or that a prerequisite has been improperly established or implemented, you may challenge the prerequisite by filing a **Challenge Form**. See Course Catalog for details.

Transcripts NOW YOU CAN ORDER YOUR OFFICIAL TRANSCRIPTS ONLINE! Gavilan College Admissions & Records Office is implementing a new, easy to use, online official transcript request process. Students will be able to access this from the Admissions & Records webpage. This new feature will allow you to log in to myGav and go directly to a transcript request page. Simply enter your student information and order and pay online for the official transcripts. The first two transcripts are free, all others after that are \$7.00 each. Rush and overnight federal express services will be available for additional fees. Watch for more information on the Admissions & Records webpage shortly!

Basic Fees

Per unit fee (California resident) \$46
 Per unit fee (non-resident) \$254
 Health Fee: \$19
 Campus Center Use Fee
 \$1 per unit to a maximum of \$5
 Student Representation Fee \$1
 ASB Card, per semester \$6

Pay fees in person at all locations, by mail, or online
In Person: cash, check, Mastercard, Visa
Online: American Express, MasterCard, Visa or Discover Card

Parking Permits Required only on the Gilroy campus Monday-Friday. Purchase parking permits online at MyGav.

Day Permit (7 a.m. - 10 p.m.) \$40
 Day Permit with TANF/AFDC/SSI or Financial Aid. \$20
 Evening Permit (3 p.m. - 10 p.m.) \$20
 Summer \$20
 Single-Day permit \$1.00

Purchase single-day permits from the coin-operated machines located in parking lots A, E, H and at the south entrance to campus. Exact change is required.

Student ID (ASB) Discount Card ASB cards are issued as part of the registration process. You may pay and have your picture taken at all registration locations. Students who register online and opt not to purchase an ASB card at the time of registration may purchase one at a later time. Students with financial hardship can request assistance at Financial Aid, EOPS, TRIO, and MESA programs. **Associated Student Body Card** fees support campus activities, educational programs, speakers, and cultural events, and provide discounts to card-holders at campus and off-campus venues. If you do not wish to purchase an ASB card you may opt-out at the time of registration.

California Nonresident Tuition Fee Exemption (AB540 - California Dream Act) as required by

California law, provides an exemption from payment of non-resident tuition for eligible non-immigrant students. To be eligible, you 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 you may not be eligible federal financial aid. You are eligible for state and local aid including BOG, EOPS, CalGrants, and scholarships. You must sign an affidavit affirming that you have filed or will file an application with INS to legalize your immigration status as soon as you are eligible to do so. Contact the Admissions & Records Office for more information.

Student Health Fees provide health services and accident insurance for all adult students enrolled in credit classes.

Exemptions for Health Fees: Pursuant to Education Code §76355 (c) the following categories of students are exempted from the health fee required pursuant to subdivision (a):

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

Students wishing to seek exemptions should visit the Admissions and Records Office.

Book and Materials Costs *Reference H. R. 4127*

The International Standard Book Number (ISBN) and retail price of required or recommended text books and supplemental materials for each course is available at www.gavilan.edu/bookstore/index.htm

Student Representation Fee

The student government (ASB) uses the fees to lobby and advocate for student issues and concerns at the state level, and to support opportunities for students to attend leadership conferences on issues related to advocacy. If you do not wish to support these activities you may request a refund directly from the ASB.

Fall 2013 Fee Schedule

TOTALS INCLUDE: Per unit Enrollment Fee, \$19 Health Fee, \$1 per unit Campus Center Use Fee (maximum of \$5), \$6 Student ID/Discount Card and \$1 Student Representation Fee.

<u># of Units</u>	<u>California Resident</u>	<u>Non Resident Out-of-State</u>	<u># of Units</u>	<u>California Resident</u>	<u>Non Resident Out-of-State</u>	<u># of Units</u>	<u>California Resident</u>	<u>Non Resident Out-of-State</u>
0.5	49.50	153.50	6.5	330.00	1682.00	12.5	606.00	3206.00
1.0	73.00	281.00	7.0	353.00	1809.00	13.0	629.00	3333.00
1.5	96.50	408.50	7.5	376.00	1936.00	13.5	652.00	3460.00
2.0	120.00	536.00	8.0	399.00	2063.00	14.0	675.00	3587.00
2.5	143.50	663.50	8.5	422.00	2190.00	14.5	698.00	3714.00
3.0	167.00	791.00	9.0	445.00	2317.00	15.0	721.00	3841.00
3.5	190.50	892.50	9.5	468.00	2444.00	15.5	744.00	3968.00
4.0	214.00	1046.00	10.0	491.00	2571.00	16.0	767.00	4095.00
4.5	237.50	1173.50	10.5	514.00	2698.00	16.5	790.00	4222.00
5.0	261.00	1301.00	11.0	537.00	2825.00	17.0	813.00	4349.00
5.5	284.00	1428.00	11.5	560.00	2952.00	17.5	836.00	4476.00
6.0	307.00	1555.00	12.0	583.00	3079.00	18.0	859.00	4603.00

Payment Deadlines- See inside front cover for dates.

You must pay **in full** by the payment deadline following the day you register (it may be the same day.) **If you receive financial aid you** will be required to pay some minimal fees before the payment deadline or risk being dropped from ALL classes.

If you are unsure if you qualify for aid or the amount you will be expected to pay the fees upon registration, visit the Financial Aid Office on the main campus or view your financial aid status on MyGAV.

If you add classes after the initial registration, you **MUST** check your account balance. If you owe additional fees, you must pay those before the next payment deadline or you will be dropped from ALL your classes, even those you registered for earlier.

Courses With Additional Fees

Payable at registration

<u>COURSE DESCRIPTION</u>	<u>FEE</u>
AH 16A IV THERAPY	\$50.00
AH 16B IV THERAPY	\$50.00
AH 16C IV THERAPY	\$50.00
AH 51 MEDICAL-SURGICAL NURSING	\$100.00
AH 53 MEDICAL-SURGICAL/MATERNAL-NEONATAL	\$100.00
AH 55 INTERACTIVE/MENTAL HEALTH	\$100.00
CD 160 CHILD CARE FIRST AID AND CPR	\$12.00
GUID 1 SELF ASSESSMENT	\$12.00
PSYC 5 SELF ASSESSMENT	\$12.00

Payable to instructor or additional materials required

<u>COURSE DESCRIPTION</u>	<u>FEE</u>
COS 200 BEGINNING COSMETOLOGY KIT \$600 kit + \$200 course materials; includes cosmetology kit, manikin, and uniform. Payable at Admissions and Records by the first day of instruction. Contact the Cosmetology department at 408-848-4884 for details.	
COS 201 INTERMEDIATE COSMETOLOGY	\$300 (approx.)*
COS 202 ADVANCED COSMETOLOGY	\$400 (approx.)*
COS 203 PRACTICUM	\$400 (approx.)*
COS 220 ADVANCED SCIENTIFIC SKIN CARE	\$800 (approx.)*

* Students must purchase supplies.
Does not include books and classroom materials.

Refunds

You must drop classes by the deadline in order to receive a refund.

- Semester-length: See inside front cover
- Short-term courses: before 10% of the course meetings have passed.
- One- or two-day courses: before the start of the course.

Refunds of less than \$10 will remain on your account as a credit. Refund checks are mailed. Be sure your address is current in your MyGAV account to ensure prompt delivery.

Making a Payment in MyGAV

1. Go to **www.gavilan.edu** and click on MyGAV icon.



2. **Log in to MyGAV.** Enter your “G” number and PIN. Click **Login**.

3. On the **Main Menu** page, select the **Student Tab**.

4. Click on the **My Fees** link and it will take you to ...



5. **Select Term.** Enter the term for which you want to pay from the drop-down list and select **Submit**.

Select Term

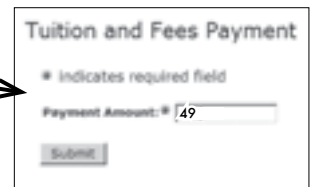
Select a Term: | Fall 2011 |

6. The **Account Detail for Term** screen shows balances, financial aid and pending transactions on your account.



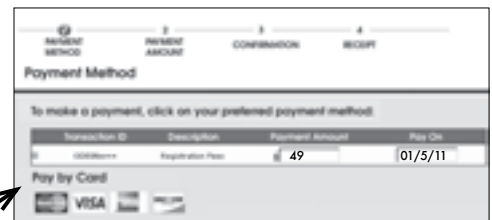
It is important that you pay the entire **Account Balance** in order to prevent being dropped from all your classes prior to the payment deadline (see chart in the left column.)

7. On the **Tuition and Fees Payment** screen enter the amount you wish to pay. Select **Submit**.



8. **Payment Method:**

You can pay with American Express, Discover, Mastercard, Visa or your debit card.



Click on **Pay by Card**. Fill in your information and click on **Continue**. Review your confirmation and print your receipt.

Financial Aid 408-848-4727

Some financial aid programs are designed to provide assistance to students with documented financial need. This aid is provided from federal, state and private sources.

You must have a high school diploma or GED to qualify for federal aid.

Federal and State Grants available at Gavilan College:

- Federal Pell Grant
- Federal SEO Grant
- Federal Work Study Grant
- Cal Grant (B and C)
- Chafee Grant



Applications

Financial aid applicants must:

- demonstrate need according to the guidelines of each program.
- be a U.S. citizen or eligible non-citizen (California Dream Act).
- be in good standing on a federal student loan (not in default) or not owe a refund of student financial aid.
- demonstrate ability to benefit from higher education.
- be a regular student in an eligible program enrolling for the purpose of obtaining a degree or certificate.
- be registered (or formerly registered) with Selective Service (males only).
- maintain satisfactory academic progress.

FAFSA (Free Application for Federal Student Aid)

The FAFSA determines your eligibility for federal/state grants, work study, and loans. It can be completed through paper application or online at www.fafsa.ed.gov.

Use Gavilan College code: 001202

Complete the: **2013-14 FAFSA** for Fall 2013

Bog Fee Waiver: The Board of Governor's Fee Waiver Program waives enrollment fees for eligible California residents. For complete details on three different methods to qualify for the BOG Fee Waiver, visit us at <http://www.gavilan.edu/finaid/apply/waiver.html>.

Federal Work-study: Provides Gavilan College students with part-time employment while gaining valuable work experience. To be considered for federal work study, file the FAFSA, indicate interest in Work Study, meet program requirements, and have financial need. Funding for Federal Work Study is limited.

Student Loans: Gavilan College participates in the Federal Direct Student Loan Program. If you are interested in applying for a student loan, contact the Financial Aid Office.

Scholarships Scholarships are awarded on the basis of academic achievement and/or financial need. Eligibility varies and is set by the scholarship donor. Private scholarship applications with various deadlines throughout the school year are available on the Financial Aid website, www.gavilan.edu/finaid. Check back often. New scholarships are announced throughout the year.

Veterans' Education Benefits 408-848-4734 <http://www.gavilan.edu/veterans/>

Welcome back veterans! Gavilan College offers special assistance to veterans and dependents of disabled veterans. Pre-priority registration is granted to any member or former member of the Armed Forces of the United States who is within two years of leaving active duty. For more information consult a counselor or the Veteran Certifying official in the Financial Aid Office (SC124).

Gavilan College recognizes credit and grants credit to veterans and reservists for service and training completed in the Armed Forces. Gavilan College reports as credit for prior training only those prior units that are required for the student's current objective at Gavilan College.

Chapters related to veterans' education benefits:

- Chapter 30 Montgomery GI Bill
- Chapter 31 Vocational Rehabilitation
- Chapter 33 Post 9/11 GI Bill
- Chapter 35 Dependents Educational Assistance
- Chapter 1606 Montgomery GI Bill – Selected Reserve
- Chapter 1607 Reserve Educational Assistance Program (REAP)

Post 9/11 GI Bill: Only active duty service performed after 9/11/2001 may be considered for determining eligibility for this new benefit. To be eligible, a service member or veteran must have served at least 90 days on active duty. However individuals honorably discharged for a service-connected disability who served 30 continuous days after 9/10/2001 may also establish eligibility.

Apply for benefits online:

<http://vabenefits.vba.va.gov/vonapp/main.asp>

Visit us: Bring DD214 to VA Certifying Official at the **Veterans Welcome Window** in the Financial Aid Office. Bring any academic transcripts from previous institutions for development of an Ed Plan. To schedule an appointment with a Gavilan College counselor to develop an Educational Plan, please visit the Counseling Office - SC 113 (in the Student Center) or go to www.gavilan.edu/counsel.

The VA Certifying Official will require an Education Plan in order to certify benefits.

Satisfactory Academic Progress (SAP) Policy

The Gavilan College Financial Aid Office is required to measure your academic progress toward a certificate, associate, or transfer degree program. If you are not pursuing one of these programs, you are not eligible for financial aid. Your progress will be reviewed at least once per academic year.

If you had extenuating circumstances for your last term at Gavilan College and were placed on disqualification, you may submit an Appeal and SAP Quiz to the Financial Aid Office for consideration.

Disability Resource Center (DRC) 408-848-4865 DRC provides a variety of services and classes for students with disabilities as they move toward their educational or vocational goals. Services include: academic, career and vocational counseling; registration assistance; learning skills evaluation, specialized instruction; vocational preparation and job placement; mobility assistance; note taking; test-taking facilitation; sign language interpreting; real time captioning; alternate media services; and assistive computer technology and training.

DRC CLASSES OFFERED:

Guidance Courses:

- Guid 530 Job Readiness
- Guid 531 Career Exploration/Job Readiness for WorkAbility 3
- Guid 532 Career Devel. and Work Experience for WorkAbility 3
- Guid 557 Learning Skills Evaluation
- Guid 558 Learning Skills Laboratory (Intro, Intermediate, Advanced)
- Guid 560 Individual Learning Skills Development
- Guid 562 Directed Study Lab in Pre-Algebra
- Guid 563 Directed Study Lab in Algebra I
- Guid 565 Directed Study Lab in Algebra II

Adapted Physical Education:

- APE 34/534 Adapted Aquatic Exercise
- APE 35/535 Adapted Swimming for Total Fitness
- APE 36/536 Adapted Physical Education
- APE 38/538 Adapted Cardiovascular Conditioning and Training

Computer Science Classes:

- CSIS 570 Computer Access Evaluation
- CSIS 571 Assist. Computer Instruction Lab (Intro, Intermed., Adv.)
- CSIS 572 Adaptive Computer Basics

Vocational Preparation: These programs are offered for students with intellectual disabilities at three sites: Gavilan College, HOPE in Gilroy and HOPE in Hollister.

Students requiring special services or arrangements because of hearing, visual, or other disability should contact their instructor, counselor, or the Disability Resource Center.

**High School Students
Concurrent Enrollment**

Important Dates

- May 20** High school student registration begins
- August 15** Deadline for paperwork, assessment, and registration activities for Fall classes
- August 26** Fall Semester begins

Things to consider:

- Plan early!
- No exceptions for incomplete paperwork
- High school students cannot register late or use add codes

Checklist:

- Application (allow 10 days for processing)
- High School Contract form, completed, with all signatures
- Official High School Transcript
- Assessment test or EAP
- Registration card
- Proof of 2.00 cumulative GPA or higher
- Meet registration deadlines
- Meet with Gavilan counselor to finalize contract
- Payment of fees
- Purchase books and required materials

Contact Admissions and Records
for additional information 408-848-4735

Student Health Services

- ◇ First aid treatment
- ◇ Smoking cessation treatment, including nicotine replacement therapy
- ◇ Blood pressure screening
- ◇ Tuberculin skin testing for students
- ◇ HIV testing referrals
- ◇ Condoms
- ◇ Over-the-counter medications such as aspirin
- ◇ Pamphlets and classes on nutrition, hepatitis, stress management, AIDS, suicide and other topics.
- ◇ Referrals for health conditions including alcohol and drug intervention

**For adult students enrolled in credit classes. Appointment preferred.
408-848-4791, Student Center, SC118**

Health Insurance For Students



Affordable year-round insurance is now available for community college students enrolled in a minimum of 6 units!

\$200 deductible per year (\$100 when referred by Student Health Services)

Visit the doctor of your choice.

Benefits include: hospitalization, emergency room visits, surgery, doctor's visits, treatment for mental and nervous conditions, prescription drug coverage, toll-free Nurse Advice Line.

1-800-367-5830

studentinsuranceagency.com

(Click on Domestic Plans.)

Sponsored by the Community College League of California

Student Services Directory

Program	Students served	Services
CalWORKS 408-848-4790 L101 A M-F 8 a.m. – 5 p.m.	<ul style="list-style-type: none"> • Students receiving TANF (Temporary Assistance to Needy Families) 	<ul style="list-style-type: none"> • Counseling • Textbooks • Employment assistance • Job placement
Career/Transfer Center PB 11 408-848-4818 www.gavilan.edu/transfer	<ul style="list-style-type: none"> • Students • Prospective students • Alumni and the community • Faculty and staff 	<ul style="list-style-type: none"> • EUREKA career guidance program • Career Connections job search website • Help in making career and transfer decisions
Cooperative Agencies Resources for Education (CARE) LI 101 A/B 408-848-4790	<ul style="list-style-type: none"> • Single parent/guardian of at least one child under 14 • 18 or over • head of household • receiving cash assistance from Department of Social Services • eligible for EOPS 	<ul style="list-style-type: none"> • Counseling • Priority registration • Academic tutoring • Financial assistance for transportation • Books and supplies • Grants • Other support services
Child Development Center 408-848-4815 www.gavilan.edu/cdc	<ul style="list-style-type: none"> • Pre-school age children • Parents may be students or community members 	<ul style="list-style-type: none"> • Subsidized childcare • Fee-based childcare • Snacks, lunch
Disability Resource Center LI 117 408-848-4865 TTY – 408-846-4924 www.gavilan.edu/drc	<ul style="list-style-type: none"> • Students with verified disabilities 	<ul style="list-style-type: none"> • Academic, career and vocational counseling; • Learning skills evaluation • Specialized tutoring; • Vocational preparation and job placement • Accommodations, see page 13
Extended Opportunity Programs and Services (EOPS) 408-848-4740 LI 101A	<ul style="list-style-type: none"> • Students with social, economic, and educational challenges • Foster youth 	<ul style="list-style-type: none"> • Counseling • Book vouchers • Specialized workshops for student success • Student computer center • Book lending library
First Year Experience 408-848-2866	<ul style="list-style-type: none"> • First-time college students 	<ul style="list-style-type: none"> • Strengthen reading, writing, and study skills • Gain familiarity with campus and resources • Develop connections between courses
General Counseling SC 113	<ul style="list-style-type: none"> • Students • Prospective students 	<ul style="list-style-type: none"> • Academic, career and vocational counseling • Registration • Course placement
Health Services	<ul style="list-style-type: none"> • Adult students enrolled in credit classes 	<ul style="list-style-type: none"> • see page 13
Outreach and Recruitment 408-846-4993 PB 11	<ul style="list-style-type: none"> • Prospective students and their families 	<ul style="list-style-type: none"> • Campus tours and visits • Presentations and Information
Puente 408-848-4807	<ul style="list-style-type: none"> • Educationally underserved students who plan to transfer to four-year colleges and universities 	<ul style="list-style-type: none"> • Learning community pairing classes in English and Guidance • Counseling • Community mentors
Mediation 408-848-4723	<ul style="list-style-type: none"> • Students experiencing intrapersonal disputes 	<ul style="list-style-type: none"> • Trained mediators • Mutually agreeable solutions
Student Success Center PB 11 408-852-2866	<ul style="list-style-type: none"> • Students who assess into pre-collegiate English or math • New students • ESL students 	<ul style="list-style-type: none"> • Referrals • Counseling • Workshops • Early intervention
TRIO LI 109 408-846-4981	<ul style="list-style-type: none"> • First-generation students or • Low-income or • Disabled • Space in the program is limited to 160 	<ul style="list-style-type: none"> • Academic counseling • Laptop and calculator lending • Cultural and social activities • University visits
Veterans Resource Center TH128 408-848-4787	<ul style="list-style-type: none"> • U.S. Military Veterans 	<ul style="list-style-type: none"> • Vet-to-Vet tutoring and mentoring • Benefits counseling and resources
Welcome Center SS107A	<ul style="list-style-type: none"> • New students 	<ul style="list-style-type: none"> • computers • registration and G-number assistance

Student Life - 408-852-2849

Student Activities Office supports students in the development of skills through participation in student life and campus activities. This office supports the ASB and student clubs and coordinates campus-wide events.

Associated Student Body (ASB) 408-848-4777

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.

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.

ASB Student Body Card revenue supports social and cultural activities on campus and provides the purchaser with free admission to athletic events, discounts at cultural events and free bluebooks and scantrons (testing supplies) in the bookstore. Community-wide businesses offer discounts to card holders such as reduced movie admissions, restaurant, gym, museum, computer and software discounts. ASB cards can be activated as library cards and come with 100 free prints. **Please note:** There is a \$2 charge for replacing lost ASB cards.

Gavilan Press 408-848-4837 The Gavilan Press, an independent student-run digital newspaper, gives students a real world journalism experience, training in industry tools, and a public forum for their ideas and opinions. The newspaper has covered events, issues and people that shape, reflect and define the college and the world since 1967. The Gavilan Press is available online at www.gavilanpress.com.

Rho Alpha Mu - Honor Society 408-848-4897

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.

GavALERT

Gavilan College has an emergency alert system which can contact you by text, email, or voice in the case of a campus emergency. **It is up to you to make sure that the contact information listed in self-service Banner is correct.** Once per semester you will receive a test message which will direct you to update your contact information in self-service Banner. For more information go to www.gavilan.edu/gavalert.

Student CLUBS

A variety of clubs and organizations provide opportunities 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.

- Advocates for Children
- Ambassadors
- Otaku (Anime)
- Chi Sigma Iota (Administration of Justice)
- Cheerleading
- CDC Parenting Club
- Christian Fellowship
- Communications Club
- Computer Club
- COSMO
- Digital Media
- Engineering Club
- EOPS Club
- Gavilan Burners (Wheelchair Basketball Club),
- Gavilan Music
- GavTV
- Inception Literary Club
- International Club
- The Order of the Knights of Gavilan
- Knit Wits
- Latina Leadership Network
- LDS
- MESA (Math Engineering Science Achievement)
- MLDT (Medical Leaders - Doctors of Tomorrow)
- OUT
- Parent's Club
- Philosophy Club
- Physician Assistants Club
- Rambassadors
- Rho Alpha Mu
- Science Alliance
- SERA (Students Encouraging Rape Awareness)
- TADA/Theatre Arts
- Teach For Tomorrow
- Tennis Club
- Veterans' Club
- WordUP (Literature)



Gavilan College is smoke and tobacco-free

Smoking is permitted only in designated areas in the parking lots (see campus map, inside back cover)

You can get help quitting!
Visit Student Health Services in SC118

Resource / Location / Contact	Description		
<p>Disability Resource Center: LI 105 High Tech Center, LI 105 408-848-4823 Learning Skills Lab, LI 116 408-848-4865</p>	<ul style="list-style-type: none"> • Assistive computer technology • Services and accommodations • Specialized training and courses 		
<p>English as a Second Language (ESL) Computer Lab BU119. Call 408-848-4856</p>	<ul style="list-style-type: none"> • Software programs for all levels and ESL classes. 		
<p>Learning Communities</p>	<ul style="list-style-type: none"> • Two or more linked courses. • Research shows that when you take a learning community course, you become a stronger student and do better in your other college courses. 		
<p>Library www.gavilan.edu/library/ Monday-Thursday, 8:00 am - 8:00 pm and Friday from 8:00 am - 3:00 pm. Circulation: 408-848-4810 Reference: 408-848-4806</p>	<ul style="list-style-type: none"> • Print and electronic resources • 60,000 printed books • 25,000+ eBooks • 2,500 magazine titles, • Electronic databases • DVD's, films and talking books. • Online catalog • Links to class websites and key online resources 		
<p>Math Lab www.gavilan.edu/mathlab/ MA101. call 408-846-4959.</p>	<ul style="list-style-type: none"> • Practice math skills • Individualized help (every level) computers • Tutorial software • Math software for geometry, statistics and calculus projects. 		
<p>MESA (Mathematics, Engineering and Science Achievement) 408-846-4968 MA 115 www.gavilan.edu/mesa</p>	<table border="0"> <tr> <td> <ul style="list-style-type: none"> • Study center • Academic Excellence Workshops, tutoring, University trips, • Academic advising, • Transfer assistance workshops and more. </td> <td> <p>Eligibility:</p> <ol style="list-style-type: none"> 1) majoring in math and science based fields (ie. Biology, Chemistry, Engineering etc.), 2) planning to transfer to 4-year universities 3) have financial need and 4) are first generation college students. </td> </tr> </table>	<ul style="list-style-type: none"> • Study center • Academic Excellence Workshops, tutoring, University trips, • Academic advising, • Transfer assistance workshops and more. 	<p>Eligibility:</p> <ol style="list-style-type: none"> 1) majoring in math and science based fields (ie. Biology, Chemistry, Engineering etc.), 2) planning to transfer to 4-year universities 3) have financial need and 4) are first generation college students.
<ul style="list-style-type: none"> • Study center • Academic Excellence Workshops, tutoring, University trips, • Academic advising, • Transfer assistance workshops and more. 	<p>Eligibility:</p> <ol style="list-style-type: none"> 1) majoring in math and science based fields (ie. Biology, Chemistry, Engineering etc.), 2) planning to transfer to 4-year universities 3) have financial need and 4) are first generation college students. 		
<p>Service Learning</p>	<ul style="list-style-type: none"> • Classes with a community service component to provide job and life experience. 		
<p>STEM MA 115</p>	<ul style="list-style-type: none"> • Internships • Support • Counseling for science and technology majors 		
<p>Student Success Center PB 11</p>	<ul style="list-style-type: none"> • A one-stop shop for first-year students. • Come at any time of the day to use the computers, get tutoring, see counselors, and hang out with friends. • Computers and printers for student use. • Refrigerator and microwave. Snacks. • Tutoring and workshops. 		
<p>Tutoring Tutoring Center (LI 116) Computer Place (LI 168). www.gavilan.edu/tutor 408-848-4838</p>	<ul style="list-style-type: none"> • Tutoring for all levels, all courses • Drop-in or appointment 		
<p>Writing Center 408-848-4811 LI 120 Monday-Thursday 8 am-6 pm (closed Mondays 2:30-3:30 pm) and Friday 8 am-2 pm.</p>	<ul style="list-style-type: none"> • Help with class assignments • Help with poetry, short stories, lyrics, business letters and resumes. • Space for writing discussions, meeting, workshops and study groups. • Special events include activities with acclaimed writers from our • Visiting Writers and Scholars in Residence programs 		

Guide to Grades		
Grade	GPA	Definition
A	4	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3	Good
B-	2.7	Good
C+	2.3	Satisfactory
C	2	Satisfactory
D	1	Passing, Less Than Satisfactory
F	0	Failing
P	0	Pass - at least satisfactory, units awarded not counted in grade point average or in consideration of honors. (To be used ONLY if final grade for a course is designated Pass/No Pass)
NP	0	No Pass - less than satisfactory or failing, units not counted in grade point average. (To be used ONLY if final grade for a course is designated Pass/No Pass)
I	0	Incomplete - incomplete academic work for unforeseeable, emergency and justifiable reasons after the last day to withdraw with a "W." Request for this grade must be initiated by the student. Work to be completed must not involve further class attendance or instruction. The "I" must be made up during the next term of attendance, summer excluded, within the next year.
W	0	Withdrawn - withdrew from class after the NRS (No Record Shown) period and before the "W" deadline. Students withdrawing from courses after the "W" deadline must be awarded a letter grade or, if appropriate, request an incomplete (see above.)
MW	0	Military Withdrawal

Library

<http://www.gavilan.edu/library>

Discover the rich resources available with your library card. Whether for your term-paper or your interests, current and reliable materials specifically designed for Gavilan courses are available from the library databases. About a third of all the library materials are from "proprietary" databases. That means we pay for these materials on your behalf; they are not available to the public at large.



GET YOUR LIBRARY CARD NOW!

Your library card gives you access to library resources:

- access to computers in the library
- books, eBooks, reserve materials and more
- access to all electronic databases, on campus or from home

Get your library card in person or online. Library cards are available to registered Gavilan students, staff and faculty, as well as community residents with a valid photo identification.

ASB cards can be used as library cards! Ask at the library desk to have yours activated.

Apply for a Book Loan



With an ASB card you can apply for an ASB book loan (up to \$300) at the Financial Aid Office, room SC124.

Buy an ASB card at the Admissions & Records Office, room SC111.

Rent a Textbook!

You can save 50% or more!

Go to rent-a-text.com or see bookstore for details.

**Need to print ?
It's easy !**

GoPrint

Purchase either a GoPrint card or ASB card, get it "loaded" and you're ready to go!

**Prints are:
\$.10 (black & white)
\$.50 (color)**

GoPrint cards are \$ 1.00

GoPrint cards can be purchased and reloaded at the following pay stations: The Business Skills Lab, Computer Place, Library and the Morgan Hill and Hollister computer labs.

ASB cards are issued as part of the registration process. You may pay and have your picture taken in the Admissions and Records Office or at Morgan Hill and Hollister sites.

You may purchase your ASB card online at the time of registration only.

Students with financial hardship can request assistance at Financial Aid, EOPS, TRIO, and MESA programs.

Policies & Procedures

Complete policies and procedures are available at www.gavilan.edu or by visiting the office of the Vice President of Student Services (SC130).

Academic Freedom It shall be the policy of Gavilan 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 he/she 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.

Complaints

To file a complaint with the Office of the Chancellor of the California Community Colleges, go to <http://www.cccco.edu/ContactUs/>

Disabilities

American's With Disabilities Act (ADA)

Compliance: If you have a verified disability and need academic materials in an alternate format or other services, contact the Disability Resource Center at 408-848-4865 or the Vice President of Student Services at 408-848-4738 for assistance.

Discrimination

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. Sexual harassment, all forms of sexual intimidation and exploitation, 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, are prohibited.

Non-Discrimination: The district is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

Title VI, Title IX, and ADA/Section

504/508: To file complaints in the following areas please contact the Equal Opportunity Officer, Eric Ramones, Director of Human Resources, HR103 (408-848-4753).

The areas are: 1) Civil rights complaints (Title VI), 2) Gender equity, sex discrimination/harassment complaints (Title IX) and 3) 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." Gavilan College complies with the Drug-Free Schools and Campuses Act of 1989 and the Drug-Free Workplace Act of 1988.

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

For Free Confidential Assistance:

On-Campus:

- Counseling Center, 408-848-4723
- Student Health Services, 408-848-4791

Off-Campus:

- Alcoholics Anonymous, 408-374-8511; www.AASanJose.org
- Narcotics Anonymous, 408-998-4200
- National Council on Alcoholism & Drug Dependence, 408-292-7292

Further detailed information on the risks associated with the use of alcohol and other

drugs may be obtained from the Gavilan College website: www.gavilan.edu/health and www.gavilan.edu/jobs/index.html.

Health Consequences:

- Drugs and alcohol are toxic to the human body and if abused can have catastrophic consequences. Some drugs, such as crack, are so toxic that even one experimental use can be fatal.
- Impaired learning due to poor concentration, fatigue, drowsiness, anxiety, altered perception, confusion, indifference, depersonalization, memory loss, panic attacks and drug-induced psychosis.
- Impaired judgment leading to driving under the influence of alcohol/other drugs, accidents, violent and abusive behavior, criminal acts, financial troubles, unwanted pregnancy, sexually transmitted diseases, acquaintance rape, attempted or accomplished suicide, permanent injury or death as a result of substance overdose.
- The use of intravenous drugs can result in hepatitis, tetanus, abscesses, and AIDS.
- The use of stimulants can lead to cardiac fibrillation, heart attack, seizures, respiratory arrest and death.
- The most common negative health consequences from occasional drinking are trauma incidents such as auto accidents and violent behavior which involve both the drinker and non-drinking victims.
- Long-term alcohol abuse can cause brain damage, cirrhosis of the liver, hepatitis, permanent coordination loss, ulcer disease, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancers and many other health problems.

Legal Sanctions: As a student, if you are under the influence of alcohol and/or other drugs, or if you are discovered selling or dispensing drugs on campus or at any college function, you can be suspended, expelled and criminally prosecuted.

If you are an employee at Gavilan College, you can be placed on probation, terminated and criminally prosecuted for the use, sale or possession of illegal drugs and/or alcohol on campus, or at college sponsored events.

For a first offense of driving under the influence of alcohol and/or drugs, you may serve 96 hours to six months in jail and pay a fine. It is unlawful for anyone with a blood alcohol content (BAC) level of .08 percent or above to drive a motor vehicle or ride a bicycle on a highway. For pot or marijuana (1 oz. or less), you can be fined up to \$100 and

receive a criminal citation.

- For possession of marijuana (more than 1 oz.) you may receive up to 6 months in county jail, up to a \$500 fine, or both.
- For possession of cocaine you can be imprisoned in a state prison.
- For sales of any illegal drug you can be imprisoned in a state prison.
- Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any street or highway or in any public place can be convicted of a misdemeanor.
- It is a misdemeanor crime to sell, give or furnish alcohol to anyone under 21 years of age.
- Carriers of motor vehicle insurance can increase premiums, cancel or deny renewal as a result of driving-under-the-influence convictions.

Enrollment Priorities:

On September 27, 2012 the Governor of California signed into law SB1456 known as the Student Success Act of 2012, resulting in a new protocol for enrollment beginning in the fall 2014. Please be advised: **students who are on academic probation or dismissal status at the end of Spring 2014 will not be eligible for priority registration in Fall 2014.** Over the next three semesters we hope you take advantage of the support services on campus that can help you improve your academic performance. Students who have completed 100 or more units at Gavilan College by the end of Spring 2014 will have a lower registration priority for Fall 2014. Some exceptions exist for certain major. Check with your counselor.

Family Educational Rights

and Privacy In compliance with the Federal Family Education Rights and Privacy Act of 1974 (also known as the Buckley Amendment) and California Title V regulations (SB 182), Gavilan has adopted the following policy:

- Official academic, discipline and other necessary records are maintained on all students who have applied to attend Gavilan College.
- These records are maintained by and in the Admissions & Records Office and the Office of the Vice President of Student Services.
- These records will be released only upon the written authorization of the student upon payment of any or all fees and charges due the college, except as provided by law. Unless otherwise directed, the following directory of information may be released by Gavilan without written consent of the student:

- name of the student
- dates of attendance at Gavilan
- date of graduation and degree or certificate awarded

Students who do not wish to have this information released as directory information may notify the Admissions & Records Office in writing within the first week of each term. Copies of the complete federal and state regulations are available in the Vice President of Student Services Office and may be reviewed by students by appointment.

Gainful Employment Information about our graduation rates, the median debt of students who completed each program, and other important information, can be found at www.gavilan.edu/gainful_employment/

Illegal Distribution of

Copyrighted Materials Students are prohibited from using the college's computers and information network to illegally download or share music, video, and all other copyrighted intellectual property. Gavilan College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and Board Policy as contained in the Standards of Student Conduct and may subject a student to academic and/or disciplinary sanctions from the college as well as criminal and civil penalties, including a lawsuit by the Recording Industry Association of America (RIAA).

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

Parking on Campus Semester permits are available during all registration periods, online at self-service Banner, or at the Gilroy camps admissions office. All vehicles parked on the main campus are required to display a parking permit. Day permits are available from coin-operated machines located in parking lots A, E,

H and at the south entrance to campus. Student parking is permitted in Lots A, C, E or H except where restricted to staff, guests, or the disabled. Parking Lot D is reserved for staff and disabled only. Guest parking permits are issued at the Facilities Use Scheduling Department (located in the Security/Facilities Bldg (SF). Disability parking is available in all lots to those displaying a placard from the California Department of Motor Vehicles.

Parking is enforced by the campus security department and local law enforcement. Student and staff spaces are enforced Mon - Thurs: 7am-10 pm and Fri: 7 am- 5 pm. All other spaces and areas are enforced at all times. A complete list of parking regulations is available outside the Security Office (S/F Building.)

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

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

Students' Problem Resolution Process Students may file grievances against Gavilan College staff members. The formal policy is available through the Vice President of Student Services Office, in the college catalog and online at www.gavilan.edu. Students are encouraged to resolve issues informally by talking with college staff members prior to filing a grievance.

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

Fall Classes

ACCOUNTING

CRN Type Room Instructor Units Days Times Dates

ACCT 20 Financial Accounting

Transferable: CSU, UC; CAN:BUS2, 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. ADVISORY: Eligible for English 250, English 260 and Mathematics 233. Microsoft Excel or other computer spreadsheet knowledge.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
10268	Lec	BU118	J Wolowitz	4.0	TR	0900-1105	
10270	Lec	BU118	J Wolowitz	4.0	W	0300-0550	
	Online		J Wolowitz				
10274	Online		J Wolowitz	4.0			
In-person meeting Wednesday, 9/11/13 from 6 PM - 9 PM in BU120.							

ACCT 21 Managerial Accounting

Transferable: CSU, UC; CAN:BUS4, 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. This course has the option of a letter grade or pass/no pass. ADVISORY: Accounting 20. Microsoft Excel or other computer spreadsheet knowledge.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
10276	Lec	BU118	J Wolowitz	4.0	TR	1120-1240	
	Online		J Wolowitz				

ACCT 103 General Office Accounting

Transferable: CSU

This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
10253	Lec	MHG5	T Ratchford	3.0	W	0220-0525	
Above class meets at Morgan Hill Community site. This is also an ROP course. Please call (408) 848 - 4719 for more information.							

ACCT 105 Payroll Accounting

Transferable: CSU

This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205, completion of Accounting 101.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
10254	Lec	MHG5	S STAFF	3.0	M	0600-0905	
This is also an ROP course. Please call (408) 848 - 4719 for more information.							

ACCT 111 Introduction to Income Tax

Transferable: CSU

A study of theory, philosophy, and principles of income tax law and procedures for computing the tax liability. It includes practice in solving typical individual tax problems. This course has the option of a letter grade or pass/no pass. PREREQUISITE: ACCT 103 or ACCT 20

CRN	Type	Room	Instructor	Units	Days	Times	Dates
10255	Lec	BU111	T Bay	3.0	T	0600-0905	

CRN Type Room Instructor Units Days Times Dates

ACCT 120 Computerized Accounting - QuickBooks

Transferable: CSU

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 120. ADVISORY: CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
10256	Lec	MHG5T	Ratchford	3.0	W	0600-0905	
Above class meets at Morgan Hill Community site. This is also an ROP course. Call (408) 848 - 4719 for more information.							

ACCT 121 Spreadsheet - MS Excel

Transferable: CSU

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. This course will help prepare students for taking the Excel MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 121. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
10261	Lec	BU111	J Conrey	2.0	W	1120-0210	09/11/13 - 12/04/13

CRN	Type	Room	Instructor	Units	Days	Times	Dates
10264	Lec	HOL3	F Mendez	2.0	W	0400-0600	
Above class meets at the Hollister Briggs site. This is also an ROP course. Call (408) 848 - 4719 for more information.							

ACCT 190A Occupational Work Experience A - Accounting

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. ACCT 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

CRN	Type	Room	Instructor	Units
10698	Wrk Ex	LI101A	S Sweeney	1.0
10699	Wrk Ex	LI101A	S Sweeney	2.0
10700	Wrk Ex	LI101A	S Sweeney	3.0
10701	Wrk Ex	LI101A	S Sweeney	4.0

ACCT 190B Occupational Work Experience B - Accounting

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. ACCT 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

CRN	Type	Room	Instructor	Units
10702	Wrk Ex	LI101A	S Sweeney	1.0
10703	Wrk Ex	LI101A	S Sweeney	2.0
10704	Wrk Ex	LI101A	S Sweeney	3.0
10705	Wrk Ex	LI101A	S Sweeney	4.0



THIS SYMBOL MEANS IT IS A **HYBRID** LECTURE / ONLINE CLASS, THAT WILL BE PARTIALLY OVER THE INTERNET.

VISIT WWW.GAVILAN.EDU/DISTED/ FOR DETAILS.

CRN Type Room Instructor Units Days Times Dates
ADMINISTRATION OF JUSTICE

AJ 10 Introduction to the Administration of Justice

Transferable: CSU, UC; GAV-GE:D2; CAN:AJ2

The history and philosophy of justice as it evolved throughout the world; in-depth study of the American system and various sub-systems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the social system. (C-ID: AJ 110) ADVISORY: Eligible for English 250 and English 260.

10205	Lec	BU120	S Smith	3.0	MW	0800-0920
10206	Lec	BU120	S Smith	3.0	TR	0945-1105

AJ 12 Criminal Procedures

Transferable: CSU

Legal processes from pre-arrest, arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system. ADVISORY: AJ 10; Eligible for English 250 and English 260.

10207	Lec	BU120	S Smith	3.0	MW	1250-0210
10208	Lec	BU120	S Smith	3.0	MW	1120-1240

AJ 14 Criminal Law

Transferable: CSU, UC; CAN:AJ4

Historical development, philosophy of law and constitutional provisions; definitions, classifications of crime, and their applications to the system of administration of justice; legal research, review of case law, methodology, and concepts of law as a social force. Explores crimes against persons, property, and the state. ADVISORY: AJ 10; Eligible for English 250 and English 260.

10215	Lec	BU120	S Smith	3.0	TR	0800-0920
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AJ 16 Introduction to Evidence

Transferable: CSU

This course covers the origin, development, philosophy and basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; types of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. In addition to the Federal Rules of Evidence, the course also includes the California law regarding the rules of evidence. ADVISORY: AJ 10 and Eligible for English 250 and English 260.

