

ASSOCIATE'S DEGREES CERTIFICATES CAREER PROGRAMS



CAREER EDUCATION OPTIONS

Gavilan offers three types of career education options:

Associate's Degree

Certificate of Completion (*requires more than 18 units*)

Certificate of Achievement (*requires 3-17 units*)

All p

grams require completion of general education requirements. Certificate programs vary in the number of units required. Occupational certificate programs are developed in close cooperation with advisory committees made up of representatives from business and industry. □

the current technology of the job market.

Gavilan offers a number of Certificates of Achievement, designed with 3-17 units to allow students to achieve job-market proficiencies in a variety of fields. Students must earn a "C" or better in each course for the Certificate of Achievement, and must take 60 percent of the required courses at Gavilan College in order to earn a certificate here. Students earning certificates will have their fulfillment of requirements verified by a college counselor, and the student transcript will reflect the Certificate of Achievement.

Note: Certificate of Achievement and Certificate of Completion require a grade of 2.0 ("C") or better in each course.

GENERAL EDUCATION

Along with the major course requirements listed in each degree major in the following pages, students must complete all general education and legal requirements described in General Education Requirements (page 38) of this catalog to be eligible for the associate's degree.

REMINDER: Courses completed to satisfy general education requirements for an associate's degree cannot also be used for the major unless so specified and beyond the 18-unit minimum.

NEED FOR SPECIALIZED TRAINING

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

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

GAVILAN COLLEGE DEGREES AND CERTIFICATES

Below is a quick reference of degrees and certificates available at Gavilan College. For more information, call the Counseling Office at (408) 848-4723 or the related department. See program listings beginning on page 53. Regional Occupational Programs (ROP) certificates are listed on pages 232-234.

Program	Certificate of Achievement	Certificate of Completion	A.A./A.S. Degree	Transfer Program and/or A.A./A.S. Degree
Administration of Justice			■	■
Law Enforcement			■	■
Police Academy			■	■
Corrections			■	■
Allied Health			■	■
Nursing: Registered Nursing			■	■
Nursing: Licensed Vocational Nursing			■	■
Art				■
Aviation Maintenance Technology			■	■
Aviation Airframe			■	
Aviation Powerplant			■	
Biological Science				■
Business			■	■
Accounting			■	■
Business, General			■	■
Computerized Accounting	■			
Economics			■	■
General Office Skills			■	■
Marketing/Management *			■	■
Medical Office			■	■
Real Estate *			■	■
Child Development and Educational Studies				■
Child Development				■
Emphasis in Educational Studies				■
Emphasis in School Age Care				■
Early Childhood Education			■	
Foster Family Day Care			■	
Pre K-12 Special Education Aide	■			
School Age Child Care			■	
Communications	■			
Computer Graphics & Design			■	■
Adv. Technical Computer Graphics	■			
Technical Desktop Publishing & Graphics	■			
Computer Science & Information Systems				■
Business Computer Applications			■	■
Computational Prep for Bioinformatics	■			
Computer Hardware	■			
Computer Networking	■			
Computer Programming			■	■
Programming for the Internet			■	■
Scientific Programming			■	■
CSIS (cont.)			■	■
Telecommunications/Network Cabling	■			
UNIX Operating System			■	■
Web Page Production	■			
Cosmetology			■	■
Esthetician			■	■
Digital Media			■	■
Interactive Media and Authoring			■	■
Digital Art & Imaging			■	■
Digital Audio/Video			■	■
Digital imaging/Graphics Production	■			
Digital Print Production	■			
Digital Video Editor Specialist	■			
Web Page Production	■			
Engineering (see Physical Science & Engineering)				
Fine Arts				■
Health Science				■
Humanities				■
Humanities/Social Science				■
Industrial Technology *			■	■
Interpersonal Communications	■			■
Language Arts				■
Liberal Arts				■
IGETC University Studies				■
CSU University Studies				■
Multiple Subjects				■
Mathematics				■
Media Arts				■
Video Arts/Technical Production				■
Print/Cyberprint				■
Music				■
Physical Education				■
Education/Sports Medicine				■
Sports Management				■
Physical Science & Engineering				■
Physical Science & Engineering: General Engineering *				■
Social Science				■
Spanish				■
Non-Native Speaker				■
Native Speaker				■
Theatre Arts				■
Acting				■
Technical Production				■
Television				■

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

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



Administration of Justice

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

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

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

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

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

- Administration of Justice
- Law Enforcement
- Correctional Administration
- Social Science
- Pre-Law

Administration of Justice *A.A. Degree*

Law Enforcement, Option 1

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

Choose 6 units:

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

.6 units

Total Units for Major: 21 UNITS

Plus completion of general education requirements units vary

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

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

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

Administration of Justice *Certificate of Completion*

Law Enforcement, Option 1

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

Choose 6 units:

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

..... .6 units
 Total Units for Certificate of Completion: 21 UNITS

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

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

Administration of Justice *A.A. Degree*

Law Enforcement, Option 2 (Police Academy)

JLE 100	Basic Police Academy	22 units
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Choose 6 units:

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

..... .6 units
 Total Units for Major: 28 UNITS

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

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

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

Administration of Justice *Certificate of Completion*

Law Enforcement, Option 2 (Police Academy)

JLE 100	Basic Police Academy	22 units
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Choose 6 units:

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

..... .6 units
 Total Units for Certificate of Completion: 28 UNITS

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

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

Administration of Justice A.A. Degree**Corrections Option**

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

Choose 6 units:

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

..... 6 units
15 units

Total Units for Major: 21 UNITS

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

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

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

Administration of Justice Certificate of Completion**Corrections Option**

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

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

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


South Bay Regional Public Safety Training Consortium

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

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

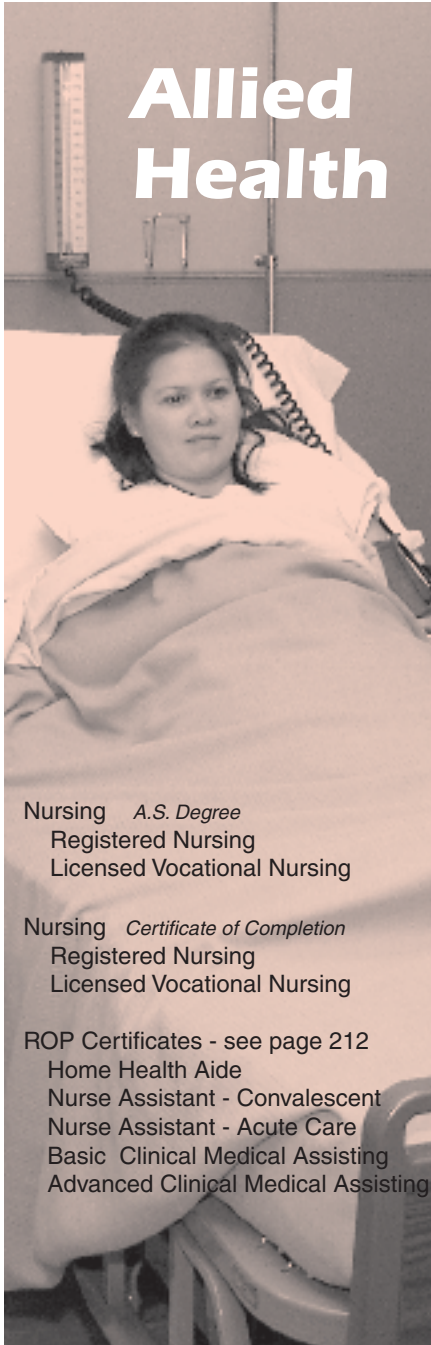
Careers in

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



Gavilan College
is a member of the

**South Bay
Regional Public Safety
Training Consortium.**



Allied Health

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

Nursing *Certificate of Completion*
Registered Nursing
Licensed Vocational Nursing

ROP Certificates - see page 212
Home Health Aide
Nurse Assistant - Convalescent
Nurse Assistant - Acute Care
Basic Clinical Medical Assisting
Advanced Clinical Medical Assisting

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

THE GAVILAN COLLEGE NURSING CAREER LADDER

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

PREREQUISITES (as needed)

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

* May be satisfied by Gavilan College Placement Assessment. Two year recency required.

L.V.N. LICENSURE REQUIREMENTS

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

* Prerequisites for admission to L.V.N. program.
Students must meet recency requirements.

Additional courses must be taken to meet general education requirements for A.S. degree.

R.N. LICENSURE REQUIREMENTS

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

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

** Prerequisite for admission to R.N. Associate degree program.
Students must meet recency requirements.

LVN License required to progress in the RN program.

Additional courses must be taken to meet general education requirements for an A.S. degree.
Please consult a counselor (408-848-4723.)

Nurse Assistant - Convalescent ROP Certificate

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

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

Home Health Aide ROP Certificate

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

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

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

Nurse Assistant - Acute Care * ROP Certificate

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

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

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

Nursing A.S. Degree and Certificate of Completion

Licensed Vocational Nursing

Prerequisites:

AH 180	Fundamentals Nursing - Convalescent (8 units) or be a Certified Nurse Assistant (CNA)	0-8 units
AH 32	Basic Cardiac Life Support (BCLS)	1 unit
MATH 205 *	Elementary Algebra	5 units
ENGL 260 *	Preparation for College Reading	3 units
ENGL 250 *	Practical Writing	3 units
AH 3	The Person in the Life Cycle	3 units
AH 11	Nutrition	3 units
BIO 15	Survey of Human Anatomy and Physiology	5 units
PSYCH 1A	Introduction to Psychology	3 units

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

Required Clinical Courses:

AH 61	Medical-Surgical Nursing	11 units
AH 62	Medical-Surgical Nursing	11 units
AH 63	Medical-Surgical/Maternal-Neonatal	11 units
AH 64	Medical-Surgical/Pediatric Nursing	11 units

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

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

Completion of the courses listed will qualify students for the Certificate of Completion in Vocational Nursing. To qualify for licensing by the Board of Vocational Nurse and Psychiatric

Students completing the Vocational Nursing program and passing the National Council Licensure Examination will have job entry skills for Licensed Vocational Nursing.

Students planning to enter the LVN Program must be U.S. high school graduates or equivalent (GED or official transcript evaluation) and complete the Allied Health clinical courses.

After completing the general education requirements, students will qualify for the Associate of Science Degree.

Nursing *A.S. Degree and Certificate of Completion*

Registered Nursing

Prerequisites:

LVN Licensure Requirements	units	vary
AH 16 Intravenous Therapy / Blood Withdrawal	2	units

Choose one:

BIO 7* Human Anatomy (4 units)		
BIO 15* Survey of Anatomy and Physiology (5 units)	4-5	units
BIO 8* General Microbiology	5	units
BIO 9* Human Physiology	5	units
CHEM 30A Elementary Chemistry (recommended)	4	units
ENGL 1A Composition	3	units

Required Clinical Courses:

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

Additional Licensure/GE Requirements:

CMUN 1A Introduction to Public Speaking	3	units
ENGL 260 Preparation for College Reading	3	units
SOC 1A Introduction to Sociology	3	units
Arts, Literature and Foreign Language	3	units
Social, Political and Economic Institutions	3	units
Lifelong Understanding & Self-Development (PE Activity)	1	unit
Total Units for A.S. degree/Licensure	minimum of 60	UNITS

* Prerequisite for admission to R.N. program.

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

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

At the present time, the Registered Nursing program is open to licensed vocational nurses or those who have successfully completed a vocational nursing program and are exam eligible. After completing the Registered Nursing program and passing the National Council Licensure Examination, students will have job entry skills for registered nursing.

The Associate's degree in Registered Nursing requires completion of the Allied Health clinical courses listed plus general education requirements. Students are then qualified for a Certificate of Completion in Registered Nursing and an Associate of Science degree.

Nursing, Registered Nursing *Certificate of Completion*

30-Unit Option

BIO 9* Human Physiology	5	units
BIO 8* Microbiology	5	units
AH 43 Interactive and Mental Health Nursing	10	units
AH 44 Compensatory Nursing	10	units
Certificate Requirements	30	UNITS

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

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

Registered Nursing - *Courses for Transfer*

Transfer Prep. Pre-Major

AH 3 The Person in the Life Cycle	3	units
AH 11 Nutrition	3	units
BIO 7 Human Anatomy	4	units
BIO 8 Microbiology	5	units
BIO 9 Human Physiology	5	units
CHEM 30A Elementary Chemistry	4	units
CHEM 30B Elementary Organic & Biochemistry	4	units
CMUN 1A Introduction to Public Speaking	3	units
ENGL 1A Composition	3	units
ENGL 1B Composition & Literature	3	units
PSYC 1A Introduction to Psychology	3	units
SOC 1A Introduction to Sociology	3	units
Total Units:	43	units

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

Art

A.A. Degree

Contact:

(408) 848-4701
las@gavilan.edu

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

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

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



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

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

ARTISTIC PURSUITS AND CAREERS MAY INCLUDE:

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

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

Art A.A. Degree

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

Major Requirements:**Foundation Courses:**

ART 2A	Two Dimensional Design	3 units
ART 13	Three Dimensional Design	3 units
ART 3A	Drawing and Composition	3 units

Art History Choose 3 units:

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

Drawing and Painting Choose 6 units:

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

Sculpture Choose 3 units:

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

Art Electives: Choose 3 units:

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

.....minimum of 3 units

Total Units for Major: 24 UNITS

Plus completion of general education requirementsunits vary

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

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

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

Note: There are no restrictions for double counting major courses to satisfy either the IGETC or CSU transfer general education requirements. Six units of the major requirements may be used to satisfy Gavilan College general education degree requirements.