10209	Lec	MHG4	E Campos	3.0	TR	0330-0450
Above class meets at Morgan Hill Community site.						

AJ 18 Community Policing

Transferable: CSU, UC

The relationship of criminal justice agents and the community; causal and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships. ADVISORY: Eligible for English 250 and English 260; AJ 10.

10211	Lec	BU120	L Jones	3.0	M	0300-0550
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AJ 19 Introduction to Investigation

Transferable: CSU

Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation, and follow-up investigation. ADVISORY: Eligible for English 250 and English 260.

10213	Lec	BU120	L Jones	3.0	M	0600-0905
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ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you MUST log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates

AJ 20 Juvenile Law and Procedure

Transferable: CSU

This course covers techniques of handling juvenile offenders and victims; prevention and repression of delinquency; diagnosis and referral; and organization of community resources. The course also includes juvenile law and juvenile court procedure with a strong emphasis on California law, including the California Penal and Welfare and Institution Codes. ADVISORY: Eligible for English 250 and English 260.

10969	Lec	MHG4	E Campos	3.0	TR	0200-0320
Above class meets at Morgan Hill Community site.						

AJ 173 Fundamentals of Probation and Parole

Transferable: CSU

This course is designed to examine the various components in probation and parole; including probation supervision, presentence investigation reports, various jail alternative programs, the early development of probation, the study of the juvenile justice system, and the special needs of offenders. ADVISORY: Eligible for English 250 and English 260.

10210	Lec	MHG10	D Pulido	3.0	T	0600-0905
Above class meets at Morgan Hill Community site.						

AJ 176 Criminal Street Gangs

Transferable: CSU

This course is designed to explore historical developments, origins, philosophy and current trends and activities in criminal street gangs within California. It will explore areas of violence, recruitment, drug use, graffiti and attire; with emphasis placed on organization within gangs and their racial backgrounds. Types of solutions within the criminal justice system used to combat street gangs is also included. ADVISORY: Eligible for English 250 and English 260.

10970	Lec	MHG3	D Pulido	3.0	R	0600-0905
Above class meets at Morgan Hill Community site.						

AJ 190A Occupational Work Experience A - Administration of Justice

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. AJ 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10706	Wrk Ex LI101A	S Sweeney		1.0		
10711	Wrk Ex LI101A	S Sweeney		2.0		
10712	Wrk Ex LI101A	S Sweeney		3.0		
10713	Wrk Ex LI101A	S Sweeney		4.0		

AJ 190B Occupational Work Experience B - Administration of Justice

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. AJ 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10710	Wrk Ex LI101A	S Sweeney		1.0		
10707	Wrk Ex LI101A	S Sweeney		2.0		
10708	Wrk Ex LI101A	S Sweeney		3.0		
10709	Wrk Ex LI101A	S Sweeney		4.0		

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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ALLIED HEALTH

AH 3 The Person in the Life Cycle**Transferable:** CSU, UC; CSU-GE:E2; GAV-GE:E2, F

Interaction of social, emotional, intellectual, and physical attributes related to the development and realization of human potential across the life span. (C-ID: PSY 180) PREREQUISITE: Eligible for English 250 and English 260.

10238	Lec	LS106	D Reid	3.0	R	1250-0355	
10240	Lec	HOB102	A Dufresne	3.0	R	0410-0715	

AH 11 Nutrition**Transferable:** CSU, UC; CSU-GE:E2; GAV-GE:E2, F; CAN:FCS2

This course is designed to meet the needs of the Allied Health student and the general education student alike. The major aim of this course is to help the student acquire relevant information about nutrition which they can use professionally and/or personally. The course will cover the practical aspects of normal nutrition, ways to promote sound eating habits throughout the life cycle, and physiological contribution nutrients make to body structure and function. This course is also listed as BIO 11. PREREQUISITE: Eligible for English 250 and English 260. ADVISORY: Chemistry 30A and Mathematics 205.

10161	Lec	LS106	MAkrop	3.0	T	1250-0355	
10163	Online	☐	MAkrop	3.0			
10165	Online	☐	MAkrop	3.0			

AH 16A IV Therapy / Blood Withdrawal / A**Transferable:** CSU

Theoretical application and clinical techniques required for safe administration of IV therapy and withdrawal of blood for testing. (Approved by the Board of Vocational Nursing for certification in IV Therapy and Blood Withdrawal. Approved for continuing education credit BRN #00892). Previously listed as AH 16. COREQUISITE: Enrollment in AH 51 or current active LVN licensure in California. \$50.00 course materials fee payable at registration.

10167	Lec	HOB114	TBA	1.0	F	0900-0600	
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11/15/13 - 11/22/13 \$50.00 course materials fee payable at registration.

AH 16C IV Therapy / Blood Withdrawal / C**Transferable:** CSU

Theoretical application and clinical techniques required for safe administration of IV therapy and withdrawal of blood for testing. (Approved by the Board of Vocational Nursing for certification in IV Therapy and Blood Withdrawal. Approved for continuing education credit BRN #00892). Previously listed as AH 16. COREQUISITE: Enrollment in AH 53 or current active LVN licensure in California. \$50.00 course materials fee payable at registration.

10177	Lec	HOB114	D Amaro	1.0	F	0900-0600	
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11/01/13 - 11/08/13 \$50.00 course materials fee payable at registration.

AH 23 Independent Study**Transferable:** CSU

Designed to afford selected students specialized opportunities for exploring areas at the independent study level. The courses may involve extensive library work, research in the community, or special projects. May be repeated until six units of credit are accrued. This course has the option of a letter grade or pass/no pass. REQUIRED: The study outline prepared by the student and the instructor must be filed with the department and the dean.

10237	Ind	HOB114	K Bedell	1.0			
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AH 51 Medical-Surgical Nursing**Transferable:** CSU

Course is designed to provide a basic introduction to patient care within the role of the nurse. Emphasizes principles and skills necessary for safe, effective care. Content includes introduction to health care, effective communication, client rights and needs, asepsis, personal care, safety, and gerontology. Related pharmacology is included. \$100 course material fee, payable at registration. PREREQUISITE: Admission to the nursing program.

10414	L/L	HOB102	L Stubblefield S STAFF	11.0	MT	0630-0200	
10414	L/L	HOB102	K Bedell L Stubblefield		WR	0710-1000	

\$100.00 Course materials fee payable at registration.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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AH 53 Medical-Surgical - Maternal-Neonatal Nursing**Transferable:** CSU

Course contains two components to provide theoretical and clinical experience in medical-surgical and maternal-neonatal nursing. Content includes care of clients with disorders of the circulatory, urinary and reproductive systems, normal pregnancy and birth, common or major complications, care of the normal newborn, and neonate with special problems. Related pharmacology is included. \$100 course material fee, payable at registration. PREREQUISITE: Completion of AH 51 and AH 52.

10541	L/L	HOB102	D Amaro S STAFF	11.0	MT	0200-0930	
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10541	L/L	HOB102	K Bedell D Amaro		WR	0100-0400	
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\$100.00 Course materials fee payable at registration.

AH 55 Interactive and Mental Health Nursing**Transferable:** CSU

The dynamics of leadership and management in nursing, including concepts of basic mental health. Progresses from basic mental health knowledge and skills to the refinements involved in psychiatric nursing practice as it relates to all age groups. Incorporates nursing concepts and nursing experiences relative to human sexuality, child abuse and cultural and ethnic diversity. \$100 course material fee, payable at registration. PREREQUISITE: Admission to advanced standing / RN program and California IV Certification and successful completion of AH 51, 52, 53 and 54 or equivalent.

10542	L/L	HOB102	S Turner		MT	0630-0115	
	L/L	HOB102	S STAFF K Bedell S Turner	10.0	WR	1010-0100	

10542	L/L	HOB102	S STAFF		MT	0130-0815	
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\$100.00 Course materials fee payable at registration.

AH 170 Basic Clinical Medical Assisting**Transferable:** CSU

Course provides a basic introduction to clinical medical assisting. Emphasizes principles, understanding of skills necessary to perform basic clinical medical assisting procedures safely and effectively. PREREQUISITE: Eligible for English 250, English 260 and Mathematics 205.

10186	L/L	HOB114	D Comella-Hild	6.0	MTW	1250-0420	
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This is also an ROP course. Call (408) 848 - 4719 for more information.

AH 180 Fundamentals of Nursing--Convalescent**Transferable:** CSU

A course to provide a basic introduction to patient care in the convalescent setting. Emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. Includes introduction to health care, planning, safety, infection control, personal care, basic procedures, rehabilitation, nutrition and clients' rights and needs. At the completion of this course students will qualify for state certification as a nursing assistant. PREREQUISITE: Eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement. Health and fingerprint clearance required prior to clinical placement. Uniform, shoes, watch, and stethoscope required. Clinical in Morgan Hill or Hollister, as assigned.

10374	L/L	HOB114	M Machado	8.0	MT	0900-1200	
	L/L	HOB114	M Machado		W	0630-0100	

This is also an ROP course. Call (408) 848 - 4719 for more information.

10375	L/L	HOB114	M Machado	8.0	MT	0900-1200	
	L/L	HOB114	M Machado		R	0630-0100	

This is also an ROP course. Call (408) 848 - 4719 for more information.

10376	L/L	HOB114	M Machado	8.0	MT	0900-1200	
	L/L	HOB114	D Reid		F	0630-0100	

This is also an ROP course. Call (408) 848 - 4719 for more information.



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CRN Type Room Instructor Units Days Times Dates

AH 182 Home Health Care

Transferable: CSU

Course is designed to prepare students to provide basic health care in the home. Includes interpretation of medical/social needs, personal care services, cleaning tasks, nutrition, and the scope of limitations of a home health aide. All students who achieve a grade of "C" or better will be eligible for a Home Health Aide certificate from the State of California. **PREREQUISITE:** California CNA certification or concurrent enrollment in AH 180 or equivalent. Equivalency determined by written and performance exams. Also, eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement.

10377	Lec	HOB114	D Reid	2.0	MWR	0900-0430	
						01/07/14 - 01/13/14	
10377	Lab	HOB114	D Reid		WRF	0630-0130	
						01/15/14 - 01/17/14	
10377	Lab	HOB114	D Reid		TWR	0630-0130	
						01/21/14 - 01/23/14	This is also an ROP course. Call (408) 848 - 4719 for more information.

AH 190A Occupational Work Experience A - Allied Health

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. AH 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA.

10684	Wrk Ex	HOB114	K Bedell	1.0			
10685	Wrk Ex	HOB114	K Bedell	2.0			
10695	Wrk Ex	HOB114	K Bedell	3.0			
10696	Wrk Ex	HOB114	K Bedell	4.0			

AH 190B Occupational Work Experience B - Allied Health

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. AH 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA.

10697	Wrk Ex	HOB114	K Bedell	1.0			
10757	Wrk Ex	HOB114	K Bedell	2.0			
10758	Wrk Ex	HOB114	K Bedell	3.0			
10759	Wrk Ex	HOB114	K Bedell	4.0			

AH 191A Workplace Skills

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.

10490	Lec	HOL3	F Mendez	1.0	M	0130-0320	
						10/07/13 - 12/19/13	Above class meets at the Hollister Briggs site. This is also an ROP course. Call (408) 848 - 4719 for more information.

ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you **MUST** log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates

ANTHROPOLOGY

ANTH 1 Introduction to Physical Anthropology

Transferable: CSU, UC; CSU-GE:B2, IGETC:5B; GAV-GE:B2; CAN:ANTH2

Explores and analyzes human biological, social and cultural development over the last several million years. The implications of evolutionary theory for the world today are considered. Principal topics are evolutionary theory, Mendelian and molecular genetics, the fossil record, primatology, the nature of human diversity, biocultural analysis of malnutrition, and the question of continuing evolution. **ADVISORY:** English 250, English 260 and Mathematics 205.

10426	Lec	SS210	D Klein	3.0	W	0230-0350	
	Online		D Klein				
10427	Online		D Klein	3.0			
10428	Lec	SS205	D Klein	3.0	T	1120-1240	
	Online		D Klein				

ANTH 2 Introduction to Archaeology

Transferable: CSU, UC; CSU-GE:D1, IGETC:4A; GAV-GE:D2

The study of the human past through material culture remains. Artifacts, sites, settlements and landscapes will be studied to help reveal how people lived, how they saw themselves and their world, what the environment was like and how these factors interrelated and changed through time. Explores and analyzes the development of the concepts and methods of anthropological archaeology. Surveys selected prehistoric cultures. Training in archaeological methods, site recognition, recording and preservation, and cultural resource management. **ADVISORY:** Recommended English 250 and English 260.

10431	Lec	SS210	G Michaels	3.0	TR	1250-0210	
							This service learning course involves community work.

ANTH 3 Introduction to Cultural Anthropology

Transferable: CSU, UC; CSU-GE:D1, IGETC:4A; GAV-GE:D2, F; CAN:ANTH4

The comparative study of human societies and cultures. Emphasis is placed on the analysis of small scale non-western societies. Specific topics include: the relationship between culture and power; ideas of progress and the nation-state; immigration, kinship, and identity; race and gender; inequality and structural violence; and cross-cultural analysis of religious, political and economic institutions. This course interrogates the relevance of anthropology for understanding the processes of development and globalization. Exploration of the above through ethno- graphic readings, class discussions, films, short papers and a final research paper based on original fieldwork in a local community. **ADVISORY:** Eligible for English 250 and English 260.

10432	Online		G Michaels	3.0			
10433	Lec	MHG3	R Mitchell	3.0	M	0600-0905	
							Above class meets at Morgan Hill Community site.

ANTH 5 Magic/Witchcraft and Religion

Transferable: CSU, UC; CSU-GE:D1, IGETC:4A; GAV-GE:D2, F

Explores and analyzes, from a cross-cultural and comparative perspective, religious traditions in diverse cultural contexts with particular focus on the effects of globalization on religious beliefs and practices. Cross- cultural analysis of the concepts of magic, witchcraft, and religion. Examination of connections among the concepts of race, nation, and religion. Exploration of the above through ethnographic readings, class discussions, films, short papers, and a final research paper based on original fieldwork in a local religious or spiritual community. **PREREQUISITE:** Eligible for English 1A.

10434	Lec	SS205	D Klein	3.0	W	1250-0210	
	Online		D Klein				

ANTH 6 Culture and Politics of Africa

Transferable: CSU, UC; CSU-GE:D7, IGETC:4G; GAV-GE:D2, F

Historical and contemporary cultural diversity of Africa emphasizing its social, political and economic structures and symbolic systems. Themes include: colonialism, politics, ethnic identity, religion, gender, race social movements, environment and performance. Examines processes of development and globalization. Case studies of particular societies, chosen to reveal variety, are examined comparatively. **ADVISORY:** Eligible for English 1A.

10430	Lec	SS205	D Klein	3.0	T	0230-0350	
	Online		D Klein				

CRN Type Room Instructor Units Days Times Dates

ART

ART 1A Art History

Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F; CAN:ART2, ART SEQ A

A critical survey of the influences and development of painting, architecture, sculpture, and minor arts from pre-history to the Byzantine/Romanesque eras, including the art of primitive people. (C-ID: ARTH 110) ADVISORY: Eligible for English 250 and English 260.

10223	Lec	HOL4	W Angel	3.0	M	0600-0905
Above class meets at the Hollister Briggs site.						
10230	Lec	MU101	P Hulin	3.0	TR	0810-0930

ART 1B Art History

Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1; CAN:ART4, ART SEQ A

The history of western painting, sculpture, architecture and minor arts from the Romanesque, the Gothic and Renaissance eras to the present. ADVISORY: Eligible for English 250 and English 260.

10231	Lec	MHG4	E Harris-Sinta	3.0	W	0600-0905
Above class meets at Morgan Hill Community site.						

ART 2A Two-Dimensional Design

Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1; CAN:ART14

An introduction to the basic elements and principles of two-dimensional design. Lettering and graphics applications of design are included. Traditional and experimental materials and techniques are applied to a variety of individual projects and exercises. (C-ID: ARTS 100)

10243	L/L	AR103	J Edberg	3.0	TR	0810-1115
10259	L/L	AR103	J Edberg	3.0	MW	1120-0225

ART 3A Drawing and Composition

Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1; CAN:ART8

A course that can teach you how to draw. Students learn basic drawing skills through the exploration of a variety of drawing materials such as pencil, inks, charcoal and pastels; processes include doodling, gesture and schematic drawing. (C-ID: ARTS 110)

10266	L/L	AR102	A Rosette	3.0	MW	0810-1115
10267	L/L	AR102	A Rosette	3.0	MW	1120-0225
10976	L/L	AR102	A Rosette	3.0	TR	0810-1115

ART 6 Art Appreciation

Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F

An illustrated lecture course that surveys and introduces the visual arts from historical to contemporary times, and teaches students the basic concepts of seeing and appreciating art. ADVISORY: English 250 and English 260.

10272	Lec	AR103	J Eastburn	3.0	W	0600-0905
10273	Lec	MU101	D Gustlin	3.0	MW	1120-1240

ART 7A Beginning Ceramics

Transferable: CSU; GAV-GE:F

This course is intended for students who have little or no experience in the field of ceramics. The curriculum introduces basic skills in a well-rounded approach. Forming techniques include pinch, coil and slab hand building along with beginning wheel work. Slips, underglazes, stains, and glazing will be introduced as surface treatments. Safe studio protocols will be taught and followed. Use of the internet and library resources are required. Portfolio development and personal assessment are introduced.

10769	L/LAR101	K Gonzales		3.0	TR	0600-0905
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CRN Type Room Instructor Units Days Times Dates

ART 8A Beginning Photography from Analog to Digital

Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1; CAN:ART18

A beginning photography course focused on the technical and historical aspects of photography from analog to digital. This course includes the development of personal artistic expression and visual perception through the use of various photographic medium. The course will include lectures and discussions about composition and content, analog and digital camera use, lighting and exposure, various photographic processes, and photographic presentation techniques. Alternative methods, mixed media and experimental forms of photography will also be discussed. Students will be required to provide their own camera, and film.

10277	L/L	AR103	J Edberg	3.0	TR	1120-0225
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ART 10A Cultural History of Ceramics

Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1, F; CAN:ART6

An introduction to the historical developments and cultural influences of ceramic art. Development of a personal expression is realized through the combination of historical elements, observation and actual creations in clay.

10199	L/L	AR101	J Rekedal	3.0	MW	0810-1115
10200	L/L	AR101	J Rekedal	3.0	MW	1120-0225
10202	L/L	AR101	K Gonzales	3.0	TR	0600-0905

ART 11 Creativity / Imagination and Innovation

Transferable: CSU; CSU-GE:C2; GAV-GE:C2, F

This course is designed to explore the variety of ways in which humans demonstrate their creative, imaginative and innovative abilities. This course will examine the creative process, visual literacy, the development of creative and imaginative performance and theories pertaining to insight, inspiration, intuition, originality and genius. This class draws on materials from a variety of sources including, biographies, intellectual histories, psychological studies, and educational research. Studies will include ideas and beliefs about creativity from a diverse range of disciplines and cultures. Students will be encouraged to explore and express their own creativity. ADVISORY: English 250 and English 260.

10204	Lec	AR103	E Harris-Sinta	3.0	M	0600-0905
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ART 12A Sculpture

Transferable: CSU, UC; GAV-GE:C1; CAN:ART12

An introduction to expressive and technical sculptural processes of selected media such as clay, plaster and wood. This course has the option of a letter grade or pass no pass.

10212	L/L	AR101	P Hulin	3.0	TR	0940-1245
Material fee of \$45.00 payable at registration.						

ART 13 Three-Dimensional Design

Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1

A fundamental course focused on the conceptual, technical and historical aspects of three dimensional design and related fields such as: sculpture, architecture and industrial design. Development of personal artistic expression and visual perception through the use of various media such as plaster, paper, wood, clay, metal, etc. Introduction to the design elements and principles as as they relate to space and form in visual art and design will be studied. ADVISORY: English 250 and English 260.


10216	L/L	AR101	P Hulin	3.0	TR	0940-1245
Material fee of \$45.00 payable at registration.						

ART 14 Beginning Mural Painting

Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1, F

Studio practice in the design, methods and materials of mural painting through the production of individual and collaborative murals. The course will also provide a historical survey of mural painting, from pre-historic cave painting to contemporary urban murals, with particular focus on the muralists of Mexico. This course has the option of a letter or pass/no pass.

10219	L/L	AR102	G Aranda	3.0	TR	1120-0225
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THIS SYMBOL MEANS IT IS A **HYBRID** LECTURE / ONLINE CLASS, THAT WILL BE PARTIALLY OVER THE INTERNET. VISIT WWW.GAVILAN.EDU/DISTED/ FOR DETAILS.

CRN Type Room Instructor Units Days Times Dates

ART 15A Beginning Painting: Form and Composition

Transferable: CSU, UC; GAV-GE:C1

This is an introductory painting course. Students will study traditional, contemporary and experimental painting techniques using acrylics and/or oils as the primary media. Emphasis will be placed on foundational concepts and approaches including color, form and composition. This course has the option of a letter grade or pass/no pass. (C-ID: ARTS 210) ADVISORY: Art 2A or 3A, or portfolio review of student's work.

10220 L/L AR102 C Canepa 3.0 MW 0230-0535

ART 15B Beginning Painting: Imagination and Expression

Transferable: CSU, UC; GAV-GE:C1

This is an introductory painting course. Students will study traditional, contemporary and experimental painting techniques and media. Social, cultural and historical awareness are integrated with classroom explorations of expressive painting. Students develop a variety of painting approaches and a greater understanding of personal expression. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 2A or Art 3A or Portfolio Review

10221 L/L AR102 C Canepa 3.0 MW 0230-0535

ART 25A Art Methods

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.

10232 Lab AR102 D Gustlin 3.0 F 0900-0105
Online D Gustlin

10233 Lab HOL1 R McGinnis 3.0 F 0400-0805
Online R McGinnis
Above class meets at the Hollister Briggs site.

ART 25B Art Methods

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.

10236 Lab HOL1 R McGinnis 3.0 F 0400-0805
Online R McGinnis
Above class meets at the Hollister Briggs site.

ART 34A Life Drawing

Transferable: CSU, UC; GAV-GE:C1; CAN:ART24

Fundamentals of anatomy and representation of the human figure. Drawing from life. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 3A or review of student's portfolio.

10260 L/L AR102 J Adkins 3.0 TR 0230-0535

ART 34B Life Drawing

Transferable: CSU, UC; GAV-GE:C1

Further studies of the fundamentals of anatomy and representation of the human figure. Emphasis is placed on personal expression; abstract and experimental processes. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 34A or review of student's portfolio.

10263 L/L AR102 J Adkins 3.0 TR 0230-0535

ART 40 Art Gallery Assistance

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.

10271 Fld Ex AR102 S STAFF 1.0

CRN Type Room Instructor Units Days Times Dates

ART 74 Advanced PhotoShop

Transferable: CSU; GAV-GE:C1

This is an intermediate level course in mastering Adobe's Photoshop software. Students will learn advanced strategies in professional digital editing. Students will apply creative techniques for print, video, animation and the web. Students will develop skills in luminance, color and exposure to optimize images with adjustment layers and masks, and cutting-edge selection techniques. There will be a focus in post processing for landscape, portrait and panoramic imaging suited for the artist, photographer and design student. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 74 and CSIS 74. ADVISORY: DM/ART/CSIS 75 PhotoShop I

10828 Lec LI128 R Beede 3.0 TR 0945-1105

10918 Lec MHG5 R Grzan 3.0 R 0600-0905
Above class meets at Morgan Hill Community site.

ART 75 Photoshop I - Adobe PhotoShop

Transferable: CSU; GAV-GE:C1

This is an entry level course in mastering Adobe's Photoshop software. Students will learn creative and fundamental processes in professional digital image editing. Hands on lessons provide students with skills to manage today's image libraries. Students will be introduced to Photoshop's Bridge and Camera Raw utilities while crafting state of the art compositions for print, video, animation and the web. There is a focus on basic tonal and color adaptations, digital painting, black and white conversion, special effects, and correction and restoration techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 75 and CSIS 75. ADVISORY: CSIS 124 (Windows Fundamentals), CSIS 2L

10853 Lec MHG5 R Grzan 3.0 T 0600-0905
Above class meets at Morgan Hill Community site.

10856 Lec LI128 K Powers 3.0 M 0330-0635
08/26/13 - 12/09/13

ART 76 Digital Illustration

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. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

10867 Lec LI128 V Fainshtein 3.0 F 0100-0350

ART 77 Introduction to Digital Media

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. ADVISORY: CSIS 124, CSIS 1, CSIS 2.2L, CSIS 3, or familiarity using the Macintosh or Windows operating systems.

10866 L/L LI128 R Beede 3.0 TR 1120-0210

ART 79 Portfolio Development

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 Art, Computer Graphic Design and Digital Media. Students will leave the class with one or more portfolios representing their work. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 79 and DM 79.

10275 Lec AR103 J Edberg 1.0 M 0230-0350
10/14/13 - 12/09/13

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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ART 85 Web Design I: Dreamweaver**Transferable:** CSU; GAV-GE:C1

Basic and intermediate principles of designing web pages using Dreamweaver, HTML and CSS. Emphasis will be on concept development, interface and navigation design, layout principles and the use of Dreamweaver and CSS to execute, develop, and maintain professional Web sites. Topics will include enhanced text formatting, tables, styles, forms, frames, image maps, and background colors and patterns. Course also includes the integration of multimedia components such as graphics, sound, animation, and video. This course is also listed as DM 85 and CSIS 85. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 6 or basic knowledge of HTML.

10518	Online		S Lawrence	3.0			
10871	Lec	LI128	V Fainshtein	3.0	F	0900-1150	

ART 110 Interactive Animation: Flash**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. ADVISORY: CSIS 1, CSIS 2/2L, CSIS 124 or basic computer knowledge.

10619	L/L	LI128	R Beede	3.0	MW	1250-0320	
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ART 113 Introduction to Digital Video**Transferable:** CSU; GAV-GE:C1

Introduction to the aesthetic and technical aspects of digital video recording, non-linear editing, video effect generation, and production of video (and associated audio) using the personal computer equipped with specialized software such as Final Cut Pro, Motion, and After Effects. Also considered will be the preparation of digital video for distribution in interactive media such as CDs, DVDs, mobile devices, and the World Wide Web. Students will produce a final digital video project for distribution in various media formats. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 113 and DM 113. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience.

10971	L/L	LI128	R Beede	3.0	MW	0945-1205	
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ASTRONOMY

ASTR 1 Introduction to General Astronomy**Transferable:** CSU, UC; CSU-GE:B1, IGETC:5A; GAV-GE:B1

An introduction to the realm of astronomy and space science. Topics to be covered include the historical development of astronomy, the physics of gravitation and radiation, the solar system, stellar astronomy, galactic and extragalactic astronomy, and cosmology. ADVISORY: Mathematics 205 and eligible for English 250 and English 260.

10507	Lec	PS105	J Snyder	3.0	T	0230-0535	
10508	Lec	MHG3	J Snyder	3.0	T	0630-0935	Above class meets at Morgan Hill Community site.

AVIATION MAINTENANCE TECHNOLOGY

AMT 100 General Aircraft Technology**Transferable:** CSU

This course will provide the student with a thorough understanding of the use of basic hand tools and measuring devices, aircraft hardware, materials, and processes, mathematics and physical science for aircraft, aircraft weight and balance, aircraft drawing and blueprint reading. Both theory and practical application to aircraft systems is taught. ADVISORY: Mathematics 205

10178	L/L	MP102	H Spenner	7.5	MTWRF	0800-1025	08/13/13 - 12/21/13
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CRN	Type	Room	Instructor	Units	Days	Times	Dates
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AMT 110 Airframe Maintenance Technology**Transferable:** CSU

Study of aircraft aerodynamics, rigging and assembly, aircraft sheet metal structures and welding technology. Also the study of cabin atmosphere systems, fuel systems, and line maintenance, level information on aircraft instruments. Each of these areas will be accompanied with appropriate laboratory time. Basic hand tools required. Details at the first class meeting.

10179	L/L	MP102	H Spenner	13.5	MTWRF	1030-0330	08/13/13 - 12/21/13
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AMT 120 Aviation Powerplant Technology**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 certified aircraft powerplants. This Section covers the theory and practical application of operation, overhaul practices, inspection, installation, testing and troubleshooting techniques covering the subject areas of reciprocating and turbine engines, ignition, induction, supercharging, cooling and exhaust systems. ADVISORY: Successful completion of AMT 101 and AMT 111. Basic hand tools required. Details at the first class meeting.

10180	L/L	MP129	T Flippen	14.0	TWRF	0830-0330	08/13/13 - 12/21/13
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AMT 123 Independent Study**Transferable:** CSU

Designed to afford selected students specialized opportunities for exploring areas at the independent study level. The courses may involve extensive library work, research in the community, or special projects. May be repeated until six units of credit are accrued. This course has the option of a letter grade or pass/no pass. REQUIRED: The study outline prepared by the student and the instructor must be filed with the department and the dean.

10181	Ind	MP129	T Flippen	1.0			08/13/13 - 12/21/13
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AMT 190A Occupational Work Experience A - Aviation**Transferable:** CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. AMT 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10714	Wrk Ex	LI101A	S Sweeney	1.0			
10715	Wrk Ex	LI101A	S Sweeney	2.0			
10716	Wrk Ex	LI101A	S Sweeney	3.0			
10717	Wrk Ex	LI101A	S Sweeney	4.0			

AMT 190B Occupational Work Experience B - Aviation**Transferable:** CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. AMT 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10718	Wrk Ex	LI101A	S Sweeney	1.0			
10719	Wrk Ex	LI101A	S Sweeney	2.0			
10720	Wrk Ex	LI101A	S Sweeney	3.0			
10721	Wrk Ex	LI101A	S Sweeney	4.0			

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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BIOLOGICAL SCIENCE

BIO 1 Cell and Molecular Biology

Transferable: CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIOL2, BIOL SEQ A

A general biology course with an emphasis on the structure and function of cells, biological molecules, homeostasis, cell respiration, photosynthesis, cell life cycle and its controls, cellular communication, Mendelian and non-classical genetics, evolution and diversity of life. The philosophy of science, methods of scientific inquiry and experimental design are foundational to the course. The course is required for students majoring in biology and/or its subcategories (e.g., plant or animal sciences). **PREREQUISITE:** Biological 10 or Biology 12 or Environmental Science 1 with a grade of 'C' or better and Mathematics 233 with a grade of 'C' or better. **ADVISORY:** Chemistry 30A; eligible for English 250 and English 260.

10512	L/L	LS102	J Kurushima	4.0	MW	0230-0520
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BIO 4 General Zoology

Transferable: CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIOL4, BIOL SEQ A

The classification, ecology, evolution and systems analysis of biological functions in major taxonomic groups of animals from Protists through to Chordata. **PREREQUISITE:** Mathematics 233 with a grade of 'C' or better. **ADVISORY:** Eligible for English 250 and English 260.

10566	Lec	LS102	R Morales	4.0	TR	0810-0930
	Lab	LS102	R Morales		R	0945-1250

BIO 7 Human Anatomy

Transferable: CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIOL10, BIOL SEQ B

A functional approach to the gross and microscopic structure of the major systems of the human body. Includes dissection in lab. A cadaver is observed in this course. **PREREQUISITE:** Biological Science 10 or Biology 15 or Biology 12 with a grade of credit or C or better. **ADVISORY:** Eligible for English 250, English 260 and Mathematics 205.

10567	L/L	LS103	R Malley	4.0	TR	0945-0150
10585	L/L	LS103	T Robinson	4.0	FS	0945-0150

BIO 8 General Microbiology

Transferable: CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIOL14

An introduction to microbiology with an emphasis on bacteriology. Includes the study of morphology, physiology and classification of microorganisms, a survey of infectious disease, immunology and techniques for culture and control of microorganisms. This course is also listed as Allied Health 8. **PREREQUISITE:** Biological Science 10 or 15 with a grade of credit or C or better. **ADVISORY:** Chemistry 30A and Chemistry 30B; Eligible for English 250, English 260 and Mathematics 205.

10586	Lec	LS101	P Yuh	5.0	MW	0810-0930
	Lab	LS103	P Yuh		MW	0945-1150
10587	Lec	LS101	P Yuh	5.0	MW	0810-0930
	Lab	LS103	P Yuh		MW	1210-0215

BIO 9 Human Physiology

Transferable: CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIOL12, BIOL SEQ B

A study of the functions of the major organs and organ systems of the human body, emphasizing control at the cellular level, integration of systems and homeostasis of the human body. This course is also listed as Allied Health 9. **PREREQUISITE:** Biological Science 7 or 15 with a grade of credit or C or better. **ADVISORY:** Chemistry 30A and Chemistry 30B; eligible for English 250, English 260 and Mathematics 205.

10588	Lec	LS101	S Keys	5.0	TR	0400-0605
	Lab	LS103	M Smith		T	0630-0935
10589	Lec	LS101	S Keys	5.0	TR	0400-0605
	Lab	LS103	S Keys		R	0630-0935

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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BIO 10 Principles of Biology

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. **ADVISORY:** Eligible for English 250, English 260 and Mathematics 205.

10513	Lec	LS101	L Bach	4.0	TR	0810-0930
	Lab	LS102	E Durant		M	0810-1000
10532	Lec	LS101	L Bach	4.0	TR	0810-0930
	Lab	LS102	E Durant		W	0810-1000
10533	Lec	SS214	E Durant	4.0	MW	0230-0350
	Lab	LS102	E Durant		M	1020-1225
10534	Lec	SS214	E Durant	4.0	MW	0230-0350
	Lab	LS102	E Durant		W	1020-1225
10535	Lec	SS214	E Durant	4.0	MW	0230-0350
	Lab	LS102	J Taylor		M	0530-0735
10537	Lec	SS214	E Durant	4.0	MW	0230-0350
	Lab	LS102	J Taylor		W	0530-0735

BIO 11 Nutrition

Transferable: CSU, UC; CSU-GE:E2; GAV-GE:E2, F; CAN:FCS2

This course is designed to meet the needs of the Allied Health student and the general education student alike. The major aim of this course is to help the student acquire relevant information about nutrition which they can use professionally and/or personally. The course will cover the practical aspects of normal nutrition, ways to promote sound eating habits throughout the life cycle, and physiological contribution nutrients make to body structure and function. This course is also listed as Allied Health 11. **PREREQUISITE:** Eligible for English 250 and English 260 **ADVISORY:** Chemistry 30A and Mathematics 205

10162	Lec	LS106	MAkrop	3.0	T	1250-0355
10164	Online		MAkrop	3.0		
10166	Online		MAkrop	3.0		

BIO 12 Introduction to Human Biology

Transferable: CSU, UC; CSU-GE:B2, B3, IGETC:5B

This course will provide an introduction to human biology for non-science majors to meet general education laboratory science requirements. It will cover the biologic principles of basic body structure and function including all systems of the body, genetic diseases, and biotechnology. This course satisfies the same general education life science requirements as Biology 10 and Ecology 1.

10546	Lec	LS103	J Kurushima	4.0	TR	0230-0350
	Lab	LS103	M Lilles		T	0400-0520
	Lab	LS103	J Kurushima		R	0400-0520

BIO 13 Marine Biology

Transferable: CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3

The course provides a comprehensive overview of marine ecosystems, emphasizing the diversity of life inhabiting them. The physical, chemical and ecological features of the marine environment are reviewed and the evolutionary adaptations that allowed marine organisms to survive are emphasized. Although the overall focus will include ecosystems found in both tropical, subtropical, temperate and arctic regions, many of the practical examples will be drawn from the rich ecosystems of the central California coast and labs will provide hands-on experience of the diversity of life forms found in this area. Practical exercises will include viewing of specimen in the laboratory, short documentaries followed by discussion and field trips to coastal locations within the Monterey Bay and vicinity to view and explore specific ecosystems such as kelp forests, the intertidal, and estuarine areas, as well as learn about local marine species such as birds and mammals.

10547	L/L	LS102	J Taylor	4.0	S	1000-0435
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ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you **MUST** log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates

BIO 15 Survey of Human Anatomy and Physiology

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. **ADVISORY:** Biology 10 or Biology 12 with a grade of 'C' or better. Eligible for English 250, English 260 and Mathematics 205. Course will include the viewing of a cadaver.

10564	Online Lab	LS103	R Malley R Malley	5.0	W	0630-0935
10565	L/L	LS103	M Lilles	5.0	MW	0230-0620

BIOTECHNOLOGY

BIOT 103 Biotechnology Lab Skills and Instrumentation

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. **ADVISORY:** Completion of any high school science course with a grade of 'C' or better; eligible for English 250; eligible for Math 205.

10590	L/L L/L	LS102 LS102	L Bach L Bach	4.0	TR F	0545-0805 0245-0550
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BUSINESS OFFICE TECHNOLOGY

BOT 112 Business Computations with Machines

Transferable: CSU

Self-paced course in the operation of the electronic printing calculator. This course provides theory and practice in business applications with emphasis on mathematical problem solving. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for Mathematics 402.

10279	Lab	BU110	S Gaffney	.5		
Open Entry/Open Exit, see instructor in BU110 for details.						



Learn skills in Biotechnology

Application of living organisms or their products to enhance the human condition.

Biotechnology

Certificate of Achievement (17 units)

BIOT 103 (4 units)

Biotechnology Lab Skills & Instrumentation

BIOT 104 (1 unit)

Seminar in Biotechnology

BIO 10 (4 units)

Principles of Biology

CHEM 30A (4 units)

Elementary Chemistry

CHEM 30B (4 units)

Elementary Organic & Biochemistry

This certificate in Biotechnology may help prepare you for the biotech field which includes:

- Environmental testing
- Forensics
- Hospitals
- Plant Pathology
- Research

CRN Type Room Instructor Units Days Times Dates

BOT 180 Medical Terminology for the Office

Transferable: CSU

This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. This course had the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

10285	Lec	MHG3	D Knapp	3.0	W	0300-0555
This is also an ROP course. Call (408) 848 - 4719 for more information.						
10303	Lec	BU120	D Knapp	3.0	T	0600-0905
This is also an ROP course. Call (408) 848 - 4719 for more information.						

BOT 181 Medical Billing - MediSoft

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. **ADVISORY:** Eligible for English 250. Some computer experience.

10309	Lec	BU111	P Maroudas	2.0	W	0600-0905
This is also an ROP course. Call (408) 848 - 4719 for more information.						

BOT 190A Occupational Work Experience A - Business Office Technology

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. BOT 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10722	Wrk Ex	LI101A	S Sweeney	1.0		
10724	Wrk Ex	LI101A	S Sweeney	2.0		
10725	Wrk Ex	LI101A	S Sweeney	3.0		
10726	Wrk Ex	LI101A	S Sweeney	4.0		

BOT 190B Occupational Work Experience B - Business Office Technology

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. BOT 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10727	Wrk Ex	LI101A	S Sweeney	1.0		
10729	Wrk Ex	LI101A	S Sweeney	2.0		
10731	Wrk Ex	LI101A	S Sweeney	3.0		
10734	Wrk Ex	LI101A	S Sweeney	4.0		

BOT 191A Workplace Skills

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.

10488	Lec	HOL3	F Mendez	1.0	M	0130-0320
10/07/13 - 12/19/13 Above class meets at the Hollister Briggs site. This is an ROP course. Call (408) 848 - 4719 for more information.						

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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BUSINESS, GENERAL

BUS 1 Fundamentals of Business**Transferable:** CSU, UC; GAV-GE:D2, F

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 GBUS 1. (C-ID: BUS 110) ADVISORY: Eligible for English 250 and English 260.

10498	Lec	HOL4	S STAFF	3.0	R	0600-0905	Above class meets at the Hollister Briggs site.
10611	Lec	BU103	S Kurtz	3.0	W	0600-0905	
10612	Lec	PB7	D McCormick	3.0	TR	0945-1105	
10613	Lec	PB7	D McCormick	3.0	TR	1250-0210	

BUS 14 Personal Finance**Transferable:** CSU

This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, insurance, investments, retirement, and estate planning will be examined. This course is also listed as ECON 14. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 14. ADVISORY: Math 400

10614	Lec	MHG4	S Kurtz	3.0	R	0630-0930	Above class meets at Morgan Hill Community site.
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BUS 80 Business Law**Transferable:** CSU, UC; CAN:BUS12

Introduction to the law applicable to business institutions and their operations; social forces and their effect upon the development of law; sources of law, agencies for enforcement, and court procedure and administration agencies. Substantive law, that law which includes rights and duties, will include contracts, agency employment relationships, torts and crimes. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 80. ADVISORY: Eligible for English 250 and English 260.

10616	Lec	LS106	S Banks	3.0	T	0600-0905	
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BUS 190A Occupational Work Experience A - Business**Transferable:** CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. BUS 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10735	Wrk Ex	LI101A	S Sweeney	1.0			
10736	Wrk Ex	LI101A	S Sweeney	2.0			
10737	Wrk Ex	LI101A	S Sweeney	3.0			
10738	Wrk Ex	LI101A	S Sweeney	4.0			



ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you **MUST** log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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BUS 190B Occupational Work Experience B - Business**Transferable:** CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. BUS 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10739	Wrk Ex	LI101A	S Sweeney	1.0			
10740	Wrk Ex	LI101A	S Sweeney	2.0			
10741	Wrk Ex	LI101A	S Sweeney	3.0			
10742	Wrk Ex	LI101A	S Sweeney	4.0			

CHEMISTRY

CHEM 1A General Chemistry**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:CHEM2, CHEM SEQ A

This is the first semester of a year-long general chemistry course designed for science, engineering and pre-professional majors. Topics include properties of matter, atomic structure, the Periodic Table, stoichiometry, elements and compounds, bonding, molecular structure, chemical reactions, states of matter, as well as the properties of gases and solutions. (C-ID: CHEM 110) (C-ID CHEM 120S: Chem 1A + Chem 1B) ADVISORY: Eligible for English 250 and English 260. PREREQUISITE: Chemistry 30A with a grade of 'C' or better, or high school chemistry with a grade of 'B' or better completed within the last five years, and Mathematics 233 with a grade of 'C' or better.