Aviation Maintenance Technology

Aviation Maintenance Technology *A.S. Degree*

Aviation Maintenance Technology *Certificate of Completion*
 Aviation Airframe
 Aviation Powerplant

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

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

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

Aviation Maintenance Technology *A.S. Degree*

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

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

Some AMT courses may transfer to San Jose State University and private colleges. Courses in the Aviation Technology Department are currently offered only during the day. Students receiving the certificate will have job entry skills for the following occupations:

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

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

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

Aviation Maintenance Technology *Certificate of Completion*

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

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

Some AMT courses may transfer to San Jose State University and private colleges. Courses in the Aviation Technology Department are currently offered only during the day. Students receiving the certificate will have job entry skills for the following occupations:

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

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

Aviation Maintenance Technology *Certificate of Completion*
Airframe

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

Recommended Electives: AMT 190; AFT 122

Some AMT courses may transfer to San Jose State University and private colleges. Courses in the Aviation Technology Department are currently offered only during the day. Students receiving the certificate will have job entry skills for the following occupations:

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

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

Aviation Maintenance Technology *Certificate of Completion*
Powerplant

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

Recommended Electives: AMT 190; AFT 122

Some AMT courses may transfer to San Jose State University and private colleges. Courses in the Aviation Technology Department are currently offered only during the day. Students receiving the certificate will have job entry skills for the following occupations:

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

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

Biological Science

A.S. Degree



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

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

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

Students transferring to a four year institution will be prepared for additional study in the following areas:

Biology, botany, ecology, entomology, forestry, genetics, marine biology, microbiology, medical technology, molecular biology, nursing, physical therapy, pre-dental, pre-medicine, pre-veterinarian, zoology

Biological Science *A.S. Degree*

Major Requirements:

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

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

Recommended Electives:

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

Students completing the courses will have satisfied requirements for physical and biological sciences. See the Gavilan general education requirements on page 38.

Recommended preparation for the major requirements listed.

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

Business

Business *A.A. Degree*

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

Business *A.S. Degree*

Economics

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

Business Computer Applications

Business *Certificate of Completion*

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

Computerized Accounting *Certificate of Achievement*

ROP Certificates - see page 212

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

* The Marketing/Management and Real Estate options will not be offered during this catalog cycle.



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

Business A.A. Degree

General Business

For transfer majors

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

Major Requirements (See #1-4):

ACCT 20	Financial Accounting	4	units
ACCT 21	Managerial Accounting	4	units
ECON 1*	Principles of Macroeconomic	0-3	units
ECON 2 *	Principles of Microeconomics	0-3	units
Choose one:			
MATH 5*	Introduction to Statistics (<i>*0-3 units</i>)		
GBUS/ECON 11	Statistics for Business and Economics (<i>4 units</i>)		
		0-4	units
Choose one:			
CSIS 2*	Computers in Business - MS Office (see #4) (<i>4 units</i>)		
CSIS 2L	Computers in Business Lab - MS Office (<i>1 unit</i>)		
		1-4	units
Electives **		0-9	units
Total Units for Major:		18-31	UNITS
Plus completion of general education requirements		units vary	
Total Units Required for A.A.:		minimum of 60	UNITS

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

** See #3 (next column)

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

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

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

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

- analyze common business transactions and link them to the appropriate financial statements.
- analyze the impact of shifts in supply and demand upon equilibrium price and quantity. Students who transfer to four-year colleges will have the appropriate background to successfully pursue a four-year Business degree.

1. Four-year colleges differ substantially in their lower division requirements for business transfer majors. Before enrolling you should refer to four-year college catalogs and consult with business faculty of counselor. (E.g., San Jose State University requires GBUS 1, GBUS 80 and MATH 7 from the business electives listed and CSIS 2L rather than CSIS 2.)
2. The Business Associate's degree requirements will typically be required for transfer students; however, because of the diversity of four-year schools' transfer requirements, you may petition for a modification of requirements to meet your specific transfer needs. You will need to complete a minimum of eighteen units, and all modifications must be approved by your counselor and the Business Department Chairperson.
3. Please note that ECON 1, ECON 2 and MATH 5 are part of the typical requirements. These courses can be used to satisfy general education requirements, but then you may not count the units towards the 18 unit major and you will need to select business electives.
4. Please note that CSIS 2 is part of the typical requirements. This course can be used to satisfy the Lifelong Understanding and Self-Development Area E of the A.A. general education requirements, but then you may not count it towards the 18 unit major requirement.

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

Business Certificate of Completion**General Business**

ACCT 20	Financial Accounting	4 units
ACCT 21	Managerial Accounting	4 units
ECON 1	Principles of Macroeconomics	3 units
ECON 2	Principles of Microeconomics*	3 units
Choose one:		
MATH 5	Introduction to Statistics (3 units)	
GBUS/ECON 11	Statistics for Business and Economics (4 units)	
		0-4 units
Choose one:		
CSIS 2	Computers in Business - MS Office (4 units)	
CSIS 2L	Computers in Business Lab - MS Office (1 unit)	
		1-4 units
Total Units for Certificate of Completion:		18-22 UNITS

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

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

Program Learning Outcomes: After completing this certificate of completion a student will be able to:

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

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

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

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

Choose 21 units from the following list of courses:

Choose only one of the following two courses:

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

CSIS 6	Web Page Authoring I (2 units)
CSIS 8	Introduction to the Internet (1 unit)
CSIS 10	BASIC Programming (2 units)
CSIS 71	Desktop Publishing - Adobe PageMaker (3 units)
CSIS 72	Desktop Publishing - QuarkXPress (3 units)
CSIS 75	PhotoShop I - Adobe Photoshop (3 units)
CSIS 121	Spreadsheet - MS Excel (1-2 units)
CSIS 124	Windows Fundamentals (1 unit)
CSIS 126	Word Processing - MS Word (2 units)
CSIS 128	Database - MS Access (2 units)
CSIS 129	Presentation Graphics - MS PowerPoint (1 unit)
CSIS 181	PC Hardware (4 units)
CSIS 182	Operating Systems (4 units)

Total Units for Major: 21 UNITS

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

Recommended Electives: CSIS 7 and other desktop publishing courses

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

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

Career Opportunities:

- General office work
- Document preparation
- Technical support
- Help Desk training and support
- Word processing
- Administrative Secretary
- Administrative services

Computer Science & Information Systems *Certificate of Completion*

Business Computer Applications

Choose 21 units from the following list of courses:

Choose only one of the following two courses:

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

CSIS 6	Web Page Authoring I (2 units)
CSIS 8	Introduction to the Internet (1 unit)
CSIS 10	BASIC Programming (2 units)
CSIS 71	Desktop Publishing - Adobe PageMaker (3 units)
CSIS 72	Desktop Publishing - QuarkXPress (3 units)
CSIS 75	PhotoShop I - Adobe Photoshop (3 units)
CSIS 121	Spreadsheet - MS Excel (1-2 units)
CSIS 124	Windows Fundamentals (1 unit)
CSIS 126	Word Processing - MS Word (2 units)
CSIS 128	Database - MS Access (2 units)
CSIS 129	Presentation Graphics - MS PowerPoint (1 unit)
CSIS 181	PC Hardware (4 units)
CSIS 182	Operating Systems (4 units)

Total Units for Certificate of Completion: 21 UNITS

Recommended Electives: CSIS 7 and other desktop publishing courses

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

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

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

Career Opportunities:

- General office work
- Document preparation
- Technical support
- Help Desk training and support
- Word processing
- Administrative Secretary
- Administrative services

Business *A.S. Degree*

Economics

ECON 1	Principles of Macroeconomics	3 units
ECON 2	Principles of Microeconomics	3 units

Choose one:

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

Choose one:

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

Choose two:

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

Total Units for Major: 19-22 UNITS

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

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

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

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

Business Certificate of Completion**Economics**

ECON 1	Principles of Macroeconomics	3 units
ECON 2	Principles of Microeconomics	3 units
Choose one:		
MATH 5	Introduction to Statistics (3 units)	
GBUS/ECON 11	Statistics for Business and Economics (4 units)	3-4 units
Choose one:		
MATH 1A	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 6	Calculus for Business (3 units)	3-4 units
Choose two:		
MATH 1B	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 7	Finite Math (3 units)	
ACCT 20	Financial Accounting (4 units)	7-8 units
Total Units for Certificate of Completion:		19-22 UNITS

Program Learning Outcomes: After completing this certificate of completion a student will be able to:

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

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

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

Business A.A. Degree**Real Estate ***

RE 160	Real Estate Principles	3 units
RE 162	Real Estate Practice	3 units
RE 163	Real Estate Finance	3 units
RE 164	Real Estate Appraisal	3 units
RE 165	Legal Aspects of Real Estate	3 units
RE 168	Real Estate Escrows	3 units
GBUS 80	Business Law	3 units
Choose one:		
RE 167	Real Estate Economics (3 units)	
ACCT 101	Occupational Accounting (4 units)	
ACCT 20	Financial Accounting (4 units)	3-4 units
Total Units for Major:		24-25 UNITS
Plus completion of general education requirements		units vary
Total Units Required for A.A.:		minimum of 60 UNITS

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

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

* Not all major/certificates may be scheduled during this catalog cycle. Contact a counselor - (408) 848-4723.

Business Certificate of Completion**Real Estate ***

RE 160	Real Estate Principles	3 units
RE 162	Real Estate Practice	3 units
RE 163	Real Estate Finance	3 units
RE 164	Real Estate Appraisal	3 units
RE 165	Legal Aspects of Real Estate	3 units
RE 168	Real Estate Escrows	3 units
GBUS 80	Business Law	3 units
Choose one:		
RE 167	Real Estate Economics (3 units)	
ACCT 101	Occupational Accounting (4 units)	
ACCT 20	Financial Accounting (4 units)	3-4 units
Total Units for Certificate of Completion:		24-25 UNITS

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

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

* Not all major/certificates may be scheduled during this catalog cycle. Contact a counselor - (408) 848-4723.

Business Options

The following degrees and/or certificates require a combination of core courses and additional requirements:

CORE COURSES:

CSIS 8	Introduction to the Internet	1 unit
MATH 402	Pre-Algebra (or eligible for higher math)	0-3 units

Choose one:

ACCT 20	Financial Accounting (4 units)	
ACCT 101	Occupational Accounting (4 units)	
ACCT 103	General Office Accounting (2 units)	
		2-4 units

Choose one:

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

Choose one:

ECON 1 *	Principles of Macroeconomics (3 units)	
ECON 10 *	Fundamentals of Economics (3 units)	
GBUS 1 *	Fundamentals of Business (3 units)	
		3 units

One of the following: BOT 191A, B, C Work Place Skills 1 unit

Choose one:

CMUN 11	Business Communication (3 units)	
ENGL 250	Practical Writing* (3 units)	
GBUS 100	Business Correspondence (3 units)	
	Eligible for English 1A (test score)	
		0-3 units

Core Courses Unit Total: 8-19 UNITS

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

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

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

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

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

Business A.A. Degree**Accounting Option**

CORE COURSES: 8-19 units

ADDITIONAL REQUIREMENTS:

ACCT 20 Financial Accounting 4 units

Choose one:

ACCT 105	Payroll Accounting (2 units)	
ACCT 111	Introduction to Income Tax (3 units)	
		2-3 units

ACCT 120 Computerized Accounting - QuickBooks 2 units

BOT 112 Business Computation w/Machines 0.5 units

CSIS 121 Spreadsheet - MS Excel 1-2 units

CSIS 128 Database - MS Access 2 units

Total Units for Major: 19.5-32.5 UNITS

Plus completion of general education requirements units vary

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

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

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

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

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

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

Business *Certificate of Completion*

Accounting Option

CORE COURSES:	8-19	units
ADDITIONAL REQUIREMENTS:		
ACCT 20 Financial Accounting	4	units
Choose one:		
ACCT 105 Payroll Accounting (2 units)		
ACCT 111 Introduction to Income Tax (3 units)		
.....	2-3	units
ACCT 120 Computerized Accounting - QuickBooks	2	units
BOT 112 Business Computation w/Machines	0.5	units
CSIS 121 Spreadsheet - MS Excel	1-2	units
CSIS 128 Database - MS Access	2	units
Total Units for Certificate of Completion:	19.5-32.5	UNITS

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

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

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

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

Business *A.A. Degree*

General Office Skills Option

CORE COURSES:	8-19	units
ADDITIONAL REQUIREMENTS:		
CSIS 112 Keyboard Speed Building	0.5	units
CSIS 122 Computer Keyboarding	1.5	units
CSIS 124 Windows Fundamentals	1	unit
CSIS 126 Word Processing - MS Word	2	units
BOT 112 Business Computations with Machines	0.5	units
BOT 160 Records Management	3	units
BOT 169 Office Administration	3	units
Total Units for Major:	19.5-30.5	UNITS
Plus completion of general education requirements	units vary	
Total Units Required for A.A.:	minimum of 60	UNITS

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

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

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

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

Recommended Elective: CSIS 169

Business *Certificate of Completion*

General Office Skills Option

CORE COURSES:	8-19	units
ADDITIONAL REQUIREMENTS:		
CSIS 112 Keyboard Speed Building	0.5	units
CSIS 122 Computer Keyboarding	1.5	units
CSIS 124 Windows Fundamentals	1	unit
CSIS 126 Word Processing - MS Word	2	units
BOT 112 Computations with Machines	0.5	units
BOT 160 Records Management	3	units
BOT 169 Office Administration	3	units
Total Units for Certificate of Completion:	19.5-30.5	UNITS

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

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

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

Recommended Elective: CSIS 169

Business A.A. Degree**Marketing/Management Option *****CORE COURSES:** 8-19 units**ADDITIONAL REQUIREMENTS:**

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

Choose two:

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

..... 6 units

Total Units for Major: 23-33 UNITS

Plus completion of general education requirements units vary

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

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

* Not all major/certificates may be scheduled during this catalog cycle. Contact a counselor - (408) 848-4723.