10592	Lec	PS105	D Clark	5.0	MWF	0945-1055	
	Lab	PS101	D Clark		T	0945-1250	
10601	Lec	PS105	D Clark	5.0	MWF	0945-1055	
	Lab	PS101	D Clark		R	0945-1250	

CHEM 12A Organic Chemistry**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. PREREQUISITE: Chemistry 1B

10591	Lec	LS102	D Clark	5.0	TR	0100-0220	
	Lab	PS101	D Clark		TR	0230-0535	

CHEM 30A Elementary Chemistry**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:CHEM6, CHEM SEQ B

This is a first semester college chemistry course designed for majors preparing to take Chemistry 1A, nursing and allied health students, as well as general education. The course will cover the principles of chemistry including properties of matter, energy, atomic theory, the Periodic Table, stoichiometry, elements and compounds, the properties of bonding, molecular structure, chemical reactions, states of matter, acidity, solutions and gases, as well as an introduction to organic chemistry. ADVISORY: Mathematics 205; eligible for English 250 and English 260.

10602	Lec	PS105	G Burce	4.0	MW	0810-0930	
	Lab	PS101	G Burce		F	0100-0405	
10603	Lec	PS105	G Burce	4.0	MW	0810-0930	
	Lab	PS101	G Burce		F	0430-0735	
10604	Lec	PS102	J Puga	4.0	W	0600-0905	
	Lab	PS101	J Puga		R	0600-0905	

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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CHILD DEVELOPMENT

CD 1 Principles and Philosophies of Early Childhood Education

Transferable: CSU

An overview of the developing child, current theories and research within the context of family, school, and community, and an historical perspective on the development of early childhood education. The processes of socialization and identity development will be highlighted showing the importance of respectful, reciprocal relationships that support and empower families. Observations in schools are to be arranged. (C-ID: ECE 120) ADVISORY: Eligible for English 250 and English 260.

10075	Lec	CDC100	P Henrickson	3.0	T	0600-0905	
10153	Lec	MHG4	P Henrickson	3.0	W	0945-1240	Above class meets at Morgan Hill Community site.

CD 2 Early Child Development

Transferable: CSU, UC; CSU-GE:D9, E, IGETC:4I; GAV-GE:D2

This course examines typical and atypical development within the psychosocial, cognitive, and physical domains from conception through the preschool years. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. This course is also listed as PSYC 2. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 1A; transfer students consult with advisor.

10111	Lec	CDC100	M Bumgarner	3.0	MW	0945-1105	
10113	Online		M Bumgarner	3.0			
10115	Lec	CHS	J Weiler	3.0	M	0345-0645	Above class meets off-campus: This class is taught at Christopher High School.

CD 3 Child Growth and Development During the School Years

Transferable: CSU, UC; CSU-GE:D9, E, IGETC:4I; GAV-GE:D2

This course examines typical and atypical development within the psychosocial, cognitive, and physical domains from middle childhood through adolescence. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. This course has the option of a letter grade or pass/no pass. This course is also listed as PSYC 3. ADVISORY: Eligible for English 1A; transfer students consult with advisor.

10117	Online		M Bumgarner	3.0			
10119	Lec	CDC100	M Bumgarner	3.0	MW	1120-1240	
10154	Lec	HOL1	R Brown	3.0	W	0600-0905	Above class meets at the Hollister Briggs site.
10988	Lec	CHS	STAFF	3.0	R	0330-0630	

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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CD 4 Observing and Assessing Children

Transferable: CSU

Provides training in a variety of naturalistic and formal observation techniques, and discusses the use of standardized testing in children. Students learn to use formal observation tools, make a case study portfolio and give a parent conference. Observing children in classroom settings is required. This course has the option of a letter grade or pass/no pass. (C-ID: ECE 200) ADVISORY: Eligible for English 1A; transfer students consult with advisor.

10147	Lec	MHG4	J Smith	3.0	R	0830-1130	Above class meets at Morgan Hill Community site.
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CD 5 Child / Family and Community

Transferable: CSU

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

10148	Lec	CDC100	P Henrickson	3.0	M	1255-0340	
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CD 7 Cultural Context of Child and Family in a Diverse Society

Transferable: CSU; CSU-GE:D7; GAV-GE:D2, F

Examines cultural influences on child-rearing practices, family values, and human development. Perspectives from the social sciences will be used to critique and review theoretical and practical implications of oppression and privilege as they apply to families, schools, and communities, including historical and socio-cultural factors. The processes of socialization and identity development, and the importance of respectful, reciprocal relationships that support and empower families. Self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. Also listed as PSYC 7. ADVISORY: Eligible for English 250 and English 260.

10149	Online		M Bumgarner	3.0			
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CD 8A American Education in a Changing World

Transferable: CSU, UC; GAV-GE:F

This course provides an overview of education in the United States. It examines the issues, problems, and solutions to teaching in a pluralistic society by viewing schools as social institutions that reflect the values and dynamics of a society. It focuses on the history, politics, theories and approaches to teaching culturally and linguistically diverse children and analyzes career opportunities and new directions in education. For students who wish to expand their knowledge of education in America, and those who wish to explore careers in teaching. This course includes a Service Learning component that will encourage students to explore and apply concepts from the class. This course has the option of a letter grade or pass/no pass.

10151	Lec	MHG4	B Malaspina	3.0	M	0600-0905	Above class meets at Morgan Hill Community site.
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CD 9 Child Health / Nutrition and Safety

Transferable: CSU

The key components that promote physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Introductions to the laws, regulations standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. Focus on integrating the concepts into curriculum planning and program development for all children. Poison prevention, fire and earthquake safety and emergency preparedness is covered. This course may be taken for a letter grade or pass/no pass. (C-ID: ECE 220) ADVISORY: Eligible for English 250 and English 260.

10152	Lec	CDC100	S STAFF	3.0	W	0600-0905	
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APPRENTICESHIP PROGRAM

CARPENTER AND DRYWALL


In cooperation with the local construction unions, the apprenticeship program is a formal system of occupational training from two to five years that combines paid employment, on-the-job training and job related college level instruction in order to develop highly skilled workers.

Enrollment is limited to registered apprentices, however anyone meeting the requirements can apply. Requirements are:

- 18 years or older, or 17 with a parent or guardian's signature
- HS Diploma or GED

An application can be obtained from the
CARPENTER TRAINING CENTER
 485 WOODVIEW DRIVE, MORGAN HILL, CA
 OR [HTTP://CTCNC.ORG](http://ctcnc.org) 408.778.1552

Fill out the application, then bring it in to the training center or follow the mailing instructions on the application.



THIS SYMBOL MEANS IT IS A **HYBRID**
 LECTURE / ONLINE CLASS, THAT WILL
 BE PARTIALLY OVER THE INTERNET.
 VISIT [WWW.GAVILAN.EDU/DISTED/](http://www.gavilan.edu/disted/) FOR DETAILS.

CRN Type Room Instructor Units Days Times Dates

CD 11B Administration of Publicly Funded Child Care Programs

Transferable: CSU; GAV-GE:F

This course is designed to meet the State Department of Education requirements for directors of publicly funded child development programs, and the Supervisory Child Development Permit. Topics covered include development of personnel policies that reflect the philosophy and goals and objectives of the program, development of a staff development plan, classroom management and record keeping, assessment and curriculum planning, and parent involvement/education. Financial record keeping will be discussed from the perspective of the granting agency. **ADVISORY:** Completion of 12 units in Child Development or working in an administrative capacity in a children's program.

10076	Lec	MHG4	B Malaspina	3.0	T	0600-0905
Above class meets at Morgan Hill Community site.						

CD 14A Working with School Age Children

Transferable: CSU

Students will learn the developmental characteristics of school aged children, issues relating to before and after school programs for children from kindergarten to grade eight, and specific details of administering and leading such a program. Other topics include recreation versus academic enrichment, staffing requirements, age groupings, program content, and community resources. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and 260. Child Development 3.

10106	Online		M Hoshiko	3.0		
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CD 19 Introduction to Careers with Children

Transferable: CSU

An overview of Department of Social Services and Department of Education regulations regarding early childhood professionals in California. Self-assessment techniques with emphasis on building relationships with children, families and colleagues. National standards, Code of Ethics, Public Policy and CA Early Childhood Foundations will be discussed as essential ingredients for effective early childhood programs. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

10916	Lec	CDC100	S STAFF	2.0	W	1255-0240
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CD 25A Art Methods

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.

10239	Lab	HOL1	R McGinnis	3.0	F	0400-0805
	Online		R McGinnis			
Above class meets at the Hollister Briggs site.						

10245	Lab	AR102	D Gustlin	3.0	F	0900-0105
	Online		D Gustlin			

CD 25B Art Methods

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.

10241	Lab	HOL1	R McGinnis	3.0	F	0400-0805
	Online		R McGinnis			
Above class meets at the Hollister Briggs site.						



ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you **MUST** log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates

CD 28A Child Development and Guidance for Family Child Care
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.

10158	Lec	CDC100	STAFF	1.0	F	0600-0905
09/06/13 - 09/06/13						

	Lec	CDC100	STAFF		S	0900-0410
09/07/13 - 09/14/13						

This class meets one Friday and two Saturdays.

CD 28B Developing Learning Activities for Family Child Care

Transferable: CSU

A practical curriculum development course for child care providers. Includes a brief overview of children's learning processes and practical activities. Students will study appropriate curriculum for infants, toddlers, preschool, and school-age children in all areas of development. Students will learn how to set up a family child care environment. This course has the option of a letter grade or pass/no pass.

10159	Lec	CDC100	S Alonzo	1.0	F	0600-0905
10/04/13 - 10/12/13						

	Lec	CDC100	S Alonzo		S	0900-0410
10/05/13 - 10/12/13						

This class meets one Friday and two Saturdays.

CD 28C Administering A Family Child Care Home

Transferable: CSU

Learning to establish and enforce contracts and policies, marketing your business, being professional in a caring profession, child abuse reporting requirements, licensing regulations, and the basics of record keeping techniques for family child care. Six 3-hour sessions, or may be taught on three Saturdays. This course has the option of a letter grade or pass/no pass.

10160	Lec	CDC100	S Alonzo	1.0	F	0600-0905
11/01/13 - 11/16/13						

	Lec	CDC100	S Alonzo		S	0900-0410
11/02/13 - 11/16/13						

This class meets one Friday and two Saturdays.

CD 30A Practicum I - Early Childhood Field Experience

Transferable: CSU

Designing, developing and implementing contemporary curriculum and instructional methods for early childhood education. **ADVISORY:** English 1A. **PREREQUISITE:** Completion of Child Development 1, 2, 5, and 32 with a grade of "C" or higher. (CD 32 was previously listed as CD 21.) Concurrent enrollment in at least 2 units of CD 190.

10145	Lec	CDC100	P Henrickson	3.0	R	0600-0905
Under CD30A concurrent enrollment in at least two units of CD 190A or CD 190B and TB clearance required. Contact instructor prior to first class meeting.						

CD 32 Introduction to Curriculum

Transferable: No

This foundational curriculum course presents an overview of knowledge and skills needed for designing curriculum and environments for all young children. Students examine the teacher's role in supporting development, fostering creativity, and modeling a joy of learning for children and parents. Students will design and implement an integrated curriculum based on observation and assessment and emphasizes play, and design learning centers for literacy, social, emotional, sensory, art, perceptual, math, and science learning. Students complete an activity folder and participate in demonstrations and observations. Previously listed as CD 21, (C-ID: ECE 130). **ADVISORY:** Eligible for English 250 and English 260.

10146	Lec	CDC100	P Henrickson	3.0	T	1255-0340
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CRN Type Room Instructor Units Days Times Dates

CD 36 Curriculum Strategies for Inclusive Classrooms

Transferable: CSU

This course gives the early education teacher or interventionist specific curricular skills to meet the needs of all children in the classroom. Emphasis is placed on working with the child within his/her family system and culture. Students will review typical and atypical development in all domains, hone observation and documentation skills, learn how to design and implement intervention strategies and communicate effectively with parents and para-professionals. **ADVISORY:** Eligible for English 1A.

10156	Lec	CDC100	S STAFF	3.0	M	0600-0905
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CD 160 Child Care First Aid and CPR

Transferable: CSU

First aid training to prepare child care professionals to meet the need of emergencies when medical assistance is delayed. Includes information on the prevention of childhood injuries and the prevention of communicable diseases including HIV/AIDS and the use of Universal Precautions. (Satisfies the California Community Care Licensing requirement for 15 hours of specialized health and safety training.) This is a pass/no pass course. \$12.00 course material fee.

10157	Lec	CDC100	S Alonzo	1.0	F	0600-0905 12/06/13 - 12/06/13
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10157	Lec	CDC100	S Alonzo		S	0900-0410 12/07/13 - 12/14/13 \$12.00 Course Materials fee payable at registration. This class meets one Friday, December 6 from 6-9 Pm and two Saturdays Dec. 7 and 14 from 9:00 am to 4:00 pm. This is a two week course.
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CD 190A Occupational Work Experience A - Child Development

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. CD 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA.

10760	Wrk Ex	CDC131	P Henrickson	1.0		If you are also taking CD 30A - it requires concurrent enrollment in at least two units of CD 190A or CD190B.
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10761	Wrk Ex	CDC131	P Henrickson	2.0		If you are also taking CD 30A - it requires concurrent enrollment in at least two units of CD 190A or CD 190B.
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10762	Wrk Ex	CDC131	P Henrickson	3.0		If you are also taking CD 30A - it requires concurrent enrollment in at least two units of CD 190A or CD 190B.
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10763	Wrk Ex	CDC131	P Henrickson	4.0		If you are also taking CD 30A - it requires concurrent enrollment in at least two units of CD 190A or CD 190B.
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CD 190B Occupational Work Experience B - Child Development

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. CD 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA.

10848	Wrk Ex	CDC131	P Henrickson	1.0		If you are taking CD 30A - it requires concurrent enrollment in at least two units of CD 190A or CD 190B.
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10849	Wrk Ex	CDC131	P Henrickson	2.0		If you are also taking CD 30A - it requires concurrent enrollment in at least two units of CD 190A or CD 190B.
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10850	Wrk Ex	CDC131	P Henrickson	3.0		If you are also taking CD 30A - it requires concurrent enrollment in at least two units of CD 190A or CD 190 B.
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10851	Wrk Ex	CDC131	P Henrickson	4.0		If you are also taking CD 30A - it requires concurrent enrollment in at least two units of CD 190A or CD 190B.
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CRN Type Room Instructor Units Days Times Dates

CD 202 Early Child Development en Español

Transferable: No

This course examines typical and atypical development within the psychosocial, cognitive, and physical domains from conception through the preschool years. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. **COREQUISITE:** ESL 704A or 704B, ESL in the Workplace, or ESL/English course based on assessment scores or completion of prerequisites of sequenced ESL/English courses. **NOTE:** This course will be taught in Spanish.

10915	Lec	BU103	J Hori	3.0	T	0600-0905 Se presenta la instrucción en español. A la misma vez los estudiantes tendrán que tomar VESL 704A or 704B con CD 202.
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COMMUNICATION STUDIES

CMUN 1A Introduction to Public Speaking

Transferable: CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1; CAN:SPCH4

Basic principles of effective human communication and their function in contemporary public settings; emphasis is on the speeches to inform and persuade, with special consideration given to fundamental communication skills, including organization, reasoning, explanation, rhetoric and listening. (C-ID: COMM 110) **ADVISORY:** Eligible for English 250 and English 260.

10286	Lec	PB1	D Besson-Silvia	3.0	TWR	0220-0525 10/08/13 - 11/01/13
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10287	Lec	PB1	T Lim	3.0	M	0600-0905
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10288	Lec	PB1	M Paulson	3.0	T	0600-0905
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10289	Lec	PB1	M Zajac	3.0	F	1215-0320
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10290	Lec	MHG10	D Cowan	3.0	TR	0945-1105 Above class meets at Morgan Hill Community site.
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10291	Lec	PB1	D Besson-Silvia	3.0	TWR	0220-0525 09/03/13 - 10/03/13
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10292	Lec	PB1	D Besson-Silvia	3.0	TWR	0220-0535 11/12/13 - 12/12/13
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10293	Lec	MHG13	C Avila	3.0	R	0600-0905 Above class meets at Morgan Hill Community site.
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10294	Lec	HOL2	A Andrade	3.0	MW	0810-0930 Above class meets at the Hollister Briggs site.
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10295	Lec	PB1	E Waddell	3.0	MW	0945-1105
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10770	Lec	PB1	M Paulson	3.0	R	0600-0905
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CMUN 2 Oral Interpretation

Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1

An introduction to the analysis, preparation and dramatic presentation of literature, including classical and contemporary prose, poetry and drama. Students will prepare, analyze, interpret and present great works of theatre and literature for an audience. This course is also listed as THEA 4. **ADVISORY:** Eligible for English 250 and English 260.

10296	Lec	TH125	J Lawton-Haehl	3.0	MW	0945-1105
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CMUN 4 Intercultural Communication

Transferable: CSU, UC; CSU-GE:D3, D7, IGETC:4G; GAV-GE:D2, F

This course will explore the dynamics of communication as it applies to people from different cultures. Course content focuses on the application of theory and research to intercultural communication contexts. Increasing the awareness and understanding of diversity, the perception process, culture, verbal and non-verbal communication and the obstacles that prevent one from becoming a competent intercultural communicator will be examined. (C-ID: COMM 150)

10300	Lec	PB1	E Waddell	3.0	MW	1120-1240
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10301	Lec	PB1	E Waddell	3.0	MW	1250-0210
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CRN Type Room Instructor Units Days Times Dates

CMUN 5 Fundamentals of Communication Studies

Transferable: CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1

This course provides instruction and application of theory and practice in various communication contexts including the self concept, interpersonal, interviewing skills, small group dynamics, and public speaking. Emphasis is placed on analytical and organizational skills, listening, nonverbal and verbal communication, and public speaking communication methodology. ADVISORY: English 250 and English 260.

10282 Lec PB1 T Lim 3.0 M 0230-0535

CMUN 6 Introduction to Conflict Resolution

Transferable: CSU; CSU-GE:D7; GAV-GE:D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as POLS 6 and PSYC 6. ADVISORY: English 250 and English 260.

10305 Lec SS205 L Halper 3.0 TR 1250-0210
This service learning course involves community work.

CMUN 8 Interpersonal Communication

Transferable: CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1, F

This course studies the communication process in an interpersonal (dyadic) setting. This class will explore the ways in which we can improve our communication with others. Verbal and nonverbal messages, self-concept, cultural differences, gender differences, perception, listening and conflict management will be explored. (C-ID: COMM 130)

10306 Lec PB1 D Besson-Silvia 3.0 TR 0945-1105

10307 Lec PB1 D Besson-Silvia 3.0 TR 1250-0210

10308 Lec PB1 D Besson-Silvia 3.0 TR 1120-1240

CMUN 10 Small Group Communication

Transferable: CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1; CAN:SPCH10

An introductory course that develops basic individual reasoning skills, insights and experiences in information-sharing, interacting, decision-making, problem-solving, resolution of disputes and other issues central to group processes. (C-ID: COMM 140) ADVISORY: Eligible for English 250 and English 260.

10278 Lec PB1 S STAFF 3.0 MW 0810-0930

10280 Lec HOL2 A Andrade 3.0 MW 0945-1105
Above class meets at the Hollister Briggs site.

10281 Lec MHG10 D Cowan 3.0 TR 1120-1240
Above class meets at Morgan Hill Community site.

10283 Lec PB1 M Paulson 3.0 W 0600-0905

10284 Lec PB1 A Andrade 3.0 TR 0810-0930

10304 Lec PB1 M Zajac 3.0 F 0900-1205

CMUN 129 Presentation Graphics - MS PowerPoint

Transferable: CSU

This introductory course in presentation graphics will use Microsoft Office's "PowerPoint" software to create a computerized presentation with text and objects. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 129. ADVISORY: CSIS 126 or word processing skills in the Windows environment.

10778 Lec BU110 E Venable 1.0
08/26/13 - 10/18/13 Please see instructor in BU 110, Business Skills Lab for detailed information.

CRN Type Room Instructor Units Days Times Dates

COMPUTER GRAPHICS AND DESIGN

CGD 2 2D/3D Technical Computer Graphics I

Transferable: CSU

Introduction to graphic and design competencies architects, engineers, game/simulation developers, industrial designers and other careers professional designers use when producing and marketing real and/or virtual consumer products. Prepares students to create consumer products, buildings and other designed objects by developing freehand sketches, creating SolidWorks models and/or other graphics while applying theory and knowledge of elements and principles of visual design, creative problem solving, typography, professional ethics and research skills. This course has the option of a letter grade or pass/no pass. ADVISORY: LIB 3 and MATH 404G.

10244 L/L LI126 C McLaughlin 3.0 TR 1250-0210
Will use SolidWorks software for 3D models of designed projects.

CGD 8 Advanced Computer Graphics for Design Application I

Transferable: CSU

Advanced course in applied computer graphics and associated interdisciplinary design proficiencies required by careers that design, engineer, manufacture and/or market products. Applies theories, principles and skills covered in CGD 4 and integrates business, sustainable design, and hybrid products. Design solutions reflect technical understanding, aesthetic principles and addresses societal needs in a cost effective manner. Presentations include animating and rendering models of real and/or virtual products that address human factors/ergonomics, usability, life cycle analysis and sustainability. Portfolios support advancement in student-selected career pathways by communicating competence in computer graphics and design. ADVISORY: Eligible for English 250, 260 and Mathematics 233.

10246 L/L LI126 C McLaughlin 3.0 TR 0220-0340
Will use SolidWorks software for 3D models of designed projects.

NEW

A. A. Transfer Degree in COMMUNICATION STUDIES

Communication Studies now offers an Associate of Arts Degree for Transfer. This new AA-T degree guarantees transfer to the CSU system with junior standing and is an option for students that simplifies the transfer process, saving both time and money.

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5-week CMUN 1A: Public Speaking



Complete your GE Oral Communication requirement class in 5 short weeks! Each section meets three days a week. Get on the Fast Track today!

See CMUN 1A Intro to Public Speaking class listing for details.

CRN Type Room Instructor Units Days Times Dates

CGD 9 Advanced Computer Graphics for Design Application II

Transferable: CSU

Advanced computer graphics and design course that combines technical computer graphic skills with interdisciplinary design proficiencies including creating computer imagery, transformations, and rendering to create 3D model using geometric primitives, projections for computer animation and data visualization. Includes structural analysis and emphasis on developing products that include ergonomic features and sustainable materials. Work within electronic portfolio demonstrates skills and knowledge of technical graphic design to visualize, develop and present products to meet societal needs. ADVISORY: Satisfactory score on the English placement exam or a grade C or better in English 250, completion of Mathematics 233 or satisfactory Mathematics placement. Completion of CGD 2 and CGD 8 with a grade of C or better. Computer lab work can be done both in lab and off-site.

10247 L/L LI126 C McLaughlin 3.0 TR 0220-0340
Will use SolidWorks for 3D models of designed projects.

CGD 160 Technical Desktop Publishing / Graphics

Transferable: CSU

Create multimedia presentations to effectively communicate ideas and market designs. Applies concepts, theories and principles of typography, color and design to create digitally based portfolios for application to four year colleges or for entry level employment. ADVISORY: Eligible for English 250, 260 and Mathematics 233. Familiarity with word processing, keyboarding, and DOS file management. Computer lab work can be done both in lab and off-site.

10242 L/L LI126 C McLaughlin 3.0 TR 0220-0340
Will use SolidWorks software for 3D models of designed projects.

CGD 190A Occupational Work Experience A - Computer Graphics & Design

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. CGD 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**


10743 Wrk Ex LI101A S Sweeney 1.0
10744 Wrk Ex LI101A S Sweeney 2.0
10745 Wrk Ex LI101A S Sweeney 3.0
10746 Wrk Ex LI101A S Sweeney 4.0

CGD 190B Occupational Work Experience B - Computer Graphics & Design

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. CGD 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10747 Wrk Ex LI101A S Sweeney 1.0
10748 Wrk Ex LI101A S Sweeney 2.0
10749 Wrk Ex LI101A S Sweeney 3.0
10750 Wrk Ex LI101A S Sweeney 4.0



THIS SYMBOL MEANS IT IS A **HYBRID** LECTURE / ONLINE CLASS, THAT WILL BE PARTIALLY OVER THE INTERNET. VISIT WWW.GAVILAN.EDU/DISTED/ FOR DETAILS.

CRN Type Room Instructor Units Days Times Dates

COMPUTER SCIENCE & INFORMATION SYSTEMS

CSIS 1 Computer Literacy - MS Office

Transferable: CSU, UC; GAV-GE:E2; CAN:CSCI2

An introduction to terminology, design, operation for the novice user. Student will gain experience using the Internet for searches and email. They will complete projects using various software including word processing, spreadsheets, database, presentation graphics, and integration. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260; completion of CSIS 122.

10492 Lec BU111 S Gaffney 2.0 MW 0900-1105
08/26/13 - 10/16/13 This is also an ROP course. Call (408) 848 - 4719 for more information.

10493 Lec BU111 S Gaffney 2.0 MW 0900-1105
10/21/13 - 12/11/13 This is also an ROP course. Call (408) 848 - 4719 for more information.

10494 Lec BU110 S Gaffney 2.0 T 0600-0905
09/24/13 - 12/10/13 This is also an ROP course. Call (408) 848 - 4719 for more information.

10912 Lec HOL3 A Stoykov 2.0 F 0500-0805
09/24/13 - 12/10/13 Above class meets at the Hollister Briggs site.

CSIS 2 Computers in Business

Transferable: CSU; GAV-GE:E2; CAN:BUS6

Introduction to business information management systems. Topics include database management systems, computer hardware and software, networking, ethics, data security, ecommerce; includes hands-on experience applying these concepts to solve practical business problems using word processing software, spreadsheets, database management systems, presentation graphics and Internet applications. Students cannot receive credit for both CSIS 2 and CSIS 2L. Please see a counselor about degree, certificate, and transfer requirements. This course has the option of a letter grade or pass/no pass. (C-ID: BUS 140) ADVISORY: Eligible for Mathematics 233, English 260 and English 250, and CSIS 122

10780 L/L BU111 M Bryson 4.0 F 0945-1235
Hybrid BU111 E Venable

10784 L/L BU111 M Bryson 4.0 T 0945-1235
Hybrid BU111 E Venable

10791 L/L MHG5 A Stoykov 4.0 Sun 0400-0700
Hybrid MHG5 E Venable

CSIS 2L Computers in Business Lab

Transferable: CSU

Hands-on experience solving practical business problems using word processing software, spreadsheets, database management systems, presentation graphics and Internet applications. Students cannot receive credit for both CSIS 2 and CSIS 2L. Please see a counselor about degree, certificate, and transfer requirements. This course has the option of a letter grade or pass/no pass.

10517 Lab HOL3 M Bryson 1.0 MW 1120-0120
09/11/13 - 12/11/13 Above class meets at the Hollister Briggs site.

10797 Lab BU111 M Bryson 1.0 F 0945-1235

10799 Lab BU111 M Bryson 1.0 T 0945-1235

10800 Lab MHG5 A Stoykov 1.0 Sun 0400-0700

CSIS 3 Research Skills

Transferable: CSU

Research and evaluation skills using the Internet and other electronic resources, as well as traditional printed materials. Also listed as LIB 3. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and 260.

10002 Online A Sargent 2.0 **09/09/13 - 11/02/13**

CRN Type Room Instructor Units Days Times Dates

CSIS 6 Web Page Authoring I

Transferable: CSU; GAV-GE:E2

An introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites, background color or patterns, graphics, tables and mailto links. Principles of design and color as they apply to screen presentations will be included. This course has the option of a letter grade or pass/no pass. Also listed as LIB 6 and DM 6. ADVISORY: CSIS 1 or CSIS 2 or CSIS 3/LIB 3 advised.

10530	Online		J Howell	2.0			08/26/13 - 10/19/13
10538	Online		J Howell	2.0			10/21/13 - 12/18/13

CSIS 8 Introduction to the Internet

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. ADVISORY: CSIS 124

10521	Online		E Venable	1.0			08/26/13 - 10/19/13
10522	Online		E Venable	1.0			10/21/13 - 12/18/13

CSIS 10 BASIC Programming

Transferable: CSU, UC

This course is an introduction to programming using BASIC. No previous programming background is assumed. This is a good class for those new to programming and recommended for non-programmers that want to take other programming classes. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 1 or CSIS 2 or equivalent experience.

10496	Lec	MHG8F	Thompson	2.0	R	0600-0905	09/26/13 - 12/19/13 Above class meets at Morgan Hill Community site.
10617	Lec	BU111	F Thompson	2.0	R	0900-1105	

CSIS 12 Assembly Language Programming

Transferable: CSU, UC

Fundamentals of assembly language programming concepts and techniques. Topics include internal representation of data, arithmetic operations, logic statements, and general assembly language commands. Introduce low level language architecture including assemblers, linkage editors, and loaders. This course has the option of a letter grade or pass/no pass. COREQUISITE: CSIS 12L Assembly Language Programming Lab ADVISORY: CSIS 45 (C++ Programming) or programming experience. Math 233 (Intermediate Algebra)

10524	Online		D Van Tassel	3.0			
10526	Hybrid	MHG8	D Van Tassel	3.0	M	06:00-0905	Above class meets at Morgan Hill Community site.

CSIS 12L Assembly Language Programming Lab

Transferable: CSU, UC

Supplemental practice in coursework associated with this course is provided. Concurrent enrollment in CSIS 12 is required. This is a pass/no pass course. COREQUISITE: CSIS 12 Assembly Language Programming

10525	Online		D Van Tassel	1.0			
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CRN Type Room Instructor Units Days Times Dates

CSIS 18 UNIX / C++ Programming

Transferable: CSU, UC

An introduction to the C++ programming language and the UNIX operating system. Topics include programming on a UNIX system, including C/C++ language, shell programming, and the interface between C++ and UNIX. This course has the option of a letter grade or pass/no pass. Concurrent enrollment in CSIS 18L is required. COREQUISITE: CSIS 18L UNIX/C++ Programming Lab ADVISORY: CSIS 48 UNIX Operating System, CSIS 10 BASIC Programming or other programming experience.

10772	Online		D Van Tassel	3.0			
10773	Lec	MHG8	D Van Tassel	3.0	T	0600-0905	Above class meets at Morgan Hill Community site.

CSIS 18L UNIX / C++ Programming Lab

Transferable: CSU, UC

Supplemental practice in coursework associated with this course is provided. Concurrent enrollment in CSIS 18 is required. This course has the option of a letter grade or pass/no pass. COREQUISITE: CSIS 18 UNIX/C++ Programming

10779	Online		D Van Tassel	1.0			
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CSIS 24 Java Programming I

Transferable: CSU, UC

Introduction to Java programming. Includes learning the Java environment, using and creating Java applets, and writing stand-alone applications. Covers the Java environment, object-oriented programming, language basics, classes, interfaces, packages, threads, and exceptions. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 45 C++ Programming or equivalent programming experience.

10792	Hybrid	BU118	A Stoykov	4.0	T	0200-0500	
	Hybrid		A Stoykov				
10793	Online		A Stoykov	4.0			

CSIS 45 C++ Programming I

Transferable: CSU, UC; GAV-GE:E2; CAN:CSC118

An introduction to the concepts and methods of computer programming using C++. Students will be introduced to procedural and object-oriented programming design methodology. Topics covered include variable and constant declarations, selection statements, repetition, functions and recursion, arrays, strings, pointers, and an introduction to classes and objects. This course will prepare students for the Programming II class. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 10 or equivalent. Math 205 (Elementary Algebra)

10821	Lec	MHG8	D Van Tassel	4.0	T	0600-0905	
	Hybrid		D Van Tassel				
							Above class meets at Morgan Hill Community site.
10822	Online		D Van Tassel	4.0			

CSIS 48 UNIX / Linux Operating System

Transferable: CSU, UC

This course will provide the basics of the UNIX/Linux operating system, including the history and the use of UNIX/Linux with hands-on experience using commands and files. Topics to be covered include basic UNIX/Linux commands, text editing, files and directories, electronic mail, pipes and filters, and shell programming. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

10823	Lec	LI126	D Van Tassel	4.0	MW	0945-1105	
	Hybrid		D Van Tassel				
10824	Online		D Van Tassel	4.0			

CSIS 49 UNIX / Linux Shell Programming

Transferable: CSU, UC

A beginning course in UNIX/Linux shell programming using different commands including awk, sed, and Perl. The course will cover theory and concepts including interpretation of different quote characters, shell variables, decision-making commands, and looping mechanism. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 48

10523	Online		D Van Tassel	4.0			
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ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you MUST log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates

CSIS 54 Perl Programming

Transferable: CSU, UC

Introduction to the interpreted language called PERL, the Practical Extraction and Report Language. Writing of programs that perform various tasks, including text, file and process manipulation. Semantics and syntax of the Perl language, including discussion of the practical kinds of problems that Perl can solve and provides examples. This course has the option of a letter grade or pass/no pass. Concurrent enrollment in CSIS 54L is required. **COREQUISITE:** CSIS 54L Perl Programming Lab **ADVISORY:** CSIS 45 C++ Programming or equivalent programming experience.

10913 Online  E Venable 3.0

CSIS 54L Perl Programming Lab

Transferable: CSU, UC

Supplemental practice in coursework associated with this course is provided. Concurrent enrollment in CSIS 54 is required. **COREQUISITE:** CSIS 54 Perl Programming

10914 Online  E Venable 1.0

CSIS 73 Desktop Publishing - Adobe InDesign

Transferable: CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisements. Included in the course will be basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with Adobe InDesign. This course has the option of a letter grade or pass/no pass. Also listed as DM 73. **ADVISORY:** Completion of CSIS 1 or completion of CSIS 2.

10825 Lec BU111 JConrey 3.0 R 1120-0210

CSIS 74 Advanced PhotoShop

Transferable: CSU; GAV-GE:C1

This is an intermediate level course in mastering Adobe's Photoshop software. Students will learn advanced strategies in professional digital editing. Students will apply creative techniques for print, video, animation and the web. Students will develop skills in luminance, color and exposure to optimize images with adjustment layers and masks, and cutting-edge selection techniques. There will be a focus in post processing for landscape, portrait and panoramic imaging suited for the artist, photographer and design student. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 74 and DM 74. **ADVISORY:** DM/ART/CSIS 75 PhotoShop I

10827 Lec LI128 R Beede 3.0 TR 0945-1105

10917 Lec MHG5 R Grzan 3.0 R 0600-0905
Above class meets at Morgan Hill Community site.

CSIS 75 Photoshop I - Adobe Photoshop

Transferable: CSU; GAV-GE:C1

This is an entry level course in mastering Adobe's Photoshop software. Students will learn creative and fundamental processes in professional digital image editing. Hands on lessons provide students with skills to manage today's image libraries. Students will be introduced to Photoshop's Bridge and Camera Raw utilities while crafting state of the art compositions for print, video, animation and the web. There is a focus on basic tonal and color adaptations, digital painting, black and white conversion, special effects, and correction and restoration techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 75 and DM 75. **ADVISORY:** CSIS 124 (Windows Fundamentals), CSIS 2L

10852 Lec MHG5 R Grzan 3.0 T 0600-0905
Above class meets at Morgan Hill Community site.

10855 Lec LI128 K Powers 3.0 M 0330-0635
08/26/13 - 12/09/13



ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you **MUST** log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates

CSIS 76 Digital Illustration

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. **ADVISORY:** CSIS 1 or CSIS 2 or equivalent computer experience.

10869 Lec LI128 V Fainshtein 3.0 F 0100-0350

CSIS 77 Introduction to Digital Media and its Tools

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. **ADVISORY:** CSIS 124, CSIS 1, CSIS 2/2L, CSIS 3, or familiarity using the Macintosh or Windows operating system.

10865 L/L LI128 R Beede 3.0 TR 1120-0210

CSIS 79 Portfolio Development

Transferable: CSU; GAV-GE:C1


The planning and production of personal portfolios and self-promotion materials, including online, print, slides, and e-media (CD ROM, DVD) portfolios; cover letters, and resumes. Focuses on self-promotion for jobs, self-employment, or advanced education in the fields of Art, Computer Graphic Design and Digital Media. Students will leave the class with one or more portfolios representing their work. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 79 and DM 79.

10974 Lec AR103 J Edberg 1.0 M 0230-0350
10/14/13 - 12/09/13

CSIS 85 Web Design I: Dreamweaver

Transferable: CSU; GAV-GE:C1

Basic and intermediate principles of designing web pages using Dreamweaver, HTML and CSS. Emphasis will be on concept development, interface and navigation design, layout principles and the use of Dreamweaver and CSS to execute, develop, and maintain professional Web sites. Topics will include enhanced text formatting, tables, styles, forms, frames, image maps, and background colors and patterns. Course also includes the integration of multimedia components such as graphics, sound, animation, and video. This course is also listed as ART 85 and DM 85. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 6 or basic knowledge of HTML.

10519 Online  S Lawrence 3.0

10870 Lec LI128 V Fainshtein 3.0 F 0900-1150

CSIS 110 Interactive Animation: Flash

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. **ADVISORY:** CSIS 1, CSIS 2/2L, CSIS 124 or basic computer knowledge.

10618 L/L LI128 R Beede 3.0 MW 1250-0320

CRN Type Room Instructor Units Days Times Dates

CSIS 112 Keyboard Speed Building

Transferable: CSU

This self-paced course is designed for students who know the alphabetic keyboard by touch and who want to develop their keyboarding speed. Students will use a microcomputer to keyboard a series of straight-copy timings, which will enable them to achieve a high level of skill. This is a pass/no pass course. ADVISORY: CSIS 122 or knowledge of keyboard with keyboarding speed of at least 25 wpm.

10681 Lab BU110 S Gaffney .5
Open Entry/Open Exit, see instructor in BU110 for details.

CSIS 113 Introduction to Digital Video

Transferable: CSU; GAV-GE:C1

Introduction to the aesthetic and technical aspects of digital video recording, non-linear editing, visual effect generation, and production of video (and associated audio) using the personal computer equipped with specialized software such as Final Cut Pro, Motion, and After Effects. Also considered will be the preparation of digital video for distribution in interactive media such as CDs, DVDs, mobile devices, and the World Wide Web. Students will produce a final digital video project for distribution in various media formats. This course has the option of a letter grade or pass/no pass. Also listed as ART 113 and DM 113. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience

10972 L/L LI128 R Beede 3.0 MW 0945-1205

CSIS 120 Computerized Accounting - QuickBooks

Transferable: CSU

An introduction to computer assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. This course is also listed as ACCT 120. ADVISORY: CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.

10258 Lec MHG5 T Ratchford 3.0 W 0600-0905
Above class meets at Morgan Hill Community site. This is also an ROP course. Call (408) 848 - 4719 for more information.

CSIS 121 Spreadsheet - MS Excel

Transferable: CSU

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. This course will help prepare students for taking the Excel MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass. Also listed as ACCT 121. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

10262 Lec BU111 J Conrey 2.0 W 1120-0210
09/11/13 - 12/04/13

10265 Lec HOL3 F Mendez 2.0 W 0400-0600
Above class meets at the Hollister Briggs site. This is also an ROP course. Call (408) 848 - 4719 for more information.

CRN Type Room Instructor Units Days Times Dates

CSIS 122 Computer Keyboarding

Transferable: CSU

A self-paced course for students who wish to master the alphabetic and numeric keyboard on the computer. This course is designed for students who do not know the alphabetic keyboard by "touch" and for those who want to improve their ability to type straight copy with increased speed and accuracy. The course provides "hands-on" instruction to help students reach optimum computer keyboarding skills within a limited time. This is a pass/no pass course. Course may be repeated until 2 units are accrued. **Open Entry/Open Exit, see instructor in BU110 for details.**

10690 Lab BU110 E Venable 1.0

10691 Lab BU110 E Venable .5

10692 Lab HOL3 M Bryson .5 MW 0945-1105
Above class meets at the Hollister Briggs site.

10693 Lab HOL3 M Bryson 1.0 MW 0945-1240
Above class meets at the Hollister Briggs site.

10694 Lab HOL3 M Bryson 0.5 MW 1120-1240
Above class meets at the Hollister Briggs site.

10723 Lab HOL3 M Bryson 1.0 MW 1120-0125
Above class meets at the Hollister Briggs site.

10728 Lab HOL3 D Hampton .5 R 0600-0735
Above class meets at the Hollister Briggs site.

10730 Lab HOL3 D Hampton 1.0 R 0600-0905
Above class meets at the Hollister Briggs site.

10732 Lab BU110 S Gaffney .5 T 0600-0735

10733 Lab BU110 S Gaffney 1.0 T 0600-0905

CSIS 124 Windows Fundamentals

Transferable: CSU

This course provides fundamental information on the Windows environment for the computer. Introductory Windows operations and file management are covered. This is a pass/no pass course. ADVISORY: Basic keyboarding skill.

10500 Lec BU111 E Milar 1.0 T 1250-0225
10/08/13 - 12/03/13

10501 Lec HOL3 M Bryson 1.0 MW 0900-1105
09/11/13 - 10/02/13 Above class meets at the Hollister Briggs site.

10511 Lec HOL3 F Mendez 1.0 W 0130-0335
10/09/13 - 12/11/13 Above class meets at the Hollister Briggs site. This is an ROP course. Call (408) 848 - 4719 for more information.