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

Business Certificate of Completion**Marketing/Management Option *****CORE COURSES:** 8-19 units**ADDITIONAL REQUIREMENTS:**

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

Choose two:

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

..... 6 units

Total Units for Certificate of Completion: 23-33 UNITS

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

* Not all major/certificates may be scheduled during this catalog cycle. Contact a counselor - (408) 848-4723.

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

TRANSFER STUDENTS

**Apply for an Associate's Degree (AA/AS) also.
 It will be your first college degree!**

Business *A.A. Degree*

Medical Office Option

CORE COURSES: 8-19 units

ADDITIONAL REQUIREMENTS:

CSIS 122	Computer Keyboarding	1.5	units
CSIS 124	Windows Fundamentals	1	unit
CSIS 126	Word Processing - MS Word	2	units
BOT 160	Records Management	3	units
BOT 180	Medical Terminology	3	units
BOT 181	Medical Billing - MediSoft	2	units
BOT 182	Medical Office Procedures	3	units
Total Units for Major:			23.5-34.5 UNITS

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

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

- demonstrate the ability to perform common tasks for the medical office, such as patient record management and billing.
- be able to explain the meaning of common medical terms.

Students receiving the associate's degree will have entry-level job skills for the medical front office.

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

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

Business *Certificate of Completion*

Medical Office Option

CORE COURSES: 8-19 units

ADDITIONAL REQUIREMENTS:

CSIS 122	Computer Keyboarding	1.5	units
CSIS 124	Windows Fundamentals	1	unit
CSIS 126	Word Processing - MS Word	2	units
BOT 160	Records Management	3	units
BOT 180	Medical Terminology	3	units
BOT 181	Medical Billing - MediSoft	2	units
BOT 182	Medical Office Procedures	3	units
Total Units for Certificate of Completion:			23.5-34.5 UNITS

Program Learning Outcomes: After completing this certificate of completion a student will:

- demonstrate the ability to perform common tasks for the medical office, such as patient record management and billing.
- be able to explain the meaning of common medical terms.

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

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

The following certificate of achievement does not require the business core courses:

Computerized Accounting *Certificate of Achievement*

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

Choose One from the Following List of Courses:

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

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

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

Child Development and Educational Studies

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

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

Pre K-12 Special Education Aide
Certificate of Achievement

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

- 1) Child Development
- 2) Child Development with Emphasis in Educational Studies, and
- 3) Child Development with Emphasis in School Age Care. The associate's degree prepares students to transfer to 4-year colleges and universities, and begins a sequence of classes that leads to careers in child development, and elementary and secondary education.

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

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



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

Child Development *A.A. Degree*

CD 1	Principles & Philosophies of Early Childhood Education	3 units
CD 2	Early Child Development	3 units
CD 4	Observing & Assessing Children	3 units
Choose one:		
CD 5	Child, Family, and the Community (3 units)	
CD 7	Cultural Context of Childhood (3 units)	
	3 units
CD 9	Health, Safety and Nutrition for Children	3 units
CD 19	Introduction to Careers with Children	2 units
CD 20	Children's Language and Literature	3 units
Electives - Any CD courses	6 units
Student Teaching Practicum:		
CD 30A	Teaching Practices and Techniques I	3 units
CD 30B	Teaching Practices and Techniques II	3 units
CD 190	Child Development Cooperative Work Experience	2-4 units
Total Units for Major:		34-36 UNITS
Plus completion of general education requirements units vary		
Total Units Required for A.A.:		minimum of 60 UNITS

Student Teaching Practicum:

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

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

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

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

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

Graduates will:

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

The associate's degree will prepare students to transfer to 4 year colleges and universities and provides an introductory sequence of classes leading to careers in child development and elementary and secondary education. Students will be eligible to apply for a permit to become a teacher, master teacher or site supervisor within the California Child Development and School Age Matrix. The Child Development Permit Matrix was developed to ensure a career pathway for child care professionals in state or federally funded programs. See page 79.

Completion of the Associate's Degree in Child Development:

Associate's degree students need to complete the required courses and student teaching practicum previously listed and the general education requirements. In order to qualify for the California Child Development Permit Matrix, associate's degree classes must be completed with a letter grade of "C" or higher. A copy of the Permit Matrix may be viewed on page 79 of this catalog.

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

Child Development *A.A. Degree*

Emphasis in Educational Studies

CD 2	Early Child Development	3	units
CD 3	Child Growth and Development During the School Years	3	units
CD 7	Cultural Context of Childhood	3	units
CD 8A	American Education in a Changing World	3	units
CD 8B *	Teaching Reading and Writing to Children	3	units
CD 14A	Working with School Age Children	3	units
CD 14B	Behavior Management and Guidance of School Age Children	3	units
CD 190	Child Development Work Experience	1	unit

Choose 6 units from the following courses:

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

..... 6 units
 Total Units for Major: 28 UNITS

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

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

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

- be eligible to apply for the Associate, Assistant, Teacher and Master Teacher Permits for the California Child Development Permit MATRIX. Graduates will be eligible for employment in state and federally funded child care centers and private child care programs as teacher aides, teachers and master teachers or site supervisors.
- function within the scope of approved state and nationally accredited early childhood and child care competencies.
- practice within professional and legal standards, ethical principles and demonstrate a sensitivity to language and cultural differences of the children, families and staff where they will be working or completing their cooperative work experiences.
- apply principles of written and verbal communication and research to communicate relevant, accurate and complete information.
- apply child development principles and sensitivity to theory and applications of working with families of children with special needs.
- demonstrate an ability to design, develop and implement curriculum, appropriate educational environments and successful teaching practices that enhance development in children in the early years.

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

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

Child Development *A.A. Degree*

Emphasis in School Age Care

CD 3	Child Growth and Development During the School Years	3 units
Choose one:		
CD 5	Child, Family, and the Community (3 units)	
CD 7	Cultural Context of Childhood (3 units)	
	3 units
CD 8A	American Education in a Changing World	3 units
CD 11A	Administration of Programs for Young Children	3 units
CD 14A	Working with School Age Children	3 units
CD 14B	Behavior Management and Guidance of School Age Children	3 units
CD 19	Introduction to Careers with Children	2 units
CD 31	Tutoring School Age Children	1 unit
Choose 6 units from the list below*:		6 units
Total Units for Major:		27 UNITS
Plus completion of general education requirements		units vary
Total Units Required for A.A.:		minimum of 60 UNITS

The knowledge and skills in this major are designed to prepare students to work as leaders in programs for children aged 6-18. Work settings might include before and after school programs, youth sports activities, residential or day camps, dramatic arts programs, youth centers, and academic enrichment.

Students completing this degree will meet the education requirement of the Child Development Permit with a School-Age Emphasis at the Teacher level. The experience requirement for that permit is 175 days of 3+ hours per day within 4 years. See page 79 of this Catalog.

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

* Choose 6 units from the following courses:

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

Child Development Options

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

CORE COURSES:

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

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

Child Development Certificate of Completion

Early Childhood Education Option

CORE COURSES:	14 units
ADDITIONAL REQUIREMENTS: Choose 10 units from list below	10 units
Total Units for Certificate of Completion:	24 UNITS

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

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

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

- be eligible to apply for the Assistant Teacher Permit and the Associate Teacher Permit for the California Child Development Permit Matrix that will enable them to apply for child care employment in state and federally funded, and private child care programs.
- function within the scope of approved state and nationally accredited early childhood and childcare competencies.
- practice within professional and legal standards, ethical principles, and demonstrate a sensitivity to language and cultural differences of the children, families, and staff where they will be working or completing their cooperative work experiences.
- apply principles of written and verbal communication, and research to communicate relevant, accurate and complete information.
- apply child development principles and sensitivity to theory and applications of working with families of children with special needs.

Child Development *Certificate of Completion*

School Age Child Care Option

CORE COURSES: 14 units

ADDITIONAL REQUIREMENTS:

Choose 10-12 units from list below 10-12 units

Total Units for Certificate of Completion: 24-26 UNITS

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

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

Child Development *Certificate of Completion*

Foster/Family Day Care

CD 2	Early Child Development	3 units
CD 3	Child Growth and Development During the School Years	3 units
CD 5	Child, Family and the Community	3 units
CD 9	Health, Safety and Nutrition for Children	3 units
CD 28 A	Child Development and Guidance for Family Child Care/Foster Care	1 unit
CD 28 B	Developing Learning Activities for Family Child Care and Foster Care.	1 unit
CD 28 C	Administering a Family Child Care Home	1 unit
CD 28 D*	Issues in Family Foster Parenting.	1 unit
Any Child Development classes		<u>3 units</u>
Total Units for Certificate of Completion:		19 UNITS

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

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

CD 2	Early Child Development.	3 units
CD 3	Child Growth & Development During the School Years	3 units
CD 10	Children with Special Needs	3 units
CD 97	Introduction to Service Learning with Children	<u>3 units</u>
Total Units for Certificate of Achievement:		12 UNITS

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

CHILD DEVELOPMENT AND SCHOOL AGE EMPHASIS MATRIX

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

TITLE	CHILD DEVELOPMENT EDUCATION REQUIREMENT	SCHOOL-AGE EMPHASIS EDUCATION REQUIREMENT	EXPERIENCE REQUIREMENT	CHILD DEVELOPMENT ALTERNATIVE QUALIFICATIONS	SCHOOL-AGE EMPHASIS ALTERNATIVE QUALIFICATIONS	AUTHORIZATION	FIVE YEAR RENEWAL
Assistant (Optional)	6 units of Early Childhood Education (ECE) or Child Development (CD)	3 units in School-Age	None	Accredited HERO program (incl. ROP)	None	Assist in the instruction of children under supervision of Assoc. Teacher or above	105 hours of professional growth
Associate Teacher	12 units ECE/CD including core courses*	6 units in the School-Age Core Area**	50 days of 3+ hours per day within 2 years	Child Dev. Associate (CDA) Credential	None	May provide instruction and supervise Assistant	Must meet teacher requirements within 10 years
Teacher	24 units ECE/CD including core courses* + 16 GE units***	12 units in School-age including core courses**	175 days of 3+ hours per day within 4 years	AA or higher in ECE or related field w/3 sem. unit supervised field exp. in ECE setting	AA or higher in ECE or SA with 3 sem units of supervised field experience in ECE or SA setting	May provide instruction and supervise all above (incl. Aide)	105 hours of professional growth
Master Teacher	24 units ECE/CD including core courses* + 16 GE units*** + 6 specialization units + 2 adult units supervision	12 units in School-age including core courses**	350 days of 3+ hours per day within 4 years	BA or higher w/12 units of ECE + 3 units supervised field exp. in ECE setting	BA or higher w/12 units of ECE or SA. + 3 units of supervised field exp. in ECE or SA setting Minimum of 6 units must be in SA	May provide instruction and supervise all above (incl. Aide) May also serve as coordinator of curriculum and staff development	105 hours of professional growth
Site Supervisor	AA (or 60 units) with 24 ECE/CD units (incl. core*) + 6 units admin. + 2 units adult supervision	12 units in School-age including core courses**	350 days of 3+ hours per day within 4 years, including at least 100 days of supervising adults	BA or higher w/12 units of ECE + 3 units supervised field exp. in ECE setting; or a Teaching or Admin. credential w/12 units of ECE + 3 units supervised field exp. in ECE setting	Teaching or Admin Cred. w/12 units of ECE or SA. + 3 units of supervised field experience in either ECE or SA. Minimum of 6 units must be in SA	May supervise single site program, provide instruction; and serve as coordinator of curriculum and staff development	105 hours of professional growth
Program Director	BA with 24 ECE/CD units (incl. core*) + 6 units admin. + 2 units adult supervision	12 units in School-age including core courses**	Site supervisor status and one program year of site supervisor experience	Teaching or Admin. credential w/12 units of ECE + 3 units supervised field exp. in ECE setting Master's Degree in ECE	Teaching or Admin Cred. w/12 units of ECE or SA. 3 units of supervised field experience in either ECE or SA. 6 units admin w/ teaching cred only. Minimum of 6 units in SA	May supervise multiple-site program; provide instruction; and serve as coord. of curriculum and staff development	105 hours of professional growth

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

** SA Core courses = CI

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

Effective 9/02

Communications

Communication Studies
Certificate of Achievement



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

Communication Studies Certificate of Achievement

Select 12 units from the following courses:

Choose only one of the following two courses:

- CMUN 1A Introduction to Public Speaking (3 units)
- CMUN 10 Small Group Communication (3 units)

- CMUN 2 Oral Reading (3 units)
- CMUN 4 Intercultural Communication (3 units)
- CMUN 5 Introduction to Communication Studies (3 units)
- CMUN 8 Interpersonal Communication (3 units)
- CMUN 11 Business Communication (3 units)
- CMUN 129 Presentation Graphics: MS Power Point (optional) (1 unit)

Total Units for Certificate of Achievement:

12 UNITS

Program Learning Outcomes: After completing this certificate of achievement, a student will be able to:

- apply theory and research findings in communication studies to their professional and personal relationships. Students will be able to restate communication theory and technique and demonstrate them in interpersonal relationships.
- engage in professional public discourse with application of research, organization, reasoning and oral presentation.