CSIS 126 Word Processing - MS Word

Transferable: CSU

This introductory course for word processing with Windows is designed for business and non-business majors. Students will develop word processing skills to create a document, select and edit text, move and copy text, use the spelling, grammar, and thesaurus features, format text, and create headers and footnotes for a research paper. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 260 and basic keyboarding skills.

10514 Lec HOL3 M Bryson 2.0 MW 0900-1105
10/14/13 - 12/11/13 Above class meets at the Hollister Briggs site.

10752 Lec MHG8 F Mendez 2.0 F 0900-1050
Above class meets at Morgan Hill Community site. This is also an ROP course. Call (408) 848 - 4719 for more information.

10754 Lec HOL3 F Mendez 2.0 M 0400-0600
Above class meets at the Hollister Briggs site. This is also an ROP course. Call (408) 848 - 4719 for more information.

10756 Lec BU111 E Milar 2.0 M 1250-0210

10771 Online J Conrey 2.0

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(on sale August 1 - December 2)

CRN Type Room Instructor Units Days Times Dates

CSIS 129 Presentation Graphics - MS PowerPoint

Transferable: CSU

This introductory course in presentation graphics will use Microsoft Office's "PowerPoint" software to create a computerized presentation (slide show) with text and objects. This course is also listed as CMUN 129. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 126 or word processing skills in the Windows environment.

10777 Lec BU110 E Venable 1.0
08/26/13 - 10/18/13 Please see instructor in BU 110, Business Skills Lab for detailed instruction.

CSIS 151 Introduction to XML Authoring

Transferable: CSU

This course provides an introduction and overview of eXtensible Markup Language (XML) and XML related technologies used to develop content and manipulate data for commercial web sites. XML is a revolutionary language which is rapidly becoming a Web development standard for business-to-business transactions, and for database manipulation and searching. The class will cover well-formed and valid XML documents, namespaces, schemas, cascading style sheets (CSS), and XSLT. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 6

10776 Online D Van Tassel 3.0

CSIS 179 Introduction to Information Security

Transferable: CSU

This course introduces students to network security concepts and prepares them for computer systems and network management duties. This course covers security concepts, communications and infrastructure security, basic cryptography, and operational and organizational security. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 178.

10774 L/L BU118 M Ramos 4.0 M 0600-0950

CSIS 181 PC Hardware

Transferable: CSU

This course examines computing hardware, operating systems, and software applications from a technical side to enable students to select, install, maintain and optimize a computer system. This course will help prepare students to pursue the A+ Hardware Certification. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 124, CSIS 1 OR CSIS 2, or equivalent computer experience.

10516 L/L BU118 J Foshee 4.0 R 0600-0950

CSIS 182 Operating Systems

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. **ADVISORY:** CSIS 1 or CSIS 2 or equivalent computer experience

10775 L/L BU118 L Barreto 4.0 T 0600-0950

CSIS 190A Occupational Work Experience A - CSIS

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. CSIS 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10751 Wrk Ex LI101A S Sweeney 1.0
 10753 Wrk Ex LI101A S Sweeney 2.0
 10755 Wrk Ex LI101A S Sweeney 3.0
 10764 Wrk Ex LI101A S Sweeney 4.0

CRN Type Room Instructor Units Days Times Dates

CSIS 190B Occupational Work Experience B - CSIS

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. CSIS 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10765 Wrk Ex LI101A S Sweeney 1.0
 10766 Wrk Ex LI101A S Sweeney 2.0
 10767 Wrk Ex LI101A S Sweeney 3.0
 10768 Wrk Ex LI101A S Sweeney 4.0

CSIS 570 Computer Access Evaluation

Transferable: No

This course is intended to provide an in-depth computer access evaluation in order to determine an appropriate access environment for a student with a disability or multiple disabilities. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry, open exit course. **ADVISORY:** This course is intended for students with a verified disability who show a need for the use of assistive computer programs and/or equipment or demonstrated academic deficit.

10904 Lab LI105 J Maringer-Cantu .5
 Make an appointment with the HTC instructor (LI105). Open Entry/Open Exit

CSIS 571A Introduction to Assistive Computer Instruction Lab

10981 Lab LI105 J Maringer-Cantu .5 OpenEntry/Open Exit
 10982 Lab LI105 J Maringer-Cantu 1.0 OpenEntry/Open Exit
 10983 Lab LI105 J Maringer-Cantu 2.0 OpenEntry/Open Exit

CSIS 572 Adaptive Computer Basics

Transferable: No

This course will include an introduction to the basic concept of how computers work, using the computer keyboard, word processing, beginning Internet and presentation graphics. This course will be self-paced and adjusted so that students with disabilities can learn a number of adaptive devices designed to make computers accessible. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. **ADVISORY:** This course is intended for students with a verified disability who show a need for the use of adaptive computer programs and/or equipment or demonstrated academic deficit.

10910 Lab LI105 J Maringer-Cantu 1.0 MW 1250-0210

COSMETOLOGY

COS 191A Workplace Skills

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.

10491 Lec HOL3 F Mendez 1.0 M 0130-0320
10/07/13 - 12/19/13 Above class meets at the Hollister Briggs site. This is a ROP course. Call (408) 848 - 4719 for more information.

COS 200 Beginning Cosmetology

Transferable: No

Fundamental principles of the science/art of beauty culture including hair design, chemical services and cosmetic therapy. **ADVISORY:** Eligible for English 250, 260 and Mathematics 205.

10543 L/L BU103 A Juarez TW 0810-0930
 G Ramirez
 10543 L/L BU103 N Boyd 12.0 RF 0810-0930
 A Juarez
 10543 L/L N Boyd TWRF 0935-0330
 A Juarez

Student kit cost \$600.00 payable at Admissions and Records by the first day of instruction. Approximate cost for additional course materials is \$200.00. Contact the Cosmetology department at (408) 848-4884 for a complete list of required materials.

CRN Type Room Instructor Units Days Times Dates

COS 201 Intermediate Cosmetology

Transferable: No

Extended studies and techniques in tinting, bleaching, permanent waving, soft perming, chemical straightening, pedicuring, waxing, and shaping and styling. **ADVISORY:** Satisfactory completion of Cosmetology 200. Eligible for English 250, 260 and Mathematics 205.

10544 L/L COS102 N Khanna 12.0 TWRF 0810-0330

G Ramirez
M Andre

Approximate cost for course materials is \$300.00. Prices are subject to change. Contact the Cosmetology department at (408) 848-4884 for a complete list of required materials.

COS 202 Advanced Cosmetology

Transferable: No

Advanced techniques in tinting, lightening, hair design and cosmetic chemistry. **PREREQUISITE:** Completion of COS 200 & 201. **ADVISORY:** Eligible for English 250, 260 and Mathematics 205.

10545 L/L COS102 G Ramirez 12.0 TWRF 0810-0330

Approximate cost for course materials is \$400.00. Prices are subject to change. Contact the Cosmetology department at (408) 848-4884 for a complete list of required materials.

COS 203 Practicum

Transferable: No

Advanced techniques in tinting, lightening, hair and design and cosmetic chemistry. May be repeated once for credit. **PREREQUISITE:** Completion of COS 200, 201 and 202. **ADVISORY:** Eligible for English 250, 260 and Mathematics 205.

10551 Lab COS102 G Ramirez .5 TWRF 0810-0330

10552 Lab COS102 G Ramirez 1.0 TWRF 0810-0330

10554 Lab COS102 G Ramirez 2.0 TWRF 0810-0330

10555 Lab COS102 G Ramirez 3.0 TWRF 0810-0330

10556 Lab COS102 G Ramirez 4.0 TWRF 0830-0330

10557 Lab COS102 G Ramirez 5.0 TWRF 0810-0330

10561 Lab COS102 G Ramirez 6.0 TWRF 0830-0330

10572 Lab COS102 G Ramirez 7.0 TWRF 0810-0330

10574 Lab COS102 G Ramirez 8.0 TWRF 0810-0330

10575 Lab COS102 G Ramirez 9.0 TWRF 0810-0330

10579 Lab COS102 G Ramirez 10.0 TWRF 0810-0330

10581 Lab COS102 G Ramirez 11.0 TWRF 0810-0330

10582 Lab COS102 G Ramirez 12.0 TWRF 0810-0330

COS 205 State Board Review

Transferable: No

State Board exam procedures and standards. **ADVISORY:** Cosmetology 201.

10600 Lab COS102 G Ramirez 2.0 M 0810-0145

Approximate cost for course materials is \$200.00. Prices are subject to change. Contact the Cosmetology department for a complete list of required materials.

COS 220 Scientific Skin Care (Esthetics)

Transferable: No

An introductory course designed to provide the skills necessary to be employed as an Esthetician (Facialist). Skills taught include skin care and treatment, cosmetics, and the use of electrical modalities. **REQUIRED:** 17 years of age, completed 10th grade or equivalent, as per State Board of Cosmetology.

10599 L/L COS102 A Cabello 4.0 MTWRF 0445-0945

S Rodriguez

Approximate cost for course materials fee is \$800.00 Prices are subject to change. Contact the Cosmetology department at (408) 848-4884 for a complete list of required materials.

ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you **MUST** log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates

COS 223 Independent Study

Transferable: No

Designed to afford selected students specialized opportunities for exploring areas at the independent study level. The courses may involve extensive library work, research in the community, or special projects. This course has the option of a letter grade or pass/no pass. **REQUIRED:** The study outline prepared by the student and the instructor must be filed with the Department and the Area Dean.

10846 Ind COS102 G Ramirez 1.0

10847 Ind COS102 G Ramirez 2.0

COS 290A Occupational Work Experience A - Cosmetology

Transferable: No

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. COS 290A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10838 Wrk Ex LI101A S Sweeney 1.0

10839 Wrk Ex LI101A S Sweeney 2.0

10840 Wrk Ex LI101A S Sweeney 3.0

10841 Wrk Ex LI101A S Sweeney 4.0

COS 290B Occupational Work Experience B - Cosmetology

Transferable: No

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. COS 290B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10842 Wrk Ex LI101A S Sweeney 1.0

10843 Wrk Ex LI101A S Sweeney 2.0

10844 Wrk Ex LI101A S Sweeney 3.0

10845 Wrk Ex LI101A S Sweeney 4.0

DIGITAL MEDIA

DM 6 Web Page Authoring I

Transferable: CSU; GAV-GE:E2

An introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites, background color or patterns, graphics, tables and mailto links. Principles of design and color as they apply to screen presentations will be included. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 6 and LIB 6. **ADVISORY:** CSIS 1 or CSIS 2 or CSIS 3/LIB 3 advised.

10528 Online  J Howell 2.0

08/26/13 - 10/19/13

10531 Online  J Howell 2.0

10/21/13 - 12/18/13

DM 73 Desktop Publishing - Adobe InDesign

Transferable: CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisements. Included in the course will be basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with Adobe InDesign. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 73. **ADVISORY:** Completion of CSIS 1 or completion of CSIS 2.

10826 Lec BU111 J Conrey 3.0 R 1120-0210

CRN Type Room Instructor Units Days Times Dates

DM 74 Advanced PhotoShop

Transferable: CSU; GAV-GE:C1

This is an intermediate level course in mastering Adobe's Photoshop software. Students will learn advanced strategies in professional digital editing. Students will apply creative techniques for print, video, animation and the web. Students will develop skills in luminance, color and exposure to optimize images with adjustment layers and masks, and cutting-edge selection techniques. There will be a focus in post processing for landscape, portrait and panoramic imaging suited for the artist, photographer and design student. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 74 and CSIS 74. ADVISORY: DM/ART/CSIS 75 PhotoShop I

10829	Lec	LI128	R Beede	3.0	TR	0945-1105
10919	Lec	MHG5	R Grzan	3.0	R	0600-0905

Above class meets at Morgan Hill Community site.

DM 75 Photoshop I - Adobe PhotoShop

Transferable: CSU; GAV-GE:C1

This is an entry level course in mastering Adobe's Photoshop software. Students will learn creative and fundamental processes in professional digital image editing. Hands on lessons provide students with skills to manage today's image libraries. Students will be introduced to Photoshop's Bridge and Camera Raw utilities while crafting state of the art compositions for print, video, animation and the web. There is a focus on basic tonal and color adaptations, digital painting, black and white conversion, special effects, and correction and restoration techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 75 and CSIS 75. ADVISORY: CSIS 124 (Windows Fundamentals), CSIS 2L

10854	Lec	MHG5	R Grzan	3.0	T	0600-0905
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Above class meets at Morgan Hill Community site.

10857	Lec	LI128	K Powers	3.0	M	0330-0635
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08/26/13 - 12/09/13

DM 76 Digital Illustration

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. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

10868	Lec	LI128	V Fainshtein	3.0	F	0100-0350
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DM 77 Introduction to Digital Media and its Tools

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. ADVISORY: CSIS 124, CSIS 1, CSIS 2/2L, CSIS 3, or familiarity using the Macintosh or Windows operating system.

10864	L/L	LI128	R Beede	3.0	TR	1120-0210
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DM 79 Portfolio Development

Transferable: CSU; GAV-GE:C1

The planning and production of personal portfolios and self-promotion materials, including online, print, slides, and e-media (CD ROM, DVD) portfolios; cover letters, and resumes. Focuses on self-promotion for jobs, self-employment, or advanced education in the fields of Art, Computer Graphic Design and Digital Media. Students will leave the class with one or more portfolios representing their work. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 79 and CSIS 79.

10975	Lec	AR103	J Edberg	1.0	M	0230-0350
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10/14/13 - 12/09/13

CRN Type Room Instructor Units Days Times Dates

DM 85 Web Design I: Dreamweaver

Transferable: CSU; GAV-GE:C1

Basic and intermediate principles of designing web pages using Dreamweaver, HTML and CSS. Emphasis will be on concept development, interface and navigation design, layout principles and the use of Dreamweaver and CSS to execute, develop, and maintain professional Web sites. Topics will include enhanced text formatting, tables, styles, forms, frames, image maps, and background colors and patterns. Course also includes the integration of multimedia components such as graphics, sound, animation, and video. This course is also listed as ART 85 and CSIS 85. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 6 or basic knowledge of HTML.

10520	Online		S Lawrence	3.0		
10872	Lec	LI128	V Fainshtein	3.0	F	0900-1150

DM 110 Interactive Animation: Flash

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. ADVISORY: CSIS 1, CSIS 2/2L, CSIS 124 or basic computer knowledge.

10620	L/L	LI128	R Beede	3.0	MW	1250-0320
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DM 113 Introduction to Digital Video

Transferable: CSU; GAV-GE:C1

Introduction to the aesthetic and technical aspects of digital video recording, non-linear editing, visual effect generation, and production of video (and associated audio) using the personal computer equipped with specialized software such as Final Cut Pro, Motion, and After Effects. Also considered will be the preparation of digital video for distribution in interactive media such as CDs, DVDs, mobile devices, and the World Wide Web. Students will produce a final digital video project for distribution in various media formats. This course has the option of a letter grade or pass/no pass. Also listed as ART 113 and CSIS 113. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience.

10973	L/L	LI128	R Beede	3.0	MW	0945-1205
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ECOLOGY

ECOL 1 Conservation of Natural Resources

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. ADVISORY: Eligible for English 250 and English 260.

10605	Lec	LS101	J Hubbard	4.0	TR	1250-0210
	Lab	LS102	J Hubbard		T	0230-0535
10606	Lec	LS101	J Hubbard	4.0	TR	1250-0210
	Lab	LS102	J Hubbard		R	0230-0535

 **ONLINE CLASSES:** You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you **MUST** log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates
ECONOMICS

ECON 1 Principles of Macroeconomics

Transferable: CSU, UC; CSU-GE:D2, IGETC:4B; GAV-GE:D2; CAN:ECON2

Introduction to the principles of macroeconomic analysis, economic institutions, and economic policy; supply and demand, determinants and distribution of output, income, and welfare through the market system; international trade and globalization. Measurement, determinants of, and policies relating to long-run economic growth, business cycle fluctuations, unemployment, and inflation. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** MATH 430 or MATH 205

10858	Lec	BU120	J Kearns	3.0	TR	1250-0210
Student will be required to purchase access to "My Econ Lab," Online portal.						
10859	Online		J Kearns	3.0		
Student will be required to purchase access to "My Econ Lab," online portal.						
10860	Lec	BU120	J Kearns	3.0	MW	0945-1105
Student will be required to purchase access to "My Econ Lab," Online portal.						
10861	Online		J Kearns	3.0		
Student is required to purchase access to "My Econ Lab," Online portal.						

ECON 2 Principles of Microeconomics

Transferable: CSU, UC; CSU-GE:D2, IGETC:4B; GAV-GE:D2; CAN:ECON4

Introduction to microeconomic principles and theory, and analysis; resource allocation, economic policy; supply and demand, determinants and distribution of output, income, and welfare through the market system; international trade and globalization. Consumer choice and utility maximization. Profit maximization in various competitive settings. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** MATH 430 or MATH 205

10862	Lec	BU118	J Kearns	3.0	MW	1250-0210
Student will be required to purchase access to "My Econ Lab," Online portal.						
10863	Lec	MHG5	J Kearns	3.0	TR	0945-1105
Above class meets at Morgan Hill Community site. Student will be required to purchase access to "My Econ Lab," Online portal.						

ECON 14 Personal Finance

Transferable: CSU

This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, insurance, investments, retirement, and estate planning will be examined. This course is also listed as BUS 14. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Math 400

10615	Lec	MHG4	S Kurtz	3.0	R	0630-0930
Above class meets at Morgan Hill Community site.						

ENGINEERING

ENGR 2 Statics

Transferable: CSU, UC; CAN:ENGR8

Vector treatment of two- and three-dimensional force systems acting on particles and engineering structures in equilibrium. Topics include forces, moments, couples, resultants, equilibrium conditions, trusses, centroids, moment of inertia, beams, shear and moment diagrams, cables, fluids and friction. **PREREQUISITE:** Mathematics 1A and Mathematics 1B and Physics 4A with a grade of 'C' or better.

10608	Lec	PS102	R Lee	3.0	MR	0230-0350
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ENGR 4 Properties Of Materials

Transferable: CSU, UC; CAN:ENGR4

Basic principles of physics and chemistry are used to determine the quantitative relationships that describe the behavior of solids. Particular emphasis is placed upon the relationship between the structure and properties of crystalline solids. Applications consider control of properties as an engineering design variable. A term paper based upon review of the periodical technical literature is required. **PREREQUISITE:** Chemistry 1A and Physics 4A.

10609	Lec	PS102	R Lee	3.0	MR	0415-0535
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CRN Type Room Instructor Units Days Times Dates

ENGR 5 Engineering Programming and Problem Solving

Transferable: CSU, UC; CAN:CSCI4

An introduction to engineering problem solving using computer programming, numerical computing, and spreadsheets. Topics will include basic control structures, data types, input/output, an introduction to the design, implementation, testing and documentation of software, and the syntax and semantics of a modern programming language. Additional topics include matrix manipulation, curve plotting, finding solutions of ODEs, statistical analysis and presentation of data using available software. **PREREQUISITE:** Mathematics 1A with a grade of 'C' or better. May be taken concurrently.

10610	Lec	PS102	S STAFF	3.0	T	0600-0835
	Lab	PS102	S STAFF		R	0600-0835

ENGR 10A Introduction to Engineering I

Transferable: CSU, UC

Engineering 10A introduces students to the engineering profession. Topics will include an introduction to the various engineering disciplines; the role of engineers and engineering in society; the curriculum requirements for the various engineering disciplines at different four-year institutions; academic success strategies; personal and professional development techniques; an introduction to the engineering design process; an introduction to engineering problem-solving methodologies; engineering ethics; communication skills; and working as a member of a team. **ADVISORY:** English 250.

10607	L/L	PS102	K Luehrs	2.0	M	0600-0905
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Gavilan College Public Safety Careers



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 schedules of regular college classes.

CAREERS IN:

- LAW ENFORCEMENT
- PROBATION OFFICER
- CORRECTIONS OFFICER
- FIRE TECHNOLOGY
- DISPATCHER
- JUVENILE HALL COUNSELOR



408.270.6458

Gavilan College has been providing quality Administration of Justice education and training for over 40 years. If you want to begin your career in Law Enforcement, go to the same place where thousands of Northern California law enforcement officers got their start!

www.theacademy.ca.gov

ENGINEERING IS BACK!!

Gavilan offers the core set of freshman and sophomore Engineering courses so you can transfer as a junior to the UC or CSU of your choice! Once taking Math 1A, complete your Bachelor's degree in the same amount of time as students who start at the four-year schools!



For more information, please contact Russell Lee, Engineering Instructor at rlee@gavilan.edu.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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ENGLISH

ENGL 1A **Composition**

Transferable: CSU, UC; CSU-GE:A2, IGETC:1A; GAV-GE:A2; CAN:ENGL2, ENGL SEQ A

This is a writing course which emphasizes expository writing, argumentative writing, and critical reading of expository prose. It is meant to train students in clear thinking and reasoned support of ideas. Students will be given the opportunity to read models of good expository and argumentative prose and learn the techniques of good writing. These include choosing appropriate subjects, developing restricted, unified, and precise theses and presenting supporting evidence in a logical, lucid, and effective manner. To achieve this end, students write no fewer than six essays and read at least five works, two of which are book length. **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.

10026	Lec	HU102	M Fuzie	3.0	MW		0810-0930
Investigate environmental ethics, and apply yours to real-life situations.							
10027	Lec	MHG11	M Bragger	3.0	MW		0810-0930
Above class meets at Morgan Hill Community site.							
10028	Lec	MA102	C Salvin	3.0	MW		1120-1240
Investigate environmental issues, particularly those connected to what we eat and where we live.							
10029	Lec	HU102	D Condon	3.0	TR		0945-1105
10030	Lec	MHG10	S Sloan	3.0	F		0900-1205
Above class meets at Morgan Hill Community site.							
10031	Lec	HOL5	C Salvin	3.0	TR		1120-1240
Above class meets at the Hollister Briggs site. Investigate environmental issues, particularly those connected to what we eat and where we live.							
10032	Lec	SS111	M Fuzie	3.0	MW		1250-0210
Investigate environmental ethics, and apply yours to real-life situations.							
10033	Lec	MA102	J Roscher	3.0	TR		1250-0210
The American Dream: Revisit the land of freedom and equality.							
10034	Lec	HU103	G Mora	3.0	MW		0230-0350
10035	Online		O Osikomaiya	3.0			
10036	Online		K Wisdom	3.0			
Explore the impact and implications of digital technologies (e.g. Web 2.0, mobile computing) in today's society.							
10037	Lec	HU103M	Kovacs	3.0	M		0600-0905
10038	Lec	HOL5	T Brett	3.0	R		0600-0905
Above class meets at the Hollister Briggs site. Explore the exciting realm of science and discover who we are and how we got here, and learn about the scientists and explorers who got us here while learning to write with panache, flair, and accuracy.							
10039	Online		E Crook	3.0			
10040	Lec	MHG13	S Sloan	3.0	W		0600-0905
Above class meets at Morgan Hill Community site.							
10041	Lec	HU102	T Mack	3.0	T		0600-0905
Explore human rights issues through fiction, non-fiction, videos, and music. Check out youthforhumanrights.org for an intro to course concepts.							
10042	Lec	HOL5	G Mora	3.0	F		0900-1205
Above class meets at the Hollister Briggs site.							

 **ONLINE CLASSES:** You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you **MUST** log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

GRADUATION INFORMATION

Call 408-848-4737 for details about the graduation process.

The deadline for filling out a petition for graduation for fall is Friday, October 18, 2013.



CRN	Type	Room	Instructor	Units	Days	Times	Dates
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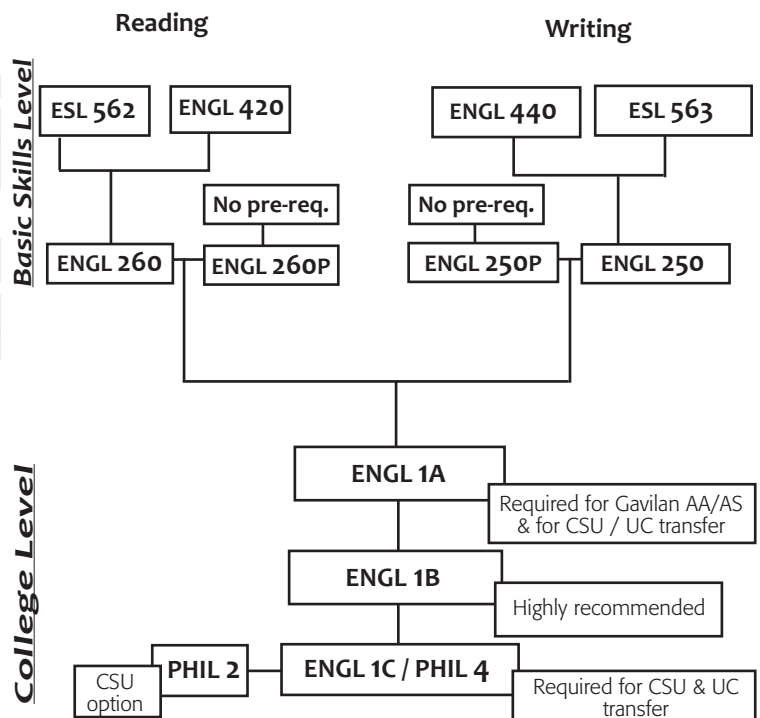
ENGL 1B **Composition and Literature**

Transferable: CSU, UC; CSU-GE:C, IGETC:3B; GAV-GE:C2; CAN:ENGL4, ENGL SEQ A

English 1B continues the work begun in 1A, but now the emphasis shifts to writing expository prose in conjunction with reading and analyzing imaginative literature. Students are to write as fledgling critics and use the text as a basis for other forms of reflection. The reading requirement includes short stories, poetry, drama, and at least two novels. Course work will also include fundamentals of research writing. **PREREQUISITE:** English 1A with a grade of "C" or better.

10043	Online		D Luoma	3.0			
10044	Online		K Warren	3.0			
10045	Lec	HU103	G Richards	3.0	TR		0945-1105
10046	Lec	HU103	S White	3.0	F		0900-1205
10047	Lec	SS111	S Hirasuna	3.0	TR		1120-1240
Examine short stories, poetry, drama, and the novel using formalist, historical and biographical criticism.							
10048	Lec	HU103	E Crook	3.0	MW		1250-0210
10049	Lec	HU103	D Luoma	3.0	TR		0230-0350
10050	Lec	HU102	T Brett	3.0	W		0600-0905
Explore the great literature of the human condition, challenging you to respond to literary art, science fiction, music, tragedy, and the joy of life and living.							
10051	Lec	HOL2	K Hull	3.0	MW		0400-0520
Above class meets at the Hollister Briggs site.							
10052	Lec	MA102	T Mack	3.0	MW		0810-0930
Explore human rights issues through fiction, non-fiction, videos, and music. Check out youthforhumanrights.org for an intro to course concepts.							

ENGLISH COMPOSITION AND READING COURSE SEQUENCE



CRN Type Room Instructor Units Days Times Dates

ENGL 1C Critical Reasoning and Writing

Transferable: CSU, UC; CSU-GE:A3, IGETC:1B; GAV-GE:C2
 This course is designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1A. The emphasis is on critical analysis of arguments and the development of the ability to integrate the principles of critical thinking into essay writing. (C-ID: ENGL 105) **PREREQUISITE:** English 1A with a grade of "C" or better.

10053	Online		C Chaffin	3.0			
10054	Lec	HU102	D Condon	3.0	TR	0810-0930	
10055	Lec	MHG12	M Oral	3.0	MW	0230-0350	Above class meets at Morgan Hill Community site.
10056	Lec	HU103	D Luoma	3.0	TR	0400-0520	
10057	Lec	HU102	T Brett	3.0	M	0600-0905	Learn to think courageously, to think intelligently, and to think for yourself through challenging the pseudoscientific, the paranormal, and the make-believe world of nutty beliefs and scams.

ENGL 2J Mythology

Transferable: CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2
 This course is a survey of myths from around the world, with an emphasis on literary analysis of the myths. The course covers the purposes and types of myths; the development of myths and mythological characters, the recurring elements of mythological structures, the influence of mythology on contemporary texts. **PREREQUISITE:** Eligible for English 1A.

10121	Lec	MA102	J Gatewood	3.0	MW	1250-0210	
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ENGL 5A Survey of American Literature - 1620 to 1865

Transferable: CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, F; CAN:ENGL14
 This course is a study of the masters of American Literature and the major trends of literature from Pre-colonial times through to 1865. In this course, students will work to understand concepts within poetry and prose, examine common literary trends, as well as work to explain the social and historical influences which inform this literature. **PREREQUISITE:** Eligible for English 1A.

10168	Online		S Sandler	3.0			
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ENGL 9A Introduction to Creative Writing

Transferable: CSU, UC; CSU-GE:C2; GAV-GE:C2; CAN:ENGL6
 This course allows writers to experiment with various forms of poetry and prose, including drama, fiction, poetry, and narrative non-fiction and includes the writing, reading, and discussion of such works. The class is primarily experiential, providing many opportunities for generation of new pieces of writing, some time for gentle encouraging feedback, and a focus on terminology to develop better understandings of both the process and craft of creative writing.

10172	Lec	SS203	J Penkethman	3.0	TR	1250-0210	
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ENGL 9B Advanced Creative Writing

Transferable: CSU, UC; CSU-GE:C2; GAV-GE:C2
 This class is a continuation of English 9A, with an emphasis on further development on the craft and production of various forms of poetry and prose, including drama, fiction, poetry, and narrative non-fiction and includes the writing, reading, and discussion of such works. The class remains primarily experiential, providing many opportunities for generation of new pieces of writing, some time for gentle encouraging feedback with a greater focus on developing leadership skills in that area as well as a deepening knowledge of terminology, in order to develop better understandings of both the process and craft of creative writing. **PREREQUISITE:** English 9A with a grade of 'pass' or C or better.

10173	Lec	SS203	J Penkethman	3.0	TR	1250-0210	
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ENGL 9C Poetry Writing

Transferable: CSU, UC; CSU-GE:C2; GAV-GE:C2
 This course is an immersion into poetry and its creation. The class is primarily experiential, providing many opportunities for the generation of new poems and space for gentle encouraging feedback. Emphasis will be placed on a variety of poetic forms and the development of terminology useful in both creating and analyzing poetry. **PREREQUISITE:** English 9A with a grade of 'pass' or C or better.

10174	Lec	SS203	J Hooper	3.0	TR	1120-1240	
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CRN Type Room Instructor Units Days Times Dates

ENGL 12A Tutoring Writers: Training/Theory & Practice

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. **ADVISORY:** Eligible for English 1A.

10019	Lec	HU104	K Warren	2.0	T	0300-0505	
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ENGL 12B Tutoring Writers: Training/Theory & Practice

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. **ADVISORY:** Eligible for English 1A.

10020	Lec	HU104	K Warren	1.0	T	0300-0405	
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10021	Lec	HU104	K Warren	2.0	T	0300-0505	
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ENGL 12C Tutoring Writers: Training / Theory & Practice

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. **ADVISORY:** Eligible for English 1A.

10022	Lec	HU104	K Warren	1.0	T	0300-0405	
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10023	Lec	HU104	K Warren	2.0	T	0300-0505	
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ENGL 12D Tutoring Writers: Training, Theory & Practice

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. **ADVISORY:** Eligible for English 1A.

10024	Lec	HU104	K Warren	1.0	T	0300-0405	
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10025	Lec	HU104	K Warren	2.0	T	0300-0505	
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GED Preparation

class now offered on campus

In order to receive federal financial aid, students must have a high school diploma, or GED. Sign up today, see page 70 for details.

This class is open entry/open exit and FREE of charge.



CRN	Type	Room	Instructor	Units	Days	Times	Dates
ENGL 250		Practical Writing					
Transferable: No							
This course covers writing clear, correct, effective essays and learning preliminary research skills. Also listed as English 250P. PREREQUISITE: English 440 or ESL 563 with a grade of 'C' or better or satisfactory score on the English placement examination.							
10058	Lec Lab	MA102 LI171	M Fuzie M Fuzie	3.0	TR F	0810-0930 0810-0900	
10059	Lec Lab	MA102 LI171	M Fuzie M Fuzie	3.0	TR F	0810-0930 0910-1000	
10060	Lec Lab	MHG11 MHG11	M Bragger M Bragger	3.0	MW F	0945-1105 0910-1000	Above class meets at Morgan Hill Community site.
10061	Lec Lab	MHG11 MHG11	M Bragger M Bragger	3.0	MW F	0945-1105 1010-1100	Above class meets at Morgan Hill Community site.
10062	Lec Lab	MA102 LI120	C Salvin C Salvin	3.0	MW M	0945-1105 0845-0935	Explore American consumerism and wild alternatives.
10063	Lec Lab	MA102 LI120	C Salvin C Salvin	3.0	MW W	0945-1105 0845-0935	Explore American consumerism and wild alternatives.
10064	Lec Lab	HOL5 HOL3	C Salvin C Salvin	3.0	TR T	0945-1105 0845-0935	Above class meets at the Hollister Briggs site. Explore American consumerism and wild alternatives.
10065	Lec Lab	HOL5 HOL3	C Salvin C Salvin	3.0	TR R	0945-1105 0845-0935	Above class meets at the Hollister Briggs site. Explore American consumerism and wild alternatives.
10066	Lec Lab	MA102 LI171	M Fuzie M Fuzie	3.0	TR F	0945-1105 1010-1100	
10067	Lec Lab	MA102 LI171	M Fuzie M Fuzie	3.0	TR F	0945-1105 1110-1200	
10068	Lec Lab	MA102 LI120	S Sandler S Sandler	3.0	TR T	1120-1240 1255-0145	Service Learning: Focus on the impact literacy and language have on identity, working with Vision Literacy and other on-campus groups. This service learning course involves community work.
10069	Lec Lab	MA102 LI120	S Sandler S Sandler	3.0	TR R	1120-1240 1255-0145	Service Learning: Focus on the impact literacy and language have on identity, working with Vision Literacy and other on-campus groups. This service learning course involves community work.
The following two are First Year Experience classes. see ad on page 45.							
10070	Lec Lab	HU102 LI171	S White S White	3.0	MW M	1250-0210 0230-0320	First Year Experience: Examine issues of human rights and social justice in our own community and across the globe. This class is part of a learning community. If you enroll you must also enroll in ENGL 260, #10093. This service learning course involves community work.
10071	Lec Lab	HU102 LI171	S White S White	3.0	MW W	1250-0210 0230-0320	First Year Experience: Examine issues of human rights and social justice in your own community and across the globe. This class is part of a learning community. If you enroll you must also enroll in ENGL 260, #10094. This service learning course involves community work.
10074	Lec Lab	HU102 LI171	J Roscher J Roscher	3.0	TR T	0230-0350 0400-0450	
10077	Lec Lab	HU102 LI171	J Roscher J Roscher	3.0	TR R	0230-0350 0400-0450	
10078	Lec Lab	HU103 LI120	K Diehl K Diehl	3.0	TR T	0600-0720 0730-0820	
10079	Lec Lab	HU103 LI120	K Diehl K Diehl	3.0	TR R	0600-0720 0500-0550	
10080	Lec Lab	MHG12 MHG12	M Wong M Wong	3.0	TR T	0400-0520 0530-0620	Above class meets at Morgan Hill Community site.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
10081	Lec Lab	MHG12 MHG12	M Wong M Wong	3.0	TR R	0400-0520 0530-0620	Above class meets at Morgan Hill Community site.
10082	Lec Lab	SS111 LI171	M Oral M Oral	3.0	MW M	1120-1240 1250-0140	Examine current American themes such as electronic additions, immigration, and the media to discover our own personal view of America.
10083	Lec Lab	SS111 LI171	M Oral M Oral	3.0	MW W	1120-1240 1010-1100	Examine current American themes such as electronic additions, immigration, and the media to discover our own personal view of America.
10084	Lec Lab	HOL5 HOL3	K Scimeca K Scimeca	3.0	TR T	0230-0350 0400-0450	Above class meets at the Hollister Briggs site. Investigate the important issues that are influencing your generation and the future of America, like overspending, unemployment, and Facebook fixation.
10085	Lec Lab	HOL5 HOL3	K Scimeca K Scimeca	3.0	TR R	0230-0350 0130-0220	Above class meets at the Hollister Briggs site. Investigate the important issues that are influencing your generation and the future of America, like overspending, unemployment, and Facebook fixation.

JUMPSTART CLASSES (also part of First Year Experience)



Finish your English and Math prerequisites in only ONE year

Who should enroll?

Students who want a strong foundation in the basics.

What is JumpStart?

A program that helps you get your required English and math classes quickly and successfully. Take Eng 250P-260P in the fall and Math 235 in the spring, while getting support from a core group of people.

Why?

Focus on one subject at a time. At the end of the year, you'll be able to take transferrable courses.

See ENGL 250P & ENGL 260P for CRNs.

For more information, please contact Josie Olivares at (408) 852-2866 or Karen Warren at kwarren@gavilan.edu.



The Puente Project is a two-semester program that combines three components: writing, counseling and mentoring to support students to transfer to four-year universities and colleges. The Guidance 6 course focuses on life skills for higher education. The English 250 course focuses on Mexican American / Latino literature.

The program also includes a student leadership conference, university visits and mentor / student socials. The program is open to all eligible students. For more information, call Celia Marquez, Puente Co-Director at 408-848-4807.

Required: Complete a program application with the Puente Counselor prior to registration. Students must attend a **mandatory**

Puente Welcome on Wednesday, August 21, from 8:30 AM - 2:00 PM in SS210.

See class listing to the right ▶



FIRST YEAR EXPERIENCE

A Wise Choice

First Year Experience (FYE) is a program in place in many colleges across the country. This program was developed because research has shown that students who make connections with their teachers classmates, and campus are more likely to succeed. So what is FYE?

At Gavilan, this program links required English courses together and provides tutoring and counseling. How do students benefit? By working together with your classmates and instructors, you will develop a stronger network of support. Students who enroll in FYE often report:

- Higher GPA
- Increased involvement in school
- More friends
- More fun in school
- Ability to meet goals
- Stronger critical thinking, reading and writing abilities
- Saving time and money

Save the Date: FYE Welcome Friday, Sept. 6, 9:00 AM - 1:00 PM

For more information, please call Josie Olivares at 408.852.2866 or email Karen Warren at kwarren@gavilan.edu

See ENGL 250P BELOW AND ENGL 260P to the Right For CRNs.

ENGL 250P Practical Writing

Transferable: No

This course covers writing clear, correct, effective essays and learning preliminary research skills. This course is pass/no pass. Also listed as English 250. PREREQUISITE: None. COREQUISITE: ENGL 260P

10086	Lec	HU103	S Sandler	3.0	MW	0810-0930
	Lab	LI120	S Sandler		M	0945-1035
This class is part of a learning community. If you enroll you must also enroll in ENGL 260P, #10103.						
10087	Lec	HU103	S Sandler	3.0	MW	0810-0930
	Lab	LI120	S Sandler		W	0945-1035
This class is part of a learning community. If you enroll you must also enroll in ENGL 260P, #10104.						
10088	Lec	SS203	K Smith	3.0	MW	0230-0350
	Lab	LI120	K Smith		M	0400-0450
This class is part of a learning community. If you enroll you must also enroll in ENGL 260P, #10101.						
10089	Lec	SS203	K Smith	3.0	MW	0230-0350
	Lab	LI120	K Smith		W	0400-0450
This class is part of a learning community. If you enroll you must also enroll in ENGL 260P, #10102.						
10090	Lec	SS203	A Coad	3.0	MW	0400-0520
	Lab	LI120	A Coad		M	0300-0350
This class is part of a learning community. If you enroll you must also enroll in ENGL 260P, #10105.						
10091	Lec	SS203	A Coad	3.0	MW	0400-0520
	Lab	LI120	A Coad		W	0300-0350
This class is part of a learning community. If you enroll you must also enroll in ENGL 260P, #10875.						
10873	Lec	HU103	K Smith	3.0	TR	1250-0210
	Lab	LI171	K Smith		T	1010-1100
Puate: Develop transfer-oriented writing skills through an emphasis on Mexican American / Latino literature. This class is part of a learning community. If you enroll you must also enroll in ENGL 260P, CRN 10099 and GUID 6, CRN 10383						
10874	Lec	HU103	K Smith	3.0	TR	1250-0210
	Lab	LI171	K Smith		R	1010-1100
Puate: Develop transfer-oriented writing skills through an emphasis on Mexican American / Latino literature. This class is part of a learning community. If you enroll you must also enroll in ENGL 260P, CRN 10100 and GUID 6, CRN 10384.						

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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ENGL 260 Preparation for College Reading

Transferable: No; GAV-GE:A3

This is a course presenting strategies in the technique and practice of college level critical reading and thinking skills. Also listed as English 260P. PREREQUISITE: Completion of English 420 or ESL 562 with a grade of 'C' or better or Assessment recommendation.

10092	Lec	HU103	H Jahan	3.0	MW	0945-1105
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The following two are First Year Experience classes, see ad on the left.

10093	Lec	HU102	J Gatewood	3.0	MW	1120-1240
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First Year Experience: Examine issues of human rights and social justice in your own community and across the globe. This class is part of a learning community. If you enroll you must also enroll in ENGL 250, #10070. This service learning course involves community work.

10094	Lec	HU102	J Gatewood	3.0	MW	1120-1240
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First Year Experience: Examine issues of human rights and social justice in your own community and across the globe. This class is part of a learning community. If you enroll you must also enroll in ENGL 250, #10071. This service learning course involves community work.

10095	Lec	HU102	K Hull	3.0	F	0910-1215
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10096	Lec	HOL2	K Scimeca	3.0	F	0900-1205
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Above class meets at the Hollister Briggs site.

10097	Lec	HOL5	K Hull	3.0	MW	0230-0320
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Above class meets at the Hollister Briggs site.