Gavilan College offers a Certificate of Achievement in Communication Studies to students who successfully complete 12 or more units of communication studies work.

This certificate will inform future employers, college admission offices and professional institutions that you have received specialized training in communication skills.

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

Computer Graphics & Design



Computer Graphics & Design

A.S. Degree

Certificate of Completion

Advanced Technical Computer Graphics

Certificate of Completion

Technical Desktop Publishing & Graphics

Certificate of Completion

Contact:

(408) 848-4719

tps@gavilan.edu

Computer Graphics & Design *A.S. Degree*

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

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

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

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

Computer Graphics & Design *Certificate of Completion*

CGD 2	Technical Computer Graphics I	4 units
CGD 4	Technical Computer Graphics II	4 units
CGD 8	Computer Graphics Application I	4 units
CGD 9	Computer Graphics Application II	4 units
CGD 110	Industrial Graphics Application	4 units
Total Units for Certificate of Completion:		20 UNITS

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

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

Computer Graphics and Design Options

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

CORE COURSES:

CGD 2	Technical Computer Graphics I	4 units
CGD 4	Technical Computer Graphics II	4 units
CGD 8	Computer Graphics Application I	4 units
CGD 9	Computer Graphics Application II	4 units
CGD 110	Industrial Graphics Application Lab	4 units
Core Unit Total:		20 UNITS

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

Advanced Technical Computer Graphics Option *Certificate of Completion*

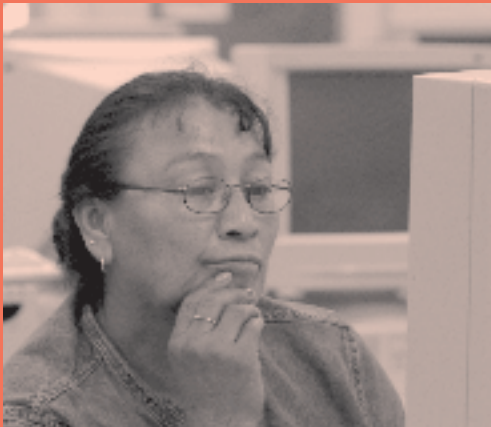
CORE COURSES:		20 units
ADDITIONAL REQUIREMENTS:		
CGD 6	Advanced Technical Computer Graphics	4 units
CGD 110	Industrial Graphics Application Lab	4 units
Total Units for Certificate of Completion:		28 UNITS

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

Technical Desktop Publishing and Graphics Option *Certificate of Completion*

CORE COURSES:		20 units
ADDITIONAL REQUIREMENTS:		
CGD 160	Technical Desktop Publishing and Graphics	4 units
CGD 110	Industrial Graphics Application Lab	4 units
Total Units for Certificate of Completion:		28 UNITS

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



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

Computer Science & Information Systems

CSIS *A.S. Degrees*

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

CSIS *Certificates of Completion*

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

Computational Preparation for Bioinformatics

Certificate of Achievement

Computer Hardware

Certificate of Achievement

Computer Networking

Certificate of Achievement

Telecommunications/Network Cabling

Certificate of Achievement

Web Page Production Specialist

Certificate of Achievement

ROP Certificates - see page 212

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

Computational Preparation for Bioinformatics *Certificate of Achievement*

Choose at least 17 units from the following list of courses:

Choose only one of the following two courses:

- CSIS 18/18L UNIX/C++ Programming (4 units)
 CSIS 45 C++ Programming I (4 units)

- CSIS 24 Java Programming (4 units)
 CSIS 48 UNIX/Linux Operating System (4 units)
 CSIS 54/54L Perl Programming (4 units)
 CSIS 78 SQL and Database management Systems (3 units)
 CSIS 88 PHP Programming (4 units)
 CSIS 151 Introduction to XML Authoring (3 units)

..... 17 units
 Total Units for Certificate of Achievement: 17 UNITS

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

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

Business Computer Applications

Choose 21 units from the following list of courses:

Choose only one of the following two courses:

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

- CSIS 6 Web Page Authoring I (2 units)
 CSIS 8 Introduction to the Internet (1 unit)
 CSIS 10 BASIC Programming (2 units)
 CSIS 71 Desktop Publishing - Adobe PageMaker (3 units)
 CSIS 72 Desktop Publishing - QuarkXPress (3 units)
 CSIS 75 PhotoShop I - Adobe Photoshop (3 units)
 CSIS 121 Spreadsheet - MS Excel (1-2 units)
 CSIS 124 Windows Fundamentals (1 unit)
 CSIS 126 Word Processing - MS Word (2 units)
 CSIS 128 Database - MS Access (2 units)
 CSIS 129 Presentation Graphics - MS PowerPoint (1 unit)
 CSIS 181 PC Hardware (4 units)
 CSIS 182 Operating Systems (4 units)

Total Units for Major: 21 UNITS

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

Recommended Electives: CSIS 7 and other desktop publishing courses

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

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

Career Opportunities:

- General office work
- Document preparation
- Technical support
- Help desk training and support
- Word processing
- Administrative secretary
- Administrative services

Computer Science & Information Systems *Certificate of Completion***Business Computer Applications**

Choose 21 units from the following list of courses:

Choose only one of the following two courses:

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

CSIS 6	Web Page Authoring I (2 units)
CSIS 8	Introduction to the Internet (1 unit)
CSIS 10	BASIC Programming (2 units)
CSIS 71	Desktop Publishing - Adobe PageMaker (3 units)
CSIS 72	Desktop Publishing - QuarkXPress (3 units)
CSIS 75	PhotoShop I - Adobe Photoshop (3 units)
CSIS 121	Spreadsheet - MS Excel (1-2 units)
CSIS 124	Windows Fundamentals (1 unit)
CSIS 126	Word Processing - MS Word (2 units)
CSIS 128	Database - MS Access (2 units)
CSIS 129	Presentation Graphics - MS PowerPoint (1 unit)
CSIS 181	PC Hardware (4 units)
CSIS 182	Operating Systems (4 units)

Total Units for Certificate of Completion:

21 UNITS

Recommended Electives: CSIS 7 and other desktop publishing courses

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

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

Career Opportunities:

- General office work
- Document preparation
- Technical support
- Help desk training and support
- Word processing
- Administrative secretary
- Administrative services

Computer Hardware *Certificate of Achievement*

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

Recommended Electives: CSIS 122, CSIS 2 or 2L

Students receiving this certificate will have job entry skills in computer hardware repair. Students will be eligible to take the industry A+ hardware exam for certification.

TRANSFER STUDENTS

**Apply for an Associate's Degree (AA/AS) also.
It will be your first college degree!**

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

CSIS 175A	Networking Essentials	.4 units
CSIS 175B	Router Theory & Router Technologies	.4 units
CSIS 175C	Advanced Routing/Switching/WAN	.4 units
CSIS 48	UNIX/Linux Operating System	.4 units
CSIS 181	PC Hardware	.4 units
CSIS 182	Operating Systems	.4 units
Total Units for Major:		24 UNITS
Plus completion of general education requirements	 units vary
Total Units Required for A.S.:		minimum of 60 UNITS

This degree is for non-transfer and transfer CSIS majors.

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

- work individually and in teams
- install and test hardware and software necessary for network connectivity.
- set up a connection with a remote host, employing appropriate commands.

Computer Networking is designed to provide entry-level skills and knowledge for students to enter the networking profession. Students will be eligible to take the industry A+ hardware exam and the Cisco Certified Network Administrator (CCNA) exam for certification.

The program also provides a solid foundation in network technology for students who plan to pursue further education in the networking field at a four year college.

Career Opportunities: network technician, network maintenance, network Help Desk, Assistant Network Administrator, PC/network installation

Computer Science & Information Systems *Certificate of Completion***Computer Networking**

CSIS 175A	Networking Essentials	.4 units
CSIS 175B	Router Theory & Router Technologies	.4 units
CSIS 175C	Advanced Routing/Switching/WAN	.4 units
CSIS 48	UNIX/Linux Operating System	.4 units
CSIS 181	PC Hardware	.4 units
CSIS 182	Operating Systems	.4 units
Total Units for Certificate of Completion:		24 UNITS

Program Learning Outcomes: After completing this certificate of completion a student will be able to:

- work individually and in teams
- install and test hardware and software necessary for network connectivity.
- set up a connection with a remote host, employing appropriate commands.

Students receiving this certificate will have job skills for the computer networking field. Students will be eligible for Cisco Certified Network Administrator (CCNA) certification and the A+ hardware certification exams.

Computer Networking *Certificate of Achievement*

CSIS 175A	Networking Essentials	.4 units
CSIS 175B	Cisco Router Theory and Technologies	.4 units
CSIS 175C	Cisco Advanced Routing and Switching and WAN Technologies	.4 units
Total Units for Certificate of Achievement:		12 UNITS

This is a three-course program with the Cisco Networking Academy. Upon completion, students will be eligible for industry certification. (Cisco Certified Network Administrator - CCNA)

Recommended courses to be taken before starting (or concurrent with) the Networking sequence: CSIS 2L, 48, 181, 274; MATH 205

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

Computer Programming

CSIS 6	Web Page Authoring I	2 units
CSIS 46	C++ Programming II	4 units
CSIS 48	UNIX/Linux Operating System	4 units

Choose one:

CSIS 45	C++ Programming I (4 units)	
CSIS 5	C++ Scientific Programming (3 units)	
		3-4 units

Choose two:

CSIS 12/12L	Assembly Language Programming (4 units)	
CSIS 24	Java Programming I (4 units)	
CSIS 51	Visual Basic .NET Programming (4 units)	
CSIS 54/54L	Perl Programming (4 units)	
		8 units

Total Units for Major: 21-22 UNITS

Plus completion of general education requirements units vary

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

Recommended Electives:

For transfer majors: MATH 1A and MATH 1B

For non-transfer majors: MATH 233

For transfer CSIS majors

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

- create programs in three different languages that use control flow statements such as if and switch statements.
- create programs in three different languages that use loop statements such as for and while statements.

Computer Programming prepares students for entry-level programming in a wide variety of occupations. Many of the courses in this degree will be needed for students transferring to a university to study Computer Science. Students planning to transfer need to research lower division major requirements at the transfer destination of their choice.

Career Opportunities:

Computer programming
Application programming
Help Desk technical support
Data base specialist
Web programmer

Computer Science & Information Systems *Certificate of Completion*

Computer Programming

CSIS 6	Web Page Authoring I	2 units
CSIS 46	C++ Programming II	4 units
CSIS 48	UNIX/Linux Operating System	4 units

Choose one:

CSIS 45	C++ Programming I (4 units)	
CSIS 5	C++ Scientific Programming (3 units)	
		3-4 units

Choose two:

CSIS 12/12L	Assembly Language Programming (4 units)	
CSIS 24	Java Programming I (4 units)	
CSIS 51	Visual Basic .NET Programming (4 units)	
CSIS 54/54L	Perl Programming (4 units)	
		8 units

Total Units for Certificate of Completion: 21-22 UNITS

Additional programming courses are recommended.

Program Learning Outcomes: After completing this certificate of completion a student will be able to:

- create programs in three different languages that use control flow statements such as if and switch statements.
- create programs in three different languages that use loop statements such as for and while statements.

Computer Programming prepares students for entry-level programming in a wide variety of occupations. Many of the courses in this certificate of completion will be needed for students transferring to a university to study Computer Science. Students planning to transfer need to research lower division major requirements at the transfer destination of their choice.

Career Opportunities:

Computer programming
Application programming
Help Desk technical support
Data base specialist
Web programmer

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

Programming for the Internet

CSIS 6	Web Page Authoring I	2 units
CSIS 51	Visual Basic .NET Programming	4 units
CSIS 54/54L	Perl Programming	4 units
CSIS 84	JavaScript Programming	2 units

Choose one:

CSIS 45	C++ Programming I (4 units)	
CSIS 5	C++ Scientific Programming (3 units)	
	3-4 units

Choose courses for at least 4 units:

CSIS 7	Web Page Authoring II (2 units)	
CSIS 75	PhotoShop I - Adobe Photoshop (3 units)	
CSIS 78	SQL and Database Management Systems (3 units)	
CSIS 85	Web Design I: Dreamweaver (2 units)	
CSIS 110	Interactive Animation: Flash (3 units)	
	4 units

Total Units for Major: 19-20 UNITS

Plus completion of general education requirements units vary

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

Recommended Elective: MATH 233

For non-transfer majors

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

- create, modify, and program web pages with images and forms.
- create programs in three different languages that use loop statements such as for and while statements.

Programming for the Internet prepares students for entry-level positions developing and maintaining Internet and Intranet web pages. The courses prepare students to create, modify, and program web pages, such as those used in electronic commerce. Students will gain knowledge in both technical and artistic sides of this profession.

Career Opportunities:

Web page developer
 Web programmer
 Technical support
 Webmaster

Computer Science & Information Systems *Certificate of Completion*

Programming for the Internet

CSIS 6	Web Page Authoring I	2 units
CSIS 51	Visual Basic .NET Programming	4 units
CSIS 54/54L	Perl Programming	4 units
CSIS 84	JavaScript Programming	2 units

Choose one:

CSIS 45	C++ Programming I (4 units)	
CSIS 5	C++ Scientific Programming (3 units)	
	3-4 units

Choose courses for at least 4 units:

CSIS 7	Web Page Authoring II (2 units)	
CSIS 75	PhotoShop I - Adobe Photoshop (3 units)	
CSIS 78	SQL and Database Management Systems (3 units)	
CSIS 85	Web Design I: Dreamweaver (2 units)	
CSIS 110	Interactive Animation: Flash (3 units)	
	4 units

Total Units for Certificate of Completion: 19-20 UNITS

Recommended Elective: MATH 233

Program Learning Outcomes: After completing this certificate of completion a student will be able to:

- create, modify, and program web pages with images and forms.
- create programs in three different languages that use loop statements such as for and while statements

Programming for the Internet prepares students for entry-level positions developing and maintaining Internet and Intranet web pages. The courses prepare students to create, modify, and program web pages, such as used in electronic commerce. Students will gain knowledge in both technical and artistic sides of this profession.

Career Opportunities:

Web page developer
 Web programmer
 Technical support
 Webmaster

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

Scientific Programming

CSIS 46	C++ Programming II	4 units
MATH 1A	Single-Variable Calculus and Analytic Geometry	4 units

Choose one:

CSIS 5/ENGR 5	C++ Scientific Programming (3 units)	
CSIS 45	C++ Programming I (4 units)	3-4 units

Choose two:

CSIS 24	Java Programming I (4 units)	
CSIS 47	Visual C++ Programming (4 units)	
CSIS 51	Visual Basic .NET Programming (4 units)	
CSIS 54/54L	Perl Programming (4 units)	8 units

Choose two:

MATH 1B	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 5	Introduction to Statistics (3 units)	
MATH 7	Finite Mathematics (3 units)	
CSIS/MATH 26	Discrete Math (4 units)	6-8 units

Total Units for Major: 25-28 UNITS

Plus completion of general education requirements units vary

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

For transfer CSIS majors

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

- create programs in three different languages that use control flow statements such as if and switch statements.
- create scientific programs in three different languages that use loop statements such as for and while statements.

Scientific Programming prepares students for entry-level scientific programming in a wide variety of occupations. Many of the courses in this degree will be needed for students transferring to a university to study Computer Science. Students planning to transfer need to research lower division major requirements at the transfer destination of their choice.

Career opportunities include:

- Scientific programming
- Computer programming
- Statistical programming
- Research

Computer Science & Information Systems *Certificate of Completion*

Scientific Programming

CSIS 46	C++ Programming II	4 units
MATH 1A	Single-Variable Calculus and Analytic Geometry	4 units

Choose one:

CSIS 5/ENGR 5	C++ Scientific Programming (3 units)	
CSIS 45	C++ Programming I (4 units)	3-4 units

Choose two:

CSIS 24	Java Programming I (4 units)	
CSIS 47	Visual C++ Programming (4 units)	
CSIS 51	Visual Basic .NET Programming (4 units)	
CSIS 54/54L	Perl Programming (4 units)	8 units

Choose two:

MATH 1B	Single-Variable Calculus and Analytic Geometry (4 units)	
MATH 5	Introduction to Statistics (3 units)	
MATH 7	Finite Mathematics (3 units)	
CSIS/MATH 26	Discrete Math (4 units)	6-8 units

Total Units for Certificate of Completion: 25-28 UNITS

Program Learning Outcomes: After completing this certificate of completion a student will be able to:

- create programs in three different languages that use control flow statements such as if and switch statements.
- create scientific programs in three different languages that use loop statements such as for and while statements.

Scientific Programming prepares students for entry-level scientific programming in a wide variety of occupations.

Career opportunities include:

- Scientific programming
- Computer programming
- Statistical programming
- Research

To receive an Associate of Science degree students must also complete Gavilan general education requirements.

Telecommunications/Network Cabling *Certificate of Achievement*

This is a comprehensive course that introduces network cabling through a short term and hands-on program. Students will become skilled in installing, terminating, testing and troubleshooting both copper and fiber-optic based cabling systems. Classes are geared to people with no technical experience.

Upon satisfactory completion of this class the student will receive a Network Cabling Specialist Certification for both copper-based and fiber-optic based cabling issued by C-Tech, Inc. and the student's name will be made available to prospective employers on the C-Tech website.

Prerequisites: none

Hours: 4 hours per week for one semester.

CSIS 274 Telecommunication and Network Cabling 2 units

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

UNIX Operating System

Choose one:

- CSIS 18/18L UNIX/C++ Programming (4 units)
- CSIS 45 C++ Programming I (4 units)
- CSIS 5 C++ Scientific Programming (3 units)
- 4 units

- CSIS 48 UNIX/Linux Operating System 4 units
- CSIS 49 UNIX/Linux Shell Programming 4 units
- CSIS 52 Linux/UNIX System Administration 4 units

Choose two:

- CSIS 24 Java Programming I (4 units)
- CSIS 54/54L Perl Programming (4 units)
- CSIS 175A Networking Essentials (4 units)
- CSIS 46 C++ Programming II (4 units)
- 8 units

Total Units for Major: 24 UNITS

Plus completion of general education requirements units vary

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

For transfer and non-transfer CSIS majors

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

- use UNIX editors to create and modify files.
- modify, move, and rename files and directories. They will be able to use UNIX e-mail and ftp commands.

If you are using the Web, you are using UNIX, since most large Web servers are UNIX systems. The UNIX Operating System Option prepares students for entry-level positions working with UNIX/Linux operating systems. Many of the courses in this degree will be needed for students transferring to a 4-year college to study Computer Science. Students planning to transfer need to research lower division major requirements at the transfer destination of their choice.

Career opportunities include:

- UNIX/Linux system administration
- Webmaster
- C/C++ programming

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

Computer Science & Information Systems *Certificate of Completion*

UNIX Operating System

Choose one:

- CSIS 18/18L UNIX/C++ Programming (4 units)
 CSIS 45 C++ Programming I (4 units)
 CSIS 5 C++ Scientific Programming (3 units)

	4 units
CSIS 48	UNIX/Linux Operating System.....	4 units
CSIS 49	UNIX/Linux Shell Programming.....	4 units
CSIS 52	Linux/UNIX System Administration.....	4 units

Choose two:

- CSIS 24 Java Programming I (4 units)
 CSIS 54/54L Perl Programming (4 units)
 CSIS 175A Networking Essentials (4 units)
 CSIS 46 C++ Programming II (4 units)

	8 units
Total Units for Certificate of Completion:		24 UNITS

Program Learning Outcomes: After completing this certificate of completion a student will be able to:

- use UNIX editors to create and modify files.
- modify, move, and rename files and directories. They will be able to use UNIX e-mail and ftp commands.

If you are using the Web, you are using UNIX, since most large Web servers are UNIX systems. The UNIX Operating System Option prepares students for entry-level positions working with UNIX/Linux operating systems. Many of the courses in this degree will be needed for students transferring to a 4-year college to study Computer Science.

Career opportunities include:

- UNIX/Linux system administration
- Webmaster
- C/C++ programming

To receive an Associate of Science degree students must also complete Gavilan general education requirements.

Web Page Production Specialist *Certificate of Achievement*

CSIS 6	Web Page Authoring I.....	2 units
CSIS/ART 77	Introduction to Digital Media & Its Tools.....	3 units
CSIS 126	Word Processing - MS Word.....	2 units

Choose one:

- CSIS/ART114 Digital Media Production (2 units)
 JOUR 18A Working on the Newspaper (2 units)
 2 units

Choose one:

- CSIS 7 Web Page Authoring II (2 units)
 CSIS/ART 85 Web Design I: Dreamweaver (2 units)
 2 units

Choose one:

- CSIS 110 Interactive Animation: Flash (3 units)
 CSIS 109 Interactive Animation and Authoring: Director (3 units)
 3 units

Choose one:

- CSIS/ART 75 Photoshop I - Adobe Photoshop (3 units)
 JOUR 16A Writing for Media (3 units)
 3 units

Total Units for Certificate of Achievement:		17 UNITS
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This certificate prepares the student for entry-level work laying out and adding content to web pages for the Internet. Students may concentrate on visual or text content. This certificate can lead to advanced certificates or degrees in Web Page Design, Digital Media or Media Arts.



Cosmetology

*A.S. Degree
Certificate of Completion*

Esthetician
Certificate of Completion

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



Cosmetology *A.S. Degree*

COS 200	Beginning Phase	12 units
COS 201	Intermediate Phase	12 units
COS 202	Advanced Phase	12 units
COS 203	Completion Phase	2-12 units
Total Units for Major:		38-48 UNITS

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

Recommended Electives: COS 204, 205, 206

This degree is not for transfer majors.

Cosmetology is a 1600 hour course of study designed to meet the State of California Cosmetology Act Standards for state licensing. Gavilan College offers the required hours in a four module sequence of classes.

Students who have received the Cosmetology Certificate may achieve associate's degree level credit by completing supplemental coursework that meets the rigor and critical thinking requirements of the Associate of Science degree. See a cosmetology instructor or counselor for details.

Cosmetology *Certificate of Completion*

COS 200	Beginning Phase	12 units
COS 201	Intermediate Phase	12 units
COS 202	Advanced Phase	12 units
COS 203	Completion Phase	2-12 units
Total Units for Certificate of Completion:		38-48 UNITS

Recommended Electives: COS 204, 205, 220

Completion of the courses listed will qualify students for the Certificate of Completion in Cosmetology. To qualify for the California State Board of Cosmetology license a student must have a minimum of 1,600 hours of instruction. Courses are offered primarily during the day.

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

Beauty culturist, cosmetician, cosmetologist, manicurist, salon owner or manager, stylist

Esthetician * *Certificate of Completion*

COS 220	Scientific Skin Care	8 units
COS 221	Advanced Scientific Skin Care	8 units

Choose two:

COS 204	Job Entry Skills (3 units)
MGMT 111**	Starting a Small Business (3 units)
CMUN 1A	Introduction to Public Speaking (3 units)
CMUN 10	Small Group Communication (3 units)

..... 6 units

Total Units for Certificate of Completion: 22 UNITS

This certificate will prepare students for the State examination for a license as a licensed Esthetician (Facialist).

* Not all major/certificates may be scheduled during this catalog cycle. Contact a counselor - (408) 848-4723.

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



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

Digital Media

Digital Media *A.S. Degree*
 Digital Art and Imaging Option
 Digital Audio/Video Option
 Interactive Media & Authoring

Digital Media *Certificate of Completion*
 Digital Art and Imaging Option
 Digital Audio/Video Option
 Interactive Media & Authoring

Digital Imaging/Graphics Production Specialist
Certificate of Achievement

Digital Print Production Specialist
Certificate of Achievement

Web Page Production Specialist
Certificate of Achievement

Digital Video Editor Specialist
Certificate of Achievement

Completion of the core courses and the additional requirements in a selected option (on following pages) will qualify students for either an A.S. degree and/or Certificate of Completion in Digital Media.

CORE COURSES:

DM 77*	Introduction to Digital Media & Its Tools	3 units
ART 11*	Creativity, Imagination, and Innovation	3 units
Choose one:		
DM 6	Web Page Authoring I (2 units)	
DM 85*	Web Design I: Dreamweaver (2 units)	
		2 units
DM 75*	Photoshop	3 units
DM 107*	Digital Media Design	2 units
DM 114*	Digital Media Team Production	2 units
Total Core		15 UNITS

Program Learning Outcomes: After completing the A. A. degree or Certificate of Completion in Digital Media a student will

- analyze the relationship of aesthetics, content, user needs, and/or interactivity of projects suitable for implementing using digital media. This will enable them to synthesize a design, produce development guidelines incorporating techniques such as storyboards and flow charts and render their design using good design principles and contemporary digital technology.
- be able to perform and communicate ideas in a team environment and contribute significant work related to their option area of study.