10098	Lec	MHG12	J Hooper	3.0	TR	0230-0350
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Above class meets at Morgan Hill Community site.

ENGL 260P Preparation for College Reading

Transferable: No

This is a course presenting strategies in the technique and practice of college level critical reading and thinking skills. This course is pass/no pass. Also listed as English 260. PREREQUISITE: None COREQUISITE: ENGL 250P

10099	Lec	HU103	K Smith	3.0	TR	1120-1240
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Puate: Develop transfer-oriented writing skills through an emphasis on Mexican American / Latino literature. This class is part of a learning community. If you enroll you must also enroll in ENGL 250P, CRN 10873 and GUID 6, CRN 10383.

10100	Lec	HU103	K Smith	3.0	TR	1120-1240
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Puate: Develop transfer-oriented writing skills through an emphasis on Mexican American / Latino literature. This class is part of a learning community. If you enroll you must also enroll in ENGL 250P, CRN 10874 and GUID 6, CRN 10384.

10101	Lec	SS203	J Hooper	3.0	MW	1250-0210
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This class is part of a learning community. If you enroll you must also enroll in ENGL 250P, #10088.

10102	Lec	SS203	J Hooper	3.0	MW	1250-0210
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This class is part of a learning community. If you enroll you must also enroll in ENGL 250P, #10089.

10103	Lec	HU103	S Sandler	3.0	TR	0810-0930
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This class is part of a learning community. If you enroll you must also enroll in ENGL 250P, #10086.

10104	Lec	HU103	S Sandler	3.0	TR	0810-0930
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This class is part of a learning community. If you enroll you must also enroll in ENGL 250P, #10087.

10105	Lec	SS203	A Coad	3.0	TR	0400-0520
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This class is part of a learning community. If you enroll you must also enroll in ENGL 250P, #10090.

10875	Lec	SS203	A Coad	3.0	TR	0400-0520
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This class is part of a learning community. If you enroll you must also enroll in ENGL 250P, #10091.

CRN Type Room Instructor Units Days Times Dates

ENGL 411 Reading and Writing Workshop

Transferable: No

English 411 builds fundamental skills in reading and writing through a hands-on workshop approach. Students apply skill-building techniques to authentic reading and writing tasks, such as reading books and writing essays. The emphasis of the course is on process and awareness of effective literacy strategies. Students will leave the course with more confidence in themselves as readers and writers and with gained skills and tools to apply to their future coursework. This course is designed for students who need or desire to approach college-level reading and writing as a slower pace. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This is a pass/no pass course.

10130	L/L	SS203	J Hooper	4.0	MW	0945-1105
	L/L	LI171	J Hooper		M	1120-1240
	L/L	SS203	J Hooper		W	1120-1240

ENGL 420 Reading Improvement

Transferable: No

This is a practical, "how to" course teaching various methods of learning and reading college material. Using group and individual instruction in vocabulary, comprehension, and study skills, the students will increase their ability to survive academically, to profit, grow and succeed in all college courses, and to enjoy reading and learning. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This course has the option of a letter grade or pass/no pass. PREREQUISITE: Satisfactory score on the English placement examination.

10122	Lec	SS203	S Hirasuna	3.0	TR	0945-1105
	Lab	SS203	S Hirasuna		T	0845-0935
10123	Lec	SS203	S Hirasuna	3.0	TR	0945-1105
	Lab	SS203	S Hirasuna		R	0845-0935

The following two are First Year Experience classes, see ad on page 45.

10124	Lec	HU102	J McMillen	3.0	TR	1250-0210
	Lab	LI171	J McMillen		W	1120-1210

First Year Experience: This class is part of a learning community if you enroll you must also enroll in ENGL 440, #10138.

10125	Lec	HU102	J McMillen	3.0	TR	1250-0210
	Lab	LI171	J McMillen		T	0230-0320

First Year Experience: This class is part of a learning community if you enroll you must also enroll in ENGL 440, # 10137.

10126	Lec	SS111	S Arora	3.0	MW	0810-0930
	Lab	SS203	S Arora		F	0810-0900
10127	Lec	SS111	S Arora	3.0	MW	0810-0930
	Lab	SS203	S Arora		F	0910-1000

10128	Lec	HOL1	J Collins	3.0	TR	0530-0650
	Lab	HOL1	J Collins		T	0700-0750

Above class meets at the Hollister Briggs site.

10129	Lec	HOL1	J Collins	3.0	TR	0530-0650
	Lab	HOL1	J Collins		R	0700-0750

Above class meets at the Hollister Briggs site.

CRN Type Room Instructor Units Days Times Dates

ENGL 440 Basic Writing

Transferable: No

This is an intensive study and application of basic grammar, sentence, and essay writing skills within the context of composing short essays. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. PREREQUISITE: Satisfactory score on the English placement examination.

10131	Lec	HU103	E Crook	3.0	MW	1120-1240
	Lab	LI171	E Crook		T	1120-1210

10132	Lec	HU103	E Crook	3.0	MW	1120-1240
	Lab	LI171	E Crook		R	1120-1210

10133	Lec	HU102	J Penkethman	3.0	MW	0945-1105
	Lab	LI120	J Penkethman		M	1120-1210

Examine the invisible world of the illiterate and how those who do not have reading skills often feel like second-class citizens.

10134	Lec	HU102	J Penkethman	3.0	MW	0945-1105
	Lab	LI120	J Penkethman		W	1120-1210

Examine the invisible world of the illiterate and how those who do not have reading skills often feel like second-class citizens.

10135	Lec	SS111	E Crook	3.0	TR	1250-0210
	Lab	LI120	E Crook		T	0230-0320

10136	Lec	SS111	E Crook	3.0	TR	1250-0210
	Lab	LI120	E Crook		R	0230-0320

The following two are First Year Experience classes, see ad on page 45.

10137	Lec	HU102	J McMillen	3.0	TR	1120-1240
	Lab	LI171	J McMillen		R	0230-0320

First Year Experience: This class is part of a learning community if you enroll you must also enroll in ENGL 420, #10125.

10138	Lec	HU102	J McMillen	3.0	TR	1120-1240
	Lab	LI171	J McMillen		W	1220-0110

First Year Experience: This class is part of a learning community if you enroll you must also enroll in ENGL 420, #10124.

10139	Lec	SS111	I Tracey	3.0	TR	0810-0930
	Lab	LI120	I Tracey		T	0945-1035

10140	Lec	SS111	I Tracey	3.0	TR	0810-0930
	Lab	LI120	I Tracey		R	0945-1035

10141	Lec	HOL5	V Parker	3.0	MW	0530-0620
	Lab	HOL5	V Parker		M	0630-0720

Above class meets at the Hollister Briggs site.

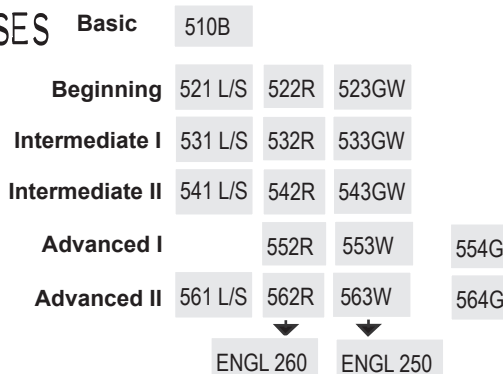
10142	Lec	HOL5	V Parker	3.0	MW	0530-0620
	Lab	HOL5	V Parker		W	0630-0720

Above class meets at the Hollister Briggs site.

NON CREDIT	LIFE SKILLS	VOCATIONAL
ESL 777	ESL 778	VESL ESL 704A/B
ESL 779	ESL 780	To move from noncredit to credit ESL classes students must take an ESL assessment.
ESL 781	ESL 782	

OVERVIEW of ESL COURSES


CREDIT - ACADEMIC TRACK



ACADEMIC PROGRAMS or VOCATIONAL PROGRAMS

SUPPLEMENTARY ESL COURSES:

ESL 546	Intro Computers/ESL
ESL 556	Intro Competency/ESL
ESL 581	Pronunciation I
ESL 582	Pronunciation II
ESL 584	Culture through Film
ESL 585	Editing for ESL Writers

 THIS SYMBOL MEANS IT IS A **HYBRID** LECTURE / ONLINE CLASS, THAT WILL BE PARTIALLY OVER THE INTERNET. VISIT WWW.GAVILAN.EDU/DISTED/ FOR DETAILS.

CRN Type Room Instructor Units Days Times Dates
ENGLISH AS A SECOND LANGUAGE

ESL 510B Basic ESL II

Transferable: No

This course is a continuation of ESL 510A. This is an intensive, integrated-skill program for students who function in a limited way in English. Through listening, speaking, reading and writing activities, students continue learning to use the structures of English with increasing accuracy, while gaining further basic life skills. **ADVISORY:** ESL 510A or ESL assessment recommendation.

10003	Lec	CE500	K Campbell	9.0	MTWRF	0945-1115
	Online		K Campbell			

ESL 521 Beginning ESL Listening / Speaking

Transferable: No

This course develops basic listening and speaking skills, moving from a functional survival context to academic readiness. Activities are directed at providing practice through listening exercises, role-play, pair work, small and large group discussion, interviews, and oral presentations. **ADVISORY:** ESL 510B or ESL Assessment Test Recommendation. Recommended concurrent enrollment in ESL 522 and 523.

10004	Lec	HU104	K Baameur	4.0	MWF	0945-1055
	Online		K Baameur			

ESL 522 Beginning ESL Reading / Vocabulary

Transferable: No

This course begins the development of reading skills and vocabulary through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students. **ADVISORY:** ESL 510B or 510C or Assessment recommendation. Recommended concurrent enrollment in ESL 521 and 523.

10005	Lec	HU101	L Carrillo	3.0	TR	0810-0930
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ESL 523 Beginning ESL Grammar / Writing

Transferable: No

This is a beginning grammar/writing course for students with very basic grammar. The focus is on basic grammatical structures, punctuation and sentence skills. **ADVISORY:** ESL 510B or ESL Assessment Test recommendation. Recommended concurrent enrollment in ESL 521 and ESL 522.

10006	Lec	CE500	R Rodriguez	5.0	MTWF	1130-1235
	Online		R Rodriguez			

ESL 531 Intermediate ESL Listening / Speaking I

Transferable: No

In this course, listening and speaking skills are developed through extended listening exercises, open-ended dialogues, pair and group discussions, oral interviews, and oral reports. **PREREQUISITE:** ESL 521 or ESL 528 with a grade of 'C' or better or ESL Assessment Recommendation. Recommended concurrent enrollment in ESL 532 and 533.

10007	Lec	HU101	C Gane	4.0	MWF	1105-1215
	Online		C Gane			

ESL 532 Intermediate ESL Reading / Vocabulary I

Transferable: No

This course continues the development of reading skills and vocabulary through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students. **PREREQUISITE:** ESL 522 with a grade of 'C' or better or ESL assessment recommendation. Recommended concurrent enrollment in ESL 531 and 533.

10008	Lec	HU104	N Cisneros	3.0	TR	0940-1100
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ESL 533 Intermediate ESL Grammar / Writing I

Transferable: No

This course involves the practice and refinement of sentence and paragraph skills, structure and punctuation. Students will learn basic use of the computer as a writing tool. **PREREQUISITE:** ESL 523 with a grade of C or better or ESL Assessment Test recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 531 and ESL 532.

10009	Lec	HU101	K Campbell	5.0	MTWR	1225-0130
	Online		K Campbell			

CRN Type Room Instructor Units Days Times Dates

ESL 541 Intermediate ESL Listening / Speaking II

Transferable: No

This course expands listening and speaking skills through extended listening exercises, open-ended dialogues, pair and group discussions, oral interviews, and oral reports. Students broaden vocabulary while listening to and speaking in both formal and informal, conversational and academic situations. **PREREQUISITE:** ESL 531 or ESL 538 with a grade of 'C' or better or ESL assessment recommendation. Recommended concurrent enrollment in ESL 542 and 543.

10010	Lec	HU101	C Gane	4.0	MWF	0810-0920
	Online		C Gane			

ESL 542 Intermediate ESL Reading / Vocabulary II

Transferable: No

This course begins the expansion of reading skills and vocabulary development through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students including selections from literature. **PREREQUISITE:** ESL 532 with a grade of 'C' or better or ESL Assessment Recommendation. Recommended concurrent enrollment in ESL 541 and 543.

10011	Lec	HU104	C Hardy	3.0	TR	1110-1230
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ESL 543 Intermediate ESL Grammar / Writing II

Transferable: No

This course involves the expansion of sentence and paragraph skills, structure, and punctuation. Students will learn basic use of the computer as a writing tool. **PREREQUISITE:** ESL 533 with a grade of C or better or ESL assessment recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 541 and ESL 542.

10012	Lec	LI100	B Lawn	5.0	TWRF	0945-1050
	Online		B Lawn			

ESL 552 Advanced ESL Reading / Vocabulary I

Transferable: No

This course focuses on academic and critical thinking skills needed to increase reading comprehension and efficiency. Emphasis is on analyzing, making inferences, taking notes, supporting opinions, summarizing and expanding vocabulary. Readings are from academic texts and literature. **PREREQUISITE:** ESL 542 with a grade of 'C' or better or ESL assessment recommendation. Recommended concurrent enrollment in ESL 553 and 554.

10013	Lec	HU104	K Baameur	4.0	MWF	1105-1215
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ESL 553 Advanced ESL Composition I

Transferable: No

This course is a composition course for ESL students that develops college composition skills through a review of the parts and elements of the English paragraph and an introduction to the essay form. The course focuses on the development of a paragraph and expands to the writing of multiple paragraphs in an essay. Basic rhetorical patterns and methods of organization are covered using the multiple-draft approach to writing. **PREREQUISITE:** ESL 543 with a grade of C or better or ESL Assessment Test recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 552 and ESL 554.

10014	Lec	HU101	C Hardy	5.0	MTRF	0945-1050
	Online		C Hardy			

ESL 554 Advanced ESL Grammar I

Transferable: No

This course is designed to help students improve their grammar usage so that they will be able to expand their use of grammar structures in oral and written communication. Students begin the study of more sophisticated grammar structures such as past and future perfect, passive voice, and modal auxiliaries for past time, and they review perfect and modals for present and future time. Students will enhance their understanding of grammar by comparing and contrasting new and previously encountered structures and better appreciate the subtleties of English grammar. **PREREQUISITE:** ESL 543 with a grade of 'C' or better or ESL Assessment Test Recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 552 and ESL 553.

10015	Lec	HU104	N Cisneros	5.0	TWRF	0810-0915
	Online		N Cisneros			

CRN Type Room Instructor Units Days Times Dates

ESL 562 Advanced ESL Reading / Vocabulary II

Transferable: No

This course prepares ESL students for mainstream college classes by reviewing a variety of reading skills, strategies, and topics from different academic disciplines. Students expand their academic vocabulary and read short stories or a novel for literary appreciation. **PREREQUISITE:** ESL 552 with a grade of 'C' or better or ESL assessment recommendation. Recommended concurrent enrollment in ESL 561 and/or ESL 564 and ESL 563.

10016 Lec LI100 B Lawn 4.0 MWF 1105-1215

ESL 563 Advanced ESL Composition II

Transferable: No

This course is a composition course for ESL students that refines and further expands college composition skills through the writing of essays. The course focuses on the structuring and development of an essay with the use of personal examples. Students write in response to a variety of prompts using different rhetorical patterns such as classification, narration, argumentation, and cause/effect. **PREREQUISITE:** ESL 552, 553, and 554 with a grade of "C" or better or ESL assessment recommendation.

10017 Lec SS111 K Diehl 5.0 TWRF 0945-1050
Online K Diehl

ESL 564 Advanced ESL Grammar II

Transferable: No

This course is designed to expand grammar usage to include adjective, noun, and adverb clauses in oral and written communication. Students learn the meaning and use of clause connectors and are introduced to conditionals, both real and unreal. These grammar structures constitute some of the most complex structures in English and expose students to a rich variety of structures that can effectively enhance their oral and written expression. **PREREQUISITE:** ESL 554 with a grade of 'C' or better or ESL Assessment Recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 562 and ESL 563.

10018 Lec LI100 B Lawn 5.0 MTWR 1225-0130
Online B Lawn

ENVIRONMENTAL SCIENCE

ES 1 Introduction to Environmental Science

Transferable: CSU

This course is intended to provide students with an introduction to environmental science and critical thinking in areas of informed decision making on issues related to use of natural resources including those related to energy, transportation, land use and waste. The first half of the course is devoted to developing and understanding of how ecosystems operate. During the second half of the course various issues related to use of natural resources by growing human populations are examined.

10621 L/L LS102 R Morales 4.0 F 0810-0235

FRENCH

FRNH 1A Elementary French

Transferable: CSU, UC; CSU-GE:C2, IGETC:6A; GAV-GE:C2, F

French 1A is a multi-skilled beginning level class with emphasis on understanding and speaking French. Students are introduced to the cultures and customs of various French-speaking countries.

10310 Lec CE500 C Varjavandi 5.0 MTWR 0810-0915
Online C Varjavandi



THIS SYMBOL MEANS IT IS A **HYBRID** LECTURE / ONLINE CLASS, THAT WILL BE PARTIALLY OVER THE INTERNET.

VISIT [WWW.GAVILAN.EDU/DISTED/](http://www.gavilan.edu/disted/) FOR DETAILS.

ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you MUST log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates

GEOGRAPHY

GEOG 1 Physical Geography

Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:GEOG6

An introductory study of the basic physical elements of geography including climate, land forms, soils, water, and natural vegetation. The laboratory will include the tools and methods of geographers. **ADVISORY:** Eligible for English 250 and English 260.

10435 L/L MHG10 D Willahan 3.0 MW 0945-1210
Above class meets at Morgan Hill Community site.

GEOLOGY

GEO 1 Introduction to Geology

Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:GEO2

A study of the earth and the physical properties which modify the earth; minerals, rocks, geologic structures and processes. **ADVISORY:** Eligible for English 250 and English 260.

10622 L/L SS206 D Willahan 4.0 MW 0230-0535
10623 L/L SS206 S STAFF 4.0 TR 0400-0520
L/L SS206 S STAFF F 0230-0535

GUIDANCE

GUID 1 Self-Assessment and Career Development

Transferable: CSU; CSU-GE:E2; GAV-GE:E2

This course is designed to assist the student in learning more about personal values, personality, interests, exploration of career choice, and occupational opportunities through the use of various personal assessment instruments. The delivery options for this course also include online and self-paced formats. This course is also listed as PSYC 5. **ADVISORY:** Eligible for English 250 and English 260. \$12 fee will be charged for career assessment materials.

10312 Lec HU104 C Velarde-Barros 3.0 MW 0400-0520
This course is also listed as PSYC 5 CRN 10316 A \$12 fee will be charged for career assessment materials
10313 Online L Tenney 3.0
This course is also listed at PSYC 5 CRN 10317 A \$12 fee will be charged for career assessment materials.
10314 Lec SBHS266 T Rooth 3.0 TR 0400-0520
Above class meets at San Benito High School. This course is also listed as PSYC 5 CRN 10318. A \$12 fee will be charged for career assessment materials.
10315 Online R Sharboneau 3.0
This course is also listed at PSYC 5 CRN 10319. A \$12 fee will be charged for career assessment materials.



The Puente Project is a two-semester program that combines three components: writing, counseling and mentoring to support students to transfer to four-year universities and colleges. The Guidance 6 course focuses on life skills for higher education. The English 250 course focuses on Mexican American / Latino literature.

The program also includes a student leadership conference, university visits and mentor / student socials. The program is open to all eligible students. For more information, call Celia Marquez, Puente Co-Director at 408-848-4807.

Required: Complete a program application with the Puente Counselor prior to registration.

Students must attend a **mandatory**

Puente Welcome on Wednesday, August 21, from 8:30 AM - 2:00 PM in SS210.

See class listing on the top of page 49 ▶

CRN Type Room Instructor Units Days Times Dates

GUID 6 Life Skills for Higher Education

Transferable: CSU, UC; CSU-GE:E2; GAV-GE:E2

Evaluation and application of academic study methods to achieve subject matter mastery. Development of critical thinking skills, and application of reading, writing, note taking and test taking methods to improve personal strategies. Exploration of personal lifestyle and health factors, including the causes and management of stress, as it relates to academic success. Assessment of academic and career goals, selection of majors, and development of education plans. Topics covered include creative and realistic goal setting, academic and life management, college and community resources, library and Internet use, time management, and techniques to reduce math and science anxiety. This class will address a multitude of cultural learning styles, with emphasis on attaining professional, personal and academic goals in a diverse society. Topics from developmental psychology, learning theory and personality theory. **ADVISORY:** Eligible for English 250 and English 260.

10382 Lec BU103 E Gilstrap 2.0 T 0330-0530

10383 Lec LS106 C Marquez 2.0 M 1120-0125

Students enrolled in this course will participate in the PUENTE Project and will need to complete 10 hours of mentoring per semester. **REQUIRED:** Attendance of PUENTE Welcome on Wednesday, August 21, 2013 8:30a to 2:00p in SS 210. Students **MUST** meet with the PUENTE Counselor prior to registration. Students enrolling in this course **MUST** also enroll in ENGL 250P, CRN 10873 and ENGL 260P CRN 10099

10384 Lec LS106 C Marquez 2.0 W 1120-0125

Students enrolled in this course will participate in the PUENTE Project and will need to complete 10 hours of mentoring per semester. **REQUIRED:** Attendance of PUENTE Welcome on Wednesday, August 21, 2013 8:30a to 2:00p in SS 210. Students **MUST** meet with the PUENTE Counselor prior to registration. Students enrolling in this course **MUST** also enroll in ENGL 250P, CRN 10874 and ENGL 260P, CRN 10100

GUID 22 Field Work and Service

Transferable: CSU

Supervised field work within the college and with local agencies. Students serve in useful group activities in leadership roles prescribed for them by faculty or community agencies. A maximum of six units may be completed. This is a pass/no pass course. **REQUIRED:** Learning contracts must be filled out and signed by the student and the supervising instructor.

10950 Fld Ex LI117 J Maringer-Cantu 1.0
Contact the Disability Resource Center (DRC) office. Open Entry/Open Exit

GUID 191A Workplace Skills

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.

10489 Lec HOL3 F Mendez 1.0 M 0130-0320

10/07/13 - 12/19/13 Above class meets at the Hollister Briggs site. This is a ROP course. Call (408) 848 - 4719 for more information.

GUID 530 Job Readiness

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.

10905 Lec BU103 L Franklin 3.0 MW 0945-1105

GUID 531 Career Exploration and Job Readiness Training for WorkAbility 3

10984 Lab LI117 L Franklin .5

10985 Lab LI117 L Franklin 1.0

10986 Lab LI117 L Franklin 2.0

GUID 532 Career Development and Work Experience for WorkAbility 3

10987 WrkEx LI117 L Franklin 1.0

10989 WrkEx LI117 L Franklin 2.0

10990 WrkEx LI117 L Franklin 3.0

10991 WrkEx LI117 L Franklin 4.0

CRN Type Room Instructor Units Days Times Dates

GUID 550 Supervised Tutoring

Transferable: No

Laboratory class emphasizing college learning skills, appropriate study techniques, and learning assistance utilizing one-to-one or small group tutorial.

10948 Lab Math Lab

10949 Lab Writing Center

GUID 557 Learning Skills Evaluation

Transferable: No

This course provides an evaluation of the student's cognitive/perceptual abilities and basic skills academic achievement. The evaluation results are used to determine the student's eligibility for Learning Disabilities Services, to develop individual educational plans, and to improve the student's understanding of their own learning strengths and weaknesses. The evaluation is conducted on a one-to-one basis by appointment. Students receive skills training to assist them with their learning difficulties. Units earned in this course do not count toward the associate degree and/or certificate requirements. This is a pass/no pass course.

10911 Lab LI117 L Burgman .5
R Overson

Students are **REQUIRED** to attend a mandatory orientation for this course.

Contact the Disability Resource Center office to schedule your orientation at (408) 848-4767. Open Entry/Open Exit

GUID 558A Introduction to Learning Skills Laboratory

Transferable: No

The Learning Skills Laboratory (Intro) is designed to assist students who are eligible to receive Learning Disabilities Services and/or have demonstrated academic deficits. The course content is individualized and based on Student Educational Contracts which are developed for each student. Students receive supplemental instruction, academic support, and learning strategy suggestions appropriate for their individual cognitive, perceptual, and academic strengths and weaknesses. This course is designed for students who need one to one assistance. Units earned do not count toward the associate degree and/or certificate requirements. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry/ open exit course. **ADVISORY:** Completion of Guidance 557 or demonstrated academic deficit.

10978 Lab LI116 R Overson / LBurgman .5 OpenEntry/Open Exit

10979 Lab LI116 R Overson / LBurgman 1.0 OpenEntry/Open Exit

10980 Lab LI116 R Overson / LBurgman 2.0 OpenEntry/Open Exit

GUID 560 Individualized Learning Skills Development

Transferable: No

This class is designed to teach individual learning skills development to students who are eligible to receive learning disability services. The course content includes organizational skills, fundamental critical thinking and basic college survival skills. **ADVISORY:** Completion of GUID 557 or demonstrated academic deficit.

10906 Lab BU103 R Overson 1.0 TR 1120-1240

GUID 562 Directed Study Lab in Pre-Algebra

Transferable: No

This course is designed for students who have demonstrated difficulty in mastering basic mathematics or pre-algebra and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 400, 402 AND 411. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition, and review. This is a pass/no pass course. **COREQUISITE:** Concurrent enrollment in MATH 400 or MATH 402 or MATH 411 is required. **ADVISORY:** Completion of GUID 557 and/or a demonstrated deficit in arithmetic. Recommended for students with verified learning disability.

10907 Lab APE120 L Burgman 1.0 TR 0945-1105

GUID 563 Directed Study Laboratory in Algebra I

Transferable: No

This course is designed for students who have demonstrated difficulty mastering Algebra I and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 430. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition, and review. This is a pass/no pass course. Concurrent enrollment in Math 430 or equivalent course is required.

10908 Lab APE120 L Burgman 1.0 MW 0945-1105

CRN	Type	Room	Instructor	Units	Days	Times	Dates
GUID 565	Directed Study Laboratory in Algebra II						
Transferable: No							
This course is designed for students who have demonstrated difficulty mastering Algebra II and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 235, 240 and 242. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition and review. This is a pass/no pass course. Concurrent enrollment in Math 235, Math 240 or equivalent course is required.							
10909	Lab	BU103	R Overson	1.0	MW	1120-1240	

HEALTH EDUCATION

CRN	Type	Room	Instructor	Units	Days	Times	Dates
HE 1	Health Education						
Transferable: CSU, UC; CSU-GE:E2; GAV-GE:E2							
This course focuses on attaining individual awareness, critical-thinking skills and self-responsibility relating to personal health. The interaction of individual physical, psychological, social, emotional, spiritual and environmental factors in determining health status is developed through integration of major concepts. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.							
10193	Lec	LS106	S STAFF	3.0	TR	0945-1105	
10194	Lec	LS106	S STAFF	3.0	W	0600-0905	

CRN	Type	Room	Instructor	Units	Days	Times	Dates
HE 2	Human Sexuality						
Transferable: CSU, UC; CSU-GE:E2; GAV-GE:E2, F							
Assists students in gaining increased knowledge, appreciation, and respect for their own sexuality, as well as others. Approved by the Board of Registered Nursing for 54 hours of continuing education credit (Provider #00892). ADVISORY: Eligible for English 250 and English 260							
10195	Lec	HOL2	R Monaco	3.0	TR	0800-0920	Above class meets at the Hollister Briggs site.
10196	Lec	LS106	R Monaco	3.0	R	0600-0905	

HISTORY

CRN	Type	Room	Instructor	Units	Days	Times	Dates
HIST 1	United States History through Reconstruction						
Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F, 7B; GAV-GE:C2, D2, F; CAN:HIST8, HIST SEQ B							
History of the United States from the time before European contact with the Americas through Reconstruction. Emphasis will be placed on distinctive patterns of political, economic, social, intellectual, and geographic developments within their global context. At the conclusion of the course, the student should understand major themes in the history of the United States, and be able to explain various ways in which ideas about federal vs. state power, ethnicity, class, and gender divisions have influenced the nation's development. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.							
10437	Lec	HOL2	D Allen	3.0	TR	0230-0350	Above class meets at the Hollister Briggs site.
10438	Online		L Guardino	3.0			
10439	Lec	SS210	E Luna	3.0	M	0945-1105	
10440	Lec	MHG12	C Mosher	3.0	MW	0945-1105	Above class meets at Morgan Hill Community site.
10441	Lec	SS210	E Luna	3.0	W	0945-1105	
10442	Lec	SS210L	Guardino	3.0	R	0600-0905	
10443	Lec	HOL1	M Cavazos	3.0	TR	0810-0930	Above class meets at the Hollister Briggs site.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
HIST 2	United States History Reconstruction to the Present						
Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F, 7B; GAV-GE:C2, D2; CAN:HIST10, HIST SEQ B							
History of the United States from Reconstruction to the present. Emphasis will be placed on distinctive patterns of political, economic, social, intellectual, and geographic developments within their global context. At the conclusion of the course, the student should understand major themes in the history of the United States, and be able to explain various ways in which ideas about federal vs. state power, ethnicity, class, and gender divisions have influenced the nation's development. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 1A.							
10448	Lec	HOL2	E Luna	3.0	T	0600-0905	Above class meets at the Hollister Briggs site.
10453	Lec	MHG12	C Mosher	3.0	MW	1120-1240	Above class meets at Morgan Hill Community site.
10454	Lec	HOL2	E Luna	3.0	TR	1120-1240	Above class meets at the Hollister Briggs site.
10455	Lec	SS214	D Allen	3.0	TR	1120-1240	
10456	Lec	SS210	K Canelo	3.0	F	0900-1205	
10994	Lec	SS205	STAFF	3.0	MW	0945-1105	

CRN	Type	Room	Instructor	Units	Days	Times	Dates
HIST 3	History of California						
Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F; GAV-GE:C2, D2, F							
A study of California's history from pre-contact with Europeans to the present day. Social, cultural, economic, political and environmental issues will be explored towards an understanding of California's history. ADVISORY: Eligible for English 1A and English 260.							
10457	Lec	SS205	L Halper	3.0	MW	1120-1240	This service learning course involves community work.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
HIST 4B	Global History after 1500						
Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F; GAV-GE:C2, D2, F							
Beginning with the European Renaissance, this course examines the development of global society after 1500. With attention to the interactions between humans and environment, developing states, cultures, economics, and social structures are examined in global context. The course emphasizes historical, analytical, and research skills. It asks students to analyze the evolution of global values, beliefs, and practices, as well as the conditions and results of social change and globalized human activity. This course has the option of a letter grade or pass/no pass. ADVISORY: English 250 and English 260.							
10458	Lec	SS210	C Mosher	3.0	W	0600-0905	

CRN	Type	Room	Instructor	Units	Days	Times	Dates
HIST 5	Women's Lives in Early United States History						
Transferable: CSU, UC; CSU-GE:C2, D4, D6, IGETC:3B, 4F; GAV-GE:C2, D1, D2, F							
This survey course begins with pre-contact peoples and extends to the end of the nineteenth century. The class examines the construction of womanhood through United States history, and the effects of gender, ethnicity, class, and sexual orientation upon women's experiences. Students will study the contributions of various individual women and groups of women in creating the modern United States, and will analyze social, political, economic, and cultural forces affecting women to both join and resist movements for social change. Students will also learn to apply contemporary feminist theory to traditional historical approaches. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.							
10459	Lec	SS210	L Guardino	3.0	M	0600-0905	

CRN	Type	Room	Instructor	Units	Days	Times	Dates
HIST 7A	History of Western Civilization						
Transferable: CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:HIST2, HIST SEQ A							
A study of major elements in Western heritage from the ancient world to the eighteenth century. Course will survey intellectual, political, social, economic and cultural development of the Western World. (C-ID: HIST 170) ADVISORY: Eligible for English 1A.							
10460	Lec	SS205	D Kier	3.0	TR	0810-0930	

GRADUATION INFORMATION

Call 408-848-4737 for details about the graduation process.

The deadline for filling out a petition for graduation for fall is Friday, October 18, 2013.



CRN Type Room Instructor Units Days Times Dates

HIST 12 Mexican American Cultural History

Transferable: CSU, UC; CSU-GE:C2, D3, D6, IGETC:3B, 4F; GAV-GE:D2, F

The Mexican American experience as influenced by society in the United States. Emphasis will be on the historical and contemporary contributions made by the Indian, Spanish, Mexican, and Mexican American. Emphasis will also be on the social, economic, and political milieu of the Mexican American within the context of the American society. This course has the option of a letter grade or pass/no pass. This course is also listed as HUM 12. **ADVISORY:** Eligible for English 1A.

10447 Lec SS210 E Luna 3.0 MW 1250-0210

HUMANITIES

HUM 3 Introduction to the Cinema

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. **ADVISORY:** Eligible for English 250 and 260.

10169 Lec SS214 G Richards 3.0 MW 1120-1240
 10170 Lec SS214 G Richards 3.0 TR 1250-0210
 10171 Lec PLY G Richards 3.0 W 0200-0505

HUM 4 Introduction to American Cinema

Transferable: CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2

This introductory course in film studies is a survey of the American film industry as an art form, as an industry, and as a system of representation and communication. The course explores how Hollywood films work technically, aesthetically, and culturally to reinforce and challenge America's national self-image. **ADVISORY:** English 440

10176 Online  G Richards 3.0

HUM 12 Mexican American Cultural History

Transferable: CSU, UC; CSU-GE:C2, D3, D6, IGETC:3B, 4F; GAV-GE:D2, F

The Mexican American experience as influenced by society in the United States. Emphasis will be on the historical and contemporary contributions made by the Indian, Spanish, Mexican and Mexican American. Emphasis will also be on the social, economic, and political milieu of the Mexican American within the context of the American society. This course has the option of a letter grade or pass/no pass. Also listed as HIST 12. **ADVISORY:** Eligible for English 1A.

10175 Lec SS210 E Luna 3.0 MW 1250-0210


JAPANESE

JPN 1A Elementary Japanese

Transferable: CSU, UC; CSU-GE:C2; GAV-GE:C2, F

Beginning course with emphasis on understanding and speaking Japanese; introduction to reading and writing Japanese. This course will also introduce students to Japanese culture and institutions. This course has the option of a letter grade or pass/no pass.

10323 Lec  SS111 T Sakai 5.0 MW 0230-0455
 Online T Sakai

 **ONLINE CLASSES:** You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you **MUST** log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates

JOURNALISM

JOUR 10 Mass Media and Society

Transferable: CSU, UC; CSU-GE:C2, D0, IGETC:4J; GAV-GE:C2, D2; CAN:JOUR4

This course helps students understand the 20th century revolution in mass media by focusing on the history, economics and social impact of the newspaper, book publishing, magazine, film, television, public relations, advertising and music industries. Students will study audience, propaganda and mass communication theory; and discuss new technology, ethnic media in the United States, ethical issues and attempts to regulate or control the media. Honors students will complete more in-depth analysis of media issues and will finish a media-related research project. This course is also listed as SOC 10. This course has the option of a letter grade or pass/no pass. **ADVISORY:** English 250, English 260. (C-ID: JOUR 100)

10311 Lec AR103 J Janes 3.0 MW 0810-0930

JOUR 16A Writing for Print and Digital Media

Transferable: CSU; GAV-GE:C1; CAN:JOUR2

Fundamentals of journalistic writing and analysis of news values and news writing. This course stresses organization and structure of news stories; the language and style of news writing; the basic lead and story types for print and broadcast media. This course offers students an opportunity to practice the fundamental skills of print news writing, learning to use news judgment and to follow a set journalism format for the construction of news stories. (C-ID: JOUR 110) **ADVISORY:** Typing skill; English 1A eligibility.

10320 Lec HU106 E Owen 3.0 TR 0945-1105

JOUR 18A Print and Digital News I

Transferable: CSU; GAV-GE:C1

Students interview, write, photograph and do computer assisted design and graphics for the college newspaper, The Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about the first amendment rights and responsibilities, and acquire journalistic skills, ethics, and habits. (C-ID: JOUR 130). **ADVISORY:** Eligible for English 1A. Typing ability.

10321 L/L HU106 E Owen 3.0 TR 1120-0145

JOUR 18B Print and Digital News II

Transferable: CSU; GAV-GE:C1

Students will take leadership roles and be placed in a deadline-driven newsroom environment with close attention to teamwork, responsibility and objectivity. Students will interview, write, photograph and do computer-assisted design and graphics for the college newspaper and/or online Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about first amendment rights and responsibilities and acquire journalistic skills, ethics and habits. **PREREQUISITE:** Journalism 18A.

10322 L/L HU106 E Owen 3.0 TR 1120-0145

JOUR 190A Occupational Work Experience A - Journalism

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. JOUR 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10781 Wrk Ex LI101A S Sweeney 1.0
 10782 Wrk Ex LI101A S Sweeney 2.0
 10783 Wrk Ex LI101A S Sweeney 3.0
 10786 Wrk Ex LI101A S Sweeney 4.0



This symbol means it is a **HYBRID** lecture / online class, that will be partially over the Internet. Visit www.gavilan.edu/disted/ for details.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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JOUR 190B Occupational Work Experience B - Journalism**Transferable:** CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. JOUR 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10787	Wrk Ex	LI101A	S Sweeney	1.0			
10788	Wrk Ex	LI101A	S Sweeney	2.0			
10789	Wrk Ex	LI101A	S Sweeney	3.0			
10790	Wrk Ex	LI101A	S Sweeney	4.0			

JPA FIRE TECHNOLOGY**JFT 8 Fire Fighter I Academy****Transferable:** CSU

This academy includes instruction on basic fire fighting skills, laws and regulations affecting the fire service. The course will provide the student with knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks, basic rescue, basic fire prevention and fire investigation tasks and to use, inspect, and maintain fire fighting and rescue equipment. Curriculum is intended to provide the minimum required training required for the State of California Fire Marshal in the field of Fire Technology as it relates to firefighters. This course is 480 - 720 hours, 10 - 15 units. **ADVISORY:** Eligible for English 250 and English 420.

10967	L/L	SNJOSE	S Cushing	10.0	US	0700-0600	
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07/09/13 - 12/15/13 Above class meets off-campus:

JPA LAW ENFORCEMENT**JLE 164 Crime Scene Investigation****Transferable:** CSU

This course is designed for recently-assigned technicians or those personnel who desire an introduction to the basic tasks and responsibilities of an Evidence Technician. Students will be provided with the basic knowledge and skills needed to identify, process, collect and preserve various types of physical evidence. This is a pass/no pass course. May be repeated three times for credit.

10968	L/L	SNJOSE	S Cushing	1.0	MTWRF	0800-0500	
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09/09/13 - 09/13/13 Above class meets off-campus:

KINESIOLOGY**KIN 2 Introduction to Kinesiology****Transferable:** CSU, UC

This course is designed to examine the field of Kinesiology from a historical, ethical, philosophical, and contemporary viewpoint. The broad spectrum of kinesiology, using the interdisciplinary approach to the study of human movement will be discussed. Sub-disciplines in the field along with career options will be introduced. This course has the option of a letter grade or pass/no pass. Previously listed as PE 2. (C-ID: KIN 100) **ADVISORY:** Eligible for English 250 and English 260.

10360	Online		J Lango	3.0			
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KIN 3 Introduction to Athletic Training**Transferable:** CSU, UC

An introductory course in athletic training/sports medicine. This course will familiarize the student with the six domains of athletic training: prevention; clinical evaluation and diagnosis; immediate care; treatment, rehabilitation, and reconditioning; organization and administration; and professional responsibility. Also included is hands-on experience in the training room and at athletic events. Previously listed as PE 3. **ADVISORY:** Allied Health 30 (may be concurrent) and eligible for English 260.

10444	L/L	LS106	N Dequin / R Dayton	4.0	MW	0945-1105	
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Lab Fee: \$30 payable to Athletic Trainer during first week of class.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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KIN 16A Swimming - Beginning**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Co-educational activity designed for the beginning swimmer. Instruction on floating, rhythmic breathing, freestyle, elementary backstroke, and backstroke is included. This course has the option of a letter grade or pass/no pass.

10353	Lab	GYPOOL	J Lango	1.0	MW	1120-1240	
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KIN 16B Swimming - Intermediate**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for the intermediate swimmer. Instruction on the sidestroke and breaststroke is included as well as continued improvement on the freestyle, elementary backstroke and backstroke. This course has the option of a letter grade or pass/no pass.

10354	Lab	GYPOOL	J Lango	1.0	MW	1120-1240	
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KIN 16C Swimming - Advanced**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for the advanced swimmer. Continued improvement on all strokes. Variations of the sidestroke and the butterfly will be covered. This course has the option of a letter grade or pass/no pass.

10355	Lab	GYPOOL	J Lango	1.0	MW	1120-1240	
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KIN 17A Golf - Beginning**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity stressing the basic rules and etiquette with emphasis on the 7 iron, putting, and the 3 wood. This course has the option of a letter grade or pass/no pass.

10413	Lab	GGOLFCOUR	N Andrade	1.0	F	1040-0135	
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KIN 17B Golf - Intermediate**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity with emphasis on low iron play, wedge play, and the driver. This course has the option of a letter grade or pass/no pass.

10415	Lab	GGOLFCOUR	N Andrade	1.0	F	1040-0135	
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KIN 17C Golf - Advanced**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity with emphasis on all irons, wedges, and woods. Includes course play. This course has the option of a letter grade or pass/no pass.

10416	Lab	GGOLFCOUR	N Andrade	1.0	F	1040-0135	
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KIN 19A Badminton - Beginning**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for beginning badminton students. Includes the fundamentals of the badminton forehand, backhand, overhead clear, and serve as well as the court markings. This course has the option of a letter grade or pass/no pass.