* Nine units may be used to satisfy general education requirements for A.S. degree.

Digital Media Options

The following six associate's degrees and/or certificates of completion require a combination of core courses (see previous page) and additional requirements.

Digital Media *A.S. Degree*

Digital Art and Imaging Option

CORE COURSES: 15 units

ADDITIONAL REQUIREMENTS:

Choose 9 units from the following list:

ART 2A*	Two Dimensional Design (3 units)
ART 2B*	Form and Color (3 units)
ART 48A*	Computer Art I (3 units)
ART 48B*	Computer Art II (3 units)
DM 60	3D Animation I (3 units)
DM 61	3D Animation II (3 units)
DM 74*	Advanced Photoshop (3 units)
DM 76*	Digital Illustration (3 units)
DM 80*	Digital Photography (3 units)
DM109*	Interactive Animation: Director (3 units)
DM110*	Interactive Animation: Flash (3 units)
DM117*	Motion Graphics/Special Effects (3 units)

..... 9 units

Elective course in any other option area 3 units

Total Units for Major: 27 UNITS

Plus completion of general education requirements units vary

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

Program Learning Outcome: After completing this degree a student will demonstrate an ability to use Digital Media technology and concepts to design, produce, and integrate aesthetically pleasing 2D/3D visual and animated material for film, video, web pages, CD/DVD, video games, or digital print.

For transfer majors.

* Nine units may be used to satisfy general education requirements for A.S. degree.

Digital Media *Certificate of Completion*

Digital Art and Imaging Option

CORE COURSES: 15 units

ADDITIONAL REQUIREMENTS:

Choose 9 units from the following list:

ART 2A	Two Dimensional Design (3 units)
ART 2B	Form and Color (3 units)
ART 48A	Computer Art I (3 units)
ART 48B	Computer Art II (3 units)
DM 60	3D Animation I (3 units)
DM 61	3D Animation II (3 units)
DM 74	Advanced Photoshop (3 units)
DM 76	Digital Illustration (3 units)
DM 80	Digital Photography (3 units)
DM 109	Interactive Animation and Authoring: Director (3 units)
DM 110	Interactive Animation: Flash (3 units)
DM 117	Motion Graphics/Special Effects (3 units)

..... 9 units

Elective course in any other option area 3 units

Total Units for Certificate of Completion: 27 UNITS

Program Learning Outcome: After completing this certificate of completion a student will demonstrate an ability to use Digital Media technology concepts to design, produce, and integrate aesthetically pleasing 2D/3D visual and animated material for film, video, web pages, CD/DVD, video games, or digital print.

This certificate will enable a graduate to obtain entry level jobs as a graphic designer/artist for Web, CD ROM, DVD, and digital print. To receive an Associate of Science degree students must also complete Gavilan College general education requirements.

Digital Media *A.S. Degree*

Digital Audio/Video Option

CORE COURSES: 15 units**ADDITIONAL REQUIREMENTS:**

Choose 9 units from the following list:

ART 2A*	Two Dimensional Design (3 units)
DM 60	3D Animation I (3 units)
DM 111*	Sound Design for Digital Media (3 units)
DM 113*	Introduction to Digital Video (3 units)
DM 116*	DVD Authoring (2 units)
DM 117*	Motion Graphics/Special Effects (3 units)
HUM 25A	Film Production (3 units)
MUS 21*	Electronic Music/Sound Design (3 units)
THEA 16*	Introduction to Television (3 units)
THEA 17A or B*	Television and Video Workshop (3 units)
THEA 98*	Special Topics: GavTV Production (1-2 units)

.....9 units

Elective course in any other option area 3 units

Total Units for Major: 27 UNITS

Plus completion of general education requirements units vary

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

* Nine units may be used to satisfy general education requirements for A.S. degree.

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

- create and produce time-based visual art and sound.
- analyze project definitions (including scripts or storyboards) in order to, using digital technology, creatively and logically edit video; design sound and motion graphics for broadcast or to be incorporated into web sites, CD/DVDs, video/film, video games, or cell phones.

For transfer majors.

Digital Media *Certificate of Completion*

Digital Audio/Video Option

CORE COURSES: 15 units**ADDITIONAL REQUIREMENTS:**

Choose 9 units from the following list:

ART 2A	Two Dimensional Design (3 units)
DM 60	3D Animation I (3 units)
DM 111	Sound Design for Digital Media (3 units)
DM 113	Introduction to Digital Video (3 units)
DM 116	DVD Authoring (2 units)
DM 117	Motion Graphics/Special Effects (3 units)
HUM 25A	Film Production (3 units)
MUS 21	Electronic Music/Sound Design (3 units)
THEA 16	Introduction to Television (3 units)
THEA 17A or B	Television and Video Workshop (3 units)
THEA 98	Special Topics: GavTV Production (1-2 units)

.....9 units

Elective course in any other option area 3 units

Total Units for Certificate of Completion: 27 UNITS

Program Learning Outcomes: After completing this certificate of completion a student will be able to:

- create and produce time-based visual art and sound.
- analyze project definitions (including scripts or storyboards) in order to, using digital technology, creatively and logically edit video; design sound and motion graphics for broadcast or to be incorporated into web sites, CD/DVDs, video/film, video games, or cell phones.

This certificate will enable a graduate to obtain entry level jobs as a digital audio/video producer/director, video or sound editor, web streaming media designer/producer.

To receive an Associate of Science degree students must also complete Gavilan College general education requirements.

Digital Media *A.S. Degree*

Interactive Media and Authoring Option

CORE COURSES: 15 units**ADDITIONAL REQUIREMENTS:**

Choose 9 units from the following:

DM 60 3D Animation I (3 units)

Choose only one of the following two courses:

DM 85* Web Design I: Dreamweaver (2 units)

CSIS 7 Web Page Authoring II (2 units)

DM 109* Interactive Animation and Authoring: Director (3 units)

DM 110* Interactive Animation: Flash (3 units)

DM 116* DVD Authoring (2 units)

CSIS 24 Java Programming I (4 units)

CSIS 45 C++ Programming I (4 units)

CSIS 56 Game Programming (3 units)

CSIS 84 JavaScript Programming (2 units)

CSIS 151 Introduction to XML Authoring (3 units)

..... 9 units

Elective course in any other option area 3 units

Total Units for Major: 27 UNITS

Plus completion of general education requirements units vary

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

* Nine units may be used to satisfy general education requirements for A.S. degree.

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

- analyze requirements and proposals for an interactive project.
- describe the relationship of content elements and synthesize aesthetic interactive projects such as video games, web sites, CD/DVD, educational multimedia, or interactive TV in line with current theories in human cognition.

For transfer majors.

Digital Media *Certificate of Completion*

Interactive Media and Authoring Option

CORE COURSES: 15 units**ADDITIONAL REQUIREMENTS:**

Choose 9 units from the following:

DM 60 3D Animation I (3 units)

Choose only one of the following two courses:

DM 85 Web Design I: Dreamweaver (2 units)

CSIS 7 Web Page Authoring II (2 units)

DM 109 Interactive Animation and Authoring: Director (3 units)

DM 110 Interactive Animation: Flash (3 units)

DM 116 DVD Authoring (2 units)

CSIS 24 Java Programming I (4 units)

CSIS 45 C++ Programming I (4 units)

CSIS 56 Game Programming (3 units)

CSIS 84 JavaScript Programming (2 units)

CSIS 151 Introduction to XML Authoring (3 units)

..... 9 units

Elective course in any other option area 3 units

Total Units for Certificate of Completion: 27 UNITS

Program Learning Outcomes: After completing this certificate of completion a student will be able to:

- analyze requirements and proposals for an interactive project.
- describe the relationship of content elements and synthesize aesthetic interactive projects such as video games, web sites, CD/DVD, educational multimedia, or interactive TV in line with current theories in human cognition.

This certificate will enable a graduate to obtain entry level jobs as a web designer, web architect, information designer, web master, and CD ROM/DVD or computer game designer.

To receive an Associate of Science degree students must also complete Gavilan College general education requirements.

Digital Imaging/Graphics Production Specialist *Certificate of Achievement*

DM 75	PhotoShop I - Adobe Photoshop	3 units
DM 76	Digital Illustration	3 units
DM 77	Introduction To Digital Media & Its Tools	3 units

This certificate of achievement prepares the student for entry-level work preparing images and graphics for print, web, video or other multi-,media publication. Also, it can lead to advanced certificates or degrees in digital Imaging/Graphic Design or Digital Media.

Choose one:

DM 114	Digital Media Production (2 units)	
JOUR 18A	Working on the Newspaper (2 units)	
	2 units

Choose one:

ART 2A	Two Dimensional Design (3 units)	
ART 2B	Form and Color (3 units)	
	3 units

Choose one:

ART 8A	Beginning Black and White Photography (3 units)	
ART 48A	Computer Art I (3 units)	
ART 48B	Computer Art II (3 units)	
DM 80	Digital Photography (3 units)	
DM 110	Interactive Animation: Flash (3 units)	
CGD 110	Industrial Graphics Application (3 units)	
	3 units

Total Units for Certificate of Achievement: 17 UNITS

Digital Print Production Specialist *Certificate of Achievement*

DM 77	Introduction to Digital Media & Its Tools	3 units
CSIS 126	Word Processing - MS Word	2 units
CSIS 169	Adv. Word Processing w/Desktop Publishing - MS Word	2 units

This certificate of achievement prepares students for entry-level work combining images and text for print publication (commonly called Desktop Publishing.) It may lead students to advanced certificates or degrees in desktop publishing, digital print design or graphic design.

Choose one:

DM 114	Digital Media Production (2 units)	
JOUR 18A	Working on the Newspaper (2 units)	
	2 units

Choose one:

DM 75	PhotoShop I - Adobe Photoshop (3 units)	
DM 76	Digital Illustration (3 units)	
	3 units

Choose one:

DM 71	Desktop Publishing - Adobe PageMaker (3 units)	
DM 72	Desktop Publishing—QuarkXpress (3 units)	
CGD 160	Technical Manual Desktop Publishing/Graphics (4 units)	
	3-4 units

Total Units for Certificate of Achievement: 15-16 UNITS

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

Digital Video Editor Specialist *Certificate of Achievement*

DM 77	Introduction to Digital Media & Its Tools	3 units
DM113	Digital Video/Audio	.3 units
Choose one:		
DM117	Motion Graphics/Special Effects (3 units)	
DM110	Interactive Animation: Flash (3 units)	
MUS 21	Electronic Music/Sound Design (3 units)	
THEA 16	Introduction to Television (3 units)	
		.3 units
Choose one:		
THEA 17A	Television and Video Workshop (3 units)	
THEA 17B	Television and Video Workshop (3 units)	
		3 units
THEA 98	Special Topics: GavTV Production	1-2 units
Total Units for Certificate of Achievement:		13-14 UNITS

This certificate of achievement prepares the student for entry-level work in the TV, video, and film industry as a digital video editor, post production specialist, or multimedia video specialist.

Courses in this certificate can lead the achiever to further study for advanced certificates or degrees in Digital Media or Media Arts - TV Production.

Web Page Production Specialist *Certificate of Achievement*

DM 6	Web Page Authoring I	2 units
DM 77	Introduction to Digital Media & Its Tools	3 units
CSIS 126	Word Processing - MS Word	2 units
Choose one:		
DM 114	Digital Media Production (2 units)	
JOUR 18A	Working on the Newspaper (2 units)	
		2 units
Choose one:		
DM 7	Web Page Authoring II (2 units)	
DM 85	Web Design I: Dreamweaver (2 units)	
		2 units
Choose one:		
DM 110	Interactive Animation: Flash (3 units)	
CSIS 109	Interactive Animation & Authoring: Director (3 units)	
		3 units
Choose one:		
DM 75	Photoshop I - Adobe Photoshop (3 units)	
JOUR 16A	Writing for Media (3 units)	
		.3 units
Total Units for Certificate of Achievement:		17 UNITS

This certificate of achievement prepares the student for entry-level work laying out and adding content to web pages for the Internet. Students may concentrate on visual or text content.

This certificate can lead to advanced certificates or degrees in Web Page Design, Digital Media or Media Arts.

Engineering Program

See Physical Science & Engineering: General Engineering

See pages 119-120



Fine Arts

A.A. Degree

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

- critique and evaluate the performance and execution of artistic endeavors in art, theatre and music.
- use music specific to the creation of art, music and theatre arts.

Students transferring to a four-year institution will be prepared for additional study in the following areas:

- Creative arts
- Elementary & secondary teaching
- Fine arts
- Humanities
- Interdisciplinary studies
- Liberal studies

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

Fine Arts, General *A.A. Degree*

ART 1A	Art History	3 units
MUS 1A	Music History and Literature	3 units
THEA 1A	Theatre History	3 units

Choose 9 units:

ART 1B	Art History (3 units)	
ART 21	Ancient Americas: A History through Art (3 units)	
MUS 1B	Music History and Literature (3 units)	
THEA 3	El Teatro Campesino (3 units)	
THEA 7	Introduction to Theatre (3 units)	
		9 units

Choose a minimum of 4 units of any activity listed 4 units

Total Units for Major: 22 UNITS

Plus completion of general education requirements units vary

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

Recommended Electives: ANTH 3, CSIS 1 or 2, any English Literature, HIST 7, any Journalism

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

- critique and evaluate the performance and execution of artistic endeavors in art, theatre and music.
- use music specific to the creation of art, music and theatre arts.

Activity Courses:

In addition to completing the core courses, an emphasis in Art, Music or Theatre must be completed with a minimum of 4 units of activity courses in that area. Electives from the other Fine Arts areas should be taken to complete the 22 units.

Studio Art Courses - 2 units (minimum)
ART 2A or 2B, 3A, 5A, 8A, 10A, 13, 15A, 16A, 25, 34A

Music Performance Courses - 2units (minimum)
MUS 3A, 4A, 8A, 9A

Theatre Performance Courses - 2 units (minimum)
THEA 2A, or 2B, 10, 11, 13A

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



Fire Technology

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

South Bay Regional Public Safety Training Consortium

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

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

Careers in

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



Gavilan College
is a member of the

**South Bay
Regional Public Safety
Training Consortium.**





Health Science

A.S. Degree

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

Health Science *A.S. Degree*

Transfer Prep

AH 3	The Person in the Life Cycle	3 units
AH 11	Nutrition	3 units

Choose one of the following:

CHEM 1A or 1B	General Chemistry (5 units)	
CHEM 30A	Elementary Chemistry (4 units)	
CHEM 30B	Elementary Organic and Biochemistry (4 units)	
BIO 1	General Biology (4 units)	
BIO 10	Principles of Biology (4 units)	
BIO 15	Survey Human Anatomy & Physiology (5 units)	4-5 units

Choose two of the following:

BIO 7	Human Anatomy (4 units)	
BIO 8	General Microbiology (5 units)	
BIO 9	Human Physiology (5 units)	9-10 units

Total Units for Major: 19-21 UNITS

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

Recommended Electives: AH 11; MATH 233 or higher; ECOL 1; PSYC 1A

This degree is intended for students who plan to pursue a more advanced degree or certificate in a health career.

Vocational program opportunities include:

- pre-professional in X-ray technology
- dental hygiene
- physician's assistant
- other related health careers.



Humanities

A.A. Degree

The Humanities major prepares students for majors in Liberal Studies.

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

Humanities *A.A. Degree*

ENGL 2H	Mexican-American Literature	.3	units
ENGL 2I*	Introduction to Native American Literature	.3	units
any Art History, Music History, Theatre History, or History of Western Civilization Course		.3	units
any English literature course		3	units
any Foreign language course		.3-5	units
any Philosophy course		3	units
any Performing Arts-Music, Theatre, Art, Journalism, Creative Writing or Oral Reading Course		.3	units
One additional course from any of the above areas		.2-3	units
Total Units for Major:		23-26	UNITS
Plus completion of general education requirements		<u>units vary</u>	
Total Units Required for A.A.:		minimum of 60	UNITS

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

Humanities / Social Science

A.A. Degree



After completing the Humanities/Social Science major, students transferring to a four-year institution will be prepared for additional study in the following areas:

- Communications
- Education
- Foreign languages
- Journalism
- Liberal Arts
- Librarianship
- Music
- Philosophy
- Pre-Law
- Pre-Theology
- Speech

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

Humanities/Social Science *A.A. Degree*

Humanities Area: Choose 3-6 units from Language and Fine Arts areas. Total must be a minimum of 9 units.

Total Units from **Language Arts** (3 units)

Total Units from **Fine Arts:** (3 units)

Total Units from **Language or Fine Arts** (3 units)

Total Units from **Humanities Area:** 9 units

Total Units from **Social Science Area:** 9 units

Total Units for Major: 18 UNITS

Plus completion of general education requirements units vary

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

Courses satisfying the Humanities: Language Arts, Humanities: Fine Arts and the Social Science Areas are listed on the following pages.

Humanities Area

Complete a minimum of 9 units, choosing at least one course in Language Arts and at least one in Fine Arts. Only one course may be chosen from any subject area. Courses listed under more than one discipline or area may be used only once to satisfy an area.

Language Arts Courses (Choose minimum of 3 units)

CMUN 1	Introduction to Public Speaking (3 units)
CMUN 2	Oral Reading (3 units)
CMUN 10	Small Group Communication (3 units)
ENGL 2A	Introduction to Poetry (3 units)
ENGL 2B	Introduction to Multi-Cultural Literature (3 units)
ENGL 2C	Introduction to Film and Fiction (3 units)
ENGL 2D	Introduction to the Study of Fiction (3 units)
ENGL 2E	Introduction to Women Writers (3 units)
ENGL 2H	Mexican-American Literature (3 units)
ENGL 2I	Introduction to Native-American Literature (3 units)
ENGL 4A	British Literature (449 to 1798 A.D.) (3 units)
ENGL 4B	British Literature (1798 to the Present) (3 units)
ENGL 5A	Survey of American Literature - 1620 -1865 (3 units)
ENGL 5B	Survey of American Literature - 1865 to Present (3 units)
SPAN 1A	Elementary Spanish (5 units)
SPAN 1B	Elementary Spanish (5 units)
SPAN 9A	Spanish for Spanish Speaking (3 units)
SPAN 12A	Spanish for Spanish Speakers (5 units)
SPAN 12B	Spanish for Spanish Speakers - Intermediate/Advanced (5 units)
HUM 3	Introduction to the Cinema (3 units)
HUM 4	Introduction to American Cinema (3 units)
HUM 5	Humanities Through the Arts (3 units)
HUM 10	Approaches to Contemporary Film (3 units)
JOUR/SOC 10	Mass Media and Society (3 units)
JOUR 16A	Writing for Media (3 units)
any Philosophy Course	

Total Units from Language Arts: 3-6 UNITS

Fine Arts Courses (Choose minimum of 3 units)

ART 1A	Art History (3 units)
ART 1B	Art History (3 units)
ART 21	Ancient Americas: A History through Art (3 units)
HIST 21	Ancient Americas: A History through Art (3 units)
MUS 1A	Music History and Literature (3 units)
MUS 1B	Music History and Literature (3 units)
THEA 1	Theatre History (3 units)

Total Units from Fine Arts: 3-6 UNITS

Social Science Area

Complete a minimum of 9 units selected from the following subjects. Only one course may be chosen from any subject area. Courses listed under more than one discipline or area may be used only once to satisfy an area.

Social Science Courses (Choose minimum of 9 units)

ANTH 2	Introduction to Archeology (3 units)
ANTH 3	Introduction to Cultural Anthropology (3 units)
ANTH 9/PSYC 7	Cultural Context of Childhood (3 units)
ART 21	Ancient Americas: A History through Art (3 units)
CD 2/PSYC 2	Early Child Development (3 units)
CD 3/PSYC 3	Child Growth and Development During the School Years (3 units)
CD 5	Child, Family and Community (3 units)
ECON 1	Principles of Macroeconomics (3 units)
ECON 2	Principles of Microeconomics (3 units)
ECON 10	Fundamentals of Economics (3 units)
GEOG 2	Cultural Geography (3 units)
HIST 1	United States History Through Reconstruction (3 units)
HIST 2	United States History Reconstruction to the Present (3 units)
HIST 3	History of California (3 units)
HIST 5	Women's Lives in Early United States History (3 units)
HIST 6	Women's Lives in Recent United States History (3 units)
HIST 7A	History of Western Civilization (3 units)
HIST 7B	History of Western Civilization (3 units)
HIST 10	African-American History (3 units)
HIST 12	Cultural History of the Mexican American (3 units)
HIST 14	U.S. in the 20th Century: An Oral History Approach (3 units)
HIST 18	Our American Experience I (3 units)
HIST 19	Our American Experience II (3 units)
HIST 21	Ancient Americas: A History through Art (3 units)
POLS 1	Introduction to American Government (3 units)
POLS 3	Introduction to Comparative Politics (3 units)
POLS 8	Field Work in Politics (1 unit)
PSYC 1A	Introduction to Psychology (3 units)
PSYC 1B	Introduction to Psychology (3 units)
PSYC 2/CD 2	Early Child Development (3 units)
PSYC 3/CD 3	Child Growth and Development During the School Years (3 units)
PSYC 7/ANTH 9	Cultural Context of Childhood (3 units)
PSYC 41	Psychology of Adjustment (2 units)
SOC 1A	Introduction to Sociology (3 units)
SOC 1B	Introduction to Sociology: Social Problems (3 units)
SOC 3	Sociology of Minorities (3 units)
SOC 4	Sociology of Women and Men (3 units)
SOC 21	Marriage and the Family (3 units)
JOUR/SOC 10	Mass Media and Society (3 units)

Total Units from Social Science Area: 9 UNITS

Recommended Electives: ANTH 1, 3; AJ 10, 14,; ART 1A, 1B; CSIS 1, 2, ECOL 1; GBUS 1; GUID 1; HIST 7A, 7B; MATH 5; MUS 1A, 1B; PSYC 1A, 1B, 29, 30; Spanish; THEA 1

Industrial Technology

The Industrial Technology major will not be offered during this catalog cycle.

Interpersonal Communication

A.A. Degree

Certificate of Achievement



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

Interpersonal Communication *A.A. Degree*

CMUN 10	Small Group Communication	3 units
PSYC 1A	Introduction to Psychology	3 units
PSYC 27	Contemporary Leadership	3 units
PSYC 30	Psychology of Interpersonal Communication	2 units
PSYC 52*	Peer Counseling	2 units

The knowledge and skills in this major are designed to promote positive communication and increase problem-solving skills in work and personal environments. Those interested in psychology will also benefit from this major.

Choose one:

PSYC 41	Psychology of Adjustment	(2 units)
SOC 3	Sociology of Minorities	(3 units)
	2-3 units

Recommended Electives: SOC 1A, HE 2

Choose one:

ANTH 3	Cultural Anthropology	(3 units)
SOC 4	Sociology of Women and Men	(3 units)
SOC 21	Marriage and the Family	(3 units)
	3 units

Total Units for Major: 18-19 UNITS

Plus completion of general education requirements units vary

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

Interpersonal Communication *Certificate of Achievement*

CMUN 10	Small Group Communication	3 units
PSYC 27	Contemporary Leadership	3 units
PSYC 30	Psychology of Interpersonal Communication	2 units
PSYC 52*	Peer Counseling	2 units
Total Units for Certificate of Achievement:		10 UNITS

The knowledge and skills in this Certificate of Achievement are designed to promote positive communication and increase problem-solving skills in work and personal environments.

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

Communication Studies *Certificate of Achievement*

Choose 12 units:

CMUN 1A	Introduction to Public Speaking	(3 units)
CMUN 2	Oral Reading	(3 units)
CMUN 4	Intercultural Communication	(3 units)
CMUN 8	Interpersonal Communication	(3 units)
CMUN 10	Small Group Communication	(3 units)
CMUN 129	Presentation Graphics - MS Powerpoint	(1 unit)
Total Units for Certificate of Achievement:		12 UNITS

Take this opportunity to learn skills that will increase your understanding of yourself, your relationships and your ability to communicate with other people.

Students who successfully complete 12 units of communication studies coursework will earn a Certificate of Achievement in Communication Studies. This certificate will inform future employers, college admissions offices and professional institutions that you have received specialized training in communication skills. This certificate can accompany any degree and enhance your qualifications for the job or university you desire.



Language Arts

A.A. Degree

After completing the Language Arts major students transferring to a four-year institution will be prepared for additional study in the following areas:

- English
- Liberal studies

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

Language Arts A.A. Degree

Communications Course3	units
Philosophy Course3	units
Choose one:		
ENGL 2A Introduction to Poetry (3 units)		
ENGL 2B Introduction to Multic-Cultural Literature (3 units)		
ENGL 2C Introduction to Film and Fiction (3 units)		
ENGL 2D Introduction to the Study of Fiction (3 units)		
ENGL 2E Introduction to Women Writers (3 units)		
ENGL 2H Mexican-American Literature (3 units)		
ENGL 2I Introduction to Native-American Literature (3 units)		
ENGL 4A British Literature (449 to 1798 A.D.) (3 units)		
ENGL 4B British Literature (1798 to the Present) (3 units)		
ENGL 5A Survey of American Literature - 1620-1865 (3 units)		
ENGL 5B Survey of American Literature - 1865 to Present (3 units)		
.....	.3	units
Choose one:		
SPAN 1A Elementary Spanish (5 units)		
SPAN 1B Elementary Spanish (5 units)		
SPAN 12A Spanish for Spanish Speakers (5 units)		
SPAN 12B Spanish for Spanish Speakers - Intermediate/Advanced (5 units)		
.....	.5	units
Choose one:		
JOUR/SOC 10 Mass Media and Society (3 units)		
JOUR 16A Writing for Media (3 units)		
.....	.3	units
Additional course from any of the above lists3	units
Total Units for Major:	20	UNITS
Plus completion of general education requirements	units vary	
Total Units Required for A.A.:	minimum of 60	UNITS

To complete the requirements for the Language Arts major the student must complete a minimum of one (1) course from each of the categories listed. Any remaining units needed for the 20-unit major may be taken from any of the categories.