10445	Lab	GYGYM	K Kramer	1.0	TR	1250-0210	
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KIN 19B Badminton - Intermediate**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for intermediate badminton students. Includes the fundamentals of the clear, drive, smash, drop shot, net play, and the rules for singles and doubles games. This course has the option of a letter grade or pass/no pass.

10446	Lab	GYGYM	K Kramer	1.0	TR	1250-0210	
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KIN 19C Badminton - Advanced**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for advanced badminton students. Includes the techniques for the advanced skills of the around the head clear, smash and drop shot, variation of the net shot and serve, as well as strategies of the game. This course has the option of a letter grade or pass/no pass.

10449	Lab	GYGYM	K Kramer	1.0	TR	1250-0210	
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CRN Type Room Instructor Units Days Times Dates

KIN 20A Bowling - Beginning

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity for beginning bowling students. Includes the benefits, rules, safety, and etiquette of bowling. Also includes the acquisition and application of motor skills appropriate to beginning bowling.

10548 Lab GIBOWL J Lango 1.0 TR 0810-0930
Above class meets off-campus: Class meets at Gilroy Bowl, 7554 Monterey Street, Gilroy. A facility use fee of \$1.50 per session is required.

KIN 20B Bowling - Intermediate

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for intermediate bowling students. This course is designed to review the fundamentals of bowling and to introduce more ball delivery skills and lane strategy.

10549 Lab GIBOWL J Lango 1.0 TR 0810-0930
Above class meets off-campus: Class meets at Gilroy Bowl, 7554 Monterey Street, Gilroy. A facility use fee of \$1.50 per session is required.

KIN 20C Bowling - Advanced

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for advanced bowling students. Includes the 3-6-9 spare system and adjustments required on lane conditions.

10550 Lab GIBOWL J Lango 1.0 TR 0810-0930
Above class meets off-campus: Class meets at Gilroy Bowl, 7554 Monterey Street, Gilroy. A facility use fee of \$1.50 per session is required.

KIN 22 Field Work and Service

Transferable: CSU

Supervised field work within the college and with local agencies. Students serve in useful group activities in leadership roles prescribed for them by faculty or community agencies. A maximum of six units may be completed. This is a pass/no pass course. **REQUIRED:** Learning contracts must be filled out and signed by the student and the supervising instructor. Previously listed as PE 22.

10362 ARR GY116 N Dequin 1.0
Hours by Arrangement. Interested students must meet with Dept. Chair Nikki Dequin to determine student suitability/ eligibility for this class.

10429 ARR GY116 N Dequin .5
Hours by Arrangement. Interested students must meet with Dept. Chair Nikki Dequin to determine student suitability/ eligibility for this class.

KIN 23 Independent Study

Transferable: CSU

Designed to afford selected students specialized opportunities for exploring areas at the independent study level. The courses may involve extensive library work, research in the community, or special projects. May be repeated until six units of credit are accrued. This course has the option of a letter grade or pass/no pass. Previously listed as PE 23. **REQUIRED:** The study outline prepared by the student and the instructor must be filed with the department and the dean.

10436 ARR N Dequin 2.0
This course is designed for Kinesiology majors who have completed their course work and would like to do a semester-long written project. Please contact Dept. Chair Nikki Dequin.

KIN 24A Individualized Weight Training - Level 1

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized strength training program using the stations from the resistance machines. This course has the option of a letter grade or pass/no pass.

10562 Lab GYFICNTR N Dequin 1.0
In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am - 12:30 pm).

10570 Lab GYFICNTR N Dequin .5
In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am - 12:30 pm).

CRN Type Room Instructor Units Days Times Dates

KIN 24B Individualized Weight Training - Level 2

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized strength training program using the stations from the resistance machines and hand weights as well as body weight exercises using stability equipment. This course has the option of a letter grade or pass/no pass.

10563 Lab GYFICNTR N Dequin 1.0
In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am - 12:30 pm).

10571 Lab GYFICNTR N Dequin .5
In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am - 12:30 pm).

KIN 24C Individualized Weight Training - Level 3

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized strength training program using strength and strength endurance training including plyometrics. This course has the option of a letter grade or pass/no pass.

10568 Lab GYFICNTR N Dequin 1.0
In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am - 12:30 pm).

10573 Lab GYFICNTR N Dequin .5
In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am - 12:30 pm).

KIN 24D Individualized Weight Training - Level 4

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized strength training program using Olympic lifts and the kettle ball to develop maximum strength, hypertrophy, and power. This course has the option of a letter grade or pass/no pass.

10569 Lab GYFICNTR N Dequin 1.0
In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am - 12:30 pm).


10576 Lab GYFICNTR N Dequin .5
In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am - 12:30 pm).

KIN 61A Swim for Fitness - Level 1

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Designed to develop endurance and improve swimming skills in order to work on one's cardiovascular fitness. Includes use of the dolphin kick and alternate breathing. Intermediate swimming ability is recommended. This course has the option of a letter grade or pass/no pass.

10553 Lab J Ross .5 TR 0530-0650
08/29/13 - 10/17/13

 **ONLINE CLASSES:** You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you **MUST** log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates

KIN 61B Swim for Fitness - Level 2

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Designed to improve endurance in order to maintain one's cardiovascular fitness. Includes use of streamlining and flip turns. Intermediate swimming ability is recommended. This course has the option of a letter grade or pass/no pass.

10558	Lab	GYPOOL	J Ross	.5	TR	0530-0650 08/29/13 - 10/17/13
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KIN 61C Swim for Fitness - Level 3

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Designed to provide the student with a lap swimming experience to maintain their physical fitness. Intermediate swimming ability is recommended. This course has the option of a letter grade or pass/no pass.

10559	Lab	GYPOOL	J Ross	.5	TR	0530-0650 08/29/13 - 10/17/13
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KIN 62A Yoga - Beginning

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for beginning yoga students. The emphasis will be on physical alignment and form, accessing postures through the use of props. This is a program designed to improve flexibility and reduce stress by learning a series of poses and focusing on the proper breathing techniques. This course has the option of a letter grade or pass/no pass.

10402	Lab	MHG10	M Watson	1.0	MW	0500-0620 Above class meets at Morgan Hill Community site.
10407	Lab	APE101	E Falvey	1.0	TR	1250-0210

KIN 62B Yoga - Intermediate

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for intermediate yoga students. Emphasis will be on strength, stamina, and flexibility. This is a program designed to improve flexibility and reduce stress by learning a series of poses and focusing on proper breathing techniques. This course has the option of a letter grade or pass/no pass.

10404	Lab	MHG11	M Watson	1.0	MW	0500-0620 Above class meets at Morgan Hill Community site.
10408	Lab	APE101	E Falvey	1.0	TR	1250-0210

KIN 62C Yoga - Advanced

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for advanced yoga students. Emphasis will be on linking the breath, drishti, and mudras with the appropriate pose. This is a program designed to improve flexibility and reduce stress by learning a series of poses and focusing on proper breathing techniques. This course has the option of a letter grade or pass/no pass.

10406	Lab	MHG10	M Watson	1.0	MW	0500-0620 Above class meets at Morgan Hill Community site.
10409	Lab	APE101	E Falvey	1.0	TR	1250-0210

KIN 64A Individualized Cardiovascular Fitness - Level 1

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized cardiovascular fitness training program of moderate exertion using the FITTE principles. This course has the option of a letter grade or pass/no pass.

10577	Lab	GYFITCNTR	N Dequin	1.0		In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am – 12:30 pm).
10584	Lab	GYFITCNTR	N Dequin	.5		In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am – 12:30 pm).

CRN Type Room Instructor Units Days Times Dates

KIN 64B Individualized Cardiovascular Fitness - Level 2

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an intermediate level fitness program utilizing an individualized cardiovascular training approach. This course has the option of a letter grade or pass/no pass.

10578	Lab	GYFITCNTR	N Dequin	1.0		In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am – 12:30 pm).
10596	Lab	GYFITCNTR	N Dequin	.5		In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am – 12:30 pm).

KIN 64C Individualized Cardiovascular Fitness - Level 3

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized cardiovascular fitness training program of high intensity activities using the FITTE principles. This course has the option of a letter grade or pass/no pass.

10580	Lab	GYFITCNTR	N Dequin	1.0		In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am – 12:30 pm).
10597	Lab	GYFITCNTR	N Dequin	.5		In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am – 12:30 pm).

KIN 64D Individualized Cardiovascular Fitness - Level 4

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized cardiovascular fitness program utilizing the FITTE principles. High intensity training programs such as stage training and circuit training will be included. This course has the option of a letter grade or pass/no pass.

10583	Lab	GYFITCNTR	N Dequin	1.0		In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am – 12:30 pm).
10598	Lab	GYFITCNTR	N Dequin	.5		In the first week of the semester during lab hours, students should go to the Fitness Center located in the Gym area. Students will check-in with the Fitness Center Instructor. Fitness Center Lab Hours (M-T-W-Th: 8 am-2:00 pm, and 4:30-6:30 pm; F: 8 am – 12:30 pm).

KIN 66A Dance Fundamentals - Beginning

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course is designed to develop the student's technique of Dance Fundamentals (Ballet, Modern, Jazz) at the beginning level. Emphasizes enjoyment of dance as a form of exercise and will include some conditioning. This course has the option of a letter grade or pass/no pass.

10410	Lab	APE101	E Falvey	1.0	TR	1120-1240
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KIN 66B Dance Fundamentals - Intermediate

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course is designed to develop the student's technique of Dance Fundamentals (Ballet, Modern, Jazz) at the intermediate level. Basic choreography skills will be included. Emphasizes enjoyment of dance as a form of exercise and will include some conditioning. This course has the option of a letter grade or pass/no pass.

10411	Lab	APE101	E Falvey	1.0	TR	1120-1240
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CRN Type Room Instructor Units Days Times Dates

KIN 66C Dance Fundamentals - Advanced

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course is designed to develop the student's technique of Dance Fundamentals (Ballet, Modern, Jazz) at the advanced level. Choreography assignments will be included. Emphasizes enjoyment of dance as a form of exercise and will include some conditioning. This course has the option of a letter grade or pass/no pass.

10412	Lab	APE101	E Falvey	1.0	TR	1120-1240
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KIN 70A Pilates - Level 1

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This class utilizes the Pilates exercise system focused on improving the total body through a series of controlled movements. Emphasis will be on developing core awareness, physical alignment, and form. This course has the option of a letter grade or pass/no pass.

10450	Lab	APE101	D Muscari	1.0	TR	0500-0620
10476	Lab	APE101	D Muscari	1.0	MW	1250-0210
10482	Lab	PORTHL	D Muscari	1.0	MW	0500-0620

Above class meets off-campus:

KIN 70B Pilates - Level 2

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This class utilizes the Pilates exercise system focused on improving the total body through a series of controlled movements. Emphasis will be on strength, stamina, and flexibility. This course has the option of a letter grade or pass/no pass.

10451	Lab	APE101	D Muscari	1.0	TR	0500-0620
10477	Lab	APE101	D Muscari	1.0	MW	1250-0210
10484	Lab	PORTHL	D Muscari	1.0	MW	0500-0620

Above class meets off-campus:

KIN 70C Pilates - Level 3

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This class utilizes the Pilates exercise system focused on improving the total body through a series of controlled movements. Emphasis will be on performing all thirty-four (34) exercises in the complete Pilates mat routine. This course has the option of a letter grade or pass/no pass.

10452	Lab	APE101	D Muscari	1.0	TR	0500-0620
10480	Lab	APE101	D Muscari	1.0	MW	1250-0210
10487	Lab	PORTHL	D Muscari	1.0	MW	0500-0620

Above class meets off-campus:

KIN 71A Self-Defense - Level 1

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course is an introduction and exploration of self-defense and personal safety. Emphasis on basic physical combative skills such as punches, strikes, blocks, and escape holds. It will also include basic non-combative skills such as risk reduction techniques, body language, positioning tactics, and verbal responses to threats. This course has the option of a letter grade or pass/no pass.

10593	Lab	GYGYM	I Ploke	1.0	MW	1250-0210
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KIN 71B Self-Defense - Level 2

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course will focus on increasingly complex self-defense situations such as attacks on the ground, counter tactics to a variety of advance chokes, bear hugs, hair pulls, and headlocks. Emphasis will be placed on distraction and de-escalation techniques as well as clinch and close-range fighting and survival skills. This course has the option of a letter grade or pass/no pass.

10594	Lab	GYGYM	I Ploke	1.0	MW	1250-0210
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CRN Type Room Instructor Units Days Times Dates

KIN 71C Self-Defense - Level 3

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course will cover more depth into defenses against a variety of advanced attacks including submission holds, throws, and a diverse range of weapons. Includes defensive falling techniques, use of personal weapons, tactics against multiple attackers, and third party protection. Increased focus on mind-body balance, awareness and avoidance capabilities, kicking and striking techniques, and adrenaline and trauma management. This course has the option of a letter grade or pass/no pass.

10595	Lab	GYGYM	I Ploke	1.0	MW	1250-0210
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KIN 74 Hiking

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Introduces the Santa Clara and San Benito County parks, trails, and surrounding areas. Includes fun, challenging hikes which average 5 - 8 miles on moderate to steep terrain. This course has the option of a letter grade or pass/no pass. Previously listed as PE 74.

10509	Lab	GYGYM	N Dequin	1.0	F	0810-1100
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KIN 81 Kickboxing for Fitness

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course utilizes basic kickboxing techniques and physical conditioning in a cardio exercise program. This course has the option of a letter grade or pass/no pass. Previously listed as PE 81.

10560	Lab	GYGYM	N Dequin	1.0	TR	1120-1240
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KIN 82 Circuit Training

Transferable: CSU, UC; CSU-GE:E; GAV-GE:E1

This class is a combination of aerobic exercise and resistance training designed to simultaneously improve mobility, strength, and stamina. Students will rotate from station to station, alternating between cardio and muscle toning exercises. This course has the option of a letter grade or pass/no pass. Previously listed as PE 82.

10510	Lab	GYGYM	N Andrade	1.0	MW	1120-1240
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KIN 85 Concepts / Program Design of Strength / Cardiovascular Fitness

Transferable: CSU

This course is designed for the fitness specialist who wants knowledge of all aspects of resistance training and cardiovascular fitness. Emphasis will be on developing a physiologically sound and client-centered exercise prescription program. Students will learn program design, periodization training, effective exercises and stretches to improve client goals.

10515	Lec	APE120	N Dequin	3.0	MW	1250-0210
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STARTING THIS FALL

THE NEW PERSONAL TRAINER CERTIFICATE



16 Unit Certificate
Required Courses:
BIO 15, KIN 3, KIN 84,
KIN 85*, CPR Certification,
and either AH 11 or HE 1.

*KIN 85 FALL SEMESTER MONDAY - WEDNESDAY 12:50 PM - 2:10 PM
 IF YOU HAVE QUESTIONS OR WOULD LIKE MORE INFORMATION,
 PLEASE CONTACT **NIKKI DEQUIN** AT

408 848.4894 OR NDEQUIN@GAVILAN.EDU

CRN Type Room Instructor Units Days Times Dates

INTERCOLLEGIATE ATHLETICS

ATH 10A Fundamentals of Softball

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Basic theory, strategies, technique, practice and conditioning of softball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 10A and KIN 10A.

10331 L/L ATHFLDSFT N Dequin 2.0 TWR 0230-0430

ATH 10B Fundamentals of Softball

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers review and advanced instruction in the theory, strategies, and techniques of softball for the purposes of preparing the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 10B and KIN 10B. ADVISORY: PE 10A or KIN 10A or ATH 10A.

10333 L/L ATHFLDSFT N Dequin 2.0 TWR 0230-0430

ATH 11A Fundamentals of Baseball

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Theory, strategy, technique, practice and conditioning of baseball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 11A and KIN 11A.

10334 L/L ATHFLDBAS N Andrade 2.0 MTWR 0230-0430

ATH 11B Fundamentals of Baseball

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers review and advanced instruction in the theory, strategies, and techniques of baseball for the purpose of preparing the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 11B and KIN 11B. ADVISORY: PE 11A or KIN 11A or ATH 11A.

10336 L/L ATHFLDBAS N Andrade 2.0 MTWR 0230-0430

ATH 12A Fundamentals of Football

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Basic organization and administration of a football program involving equipment, practice schedules, personnel, conditioning, scouting, weight training, and football specific drills. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 12A and KIN 12A.

10337 L/L APE120 S Gilford 2.0 MTWRF 0330-0430

ATH 12B Fundamentals of Football

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

The administration and organization of a football program involving practice schedules, personnel, equipment, scouting, conditioning, weight training, and football drills. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 12B and KIN 12B. ADVISORY: PE 12A or KIN 12A or ATH 12A.

10342 L/L APE120 S Gilford 2.0 MTWRF 0330-0430

ATH 14A Fundamentals of Basketball

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Basic theory, strategy, technique, practice, and conditioning involved in basketball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 14A and KIN 14A.

10343 L/L APE120 T Addison 2.0 MW 0230-0420
This course is designed for members of the Men's Intercollegiate Basketball team.

10346 L/L APE120 E Nelson 2.0 TR 0430-0620
This course is designed for the members of the Women's Intercollegiate Basketball team.

CRN Type Room Instructor Units Days Times Dates

ATH 14B Fundamentals of Basketball

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

More in-depth and advanced instruction in the theory, strategy, practice and conditioning in basketball to better prepare the individual student in all aspects of playing and coaching the sport. Designed for the student who has already completed ATH 14A. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 14B and KIN 14B. ADVISORY: PE 14B or KIN 14B or ATH 14B.

10349 L/L APE120 T Addison 2.0 MW 0230-0420
This course is designed for the members of the Men's Intercollegiate Basketball team.

10352 L/L APE120 E Nelson 2.0 TR 0430-0620
This course is designed for the members of the Women's Intercollegiate Basketball team.

ATH 35 Intercollegiate Basketball

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate basketball. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

10201 Lab GYGYM T Addison 2.0 MTWRF 0430-0630
This course is Men's Intercollegiate Basketball.

10257 Lab GYGYM E Nelson 2.0 MTWRF 0630-0830
This course is Women's Intercollegiate Basketball.

ATH 42 Intercollegiate Football

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate football. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

10324 Lab ATHFLDFTB S Gilford 2.0 MTWRF 0435-0635

ATH 46 Intercollegiate Volleyball

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate volleyball for women. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

10326 Lab GYGYM K Kramer 2.0 MTWRF 0230-0430

ATH 47 Intercollegiate Soccer

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate soccer. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

10328 Lab ATHFLD SOCCER J Johnson 2.0 MTWRF 0430-0630

ATH 75 Sports Conditioning

Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This activity class is designed to improve the physical condition of our male and female student-athletes. It includes strength training, cardiovascular endurance, plyometric training, and sport specific techniques through an open lab format. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 75 and KIN 75.

10505 Lab GYFITCNTR J Lango 1.0
J Johnson
C Boyles

This class is designed for members of intercollegiate athletic teams at Gavilan College. Student-athletes must check in during the first week of the semester with their team's head coach. Work-out hours will vary by sport.

10506 Lab GYFITCNTR J Lango .5
This class is designed for members of intercollegiate athletic teams at Gavilan College. Student-athletes must check in during the first week of the semester with their team's head coach. Work-out hours will vary by sport.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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LIBRARY

LIB 3 Research Skills

Transferable: CSU

Research and evaluation skills using the Internet and other electronic resources, as well as traditional printed materials. Also listed as CSIS 3. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and 260.

10001	Online		A Sargent	2.0			09/09/13 - 11/02/13
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LIB 6 Web Page Authoring I

Transferable: CSU; GAV-GE:E2

A introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites, background color or patterns, graphics, tables, and mailto links. Principles of design and color as they apply to screen presentations will be included. This course has the option a letter grade or pass/no pass. Also listed as CSIS 6 and DM 6. ADVISORY: CSIS 1 or CSIS 2 or CSIS/LIB 3 advised.

10529	Online		J Howell	2.0			08/26/13 - 10/19/13
10536	Online		J Howell	2.0			10/21/13 - 12/18/13

MANAGEMENT

MGMT 102 Retail Management

Transferable: CSU

Principles and practices used in management of retail businesses such as foods, motels, service stations, and direct channels. Includes site selection, layout, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the critical buying function. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

10539	Lec	MHG13	S Kurtz	3.0	T		0600-0905
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MGMT 120 Human Resource Management

Transferable: CSU; GAV-GE:F

This course introduces human resource management as a staff function in the administration of an organization. The course examines techniques of human resource planning, recruiting, selecting, training, and evaluating personnel; compensation and benefits administration; and union/management relations. This course has the option of a letter grade or pass/no pass.

10540	Lec	PB7	D McCormick	3.0	TR		1120-1240
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MGMT 190A Occupational Work Experience A - Management

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. MGMT 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10805	Wrk Ex	LI101A	S Sweeney	1.0			
10806	Wrk Ex	LI101A	S Sweeney	2.0			
10807	Wrk Ex	LI101A	S Sweeney	3.0			
10808	Wrk Ex	LI101A	S Sweeney	4.0			

ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you MUST log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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MGMT 190B Occupational Work Experience B - Management Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. MGMT 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10809	Wrk Ex	LI101A	S Sweeney	1.0			
10810	Wrk Ex	LI101A	S Sweeney	2.0			
10811	Wrk Ex	LI101A	S Sweeney	3.0			
10812	Wrk Ex	LI101A	S Sweeney	4.0			

MARKETING

MKTG 190A Occupational Work Experience A - Marketing Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. MKTG 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10794	Wrk Ex	LI101A	S Sweeney	1.0			
10795	Wrk Ex	LI101A	S Sweeney	2.0			
10796	Wrk Ex	LI101A	S Sweeney	3.0			
10798	Wrk Ex	LI101A	S Sweeney	4.0			

MKTG 190B Occupational Work Experience B - Marketing Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. MKTG 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10801	Wrk Ex	LI101A	S Sweeney	1.0			
10802	Wrk Ex	LI101A	S Sweeney	2.0			
10803	Wrk Ex	LI101A	S Sweeney	3.0			
10804	Wrk Ex	LI101A	S Sweeney	4.0			

MASS COMMUNICATIONS & TELEVISION

MCTV 16 Television History and Culture Transferable: CSU; GAV-GE:C1, F

This course examines how television has changed over time, offering insight into the past that is central to understanding modern television, specifically the impact of historical events shaping television in the 20th and 21st centuries. This course also explores television's role as a historical and cultural force from its inception to its present convergence with digital media. A variety of programming genres--from Situation Comedies and Dramatic Series to Reality TV are examined for their impact on the current social environment. This course is also listed as THEA 16.

10325	Lec	MU101	TWiddowson	3.0	MW		1120-1240
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CRN Type Room Instructor Units Days Times Dates

MCTV 17A Television and Video Workshop

Transferable: CSU

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. This course is also listed as THEA 17A. ADVISORY: Theatre Arts 16 Intro to TV or consent of instructor.

10327 L/L LI140 S STAFF 3.0 TR 1250-0315

MCTV 17B Television and Video Workshop

Transferable: CSU

Emphasis placed on production and post-production techniques in video production. Student knowledge and skills are increased by participating in live to tape projects. May be repeated twice for credit. This course is also listed as THEA 17B. ADVISORY: Completion of Theatre Arts 17A.

10329 L/L LI140 S STAFF 3.0 TR 1250-0315

MCTV 19 Television and Film Acting

Transferable: CSU, UC

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. This course is also listed as THEA 19.

10330 L/L LI140 R Gonzalez T Widdowson 3.0 TR 0945-1210

MATHEMATICS

MATH 1A Single-Variable Calculus and Analytic Geometry

Transferable: CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH18, MATH SEQ BC

Limits and continuity, analyzing the behavior and graphs of functions, derivatives, implicit differentiation, higher order derivatives, related rates and optimization word problems, Newton's Method, Fundamental Theorem of Calculus, and definite and indefinite integrals. (C-ID: MATH 210) PREREQUISITE: Mathematics 8B with a grade of 'C' or better.

10625 Lec PS105 M Dresch 4.0 MWF 1250-0200

MATH 1B Single-Variable Calculus and Analytic Geometry

Transferable: CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH20, MATH SEQ BC

This course is a standard second semester Calculus course covering methods of integration, applications of the integral, differential equations, parametric and polar equations, and sequences and series. (C-ID: MATH 220) (C-ID: MATH 900S: Math 1A + Math 1B) PREREQUISITE: Mathematics 1A with a grade of 'C' or better.

10626 Lec LS101 L Wolff 4.0 MW 0600-0805

MATH 1C Multivariable Calculus

Transferable: CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH22, MATH SEQ BC

A standard third semester Calculus course covering functions of several variables, vectors, surfaces, vector-valued functions, partial derivatives, multiple and line integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem. (C-ID: MATH 230) PREREQUISITE: Mathematics 1B with a grade of 'C' or better.

10627 Lec PS102 P Reuschling 4.0 MWF 1250-0200



ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you MUST log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates

MATH 5 Introduction to Statistics

Transferable: CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:STAT2

Descriptive analysis and presentation of either single-variable data or bivariate data, probability, probability distributions, normal probability distributions, sample variability, statistical inferences involving one and two populations, analysis of variance, linear correlation and regression analysis. Statistical computer software will be extensively integrated as a tool in the description and analysis of data. PREREQUISITE: Mathematics 233 with a grade of 'C' or better. The instructor will be using and supporting a TI-83 Plus graphing calculator in all classroom demonstrations.

10663 L/L MA103 H Jukl 3.0 T 0230-0435
L/L MA103 H Jukl R 0230-0335
L/L MA101 H Jukl R 0345-0435

10664 L/L PS105 A Jiru 3.0 TR 0810-0930
L/L MA101 A Jiru F 0810-0930

10665 L/L MA102 N Wadia 3.0 TR 0600-0805

10666 L/L MHG12 A Viarengo 3.0 MW 0600-0805
Above class meets at Morgan Hill Community site.

10667 Online R Knight 3.0

MATH 6 Calculus for Business / Social Science

Transferable: CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH34

This course applies the fundamental principles and techniques of calculus to problems in business, economics, the life sciences and the social sciences. Topics will include limits, and differentiation and integration of linear, quadratic, polynomial, exponential and logarithmic functions. This course is not intended for students majoring in engineering, the physical sciences or math. Using a calculator is required. Graphing calculator is recommended. PREREQUISITE: Mathematics 233 with a grade of 'C' or better.

10668 Lec PS105 S STAFF 3.0 MW 0400-0520

MATH 7 Finite Mathematics

Transferable: CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH12

Systems of linear equations and matrices, introduction to linear programming, finance, counting techniques and probability, properties of probability and applications of probability. PREREQUISITE: Mathematics 233 with a grade of 'C' or better.

10669 Lec PS102 P Tantalo 3.0 TR 0810-0930

MATH 8A First Half of Precalculus

Transferable: CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Math 8A prepares the student for the study of calculus by providing important skills in algebraic manipulation, interpretation, and problem solving at the college level. Topics will include basic algebraic concepts, complex numbers, equations and inequalities of the first and second degree, functions, and graphs, linear and quadratic equations, polynomial functions, exponential and logarithmic functions, systems of equations, matrices and determinants, right triangle trigonometry, and the Law of Sines and Cosines. PREREQUISITE: Mathematics 233 with a grade of 'C' or better. The instructor will be using and supporting TI-83 Plus graphing calculator in all classroom demonstrations.

10670 Lec PS105 K Wagman 4.0 TR 0945-1055
Lec LS101 K Wagman F 0945-1055

10671 Lec LS101 J Nari 4.0 MWF 1250-0200

10672 Lec PS105 S STAFF 4.0 MW 0600-0805

MATH 8B Second Half of Precalculus

Transferable: CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Math 8B prepares students for the study of calculus by providing important skills in algebraic manipulation, interpretation, and problem solving at the college level. Topics will include trigonometric functions, identities, inverse trigonometric functions, and equations; applications of trigonometry, vectors, complex numbers, polar and parametric equations; conic sections; sequences, series, counting principles, permutations, mathematical induction; analytic geometry, and an introduction to limits. PREREQUISITE: Mathematics 8A with a grade of 'C' or better. ADVISORY: Math 208 Survey of Practical Geometry.

10673 Lec PS105 A Washburn 4.0 TR 0600-0805

CRN Type Room Instructor Units Days Times Dates

MATH 12 Mathematics for Elementary Teachers

Transferable: CSU, UC; CSU-GE:B4; GAV-GE:B4

This course is intended for students preparing for a career in elementary school teaching. Emphasis will be on the structure of the real number system, numeration systems, elementary number theory, and problem solving techniques. Technology will be integrated throughout the course. **PREREQUISITE:** High School Geometry and Math 233 (Intermediate Algebra), or, Math 208 (Plane Geometry) and Math 233 (Intermediate Algebra). All courses must be completed with a grade of 'C' or better.

10624	Lec	MHG10	S STAFF	3.0	M	0630-0935
Above class meets at Morgan Hill Community site.						

MATH 205B Second Half of Elementary Algebra

Transferable: No

This course contains the material covered in the second half of the Elementary Algebra Course. It will cover factoring polynomials, solving quadratic equations by factoring, rational expressions, radicals, and solving quadratic equations. In addition, the course will review applications involving linear equations of one and two variables, finding slopes and graphing linear equations, solving systems of equations with two variables, and solving linear inequalities. Math 205, 205A and 205B, and 206 have similar course content. This course may not be taken by students who have completed Math 205 or 206 with a grade of 'C' or better. **PREREQUISITE:** Math 205A with a grade of 'C' or better. **ADVISORY:** Concurrent enrollment in Guidance 563B is advised.

10642	Lec	LS102	L Hilden	2.5	MW	1250-0200
	Lec	MA103	L Hilden		F	1250-0200

MATH 233 Intermediate Algebra

Transferable: No; GAV-GE:B4

Review of basic concepts, linear equations and inequalities, graphs and functions, systems of linear equations, polynomials and polynomial functions, factoring, rational expressions and equations, roots, radicals, and complex numbers, solving quadratic equations, exponential and logarithmic functions, and problem solving strategies. Mathematics 233, 233A, and 233B have similar course content. This course may not be taken by students who have completed Mathematics 233B with a grade of 'C' or better. This course may be taken for Mathematics 233B credit (2.5) units by those students who have successfully completed Mathematics 233A with a grade of 'C' or better. **PREREQUISITE:** Mathematics 205 or Mathematics 205A and 205B or Mathematics 206 with a grade of 'C' or better. The instructor will be using and supporting TI-83 Plus graphing calculator in all classroom demonstrations.

10643	Lec	SS206	G Fuller	5.0	MTWR	0810-0905
10644	Lec	MHG5	R Knight	5.0	MTWR	1250-0155
Above class meets at Morgan Hill Community site.						
10645	Lec	SS206	L Wills	5.0	MTWR	0945-1050
10646	Lec	HOL2	R Bates	5.0	MTWR	1250-0155
Above class meets at the Hollister Briggs site.						
10647	Lec	SS206	R Potter	5.0	MTWR	1250-0155
10648	Lec	MA103	D Kim	5.0	TR	0600-0825
10649	Lec	SS206	P Reuschling	5.0	MWR	1120-1235
	Lec	SS206	P Reuschling		T	1120-1155
	Lec	SS206	P Reuschling		T	1156-1245
	Lec	SS206	P Reuschling		F	1120-1235

MATH 233A First Half of Intermediate Algebra

Transferable: No

The course will start with a review of basic concepts and then cover the following topics with an emphasis on applications and problem solving strategies: solving linear and absolute value equations; solving linear and compound inequalities; equations and graphs of lines; functions and function notation including composition of functions; solving systems of linear equations and inequalities; operations with polynomials; factoring polynomials; and solving polynomial equations. **PREREQUISITE:** Completion of Mathematics 205 or the equivalent with a grade of 'C' or better.

10650	Lec	PS105	L Hilden	2.5	MWF	0230-0340
10651	Lec	SS206	S STAFF	2.5	MW	0600-0805
10652	Lec	MHG11	J Phillips	2.5	TRF	1250-0200
Above class meets at Morgan Hill Community site.						

MAJOR CHANGES COMING TO MATH SEQUENCE

The timing of the phase out is as follows:

Semester	Classes offered for the first time	Classes offered for the last time
Summer 2013		Math 205 Math 205A
Fall 2013	Math 430 – Algebra I Math 411 – Integrated Prealgebra	Math 205B Math 233 Math 233A
Spring 2014	Math 240 – Algebra II Math 242 – Algebra II for Statistics (one section only)	Math 233B

Prerequisites for the new courses are as follows:

Class	Accepted Prerequisites
Math 430 – Algebra I and Math 235 – Integrated Algebra	Math 402, Math 411, or placement (Math 205A accepted as well)
Math 240 – Algebra II and Math 242 – Algebra II for Statistics	Math 430, Math 205, Math 205A and 205B or placement (Math 233A accepted as well)
Math 5 – Statistics	Math 242 or Math 240 or Math 233 or Math 233A and Math 233B
All other transferrable Math classes	Math 240 or Math 233 or Math 233A and B


Please review new math flow chart on page 72.

GED Preparation

class now offered on campus

In order to receive federal financial aid, students must have a high school diploma, or GED. Sign up today, see page 70 for details.

This class is open entry/open exit and FREE of charge.





GET YOUR
PREREQUISITES EARLY
TWO PATHS TO ONE GOAL

1) MATH IMMERSION

Fall: Math 411 Integrated Pre-Algebra

Spring: MATH 235 Integrated Algebra

or

2) English to Math

Fall: Eng. 250P-260P Accelerated English

Spring: MATH 235 Integrated Algebra

Recommended: Math 425 Algebraic Boot Camp in January 2014.

For more information about the math program, please call **408.623.5629** or email **edachkova@gavilan.edu** for specific details about the class.

For more information about English 250P & 260P, please call Josie Olivares at (408) 852-2866 or email Karen Warren at **kwarren@gavilan.edu**.

FREE SUMMER BOOT CAMP!

AUGUST 12-16

9:00 AM - 3:00 PM

PRECALCULUS

Preparation for Calculus A,B,C

Whether you are a student who needs more practice in understanding foundational elements, or you just need to brush up on your algebraic skills, this boot camp is for **YOU!**

SPACE IS LIMITED TO 25 SEATS.

**TO SAVE A SPOT,
EMAIL JNARI@GAVILAN.EDU BY JULY 27TH.**

Get ready for your fall classes with

BASIC SKILLS BOOT CAMP MATH 414 &

ALGEBRAIC BOOT CAMP MATH 415

Find descriptions in the Summer 2013 Schedule of classes.



CRN Type Room Instructor Units Days Times Dates

MATH 233B Second Half of Intermediate Algebra

Transferable: No; GAV-GE:B4

This course will start with a review factoring polynomials, and then cover the following topics with an emphasis on applications and problem solving strategies: solving polynomial equations by factoring; adding, subtracting, multiplying, dividing and simplifying rational expressions and solving rational equations; adding, subtracting, multiplying, dividing and simplifying roots, radicals and complex numbers and solving radical equations; working with composition of functions and inverse functions, working with exponential and logarithmic functions, equations and expressions; employing various methods of solving quadratic equations and inequalities; and graphing quadratic functions. **PREREQUISITE:** Completion of MATH 233A with a grade of 'C' or better.

10653	Lec	LS101	S STAFF	2.5	TR	0230-0340
	Lec	SS206	S STAFF		F	1250-0200
10654	Lec	LS101	J Nari	2.5	MWF	1120-1230

MATH 400 Elements of Arithmetic

Transferable: No

This course covers essential arithmetic operations, whole numbers, integers, fractions, decimals, ratio, proportion, percent, applications of arithmetic, and critical thinking, as well as math-specific study skills. This is a pass/no pass course, with pass being given for mastery of the content. Units earned in this course do not count toward the associate degree and/or other certain certificate requirements.

10655	L/L	LS106	N Sinh	3.0	MTWR	0810-0905
10656	L/L	PS102	D Lawson	3.0	MF	0950-1100
	L/L	HU101	D Lawson		W	0950-1100
10657	L/L	SS206	D Wisneski	3.0	TR	0600-0805

MATH 402 Pre-Algebra

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. This is a pass/no pass course where pass is given for mastery of the above topics. **PREREQUISITE:** Completion of Math 400 with a grade of 'Pass' or with a 'C' or better, or assessment test recommendation.

10658	L/L	HU101	M Manrique	3.0	MTWR	0230-0335
10659	L/L	MA103	D Lawson	3.0	MW	1110-1240
	L/L	PS102	D Lawson		F	1110-1240
10660	L/L	SS205	S STAFF	3.0	MW	0600-0825
10661	L/L	LS101	J Phillips	3.0	MTWR	0945-1050
10662	L/L	LS101	D Wisneski	3.0	MW	0230-0335
	L/L	SS206	D Wisneski		TR	0230-0335

MATH 411 Integrated Pre-Algebra

Transferable: No

This course is a blend of standard Elements of Arithmetic and Pre-Algebra courses with the focus on operations with whole numbers, fractions, percentages, proportions, and signed numbers. Algebraic topics such as variables, expressions, and solving basic linear equations and applications are introduced. This is a pass/no pass course where pass is given for mastery of the above topics. The mastery level is set by the department. **ADVISORY:** MATH 414

10680	L/L	MA102	E Dachkova	6.0	MTWR	0230-0350
	L/L	MA102	E Dachkova		F	0230-0320

CRN	Type	Room	Instructor	Units	Days	Times	Dates
MATH 430	Algebra I						
Transferable: No							
This is the first course of algebra. It will cover simplifying algebraic expressions, linear equations and inequalities, linear functions and their graphs, systems of equations, polynomials, factoring, rational expressions, and applications of all of the above. PREREQUISITE: Math 402 with a grade of "Pass", or Math 411 or Math 205A with a grade of C or better, or assessment test recommendation.							
10628	Lec	MA103	L Wills	5.0	MTWR	0810-0915	
10629	Lec	MHG13	S Kercheval	5.0	MTWR	1250-0155	Above class meets at Morgan Hill Community site.
10630	Lec	MA103	G Fuller	5.0	MTWR	0945-1050	
10632	Lec	HOL4	S STAFF	5.0	MTWR	1250-0155	Above class meets at the Hollister Briggs site.
10633	Lec	PS102	R Potter	5.0	MW	1120-1225	
	Lec	PS105	R Potter		TR	1120-1225	
10634	Lec	HOL6	R Bates	5.0	TR	0600-0825	Above class meets at the Hollister Briggs site.
10635	Lec	MHG11	A Arid	5.0	TR	0600-0825	Above class meets at Morgan Hill Community site.
10636	Lec	MA103	M Manrique	5.0	MTWR	1250-0155	
10637	Lec	PS102	M Dresch	5.0	MF	0810-0940	
	Lec	LS103	M Dresch		W	0810-0940	
10639	Lec	MA103	K Wagman	5.0	TR	1100-1230	
	Lec	MA103	K Wagman		F	1100-1230	
10641	Lec	MA103	A Arid	5.0	MW	0600-0825	

MUSIC

MUS 1A	Music History and Literature						
Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1; CAN:MUS8							
A survey of the development of music in western civilization including representative composers from the Medieval to the present. Music 1A will study the music and styles from the Medieval to the Romantic period. ADVISORY: Eligible for English 250 and English 260.							
10339	Lec	MU101	D Munoz	3.0	MW	0945-1105	
MUS 3A	Harmony / Theory / Musicianship I						
Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1							
Fundamentals of music, beginning harmony. ADVISORY: Must be taken in sequence.							
10341	L/L	MU101	S STAFF	4.0	TR	0940-1245	
MUS 4A	Beginning Piano						
Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1							
Introduction to music fundamentals and keyboard technique. Development of beginning keyboard skills including note reading in bass and treble clef, fingering, rhythm, key signatures, primary chords and inversions. ADVISORY: Must be taken in sequence.							
10344	L/L	MU102	M Amirkhanian	3.0	MW	0900-1105	
10345	L/L	MU102	M Amirkhanian	3.0	TR	0900-1105	
10347	L/L	MU102	M Amirkhanian	3.0	MW	1120-0125	
MUS 4B	Beginning Piano						
Transferable: CSU, UC; GAV-GE:C1							
Continuation of Music 4A. ADVISORY: Music 4A							
10348	L/L	MU102	M Amirkhanian	2.0	TR	1120-1240	

CRN	Type	Room	Instructor	Units	Days	Times	Dates
MUS 5A	Intermediate Piano						
Transferable: CSU, UC; GAV-GE:C1							
Development of intermediate keyboard skills through means of scales, chords, and technical studies. Continuation of music fundamentals and beginning keyboard harmony; introduction of easier classical and standard piano literature. ADVISORY: Music 4B							
10350	L/L	MU102	M Amirkhanian	2.0	TR	1120-1240	
MUS 5B	Intermediate Piano						
Transferable: CSU, UC; GAV-GE:C1							
Development of intermediate keyboard skills through means of scales, chords and technical studies. Continuation of music fundamentals and beginning keyboard harmony; introduction of easier classical and standard piano literature. ADVISORY: Music 5A							
10351	L/L	MU102	M Amirkhanian	2.0	TR	1120-1240	
MUS 5C	Advanced Piano						
Transferable: CSU, UC; GAV-GE:C1							
Development of advanced keyboard skills through means of scales, chords and technical studies. Continuation of music fundamentals and keyboard harmony; introduction of moderately difficult classical and standard piano literature. ADVISORY: Music 5B							
10356	L/L	MU102	M Amirkhanian	2.0	TR	1120-1240	
MUS 5D	Advanced Piano						
Transferable: CSU, UC; GAV-GE:C1							
Development of advanced keyboard skills through means of scales, chords and technical studies. Continuation of music fundamentals and keyboard harmony; introduction of moderately difficult classical and standard piano literature. ADVISORY: Music 5C							
10357	L/L	MU102	M Amirkhanian	2.0	TR	1120-1240	
MUS 6	Introduction to World Music						
Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F							
This course explores a broad and diverse survey of different non Western music cultures, helping students develop listening skills to identify, distinguish and appreciate the elements and richness of each culture's music. The course will cover a rich diversity of styles through informed listening, analysis and discernment of musical elements, form and repertoire. Music of various cultures will be explored, for example: India, China, Japan, the Middle East, Indonesia, Africa, Europe and the Americas.							
10358	Lec	MU101	D Munoz	3.0	MW	0810-0930	
MUS 7	Songwriting and Composition						
Transferable: CSU, UC							
This course is an introduction to modern song writing techniques. Students will learn to create their own musical compositions. Approaches to contemporary issues in song writing including development of melodic, lyrical, and rhythmic ideas will be studied. In addition, students will learn strategies for promoting their songs in the contemporary music marketplace as well as basic concepts of intellectual property right protection. While recommended, no prior formal musical education is required.							
10359	Lec	MU102	S STAFF	3.0	TR	1250-0210	
MUS 8A	Beginning Voice						
Transferable: CSU, UC; GAV-GE:C1							
Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development. ADVISORY: Continues in sequence or by demonstrated proficiency.							
10363	L/L	MU101	N Pruitt	2.0	TR	1250-0210	

CRN Type Room Instructor Units Days Times Dates

MUS 8B Beginning Voice

Transferable: CSU, UC; GAV-GE:C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development. ADVISORY: Music 8A or demonstrated proficiency.

10364	L/L	MU101	N Pruitt	2.0	TR	1250-0210
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MUS 8C Intermediate Voice

Transferable: CSU, UC; GAV-GE:C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development. ADVISORY: Music 8B or demonstrated proficiency.

10365	L/L	MU101	N Pruitt	2.0	TR	1250-0210
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MUS 8D Intermediate Voice

Transferable: CSU, UC; GAV-GE:C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development. ADVISORY: Music 8C or demonstrated proficiency.

10366	L/L	MU101	N Pruitt	2.0	TR	1250-0210
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MUS 9A Guitar

Transferable: CSU, UC; GAV-GE:C1

An introduction to playing the guitar. Basic staff notation, correct fingering and chord arpeggios are covered. Emphasis is also placed on developing musical listening skills. Students must provide their own guitars. ADVISORY: Students must provide their own guitars.

10367	Lab	MU102	A Marques	1.0	W	0600-0905
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10368	Lab	TH125	T Montoya	1.0	TR	1120-1240
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MUS 9B Guitar

Transferable: CSU, UC; GAV-GE:C1

An introduction to playing the guitar. Basic staff notation, correct fingering and chord arpeggios are covered. Emphasis is also placed on developing musical listening skills. Students must provide their own guitars. ADVISORY: Music 9A; students must provide their own guitars.

10369	Lab	TH125	T Montoya	1.0	TR	1120-1240
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10977	Lab	MU102	A Marques	1.0	W	0600-0905
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MUS 12 Vocal Ensemble

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.

10332	L/L	MU101	N Pruitt	2.0	M	0130-0535
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MUS 14A Instrumental Ensemble

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.

10335	Lab	MU101	S Sotelo	2.0	M	0130-0435
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MUS 16A Introduction to Audio Recording Techniques

Transferable: CSU

Survey of basic audio recording techniques and materials including acoustics, signal flow, block diagrams, cue systems, punch-ins, microphones and mic placement, frequency response, reverb, delay and outboard effects, stereo mixing, pre-mixing and actual recording.

10338	Lec	MU101	S Sotelo	3.0	W	0130-0435
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CRN Type Room Instructor Units Days Times Dates

MUS 21 Electronic Music / Sound Design

Transferable: CSU; GAV-GE:C1

Fundamentals of electronic music synthesis using computers. Midi sequencing, digital sound processing, sampling, digital multi-track recording utilizing the college's state of the art midi studio. ADVISORY: Eligible for English 250, 260 and Mathematics 205.

10340	Lec	LI128	S Sotelo	3.0	MW	0810-0930
	Online		S Sotelo			

MUS 190A Occupational Work Experience A - Music

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. MUS 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10813	Wrk Ex	LI101A	S Sweeney	1.0		
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10814	Wrk Ex	LI101A	S Sweeney	2.0		
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10815	Wrk Ex	LI101A	S Sweeney	3.0		
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10816	Wrk Ex	LI101A	S Sweeney	4.0		
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MUS 190B Occupational Work Experience B - Music

Transferable: CSU

Occupational work experience is for students who have a job related to their philosophy. A training plan is developed cooperatively between the employer, college and student. MUS 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10817	Wrk Ex	LI101A	S Sweeney	1.0		
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10818	Wrk Ex	LI101A	S Sweeney	2.0		
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10819	Wrk Ex	LI101A	S Sweeney	3.0		
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10820	Wrk Ex	LI101A	S Sweeney	4.0		
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PHILOSOPHY

PHIL 1 Introduction to Philosophy

Transferable: CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:PHIL2

Philosophy 1 is intended as a survey of the major areas and traditions of philosophy. The course examines central and significant questions about the meaning of life, who determines what is morally right or wrong, the ideal society, the various notions social justice, what is reality, and many other ideas. In pursuing these questions, students will be asked to read texts from writers around the world, both contemporary and ancient, discuss current events, and apply 'theory' to movies such as "The Matrix" trilogy, novels, and any other relevant application of the student's own choice. (C-ID: PHIL 100) ADVISORY: Eligible for English 1A.

10370	Lec	MHG13	G Grudzen	3.0	MW	0230-0350
						Above class meets at Morgan Hill Community site.

10372	Lec	HU103	T Le	3.0	W	0600-0905
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PHIL 2 Introduction to Logic

Transferable: CSU, UC; CSU-GE:A3; GAV-GE:C2; CAN:PHIL6

Logic is the study of good reasoning. This course will explore two important modes of reasoning: deduction and induction. We will use formal methods from sentential logic, including truth tables and proofs, to test for correct or 'valid' inferences. Common mistakes in reasoning (i.e., fallacies) will be examined, as well as language and scientific reasoning. Practical application in logic outside the classroom will be emphasized. ADVISORY: Eligible for English 1A.

10371	Online		R Scherbat	3.0		
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CRN Type Room Instructor Units Days Times Dates

PHIL 3A Ethics
Transferable: CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:PHIL4
 Philosophy 3 is intended as a survey of the major areas and traditions of ethical and moral theories. The course examines central and significant questions about who determines what is morally right or wrong, the ideal society, the various notions social justice, moral agency and action in our lives and community, as well as many other topics. In pursuing these questions, students will be asked to read texts from writers around the world, both contemporary and ancient, discuss current events, and apply 'theory' to movies, novels, and any other relevant application of the student's own choice. (C-ID: PHIL 120) **ADVISORY:** Eligible for English 1A.

10373	Lec	AR103	S STAFF	3.0	TR	0230-0350
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PHIL 4 Critical Thinking and Writing
Transferable: CSU, UC; CSU-GE:A3, IGETC:1B; GAV-GE:C2
 This course is designed to introduce the relationship between critical thinking and critical writing in a way that will be both enjoyable to the student and helpful in other aspects of life. The student will learn techniques of critical thinking, playing close attention to the current events, movies and popular media, music lyrics, as well as the textbook. Students will learn to identify deductive and inductive arguments and be able to evaluate their strength, create a strong argument of their own on a given topic, as well become experts in the area of critical analysis. The goal is to enable students to become strong, well informed, articulate members of the community as well as individuals with an empowered sense of self as an agent of change. **PREREQUISITE:** English 1A

10379	Lec	HOL4	S STAFF	3.0	TR	1120-1240
Above class meets at the Hollister Briggs site.						
10380	Lec	AR103	R Scherbart	3.0	MW	0945-1105

PHIL 6 Comparative Religions
Transferable: CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, F
 Religion is a topic that ignites controversy -- most societies engage in religious practices, believe strongly in that tradition, and find a sense of identity within it. The controversy arises when differences are misunderstood, misrepresented, or placed in a hierarchy of assumed supremacy of one religion as superior to others. In this class, students explore the underlying commonality of various religious traditions, explore the uniqueness of the religions with which they are unfamiliar, and learn to see that diversity among beliefs doesn't have to create hostility. Students will explore religions from Indigenous Peoples throughout the world, East Asia (e.g. India), China, the Middle East, as well as some more recent trends in religion. Previously known as PHIL 6A. **ADVISORY:** Eligible for English 1A.

10381	Lec	MU101	G Grudzen	3.0	TR	0230-0350
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PHIL 7A History of Philosophy: Ancient to Medieval Times
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. (C-ID: PHIL 130) **ADVISORY:** Eligible for English 1A.

10785	Lec	SS210	R Scherbart	3.0	MW	1120-1240
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PHYSICAL EDUCATION - ADAPTED

APE 35 Adapted Swimming for Total Fitness
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1
 An individualized program of activities designed for students with physical disabilities to improve flexibility and range-of-motion, increase joint movement, improve circulation, and improve control of body movement through water adjustment and activities. Develops an appreciation of physical activity as a regular planned contribution to one's basic overall well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass. Previously known as PE 35.

10888	Lab	GYPOOL	K Sato	1.0	MW	0810-0930
10889	Lab	GYPOOL	K Sato	1.0	MW	1250-0210
10890	Lab	GYPOOL	K Sato	1.0	TR	1120-1240

CRN Type Room Instructor Units Days Times Dates

APE 38 Adapted Cardiovascular Conditioning and Training
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1
 An individualized program of adapted exercises in weight training, stretching and cardiovascular conditioning for those individuals who have been disabled through stroke, cardiovascular accident, arthritis, multiple sclerosis, or other condition. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass. Previously known as PE 38.

10891	Lab	APE108	K Sato	1.0	MWF	0945-1105
10892	Lab	APE108	K Sato	1.0	MW	1120-1240
10893	Lab	APE108	K Sato	1.0	TR	0945-1105
10894	Lab	APE108	K Sato	1.0	TR	1250-0210

APE 535 Adapted Swimming for Total Fitness
Transferable: No
 An individualized program of activities designed for students with physical disabilities to improve flexibility and range-of-motion, increase joint movement, improve circulation, and improve control over body movement through water adjustment and activities. Develops an appreciation of physical activity as a regular planned contribution to one's overall well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course is pass/no pass. Previously known as PE 535.

10895	Lab	GYPOOL	K Sato	1.0	MW	0810-0930
10896	Lab	GYPOOL	K Sato	1.0	MW	1250-0210
10898	Lab	GYPOOL	K Sato	1.0	TR	1120-1240

APE 538 Adapted Cardiovascular Conditioning and Training
Transferable: No
 An individualized program of adapted exercises in weight training, stretching and cardiovascular conditioning for those individuals who have been disabled through stroke, cardiovascular accident, arthritis, multiple sclerosis, or other condition. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This is a pass/no pass course. Previously known as PE 538.

10899	Lab	LOADCS1	J Maringer-Cantu	1.0	TR	0945-1105
Above class meets off-campus: Students are required to register with the Disability Resource Center.						
10900	Lab	APE101	K Sato	1.0	MW	0945-1105
10901	Lab	APE101	K Sato	1.0	MW	1120-1240
10902	Lab	APE101	K Sato	1.0	TR	0945-1105
10903	Lab	APE108	K Sato	1.0	TR	1250-0210

PHYSICAL SCIENCE

PSCI 1 Principles of Physical Science
Transferable: CSU, UC; CSU-GE:B1, IGETC:5A; GAV-GE:B1
 An introduction to the physical sciences for the non-science major. Attention is focused on fundamental laws of nature, their development and relation to the physical world. **ADVISORY:** Mathematics 205 and eligible for English 250 and 260.

10678	Lec	SS210	S STAFF	3.0	T	0600-0905
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PSCI 2 Introduction to Meteorology
Transferable: CSU, UC; CSU-GE:B1, IGETC:5A; GAV-GE:B1
 An introductory course in Meteorology that is both descriptive and analytical on the physical principles affecting the earth's weather. Topics covered include the nature of the atmosphere, solar energy, heat, temperature, pressure, stability, moisture, wind, storms, severe weather and forecasting. The course introduces climatology as a scientific study and will look at the earth's climatic history, current research in climate modeling and the possibility of global climate change. **ADVISORY:** MATH 205.

10679	Online		A Van Tuyl	3.0		
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 **ONLINE CLASSES**

 This symbol means it is a **HYBRID** lecture / online class, that will be partially over the Internet. Visit www.gavilan.edu/disted/ for details.

CRN Type Room Instructor Units Days Times Dates

PHYSICS

PHYS 1 Introduction to Physics

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. ADVISORY: Mathematics 205.

10674 L/L PS102 M Masuda 4.0 TR 0945-1250

PHYS 2A General Physics

Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:PHYS2, PHYS SEQ A

An introduction to the principles of physics using algebra and trigonometry. Topics include kinematics in one and two dimensions, vectors, equilibrium and non-equilibrium applications of Newton's Laws, work and energy, momentum, rotational kinematics and dynamics, simple harmonic motion, elasticity, thermal physics, thermodynamics, and waves. PREREQUISITE: MATH 8A or MATH 9. ADVISORY: Eligible for English 250 and English 260.

10675 L/L PS105 S STAFF 4.0 MW 1120-1240
L/L PS102 S STAFF W 0230-0535

10676 L/L PS105 S STAFF 4.0 MW 1120-1240
L/L PS102 S STAFF W 0810-1105

PHYS 4B Physics for Science and Engineering - Electricity and Magnetism

Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:

An introduction to the principles of physics using calculus. Topics include charge, electric fields, Gauss' Law, electric potential, capacitance, current and resistance, circuit analysis, magnetic fields, Ampere's Law, Faraday's Law, and electromagnetic waves. (C-ID: PHYS 210) (C-ID: PHYS 200S: Phys 4A + Phys 4B + Phys 4C) PREREQUISITE: Completion of MATH 1B with a grade of 'C' or better, AND completion of PHYS 4A with a grade of 'C' or better.

10677 L/L PS102 R Lee 4.0 TR 0100-0220
L/L PS102 R Lee T 0230-0535

POLITICAL SCIENCE

POLS 1 Introduction to American Government

Transferable: CSU, UC; CSU-GE:D8, IGETC:4H, 7A; GAV-GE:D1, D2; CAN:GOVT2

Explores the development of American political institutions and their utilization in dealing with issues arising at the international, national and state levels. Emphasis is placed on those problems which have defined our federal system of government. California government and appropriate state institutions will be included as a vital part of our federal system of government. ADVISORY: Eligible for English 250 and English 260.

10461 Lec HOL1 D Kier 3.0 TR 0230-0350
Above class meets at the Hollister Briggs site.

10462 Online M Turetzky 3.0

10463 Lec SS210 M Turetzky 3.0 MW 0810-0930

10464 Lec SS210 M Turetzky 3.0 TR 0810-0930

10465 Lec MHG13 S Banks 3.0 MW 1120-1240
Above class meets at Morgan Hill Community site.

POLS 3 Introduction to Comparative Politics

Transferable: CSU, UC; CSU-GE:D8, IGETC:4H; GAV-GE:D2, F

Comparative survey of political institutions and processes around the globe. Selected nations may include, but are not restricted to: the United Kingdom, France, Germany, Japan, Russia, India, Nigeria, and Mexico. ADVISORY: Eligible for English 250 and English 260.

10466 Lec SS210 M Turetzky 3.0 T 0945-1105
Online M Turetzky

CRN Type Room Instructor Units Days Times Dates

POLS 4 Introduction to International Relations

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.

10467 Lec SS210 M Turetzky 3.0 M 0230-0350
Online M Turetzky

POLS 6 Introduction to Conflict Resolution

Transferable: CSU; CSU-GE:D7; GAV-GE:D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as PSYC 6 and CMUN 6. ADVISORY: English 250 and English 260.

10468 Lec SS205 L Halper 3.0 TR 1250-0210
This service learning course involves community work.

POLS 27 Contemporary Leadership

Transferable: CSU; GAV-GE:E2

A cross-disciplinary approach to the theory and practice of leadership. Includes effective communication styles including issues related to gender and culture. Class includes topics on ethics, power, and how to run effective meetings including the use of parliamentary procedure. Skills directly applicable to work, personal and college environments. Also listed as PSYC 27. ADVISORY: Eligible for English 250 and English 260.

10385 Lec SC154N J Stewart 3.0 TR 0945-1105
This course is also listed as PSYC 27 CRN 10386.

PSYCHOLOGY

PSYC 1A Introduction to Psychology

Transferable: CSU, UC; CSU-GE:D9, IGETC:4I; GAV-GE:D2; CAN:PSY2

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. (C-ID: PSY 110) ADVISORY: Eligible for English 250 and English 260.

10469 Lec SS214 J Campilli 3.0 TR 0945-1105

10470 Lec HOL5 C Oler 3.0 MW 1120-1240
Above class meets at the Hollister Briggs site.

10471 Lec SS210 J Campilli 3.0 TR 0230-0350

10472 Lec SS214 C Oler 3.0 MW 0810-0930

10473 Lec HOL2 C Oler 3.0 R 0600-0905
Above class meets at the Hollister Briggs site.

10474 Lec SS214 J Campilli 3.0 MW 1250-0210

10475 Lec SS214 C Oler 3.0 TR 0230-0350

PSYC 1B Introduction to Psychology

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. PREREQUISITE: Completion of Psychology 1A with a grade of 'C' or better.

10478 Lec SS210 C Oler 3.0 TR 1120-1240



THIS SYMBOL MEANS IT IS A **HYBRID** LECTURE / ONLINE CLASS, THAT WILL BE PARTIALLY OVER THE INTERNET.

VISIT WWW.GAVILAN.EDU/DISTED/ FOR DETAILS.

CRN Type Room Instructor Units Days Times Dates

PSYC 2 Early Child Development

Transferable: CSU, UC; CSU-GE:D9, E, IGETC:4I; GAV-GE:D2

This course examines typical and atypical development within the psychosocial, cognitive, and physical domains from conception through the preschool years. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. This course is also listed as CD 2. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 1A; transfer student consult with advisor.

10112	Lec	CDC100	M Bumgarner	3.0	MW	0945-1105
10114	Online		M Bumgarner	3.0		
10116	Lec	CHS	J Weiler	3.0	M	0345-0645

Above class meets off-campus: This class is taught at Christopher High School.

PSYC 3 Child Growth and Development During the School Years

Transferable: CSU, UC; CSU-GE:D9, E, IGETC:4I; GAV-GE:D2

This course examines typical and atypical development within the psychosocial, cognitive and physical domains from middle childhood through adolescence. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. This course has the option of a letter grade or pass/no pass. This course is also listed as CD 3. ADVISORY: Eligible for English 1A; transfer students consult with advisor.

10118	Online		M Bumgarner	3.0		
10120	Lec	CDC100	M Bumgarner	3.0	MW	1120-1240
10155	Lec	HOL1	R Brown	3.0	W	0600-0905

Above class meets at the Hollister Briggs site.

10993	Lec	CHS	STAFF	3.0	R	0330-0630
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PSYC 5 Self-Assessment and Career Development

Transferable: CSU; CSU-GE:E2; GAV-GE:E2

A course designed to assist the student in learning more about personal values, personality, interests, exploration of career choice, and occupational opportunities through the use of various personal assessment instruments. The delivery options for this course include online and self-paced formats. This course is also listed as GUID 1. ADVISORY: Eligible for English 250 and English 260. \$12 fee will be charged for career assessment materials.

10316	Lec	HU104	C Velarde-Barros	3.0	MW	0400-0520
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This course is also listed at GUID 1 CRN 10312 A \$12 fee will be charged for career assessment materials

10317	Online		L Tenney	3.0		
10318	Lec	SBHS266	T Rooth	3.0	TR	0400-0520

Above class meets at San Benito High School. This course is also listed as GUID 1 CRN 10314. A \$12 fee will be charged for career assessment materials

10319	Online		R Sharboneau	3.0		
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PSYC 6 Introduction to Conflict Resolution

Transferable: CSU; CSU-GE:D7; GAV-GE:D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as POLS 6 and CMUN 6. ADVISORY: English 250 and English 260.

10479	Lec	SS205	L Halper	3.0	TR	1250-0210
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This service learning course involves community work.

ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you MUST log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates

PSYC 7 Cultural Context of Child and Family in a Diverse Society

Transferable: CSU; CSU-GE:D7; GAV-GE:D2, F

Examines cultural influences on child-rearing practices, family values, and human development. Perspectives from social sciences are used to critique and review theoretical and practical implications of oppression and privilege as they apply to families, schools, and communities, including historical and socio-cultural factors. The processes of socialization and identity development, and the importance of respectful, reciprocal relationships that support and empower families. Self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. Also listed as CD 7. ADVISORY: Eligible for English 250 and English 260.

10150	Online		M Bumgarner	3.0		
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PSYC 27 Contemporary Leadership

Transferable: CSU; GAV-GE:E2

A cross-disciplinary approach to the theory and practice of leadership. Includes effective communication styles including issues related to gender and culture. Class includes topics on ethics, power, and how to run effective meetings including the use of parliamentary procedure. Skills directly applicable to work, personal and college environments. Also listed as POLS 27. ADVISORY: Eligible for English 250 and English 260.

10386	Lec	SC154N	J Stewart	3.0	TR	0945-1105
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This course is also listed as POLS 27 CRN 10385.

SOCIOLOGY

SOC 1A Introduction to Sociology

Transferable: CSU, UC; CSU-GE:D0, IGETC:4J; GAV-GE:D2; CAN:SOC2

Analysis of the structure and dynamics of human society focusing on the development of culture, the socialization process, group behavior, social inequality, deviance, sexism, racism, and ageism, major social institutions, and human ecology. Emphasizes contemporary American society. (C-ID: SOCI 110) ADVISORY: Eligible for English 250 and English 260.

10483	Lec	MHG13	M Chap	3.0	M	0600-0905
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Above class meets at Morgan Hill Community site.

10485	Lec	SS214	E Cervantes	3.0	W	0600-0905
10486	Lec	HOL1	H Jimenez	3.0	TR	0945-1105

Above class meets at the Hollister Briggs site.

10495	Online		L Padilla	3.0		
10497	Lec	SS210	M Chap	3.0	MW	0400-0520

SOC 1B Introduction to Sociology: Social Problems

Transferable: CSU, UC; CSU-GE:D0, IGETC:4J; GAV-GE:D2; CAN:SOC4

This course provides an overview of how sociologists understand, identify, and address social problems. Students will be introduced to and critically evaluate various theories to explain and analyze social problems, their presence in our lives, and the extent to which they can be defined as social problems. In addition to identifying contemporary social problems, students will explore the root causes of these social problems and search for potential solutions. Some issues that may be examined are: economic globalization, immigration, poverty, inequalities in educational and employment opportunities, race and gender inequality, and the decline in social connections. (C-ID: SOCI 115) ADVISORY: Sociology 1A.

10499	Lec	SS214	L Padilla	3.0	MW	0945-1105
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This service learning course involves community work.

SOC 3 Sociology of Race, Ethnicity and Cultural Identity

Transferable: CSU, UC; CSU-GE:D0, D3, IGETC:4J; GAV-GE:D2, F

This course is designed to introduce students to the basic sociological concepts and theories of race, ethnicity and cultural identity in U.S. society. Students will examine race, ethnicity and cultural identity as social constructs that permeate social structures and institutions, and how they change over time and space. Over the semester students will critically analyze the ways which race, ethnicity, class, and gender/sexuality continually shape people's lives and experiences. While the class focuses on U.S. societies, students will also critically compare and contrast race and ethnicity in other societies. (C-ID: SOCI 150) ADVISORY: Eligible for English 250 and English 260.

10503	Lec	HOL5	H Jimenez	3.0	TR	0810-0930
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Above class meets at the Hollister Briggs site.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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SOC 4 Sociology of Women and Men

Transferable: CSU, UC; CSU-GE:D0, D4, IGETC:4J; GAV-GE:D2

This course is designed to introduce students to gender as a basic organizing principle of social life. Students will examine how gender is socially constructed and how these constructions affect self identity, interpersonal interactions, and inequality in society. Students will critically analyze the interactions of gender with race, class, and sexuality. (C-ID: SOC1 140) ADVISORY: Eligible for English 250 and English 260.

10504	Lec	SS205	M Chap	3.0	MW	0230-0350	
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This service learning course involves community work.

SOC 10 Mass Media and Society

Transferable: CSU, UC; CSU-GE:C2, D0, IGETC:4J; GAV-GE:C2, D2

This course helps us understand the 20th century revolution in mass media by focusing on the history, economics and social impact of the newspaper, book publishing, magazine, film, television, public relations, advertising and music industries. We will study audience, propaganda and mass communication theory; we will discuss new technology, ethnic media in the U.S., ethical issues and attempts to regulate or control the media. Honors students will complete more in-depth analysis of media issues, and will finish a media-related research project. This course is also listed as JOUR 10. This course has the option of a letter grade or pass/no pass. (C-ID: JOUR 100) ADVISORY: English 250, English 260

10481	Lec	AR103	J Janes	3.0	MW	0810-0930	
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SOC 21 Marriage and the Family

Transferable: CSU; CSU-GE:E2; GAV-GE:E2

Survey of information for preparation for marriage, including dating, courtship, engagement, mate selection, gender roles and rules, adjustment and parenthood. The course will also cover the study of families and how they function. Special attention will be given to how our changing culture and work demands bring about added stress and change to the family, causing increased dysfunction and crisis. ADVISORY: Eligible for English 250 and English 260.

10502	Lec	SS214	G Hinn	3.0	TR	0810-0930	
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ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you MUST log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.



Santa Clara County



GAVILAN COLLEGE, IN PARTNERSHIP WITH
THE COUNTY OF SANTA CLARA
OFFERS PUBLIC SAFETY TRAINING FOR
CAREERS IN LAW ENFORCEMENT AND
PROBATION.

CLASSES ARE HELD AT THE HAROLD
HOLDEN JUSTICE TRAINING CENTER IN
MORGAN HILL.

FOR MORE INFORMATION CONTACT:

CLAY FONTES, SR. TRAINING SPECIALIST
SANTA CLARA COUNTY SHERIFF'S OFFICE
408.808.5789

CARL TADEMARU, SANTA CLARA COUNTY
PROBATION OFFICE
408.201.7696

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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SPANISH

SPAN 1A Elementary Spanish

Transferable: CSU, UC; CSU-GE:C2; GAV-GE:C2, F; CAN:SPAN2, SPAN SEQ A

Beginning course with emphasis on understanding and speaking Spanish; introduction to reading and writing Spanish. This course will also introduce students to Hispanic culture and institutions. This course has the option of a letter grade or pass/no pass.

10388	Lec	HOL4	D Perez	5.0	MTWR	0945-1050	
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Online
D Perez
Above class meets at the Hollister Briggs site.

10389	Lec	HU105	A Marques	5.0	MTWR	0830-0935	
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Online
A Marques

10390	Lec	HU105	S Malone	5.0	MTWR	0230-0335	
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Online
S Malone

10391	Lec	HU105	A Marques	5.0	MTWR	1120-1225	
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Online
A Marques

10392	Lec	MHG	C Schalesky	5.0	MTWR	0810-0915	
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Online
C Schalesky
Above class meets at Morgan Hill Community site.

10401	Lec	HOL4	S STAFF	5.0	MTWR	0230-0335	
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Online
S STAFF
Above class meets at the Hollister Briggs site.

SPAN 1B Elementary Spanish

Transferable: CSU, UC; CSU-GE:C2, IGETC:6A; GAV-GE:C2, F; CAN:SPAN4, SPAN SEQ A

Continuation of Spanish 1A. Further development of the four skills of understanding, speaking, reading and writing Spanish. This course will continue to emphasize the study of Hispanic culture and institutions. This course has the option of a letter grade or pass/no pass. ADVISORY: Spanish 1A or equivalent.

10393	Lec	HU105	S Malone	5.0	MTWR	0400-0505	
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Online
S Malone

10394	Lec	HOL4	D Perez	5.0	MTWR	0830-0935	
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Online
D Perez
Above class meets at the Hollister Briggs site.

10395	Lec	HU105	A Marques	5.0	MTWR	0945-1050	
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Online
A Marques

SPAN 2A Intermediate Spanish

Transferable: CSU, UC; CSU-GE:C2, IGETC:3B, 6A; GAV-GE:C2, F; CAN:SPAN8, 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. This course has the option of a letter grade or pass/no pass. ADVISORY: Spanish 1B or equivalent.

10396	Lec	HU105	D Perez	5.0	MTWR	1250-0155	
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Online
D Perez

SPAN 8A Conversational Spanish

Transferable: CSU; GAV-GE:C2

This course is a beginning Spanish course, focusing on the Spanish sound system, basic grammar and vocabulary, and cultural elements. Although emphasis is on listening and speaking, basic reading and writing skills will be developed. This course has the option of a letter grade or pass/no pass.

10397	Lec	HOL2	I Polo	3.0	M	0600-0905	
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Above class meets at the Hollister Briggs site.

10398	Lec	HU105	P Adams	3.0	W	0600-0905	
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SPAN 12A Spanish for Spanish Speakers

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. ADVISORY: Basic Spanish reading and writing skills.

10387	Online		D Perez	5.0			
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CRN Type Room Instructor Units Days Times Dates
THEATRE ARTS / DRAMA / TELEVISION

THEA 2A Children's Theatre Repertory

Transferable: CSU; GAV-GE:C1

This course focuses on formal dramatic presentations for child audiences. Activities will include acting, set design, costuming and makeup. May be taken out of sequence.

10422 L/L TH125 J Lawton-Haehl 3.0 TR 0840-1105

THEA 2B Children's Theatre Repertory

Transferable: CSU; GAV-GE:C1

Preparation and performance of touring plays for young audiences. Special activities in creative dramatization, improvisation and script development will be studied. May be taken out of sequence.

10423 L/L TH125 J Lawton-Haehl 3.0 TR 0840-1105

THEA 3 El Teatro Campesino

Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F

Reading, viewing and discussing the development of the Chicano (Mexican American) culture in American Society reflected in the works of playwright and director Luis Valdez and El Teatro Campesino (The Farm Worker's Theatre) are the focus of this course. It traces the historical and cultural influences of the theatrical company from its creation in 1965 to the present. Students will read acts, plays and view live theatrical production, film and video produced by El Teatro Campesino. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

10299 Online  R Gonzalez 3.0 **10/14/13 - 12/21/13**

THEA 4 Oral Interpretation

Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1

An introduction to the analysis, preparation and dramatic presentation of literature, including classical and contemporary prose, poetry and drama. Students prepare, analyze, interpret and present great works of theatre and literature for an audience. This course is also listed as CMUN 2. ADVISORY: Eligible for English 250 and English 260.

10297 Lec TH125 J Lawton-Haehl 3.0 MW 0945-1105

THEA 7 Theatre Appreciation

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.

10424 Lec TH125 J Lawton-Haehl 3.0 MW 1120-1240

THEA 12A Fundamentals of Acting and Performance

Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1; CAN:DRAM8

This course explores the physical and psychological resources of the actor. Students achieve proficiency in individual and group contact, collaboration, theatre games, improvisation, basic theatre vocabulary, and sound and movement dynamics. Students emerge in formal scene presentations as well as critique live theatrical productions.

10399 L/L TH125 C Booth 3.0 TR 0400-0625

THEA 12B Fundamentals of Acting and Performance

Transferable: CSU, UC; GAV-GE:C1

This course explores the physical and psychological resources of the actor. Students achieve proficiency in individual and group contact, collaboration, theatre games, improvisation, basic theatre vocabulary, and sound and movement dynamics. Students engage in formal scene presentations as well as critique live theatrical productions. This course has the option of a letter grade or pass/no pass. ADVISORY: Theatre Arts 12A.

10400 L/L TH125 C Booth 3.0 TR 0400-0625

CRN Type Room Instructor Units Days Times Dates

THEA 14 Stage Production

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. ADVISORY: Eligible for English 250 and English 260.

10403 Lab TH125 C Klipstine 2.0 MW 1250-0355

10405 Lab TH125 C Klipstine 3.0 MW 1250-0515

THEA 15 Introduction to Design for Stage, Television and Film

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. ADVISORY: Eligible for English 250 and English 260.

10425 Lec TH125 J Lawton-Haehl 3.0 TR 1250-0210

THEA 16 Television History and Culture

Transferable: CSU; GAV-GE:C1, F

This course examines how television has changed over time, offering insight into the past that is central to understanding modern television, specifically the impact of historical events shaping television in the 20th and 21st centuries. This course also explores television's role as a historical and cultural force from its inception to its present convergence with digital media. A variety of programming genres--from Situation Comedies and Dramatic Series to Reality TV are examined for their impact on the current social environment. This course is also listed as MCTV 16.

10417 Lec MU101 T Widdowson 3.0 MW 1120-1240

THEA 17A Television and Video Workshop

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. This course is also listed as MCTV 17A. ADVISORY: Theatre Arts 16 Intro to TV or consent of instructor.

10418 L/L LI140 S STAFF 3.0 TR 1250-0315

THEA 17B Television and Video Workshop

Transferable: CSU; GAV-GE:C1

Emphasis placed on production and post-production techniques in video production. Student knowledge and skills are increased by participating in live to tape projects. This course is also listed as MCTV 17B. ADVISORY: Completion of Theatre Arts 17A.

10419 L/L LI140 S STAFF 3.0 TR 1250-0315

THEA 19 Television and Film Acting

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. This course is also listed as MCTV 19.


10420 L/L LI140 R Gonzalez 3.0 TR 0945-1210
T Widdowson

THEA 20 Introduction to Scriptwriting

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. ADVISORY: English 250

10298 Online  R Gonzalez 3.0 **10/14/13 - 12/21/13**



THIS SYMBOL MEANS IT IS A **HYBRID** LECTURE / ONLINE CLASS, THAT WILL BE PARTIALLY OVER THE INTERNET. VISIT WWW.GAVILAN.EDU/DISTED/ FOR DETAILS.

CRN Type Room Instructor Units Days Times Dates

THEA 21 Mexican Dance and Folklore

Transferable: CSU, UC; GAV-GE:C1, F

Selected regional dances of Mexico, taught for technical and cultural understanding. Emphasis is given to the origin, development and styling of the material. Students are afforded the opportunity of appearing in performances. May be repeated until a maximum of 8 units are accrued.

10421 L/L TH125 J Lawton-Haehl 2.0 S 0930-0135
B Valles

VOCATIONAL PREP STUDENTS: DISABILITY

AE 600 Vocational Training I

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.

10187 Lab C Brown
Above class meets off-campus: Open Entry/Open Exit

10189 Lab HOPEG T Merrill
C Brown
Above class meets off-campus: Open Entry/Open Exit

10876 Lab MHG3 T Merrill M 0810-1115
C Brown
Lab MHG8 1120-1230
Above class meets off-campus: Morgan Hill Community Site. Students are required to register with a DRC Counselor for this section. Contact the Disability Resource Center office (LI 117).

10877 Lab BU103 T Merrill TR 0945-1055
Students are required to register with a DRC Counselor for this section. Contact the Disability Resource Center office (LI 117).

10878 Lab APE101 K Sato TR 0845-0935
Students are required to register with a DRC Counselor for this section. Contact the Disability Resource Center office (LI 117).

10879 Lab LI117 C Brown W 0910-0400
T Merrill
Students are required to register with a DRC Counselor for this section. Contact the Disability Resource Center office (LI 117).

10880 Lab APE120 C Brown TR 1120-1240
Students are required to register with a DRC Counselor for this section. Contact the Disability Resource Center office (LI 117).

AE 602 Vocational Training III

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.

10190 Lab HOPEG C Brown
T Merrill
Above class meets off-campus: Open Entry/Open Exit

10191 Lab HOPEH C Brown
Above class meets off-campus: Open Entry/Open Exit

AE 603 Vocational Training IV

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.

10883 Lab MHG5 T Merrill F 0945-1250
Above class meets at Morgan Hill Community site. Students are required to register with a DRC Counselor for this section. Contact the Disability Resource Center office (LI 117).

CRN Type Room Instructor Units Days Times Dates

AE 605 Vocational Training VI

Transferable: No

This course is designed for students with disabilities. The purpose of this course is to improve the student's ability to participate in the community, by increasing independence through acquisition of survival vocabulary, structured practice in functional reading utilizing phonics and content recognition, and increased enjoyment in reading for pleasure. Students will read stories written or revised specifically for adults with limited reading skills.

10884 L/L APE120 C Brown R 1250-0220
Students are required to register with a DRC Counselor this section. Contact the Disability Resource Center office (LI 117).

AE 613 Independence Training IV

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.

10885 L/L APE120 C Brown T 1250-0220
Students are required to register with a DRC Counselor this section. Contact the Disability Resource Center office (LI 117).

WATER RESOURCES MANAGEMENT

WTRM 101 Introduction to Water / Wastewater Technology

Transferable: CSU

This course constitutes an introduction to Water-Wastewater- Distribution Industry. Topics include industry careers, required certifications, hydrologic cycle, watersheds, water/wastewater treatment methods, valves and equipment, as well as industry standard math formulas and conversion factors. ADVISORY: Eligible for Mathematics 205.

10227 Lec PB7 S STAFF 3.0 T 0600-0905

WTRM 102 Beginning Water / Wastewater / Distribution Math

Transferable: CSU

This course covers basic math concepts used in the water- wastewater-distribution industry. Topics include industry standard formulas, conversion factors, fractions, decimals, percentages, ratios, area and volume. ADVISORY: Eligible for Mathematics 205.

10226 Lec PB7 E Mitchell 3.0 R 0600-0905

WTRM 103 Introduction to Electrical and Instrumentation Processes

Transferable: CSU

Introduction to basic electrical theory, applications, common uses and real world examples of control systems and instrumentation used in water distribution, water, and wastewater treatment plants including switches, relays, alarms, motors, instrumentation, valve actuators, computers and communications. ADVISORY: WTRM 101 Introduction to Water-Wastewater Technology; WTRM 102 Beginning Water-Wastewater Mathematics.

10228 Lec PB7 S STAFF 3.0 M 0600-0905

WTRM 107 Beginning Wastewater Treatment Operations

Transferable: CSU

This course covers an introduction to the operations and maintenance of a wastewater treatment facility. Topics include industry careers, certifications, advanced wastewater treatment methods, valves and equipment, as well as industry standard math formulas and conversion factors. ADVISORY: Eligible for Math 205.

10225 Lec PB7 J Hartley 3.0 W 0600-0905

CRN Type Room Instructor Units Days Times Dates

WTRM 121 Mechanical Maintenance

Transferable: CSU

This course is designed to familiarize students with the basic principles of mechanical equipment design, installation, operation, maintenance, repair, overhaul and replacement. The course emphasizes understanding the value of preventative maintenance techniques such as equipment monitoring, lubrication analysis, machine alignment and scheduled overhaul. **ADVISORY:** WTRM 101: Introduction to Water/Wastewater Technology.

10229	Lec	PB8	S STAFF	3.0	T	0600-0905
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WTRM 190A Occupational Work Experience A - Water Resource Management

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. WTRM 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10830	Wrk Ex LI101A	S Sweeney	1.0
10831	Wrk Ex LI101A	S Sweeney	2.0
10832	Wrk Ex LI101A	S Sweeney	3.0
10833	Wrk Ex LI101A	S Sweeney	4.0

WTRM 190B Occupational Work Experience B - Water Resource Management

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. WTRM 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10834	Wrk Ex LI101A	S Sweeney	1.0
10835	Wrk Ex LI101A	S Sweeney	2.0
10836	Wrk Ex LI101A	S Sweeney	3.0
10837	Wrk Ex LI101A	S Sweeney	4.0

WORK EXPERIENCE

CWE 190A Occupational Work Experience A

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. CWE 190A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work survival, organization, research, planning, and human relations. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10951	Wrk Ex LI101A	S Sweeney	1.0
10952	Wrk Ex LI101A	S Sweeney	2.0
10953	Wrk Ex LI101A	S Sweeney	3.0
10954	Wrk Ex LI101A	S Sweeney	4.0

CRN Type Room Instructor Units Days Times Dates

CWE 190B Occupational Work Experience B

Transferable: CSU

Occupational work experience is for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. CWE 190B is designed for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester paid work = 1 unit. 60 non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10955	Wrk Ex LI101A	S Sweeney	1.0
10956	Wrk Ex LI101A	S Sweeney	2.0
10957	Wrk Ex LI101A	S Sweeney	3.0
10958	Wrk Ex LI101A	S Sweeney	4.0

CWE 192A General Work Experience Education A

Transferable: CSU

General work experience is 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. CWE 192A is designed specifically for students who are just entering the workforce with an emphasis on day to day skill development that assist in promoting effective production, work satisfaction, research and human relations. (Pass/no pass grading) 75 hours per semester of paid work = 1 unit. 60 hours of non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum of 16 units. Minimum 2.0 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10959	Wrk Ex LI101A	S Sweeney	1.0
This course can be taken for Service Learning for up to two units.			
10960	Wrk Ex LI101A	S Sweeney	2.0
This course can be taken for Service Learning for up to two units.			
10961	Wrk Ex LI101A	S Sweeney	3.0
10962	Wrk Ex LI101A	S Sweeney	4.0

CWE 192B General Work Experience Education B

Transferable: CSU

General work experience is 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. CWE 192B is designed specifically for students who have been employed for more than 9 months with an emphasis on enhancing leadership, communication, advancement, research and planning skills. (Pass/no pass grading) 75 hours per semester of paid work = 1 unit. 60 hours of non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum of 16 units. Minimum 2.0 GPA. **Mandatory orientation dates: 9/11 at 12:00 pm and 11/8 at 8:00 am in the North/South Lounge.**

10963	Wrk Ex LI101A	S Sweeney	1.0
10964	Wrk Ex LI101A	S Sweeney	2.0
10965	Wrk Ex LI101A	S Sweeney	3.0
10966	Wrk Ex LI101A	S Sweeney	4.0

CRN Type Room Instructor Units Days Times Dates

NONCREDIT PROGRAM

408.852.2824

ALL CLASSES ARE OPEN ENTRY / EXIT AND **FREE** OF CHARGE.

This program is open to all students. Registration will take place in the Admissions & Records Office or in class on the first day of the course.

ALLIED HEALTH

AH 793 Personal and Career Development

Transferable: No

A wide variety of lectures on general themes offered to students throughout the academic year who want short-formatted content to augment their personal, academic and career development. General themes to be explored are: Communication, Interpersonal Skills, Pre-employment, Decision-Making, Financial Literacy, Career and Personal Development and Self-Management with Nutrition. This noncredit course is a combination of lecture, self-assessments, group activities and individual modules.

10944 Online S Sweeney

ENGLISH

ENGL 756 GED Preparation

Transferable: No

This course is designed to prepare the student to pass the five General Education Development (GED) tests in Writing, Social Studies, Science, Literature and Mathematics. English grammar and usage, reading comprehension, writing, vocabulary and computational skills are emphasized. The course is designed for students who are 18 years of age or older and elect to take the High School Equivalency Examination. This course may be repeated three times.

10936	Lab	HOL1	T Nguyen	S	0830-1230
Above class meets at the Hollister Briggs site.					
10937	Lab	HOL6	J Howell	S	0100-0500
Above class meets at the Hollister Briggs site.					
10938	Lab	HOL4	M Serrano	S	0830-1230
	Lab	HOL4	M Serrano	S	0100-0500
Above class meets at the Hollister Briggs site.					
10940	Lab	SS205	E Yu-Costa	T	0500-0900
	Lab	SS205	E Yu-Costa	S	0800-1200

ENGLISH AS A SECOND LANGUAGE

ESL 702A ESL Citizenship

Transferable: No

This course is designed for second language learners that want to prepare for the United States Citizenship test given by the Department of Immigration and U. S. Naturalization Services. The focus will be on communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States. Readings are at the high-beginning/low-intermediate ESL level and will focus on the historical period beginning in the 1600's on through to 1980.

10920	Lec	HOL4	D McMullen	T	0600-0900
Above class meets at the Hollister Briggs site.					
10921	Lec	STF1	D Stuker	TR	0600-0730
Above class meets off-campus: St. Francis Building, 7950 Church Street in Gilroy.					
10922	Lec	MHG10	E Yu-Costa	R	0600-0900
Above class meets at Morgan Hill Community site.					

CRN Type Room Instructor Units Days Times Dates

ESL 704A ESL for the Workplace

Transferable: No

This is part A of a content-based integrated skills course for ESL students who want to prepare for immediate entry into the job force. Students expand their language skills within the realm of the work world and specific vocational career of interest while also developing the soft skills needed in the workplace. This course is a combination of lecture, lab, and self-paced instruction. This course may be repeated three times.

10947	Lab	SVALLY	M Vargas-Padilla	TR	0600-0900
Above class meets off-campus: South Valley Middle School room E7 in Gilroy.					
10992	Lab	CTC1	L Rivoallon	MWF	0900-1130
Above class meets off-campus: GUSD/Gavilan Computer Technology Center, Room 1, on Murray Avenue in Gilroy (408) 846-7502.					

ESL 775 ESL Literacy I

Transferable: No

This is a pre-ESL survival course that is designed for students with very limited reading/writing skills. The focus is on letter formation, sight-sound recognition and decoding skills. **ADVISORY:** Placement by the CASAS test.

10934	Lec	LLC	E Yu-Costa	MWF	0815-0945
Above class meets off-campus: Learning and Loving Center in Morgan Hill.					
10935	Lec	ROH D	M Rodriguez-Juarez	MW	0600-0830
Above class meets off-campus: RO Hardin Elementary School room D in Hollister.					

ESL 777 ESL Lifeskills 1

Transferable: No

This is the first course in a series of survival English classes for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as the family, food, health, and occupations to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test.

10923	Lec	HOL6	H Manson	WF	0900-1130
Above class meets at the Hollister Briggs site.					
10924	Lec	D1	J Villicana	MF	0600-0730
	Lec	D1	J Villicana	W	0530-0730
Above class meets off-campus: Calaveras Elementary School room D1 in Hollister.					
10925	Lec	MHG12L	Bowles Hasbany	TR	0630-0900
Above class meets at Morgan Hill Community site.					
10926	Lec	CTC1	M Rodriguez-Juarez	TR	0900-1130
Above class meets off-campus: GUSD/Gavilan Computer Technology Center, Room 1, on Murray Avenue in Gilroy (408) 846-7502.					

ESL 778 ESL Lifeskills 2

Transferable: No

This is the second course in a series of classes in survival English for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as the family, food, health, and occupations to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 777.

10927	Lec	SBCL	G Segovia-Avalos	TR	0900-1130
Above class meets off-campus: San Benito County Library in Hollister.					
10928	Lec	SUNNY	M Rodriguez-Juarez	TR	0600-0830
Above class meets off-campus: Sunnyslope Elementary School room 18 in Hollister.					



ONLINE CLASSES: You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you **MUST** log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email disted@gavilan.edu.

CRN Type Room Instructor Units Days Times Dates

ESL 779 ESL Lifeskills 3

Transferable: No

This is the third in a series of classes in survival English for students with little oral or written English competency. It will give students expanded basic vocabulary and familiarity in life skill areas such as the weather, transportation, employment, and American holidays and customs to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 778.

10929	Lec	MHG13	L Bowles Hasbany	TR	0900-1130
Above class meets at Morgan Hill Community site.					
10930	Lec	CTC3	L Martinez	MW	0630-0900
Above class meets off-campus: GUSD/Gavilan Computer Technology Center, Room 3, on Murray Avenue in Gilroy (408) 846-7502.					
10931	Lec	CTC3	N Vargas	MW	0900-1130
Above class meets off-campus: GUSD/Gavilan Computer Technology Center, Room 3, on Murray Avenue in Gilroy (408) 846-7502.					
10932	Lec	CALAVR	J Villicana	MF	0730-0900
	Lec	CALAVR	J Villicana	W	0730-0930
Above class meets off-campus: Calaveras Elementary School room D1 in Hollister.					

ESL 780 ESL Lifeskills 4

Transferable: No

This is the fourth course in a series of survival English for students with little oral or written English competency. It will give students expanded basic vocabulary and familiarity in life skill areas such as weather, transportation, employment, and American holidays and customs to manage in the real world. The course emphasizes oral communication and integrates listening, reading, writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 779.

10933	Lec	HOL6	D McMullen	MW	0600-0830
Above class meets at the Hollister Briggs site.					

GUIDANCE

GUID 700 Online Basic Academic Skills

Transferable: No

This course is designed for elementary students who want to improve their basic academic skills through the use of appropriate online software. The online program is a comprehensive resource for diagnosing and remediating students' basic skill. Modules include: Reading (Comprehension and Vocabulary), Language Arts, Math, Science, and Writing. Course content is based on individual student need. This course may be repeated.

10942	Online		J Maringer-Cantu		
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LIBRARY

LIB 732 Introduction to Online Gavilan

Transferable: No

Introduction to the online classes and student services at Gavilan College. This course will show students how to log into their online courses, find lectures, assignments and exams, take part in online class discussions, submit attachments, and view their grades. The course will also cover all the online student services available to the distant student, including counseling, library resources, records and grades, financial aid, tutoring and technical support.

10941	Online		S Lawrence		
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GED Preparation
class now offered on campus

In order to receive federal financial aid, students must have a high school diploma, or GED. Sign up today, see page 70 for details.

This class is open entry/open exit and FREE of charge.



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RETURN Policy Refunds given UP TO SEVEN DAYS from start of class.

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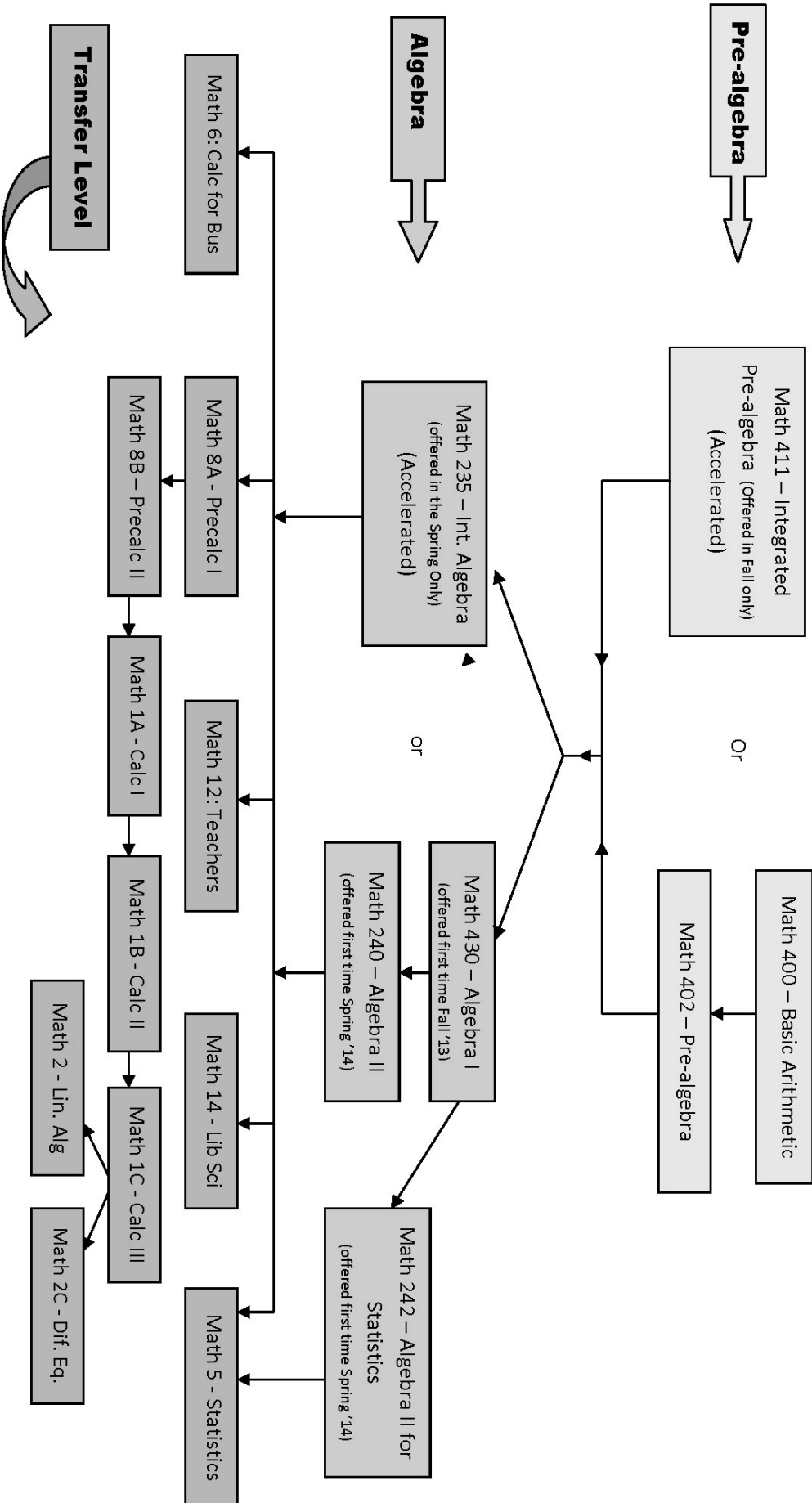
HOURS: Mon-Thurs, 8 am - 7 pm, Friday, 8 am - 4 pm



Students can now save 50% or more by renting textbooks!

Go to rent-a-text.com or see store for details.

The New Algebra Sequence



As of April 2013

ROP 408-848-4816

Regional Occupational Program (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 through which you may earn high school or college credit, and upon completion 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 fees are charged for Gavilan College credit. ROP classes may have additional fees for textbooks and supplies. Students enrolled in ROP classes do not qualify for Financial Aid.



Fall Classes

ROP Accounting

General Office Accounting

This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205. For college credit, enroll in Gavilan's ACCT 103.

Room	Instructor	Day	Time
MHG5	T Ratchford	W	0220-0525

Payroll Accounting

This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205, completion of Accounting 101. For college credit, enroll in Gavilan's ACCT 105.

Room	Instructor	Day	Time
MHG 5	Staff	M	0600-0905

Class meets at Morgan Hill Community Center

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. 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. 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. For college credit, enroll in Gavilan's ACCT 120.

Room	Instructor	Day	Time
MHG5	T. Rachford	W	0600-0905

ROP Business Office Technology

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. This course had the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260. For college credit, enroll in Gavilan's BOT 180.

Room	Instructor	Day	Time
MHG3	D.Knapp	W	0300-0555
Class meets at Morgan Hill Community Center			
BU120	D Knapp	T	0600-0905

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. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: Eligible for English 250. Some computer experience. For college credit, enroll in Gavilan's BOT 181.

Room	Instructor	Day	Time
BU110	P.Maroudas	W	0600-0905



ROP Dental Assisting Short-term Training Program

Location:

ROP-South, 700 West 6th Street, Ste. F, Gilroy

Online Registration ONLY: 25 spaces available

Friday, August 2, 2013 at 8 a.m.

Follow link from <http://sccoe.org/depts/scrop/>

Class dates and times:

September 3, 2013 - January 24, 2014

Mon-Fri, 9:30 am - 3:00 pm

Vaccine Requirement: At the time of payment, you must provide documentation that indicates the Hepatitis B injection series has been completed or started. You will not be admitted into the program without documentation.

Call the ROP Main Office at

(408) 842-0361

for more information.

This course includes instruction in chairside assisting as well as x-ray certification.

Cost:

Textbook:	90.00
Course Fee	660.00
Total Cost of program:	\$ 750.00

No refunds

Price subject to change

Students required to wear scrubs only.

Cash, check, MasterCard and Visa accepted.

Students who have a check returned for insufficient funds will be dropped.

This course does not provide college credits

ROP Clinical Medical Assisting**Basic Clinical Medical Assisting**

Course provides instruction to clinical medical assisting. Emphasizes principles, understanding of skills necessary to perform basic clinical medical assisting procedures safely and effectively. PREREQUISITE: Eligible for English 250, English 260, and Mathematics 205.

Room	Instructor	Day	Time
HOB114	D Comella-Hilde	MTW	1250-0420

ROP Computer Applications**Computer Literacy - MS Office**

An introduction to terminology, design, operation for the novice user. Student will gain experience using the Internet for searches and email. They will complete projects using various software including word processing, spreadsheets, database, presentation graphics, and integration. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260; completion of CSIS 122. For college credit, enroll in Gavilan's CSIS 1.

Room	Instructor	Day	Time
BU111	S Gaffney	MW	0900-1105
BU110	S Gaffney	T	0600-0905

Spreadsheet - MS Excel

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. This course will help prepare students for taking the Excel MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass. May be repeated once for credit when the software changes. Also listed as ACCT 121. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience. For college credit, enroll in Gavilan's CSIS 121.

Room	Instructor	Day	Time
HOL3	F Mendez	W	0400-0600

Class meets at the Hollister Briggs site.

Word Processing - MS Word

This introductory course for word processing with Windows is designed for business and non-business majors. Students will develop word processing skills to create a document, select and edit text, move and copy text, use the spelling, grammar, and thesaurus features, format text, and create headers and footnotes for a research paper. This course has the option of a letter grade or pass/no pass and may be repeated for credit when the software changes. ADVISORY: Eligible for English 260 and basic keyboarding skills. For college credit, enroll in Gavilan's CSIS 126.

Room	Instructor	Day	Time
HOL3	F Mendez	M	0400-0600
Class meets in Hollister, Briggs Building			
MHG8	F Mendez	F	0900-1050
Class meets at Morgan Hill Community Center			

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. 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. Health and fingerprint clearance required prior to clinical placement. Uniform, shoes, watch, and stethoscope required. Clinical in Morgan Hill or Hollister, as assigned. For college credit, enroll in Gavilan's AH 180.

Room	Instructor	Day	Time
HOB114	M Machado	MT	0900-1200 (Lec)
HOB114	M Machado	W	0630 a.m.-0100 p.m. (Lab)
HOB114	M Machado	MT	0900-1200 (Lec)
HOB114	M Machado	R	0630 a.m.-0100 p.m. (Lab)
HOB114	M. Machado	MT	0900-1200 (Lec)
HOB114	D.Reid	F	0630 a.m.-0100 p.m. (lab)

ROP Additional locations

All day classes offered at high school locations are part of the regular high school schedule. Adults are admitted on a space-available basis by contacting the high schools.

ROP Instructional Services
Gilroy - 408-842-0361
 Dental Assisting

San Andreas High School
831-637-9269
 Computer Bus. Applications

Anzar High School
831-623-7660
 Audio Video Publishing/Multi-Media, Photography

Central Continuation High School
408-201-6300
 Computer Business Apps

San Benito High School
831-637-5831, ext. 185

Advanced Art AP
 Advanced Multi-Media
 Ag. Fabrication-Construction
 Architectural Design
 Art Metal Design
 Auto Mechanics
 Cabinet Making
 Careers w/Children
 Child Development/Vocational
 Commercial Art
 Computer Aided Drafting/C.A.D.
 Computer Applications
 Computer Maintenance
 Floriculture
 Food Service/Restaurant
 Careers
 Metals Fabrication
 Sales Marketing
 Sports Medicine

Ann Sobrato High School
408-201-6200

Advanced Multi-Media
 Agriculture Construction
 Art & History of Floral Design
 Commercial Advanced
 Photography
 Commercial Art
 Environmental Horticulture
 Graphic Design
 Veterinary Science
 Visual Communications
 (Digital Media)

Christopher High School
408-843-4124

Digital Design & Animation I & II
 Professional Dance

Gilroy High School
408-847-2424

Advanced Auto Technology
 Art & History of Floral Design
 Biotechnology
 Culinary Arts
 Commercial Photography
 Computer Business Applications
 Criminal Justice
 Marketing & Merchandising
 Sports Medicine I & II
 Veterinary Science

Live Oak High School
408-201-6129 or 408-201-6111

Advanced Multi-Media
 Art & History of Floral Design
 Cabinetmaking
 Construction Technology
 Fashion Design
 General Merchandising & Mktg
 Graphics Technology
 Veterinary Science
 Visual Comm. (Digital Media)
 Technical Writing
 Wood Sculpture/Design

ESL (Inglés Como Segundo Idioma)

Los nuevos estudiantes que desean tomar clases de Inglés como Segundo Idioma (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 408-848-4737** o **408-848-4751** para hacer una cita o venga a la Oficina de Admisiones y Archivos en Gilroy.

Para aquellos estudiantes que desean estudiar en Hollister, deben hacer una cita para tomar el examen de nivelación en la oficina en Hollister en el Briggs Building.

¿Quién debería 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 desean 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 nivelación en la Oficina de Admisiones y Archivos (Gilroy).
- Presentarse al examen de nivelación 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 Segundo Idioma (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 Segundo Idioma (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.



CLASES SUPLEMENTALES DE ESL:

ESL 546	Intro Computers/ESL
ESL 596	Intro Computers/ESL
ESL 581	Pronunciation I
ESL 582	Pronunciation II
ESL 584	Culture through Film
ESL 585	Editing for ESL Writers

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 register and take the placement test at the Briggs Building in Hollister.

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.



NUESTRA MISIÓN En un ambiente que cultiva la creatividad, estimula la curiosidad y hace énfasis en el aprendizaje del estudiante, Gavilán College sirve a su comunidad, ofreciendo servicios de gran calidad y apoyo, que preparan a los estudiantes para carreras de transferencia a la universidad o técnicas y de servicio público, educación para toda la vida y la participación en una sociedad global y diversa.

POLIZAS Y PROCEDIMIENTOS Pendiente a la Mesa Directiva. La Política y Procedimientos del Colegio están disponibles a través de acceder a la página de Internet del Gavilan College en www.gavilan.edu (Seleccione el "College Catalog" bajo el menú de "Academics".) o visitando la Oficina del Vicepresidente de Servicios Estudiantiles (SC128).

Formas Alternativas El Catalogo y el Horario de Clases del Colegio Gavilán está disponible en formato de medios alternos. Por favor de contactar El Centro de Recursos para estudiantes inhabilitados (DRC) en (408) 848-4865 o la Oficina del Vicepresidente de Servicios de Estudiante en (408) 848-4738.

Servicios para los Estudiantes con Inhabilidades

Los estudiantes que requieren servicios o arreglos especiales debido a inhabilidad auditivas, visuales o alguna otra inhabilidad verificada deberán ponerse en contacto con su instructor, consejero, asesor o El Centro de Recursos para Inhabilitados (DRC).

Discriminación

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 la 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, impendimiento, sexo (género), orientación sexual, o la percepción de que una persona tenga alguna de las características mencionadas.

TÍTULO VI, TÍTULO IX, Y NORTEAMERICANOS CON

IMPEDIMENTO/SECCIÓN 504/508 Para presentar una queja en cualquiera de las siguientes areas, por favor comuníquese con el Oficial de Igualdad de Oportunidades, Eric Ramones, el Director de Recursos Humanos, HR103 (408-848-4753).

Las areas son las siguientes: quejas por violación de derechos civiles (Título VI), quejas por violación de igualdad de género, discriminación sexual, o abuso (Título IX) y quejas por violación contra personas con impedimentos (ADA/Sección 504/508)

Cumplimiento de ADA Si usted tiene un impedimento verificado y necesita materiales o servicios de estudio en un formato alterno, contacte El Centro de Recursos para Estudiantes Inhabilitados (DRC) o al Vice Presidente de Servicios Estudiantiles. para obtener ayuda. Hay servicios para estudiantes con impedimentos verificados a través de DRC o a través del Vicepresidente de Servicios Educativos.

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 Archivos.
3. La documentación oficial será proveida 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 proveida por Gavilan College sin consentimiento escrito por parte del estudiante:
 - a. el nombre del estudiante
 - b. las fechas de matriculación/asistencia a Gavilan College
 - c. la fecha de graduación y título o certificado recibido

La entrega de cualquier otra información requerirá consentimiento escrito del estudiante, excepto en los casos provistos en ley. Los estudiantes pueden notificar su deseo por escrito a la Oficina de Admisiones y Archivos durante la primera semana de cada sesión de estudios que no desean que los puntos ennumerados en a), b) y c) pueden ser entregados.

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 Instrucción y Servicios Estudiantiles. 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 Archivos y pueden ser revisadas por los estudiantes haciendo una cita con el Vicepresidente de Instrucción y Servicios Estudiantiles o el Director de Admisiones y Archivos. El Proceso de Resolución de Problemas Estudiantiles también está disponible en éste catálogo, online, y en el Manual Estudiantil.

Habilidad en Inglés para Estudios Vocacionales

Habilidad limitada en Inglés no será obstáculo para ser admitido y participante en programas educativos vocacionales.

SERVICIOS ESTUDIANTILES Y PROGRAMAS DE APOYO PARA LA INSTRUCCIÓN

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. Para mas informacion o para hacer una cita con un consejero, visite la Oficina de Consejeros,

localizada en el cuarto numero SC 113 en el Centro de Estudiantes (Student Center) o visite www.gavilan.edu/counsel.

Centro de Desarrollo de Niños El Centro de Desarrollo de Niños provee cuidado para niños de dos a cinco años de edad. Este programa es para familias con ingresos mensuales que satisfacen el criterio de elegibilidad. Estos programas sirven a niños con discapacidades y necesidades especiales y que no hablan inglés. Todos los programas requieren que los padres inviertan ciertas horas como voluntarios.

El Centro de Recursos para Estudiantes Inhabilitados (DRC) ofrece asesoría individual para evaluar las destrezas de los estudiantes en las áreas de lectura, matemáticas, escritura, razonamiento, lenguaje oral, percepción y memoria. Los estudiantes que requieren servicios o arreglos especiales debido a incapacidades auditivas, visuales o alguna otra incapacidad deberán ponerse en contacto con su instructor, consejero, asesor o la oficina del DRC.

SERVICIOS DE AYUDA ECONÓMICA PARA ESTUDIANTES

La ayuda económica para costos del colegio, están disponibles para estudiantes de cualquier tipo de ingreso.

OFICINA DE AYUDA ECONÓMICA

www.gavilan.edu/finaid/

Oficina SC 124

Abierto: Lunes-Jueves: 8 am a 5 pm

Viernes: Cerrado al publico.

Horario de la Tarde: Las horas son extendidas de 5p a 7p durante el período de matriculación.

CÓDIGO ESCOLAR DEL COLEGIO GAVILÁN ES: 001202

El colegio Gavilán participa en varios programas de ayuda económica, que están diseñados para proporcionar ayuda a los estudiantes de necesidad económica. Esta ayuda es proporcionada por diferentes instituciones incluyendo agencias federales, estatales y privadas.

Si está interesado en solicitar ayuda económica, adquiera una solicitud (FAFSA) en la oficina SC 124 o solicítela usando el Internet en la página www.fafsa.ed.gov. Si llena la solicitud usando el Internet, imprima y mande la página con su firma (signature page) o use su número secreto (PIN) para firmar la solicitud electrónicamente. Si desea aplicar para obtener su número secreto (PIN) ingrese a www.PIN.ed.gov. Las solicitudes también se pueden obtener por medio de los Consejeros de las Preparatorias (High School), Centro de Carreras de la Preparatoria y Bibliotecas Públicas.

Los requisitos para ayuda económica de parte de FAFSA son:

- Tienen que comprobar que necesitan ayuda económica y que cumplen con las reglas de cada programa.
- Tienen que ser ciudadanos, o ser residentes permanentes de los EE.UU.
- Tienen que tener buen historial en préstamos estudiantiles, y no deber nada a la oficina de ayuda económica.
- Tienen que ser elegibles para recibir los beneficios de una educación superior.
- Hombres entre 18 y 25 años de edad tienen que registrarse en el

servicio selectivo (militar).

NOTA: Si ha estado encarcelado por usar o vender drogas ilegales, usted no sera elegible para algunos programas de ayuda económica.

PÓLIZA DE PROGRESO SATISFACTORIO ACADÉMICO

(SAP) La oficina de ayuda económica requiere medir su progreso académico hacia un certificado, asociado, o un programa de transferencia a la universidad. Si sus metas no son uno de estos programas, no califica para ayuda económica. Su progreso será evaluado por lo mínimo una vez por año.

Si ustedes han tenido circunstancias extenuantes durante su último término en el Gavilan College y fueron colocados en descalificación, podrán someter una Apelación y un Cuestionario SAP para su consideración.

PROGRAMAS DE AYUDA ECONÓMICA Ayuda Pagando la Matriculación: El programa (Board of Governor's Fee Waiver/BOG), ayuda a pagar parte de la registracion. Este programa es solamente para residentes de California. Es para estudiantes de bajo ingreso familiar. La solicitud para el BOG se encuentra en la página de Internet en: www.gavilan.edu/finaid/

Becas Gratuitas Federales y Estatales:

Federal Pell Grant • Federal SEO Grant • Federal Work Study Grant • Cal Grant • Chafee Grant • Child Development Grant

Becas Federales de Trabajo y Estudio: Proporcionan a los estudiantes de Gavilan Collage empleos temporales mientras obtienen valiosa experiencia laboral. Para ser considerados para el programa de trabajo y estudio federal, se requiere que los estudiantes llenen la solicitud de FAFSA que indiquen que están interesados en el Programa de Trabajo y Estudio que alcancen los requisitos del programa y que reciban ayuda financiera. Puesto que los fondos para el programa Federal de Trabajo y Estudio son limitados, se sugiere que los estudiantes sometan su solicitud FAFSA.

Becas: Las becas son otorgadas basadas en al aprovechamiento académico y/o la necesidad financiera. La elegibilidad varía y se establece dependiendo del donador de dicha beca. Las solicitudes para becas privadas las encuentran durante el año en la página de Internet de Ayuda Financiera en www.gavilan.edu/finaid. Les recomendamos que busquen becas en línea varias veces durante el semestre. Durante el ciclo escolar se anuncian becas en cuanto están disponibles.

Servicios Para Miembros de las Fuerzas Armadas (Veteranos):

Gavilan College ofrece asistencia especial a estudiantes que son veteranos o hijos de veteranos deshabilitados que asisten al colegio, para lograr una meta. Estudiantes que tengan preguntas sobre si califican, beneficios y el procedimiento de las solicitudes o cualquier otra pregunta sobre veteranos, por favor de contactar la oficina de ayuda económica al 408-848-4734.

Préstamos Estudiantiles Federales: El Colegio Gavilán participa en el Federal Direct Loan Program. Préstamos estudiantiles federales, ofrecen un interés bajo y planes de pago flexibles. Si están interesados en solicitar un préstamo complete la FAFSA y atienda al taller de consejería de préstamo. Solicitudes para el préstamo serán distribuidas en el taller de consejería.

Becas Privadas: Becas privadas son fundadas por organizaciones y agencias privadas. Estos fondos se otorgan al estudiante dependiendo de las notas academicas o dependiendo de la necesidad economica del estudiante. Para ser considerado para una beca privada, el estudiante necesita completar una solicitud por cada beca privada a la que se aplique. Visite nuestra oficina para mas información.

Solicitudes para la beca privada llamada "Gavilan College Scholarship Application" están disponibles en nuestra oficina.

NECESITA AYUDA FINANCIERA PERO NO TIENE DIPLOMA DE ESCUELA SECUNDARIA (HIGH SCHOOL)?

Regulaciones federales requieren a aquellos estudiantes que no poseen un diploma de escuela secundaria (high school), certificado de Desarrollo de Educación General (GED), o Examen de Proficiencia de High School de California (CHSPE), y que estén aplicando para ayuda financiera, que tomen un asesoramiento de Habilidad para Beneficiarse. Usted estará exento, si tiene un diploma de escuela secundaria (o algo equivalente) de otro país.

Estudiantes con habilidad limitada en el idioma de Inglés, que estén inscritos en clases de Inglés como Segundo Idioma (ESL) y que no tengan diploma de escuela secundaria o examen de GED, y que estén aplicando para ayuda financiera, deberán de tomar el asesoramiento de Habilidades del idioma Inglés Combinado (CELSA). El examen CELSA es ofrecido una vez al mes. Por favor llame a la Oficina de Ayuda Financiera (408-848-4727) para una referencia.

Inscribase para una sesión de examen a través de la Oficina de Ayuda Financiera: Telefono 408-848-4727, oficina numero SC 124. Las sesiones comienzan puntualmente a la hora anunciada. Para ahorrar tiempo, haga favor de presentarse media hora antes de la hora indicada. Nadie sera admitido despues de que haya comenzado la sesión.

Para fin de ser admitido en el cuarto de examen, usted deberá proveer una identificación valida* con retrato, numero de identificación estudiantil de Gavilán College, una copia de su horario de clases y la nota de referencia de la Oficina de Ayuda Financiera.

Visite la Oficina de Asesoramiento, cuarto MP100, o llame al telefono 408-846-4992, por lo menos dos dias antes de su cita, para confirmar la hora y la localidad de su cita. Hay la posibilidad de que cambien la hora y/o la localidad del examen.

* Una identificación con retrato valida incluye una Licencia de Manejar del Estado de California, identificación de California, pasaporte, Tarjeta de Miembro del Cuerpo Estudiantil (ASB), identificación militar o Tarjeta de Registro de Extranjero. Comuníquese con la Oficina de Asesoramiento, cuarto numero MP100, o llame al telefono 408-846-4992, si no tiene una identificación valida.

PROGRAMA DE SIN 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 el Bienestar de Gente que esta Empleada 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.

Programa de Educación Básica Para Adultos - Este programa esta diseñado para adultos que desean tomar clases de Ingles como Segundo Idioma (ESL). Ofrecemos clases para preparación de Ciudadanía, clases para mejorar sus habilidades en lectura, escritura, y matemáticas. El programa también ofrece clases para los estudiantes que están interesados en preparación de Educación

General (GED) y CAHSEE (Examen de Egreso de las Preparatorias de California).

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 que tengan preguntas adicionales o necesiten mas informacion, deberan llamar al telefono (408) 852-2824.



CalWORKs sirve a estudiantes quienes reciben asistencia pública para llegar a ser autosuficientes, a través de educación, empleo y servicios

de apoyo. Los programas laborales para los estudiantes de CalWORKs, están vinculados a las demandas del mercado laboral y pueden ayudarlos a trabajar en una trayectoria de carrera que los lleve a obtener un ingreso suficiente para poder sostener a sus familias. Los servicios de apoyo que CalWORKs ofrece incluyen asesoría, libros, asistencia y colocación de empleo, servicios de apoyo y enlace con los departamentos de servicios sociales del condado

El personal de CalWORKs es cordial y apoya a los estudiantes para que puedan lograr y alcanzar sus metas. La oficina se encuentra en LI 101, junto a la biblioteca y está abierta de lunes a viernes de 8 a.m. a 5 p.m. Los estudiantes interesados pueden llamar al 408-848-4813.



La oficina de Programas y Servicios de Oportunidades Extendidas (EOPS) provee apoyo a estudiantes que experimentan desafíos económicos, sociales, y educativos. La intención del programa es asistir a estos 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 cada semestre.

Servicios y beneficios disponibles para estudiantes: Consejería personal y académica, asistencia para la compra de libros, prioridad de inscripción a clases, tutoría, visita a universidades, talleres de enriquecimiento, becas y mucho mas.



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Gavilan College Final Exam Schedule

FINALS WEEK: December 15 - December 21

- All finals will be given in the room in which the class regularly meets unless otherwise indicated by your instructor.
- If a class does not have a time scheduled according to the chart below, please see the instructor, department chair or area dean.
- Instructors' office hours may change during Finals Week. Please check your instructor's office for the revised schedule.
- Classes meeting prior to 8 a.m. will take their exams for a two-hour period beginning at the class starting hour.

If your class meets: Daily, M, MTuW, MTuWF, MW, MWTh, MWThF, MWF, MTh, MThF, MF, W, WTh, WThF, WF	Starting at any time between: Your final exam will be: 08:00 - 09:40 Mon. Dec 16 08:00 - 10:00 09:45 - 11:00 Wed. Dec 18 08:00 - 10:00 11:05 - 12:20 Mon. Dec 16 10:30 - 12:30 12:25 - 01:40 Wed. Dec 18 10:30 - 12:30 01:45 - 03:00 Mon. Dec 16 01:00 - 03:00 03:05 - 04:30 Wed. Dec 18 01:00 - 03:00																											
If your class meets: MTu, MTuWTh, MTuTh MTuThF, MTuF, Tu, TuW, TWTh, TuWThF, TuWF, TuTh, TuThF, TuF, Th, ThF	Starting at any time between: Your final exam will be: 8:00 - 9:10 Thur. Dec 19 08:00 - 10:00 9:15 - 10:25 Tues. Dec 17 08:00 - 10:00 10:30 - 11:40 Thur. Dec 19 10:30 - 12:30 11:45 - 12:55 Tues. Dec 17 10:30 - 12:30 1:00 - 2:10 Thur. Dec 19 01:00 - 03:00 2:15 - 3:25 Tues. Dec 17 01:00 - 03:00 3:30 - 4:55 Thur. Dec 19 03:30 - 05:30																											
If your class meets: Fri , Fri/Sat	Starting at any time between: Your final exam will be: 8:00 - 10:55 Fri. Dec 20 08:00 - 10:00 11:00 - 1:55 Fri. Dec 20 10:30 - 12:30 2:00 pm - 7 pm Fri. Dec 20 1:00 - 3:00 pm																											
If your class meets: Saturdays, Sundays or evenings, exam begins at your regular class time	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Monday evenings</td> <td style="width: 20%;">Mon.</td> <td style="width: 20%;">Dec 16</td> </tr> <tr> <td>Tuesday evenings</td> <td>Tues.</td> <td>Dec 17</td> </tr> <tr> <td>Wednesday evenings</td> <td>Wed.</td> <td>Dec 18</td> </tr> <tr> <td>Thursday evenings</td> <td>Thurs.</td> <td>Dec 19</td> </tr> <tr> <td>Friday evenings</td> <td>Fri.</td> <td>Dec 20</td> </tr> <tr> <td>Monday/Wednesday evenings</td> <td>Mon.</td> <td>Dec 16</td> </tr> <tr> <td>Tuesday/Thursday evenings</td> <td>Tues.</td> <td>Dec 17</td> </tr> <tr> <td>Saturday</td> <td>Sat.</td> <td>Dec 21</td> </tr> <tr> <td>Sunday</td> <td>Sun.</td> <td>Dec 15</td> </tr> </table>	Monday evenings	Mon.	Dec 16	Tuesday evenings	Tues.	Dec 17	Wednesday evenings	Wed.	Dec 18	Thursday evenings	Thurs.	Dec 19	Friday evenings	Fri.	Dec 20	Monday/Wednesday evenings	Mon.	Dec 16	Tuesday/Thursday evenings	Tues.	Dec 17	Saturday	Sat.	Dec 21	Sunday	Sun.	Dec 15
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Saturday	Sat.	Dec 21																										
Sunday	Sun.	Dec 15																										
Make-ups and Conflicts	Mon. Dec 16 03:30 - 05:30 Tues. Dec 17 03:30 - 05:30 Wed. Dec 18 03:30 - 05:30																											



Go Rams!

For team schedules and rosters, go to www.gavilan.edu/sports

San Jose State University Spring Telecourses
Call for information: 408-924-3624, 408-848-4719

Hollister

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

Judy Rodriguez,
Director
Natalie Juarez,
Program Service Specialist

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- Get catalogs and class schedules
- Register and pay for classes, add and drop classes
- Get assessment test results
- Get your Student Body (ASB) Cards
- Pick up forms: Transcript Requests, Repeated Course Requests, Prerequisite Challenge Forms, etc.

Placement/Assessment

- Assessment tests offered on a regular basis .

Disability Resource Center: 408 848-4767.

Tutoring (not offered in summer)

- Morgan Hill, Thursdays 3 p.m. - 6 p.m. (drop-in)
- Hollister, Tuesdays 3 p.m. - 6 p.m. (drop-in)

Counseling See page 7 for drop-in and appointment schedule or go to www.gavilan.edu/counseling.

Financial Aid

- Assistance with BOG Fee Waiver forms

Bookstore

- Buy textbooks for your Hollister classes during the first week of the semester
- Order textbooks online at efollett.com
- Purchase scantrons and green books

Health Services

- First aid supplies and health education materials

Library

- Research assistance via email, chat and phone.
- Search e-books and databases, and much more.

Career/Transfer

- College catalogs
- EUREKA career assessment.

Computer drop-in lab

- Available to all students registered at Gavilan College. Open during office hours.
- Purchase GoPrint cards and reloads.

Morgan Hill

Gavilan College Morgan Hill Site
17060 Monterey Rd.
Morgan Hill, CA
95037
(408) 782-2873

Lorraine Welk,
Director
Irma Banuelos, Program Service Specialist

MAIN CAMPUS, GILROY

5055 Santa Teresa Blvd.
 Gilroy, CA 95020
 408-848-4800 or
 831-637-1158 (from Hollister)



Building Guide

- APE Adapted Physical Education
- AR Art
- BOB Business Office Building
- BU Business
- CDC Child Development
- CE Community Education
- CHP Chapel
- COS Cosmetology
- GY Gym
- HOB Health Occupations Building
- HR Human Resources
- HRC Human Resources Conference Center
- HU Humanities
- LI Library
- LS Life Science
- MA Mathematics
- MAY Mayock House
- MP Multipurpose Building
- MU Music Hall
- PB Portable Buildings
- PS Physical Science
- SC Student Center/ Administration
- SF Security/Facilities
- SS Social Science
- TH Theater

Parking Lots

- A Student/Staff/Disabled Access/30 min. spaces
- B Student/Staff/Disabled Access/Visitor/30 min. spaces
- C Student/Staff/Disabled Access/15 min. spaces/30 min. spaces
- D Staff/Disabled Access
- E Student/Staff/Motorcycle
- F Staff/Disabled Access/Visitor/Motorcycle/30 min. spaces
- G Staff/Disabled Access
- H Student/Staff/Disabled Access/Motorcycle/30 min. spaces



Office / Room Guide

Administration	SC
Admissions & Records	SC111
Art Gallery	LI
ASB	SC158
Assessment Center	MP100
Athletics Office	GY
Aviation	MP129
Bookstore	SC
Box Office	TH
Business Office	BOB
Cafeteria	SC
CalWORKs	LI101A
Career/Transfer Ctr.	SC101
Career Technical Education	BU108
Cashier	BOB
Cashier (Student Accounts)	SC
Child Development Center	CDC
Community Education	CE
Computer Place	LI168
Coop. Work Exp.	LI101A
Cosmetology	COS
Counseling Secretary	SC113
Disability Resource Center	LI117
EOPS/Special Services	LI101A
Financial Aid Office	SC124
GavTV	LI135
GECA	PB17
Human Resources	HR
Liberal Arts and Sciences	SS116
Math Lab	MA101
MESA	MA115
Noncredit Program	PB2
North / South Lounge	SC154N/S
Nursing	HOB
Payroll	BOB
Police Academy	MP
Public Information Office	PB2
Receiving	SF
ROP	BU124
Security	SF
Student Success Center	PB11
Teaching and Learning Center	LI
Student Health Nurse	SC118
TRIO Program	LI109
Tutoring Center Services	LI116
TV Studio	LITV
Writing Center	LI120
Veterans Center	TH128
Welcome Center	SC107A

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 MHG = Morgan Hill
 HOL = Hollister



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Theater Arts (AA-T)

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