Recommended Electives: ANTH 1, 3, ART 1A **or** 1B, CSIS 1 **or** 2, ECOL 1, HIST 7, MUS 1A, 1B, Theatre Arts

Liberal Arts

A.A. Degree

University Studies (IGETC)
University Studies (CSU)
Liberal Arts (Multiple Subjects)



After completing the Liberal Studies major, students transferring to a four-year institution will be prepared for additional study at the upper division level.

The curriculum is designed to provide a non-professional liberal education that will prepare students with broad knowledge and critical thinking skills for many professional programs.

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

Liberal Arts *A.A. Degree*

University Studies (IGETC)

Students will qualify for an Associate of Arts degree by completing the Intersegmental General Education Transfer Curriculum (IGETC), listed below, and a sufficient number of transferable courses to total 60 units. Courses taken in areas 1 through 5 must be completed with a grade of "C" or better. Students must meet Gavilan College GPA and residency requirements.

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

AREA 1 - ENGLISH COMMUNICATION 9 units

Three courses required, one each from A, B, and C

A: English Composition - ENGL 1A

B: Critical Thinking - ENGL 1C or PHIL 4

C: Oral Communication - CMUN 1A, 8, 10

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING 3 units

One course: ECON 11; GBUS 11; MATH 1A, 1B, 1C, 2, 2C, 5, 6, 7, 8, 8A, 8B, 9, 10, 14, 26

AREA 3 - ARTS AND HUMANITIES 9 units

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

Arts: ART 1A, 1B, 6, 21; HIST 21; MUS 1A, 1B; THEA 1, 7

Humanities: ART 20; ENGL 1B, 2A, 2B, 2C, 2D, 2E, 2H, 2I, 2J, 4A, 4B, 5A, 5B, HIST 1, 2, 3, 4A, 4B, 5, 6, 7A, 7B, 10, 12, 14, 18, 19; HUM 3, 4, 5, 10; PHIL 1, 3, 3B, 6, 6B, 7A, 7B, 8, 15; SPAN 2A, 2B

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES 9 units

Three courses from at least two disciplines or an interdisciplinary sequence

ANTH 2, 3, 5, 10; CD 2, 3; CMUN 4; ECON 1, 2, 10; GEOG 2;

HIST 1, 2, 3, 4A, 4B, 5, 6, 10, 12, 14, 18, 19; JOUR 10; PHIL 12, POLS 1, 3, 4, 12;

PSYC 1A, 1B, 2, 3; SOC 1A, 1B, 3, 4; SOC 10; SSCI 1

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCE 7-9 units

Two courses, one Physical Science course and one Biological Science course, one of which must include a lab (lab courses are underlined)

Physical Science: ASTR 1; CHEM 1A, 1B, 12A, 12B, 30A, 30B; GEOL 1;

GEOG 1; PSCI 1; PHYS 1, 2A, 2B, 4A, 4B, 4C

Biological Sciences: ANTH 1; BIO 1, 4, 5, 7, 8, 9, 10, 13, 15; ECOL 1

AREA 6 - HISTORY 3 units

One course: HIST 1, 2, 18, 19, 21; POLS 1

AREA 7 - ELECTIVES OR PREPARATION FOR MAJOR 18-20 units

Electives must be transferable courses.

Total Units Required for A.A.:

(Areas 1-7 plus completion of general education requirements)

minimum of 60 UNITS

Liberal Arts *A.A. Degree***University Studies (CSU)**

Students will qualify for an Associate of Arts degree from Gavilan College by completing the California State University (CSU) pattern, listed below, and 15-21 transferrable units for a total of 60 transferable units. Within the 60 transferable units, 30 general education units (Areas A-E) must be completed with a grade of "C" or better in each course, including ALL units in Area A (9 units) and Area B-4 (3-5 units).

AREA A - COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING9 units
Select one course from each category. All courses must be completed with a grade of "C" or better.

A-1 Oral Communication: CMUN 1A, 8, 10

A-2 Written Communication: ENGL 1A

A-3 Critical Thinking: PHIL 2, 4, or 5 *or* ENGL 1C

AREA B - PHYSICAL UNIVERSE AND ITS LIFE FORMS 9 units
One□

B-1 Physical Science:

ASTR 1; CHEM 1A, 1B, 12A, 12B, 30A, 30B; GEOG 1; GEOG 1, 13; PHYS 1, 2A, 2B, 4A, 4B, 4C; PSCI 1

B-2 Life Science:

ANTH 1; ECOL 1; BIOL 1, 4, 5, 7, 8, 9, 10, 13, 15, 20

B-3 Laboratory Activity:

Lab courses are underlined and are included in B-1 and B-2

B-4 Mathematics / Quantitative Reasoning (Grade "C" *or* better):

ECON 11; GBUS 11; MATH 1A, 1B, 1C, 2, 2C, 5, 6, 7, 8, 8A, 8B, 9, 10, 12, 14, 26

AREA C - ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE9 units

ENGL 1B Composition and Literature (3 units) **(required)**

Choose Minimum of 2 units from one of the following list:

C-1 Arts (Art, Dance, Music, Theatre)

ART 2A, 3A, 6, 8A, 10A, 13, 14**, 25A

CD 25A

CMUN 2

HUM 10

MUS 3A, 4A

THEA 4, 7, 12A

Choose one course from the following list:

C-2 Humanities (Literature, Philosophy, Foreign Languages)

ART 1A, 1B, 11, 20, 21

ENGL 2A-E, 2H, 2I, 2J, 4A, 4B, 5A, 5B, 9A-C

HIST 1, 2, 3, 4A**, 4B**, 5, 6, 7A, 7B, 10, 12, 14, 18, 19, 21

HUM 3, 4, 5, 10

JOUR 10

MUS 1A, 1B

PHIL 1, 3, 3B, 6, 6B, 7A, 7B, 8, 15

SOC 10

SPAN 1A, 1B, 2A, 2B, 9A, 12A, 12B

THEA 1

Liberal Arts *A.A. Degree*

University Studies (CSU), continued

AREA D - SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS . . . □

9 units

Select one course from Requirement 1:

REQUIREMENT 1: HIST 1, 2, 18, 19 or POLS 1

Note: For the baccalaureate degree, one of the following combinations is required:
HIST 1 & 2, HIST 1 & 19, HIST 2 & 18, POLS 1 with either HIST 1, 2, 18, or 19

Select two courses from Requirement 2:

REQUIREMENT 2:

D-1 Anthropology and Archeology: ANTH 2, 3, 5, 8, 10

D-2 Economics: ECON 1, 2, 10

D-3 Ethnic Studies: CMUN 4, HIST 10, 12; SOC 3

D-4 Gender Studies: SOC 4, HIST 5, 6

D-5 Geography: GEOG 2

D-6 History: HIST 1, 2, 3, 4A, 4B, 10, 12, 14, 18, 19

D-7 Interdisciplinary Social and Behavioral Science: AJ 6; ANTH 9, CD 7; CMUN 4, PSYC 7; POLS 6; PSYC 6; SSCI 1

D-8 Political Science, Government, and Legal Institutions: PHIL 12; POLS 1, 3, 4, 12

D-9 Psychology: CD 2, 3; PSYC 1A, 1B, 2

D-0 Sociology and Criminology: JOUR 10; SOC 1A, 1B, 3, 4, 10

AREA E - LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT 3 units

1. One unit from any Physical Education activity course
2. Select two units from the following list:
 - AH 3, 11
 - BIO 11
 - CD 2+3 (acceptable for Area E only if taken in combination)
 - GUID 1
 - HE 1, 2
 - PSYC 2+ 3 (acceptable for Area E only if taken in combination), 5, 41
 - SOC 21

Total (AREAS A-E): 39 UNITS

Plus completion of 15-21 elective transferrable units □ 15-21 units

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

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

Liberal Arts *A.A. Degree*

Multiple Subjects

AREA 1 - ENGLISH & COMMUNICATION SKILLS

ENGL 1B, 2A-E, 2H-J, 4A, 4B, 5A, 5B
 CMUN 1, 2, 8, 10

..... 3 units

AREA 2 - MATHEMATICS & NATURAL SCIENCE

Mathematics - Any baccalaureate level mathematics

Biological Sciences:

ANTH 1
 BIO 1, 4, 5, 7, 8, 9, 10, 11, 15, 20
 ECOL 1; AH 8, 9, 11, 15

Physical Science:

ASTR 1
 CHEM 1A, 1B, 12A, 12B, 30A, 30B
 GEOL 1
 GEOG 1
 PHYS 1, 2A, 2B, 4A, 4B, 4C
 PSCI 1

.....3-5 units

AREA 3 - SOCIAL SCIENCE

ANTH 2, 3, 5, 8, 9, 10
 CD 2, 3, 7
 CMUN 4
 ECON 1, 2, 10
 GEOG 2
 HIST 1, 2, 3, 5, 6, 12, 14, 18, 19
 JOUR 10
 PHIL 12
 POLS 1, 3, 4, 12
 PSYC 1A, 1B, 2, 3, 7, 41
 SOC 1A, 1B, 3, 4, 10, 21
 SSCI 1

.....2-3 units

AREA 4 - HUMANITIES & FINE ARTS

ART 1, 11, 20, 21
 PHIL 1, 2, 3, 3B, 4, 5, 6, 6B, 8, 15
 HIST 7A, 7B, 21
 HUM 3, 4, 5, 10
 MUS 1
 THEA 1
 SPAN 1A, 1B, 2A, 2B, 9A, 12A, 12B

.....3-5 units

AREA 5 - COMPUTER SCIENCE & INFORMATION SYSTEMS

CSIS 1, 2 2-4 UNITS

Total Units for Major: minimum of 19 UNITS

Plus completion of general education requirements units vary

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

Major Requirements:

Complete one course from each area. Any remaining units needed to reach a minimum of 19 units may be completed by selecting any course from areas 1-5.

The major will prepare students for many professional programs. Students planning to transfer to a 4-year institution (such as San Jose State University) for the purpose of seeking the Multiple Subjects Teaching Credential (Elementary Education) should complete Allied Health 3 and both Child Development 2 and Child Development 3, and may expect to transfer not more than 7 additional units of Child Development lower division classes as electives. For further advice, consult with an advisor at the intended university and see the "major-to-major" articulation agreement between Gavilan College and that university.

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

General Education Requirements:

Along with the major course requirements listed, students should see statement on page 38.

Recommended Electives: Any transfer course



Mathematics

A.S. Degree

After completing the Mathematics major, students transferring to a four-year institution will be prepared for additional study in the following areas:

Actuarial science, applied mathematics, computer science (programming), statistics, theoretical mathematics

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

Mathematics A.S. Degree

CSIS/ENGR 5	C++ Scientific Programming	3 units
MATH 1A	Single-Variable Calculus and Analytic Geometry	4 units
MATH 1B	Single-Variable Calculus and Analytic Geometry	4 units
MATH 1C	Multivariable Calculus	4 units
MATH 2 *	Linear Algebra	3 units
MATH 2C	Differential Equations	3 units
Total Units for Major:		21 UNITS

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

Recommended Electives: MATH 5, 26; PHYS 4A, B, C

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

- identify and utilize appropriate mathematical operations in the simplification of expressions and solution of equations.
- compare and contrast various mathematical models and then apply the appropriate model to real world problems.
- describe, compare and contrast various mathematical functions using everyday language.
- describe, compare and contrast various mathematical properties and operations for real and imaginary numbers using everyday language.

Mathematics majors are encouraged to consult four-year college catalogs during their first semester at Gavilan College.

See Gavilan general education requirements on page 38. Students completing the core courses will have satisfied requirements for Area B (Physical Universe and Its Life Forms), 3. Mathematics.

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

Media Arts

A.A. Degree

Video Arts/Technical Production
Print/Cyberprint



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

Media Arts Options

The following two associate's degrees require a combination of core courses and additional requirements:

CORE COURSES:

JOUR 10	Mass Media & Society	3 units
JOUR 16A	Writing for Media	3 units
THEA 16	Introduction to Television	3 units
THEA 17A	Television & Video Workshop	3 units
HUM 10	Approaches to Contemporary Film	3 units
Core Courses Unit Total:		15 UNITS

Completion of the core courses and the additional requirements in a selected area (below) will qualify students for an A.A. degree in Media Arts.

Media Arts *A.A. Degree*

CORE COURSES:	15 units
ADDITIONAL REQUIREMENTS 7 units (minimum):	
THEA 14 Stage Production	2 units
THEA 17B Television & Video Workshop	3 units
Choose one:	
HUM 3 Introduction to the Cinema (3 units)	
THEA 4 Oral Reading (3 units)	
THEA 12B Theatre Acting Techniques (2 units)	
THEA 19 Television & Film Acting (3 units)	
THEA 20 Introduction to Scriptwriting (3 units)	
	2-3 units
Total Units for Major:	22-23 UNITS
Plus completion of general education requirements	units vary
Total Units Required for A.A.:	minimum of 60 UNITS

Video Arts/Technical Production Option

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

- demonstrate knowledge and skills related to pre-production, production and post-production for a studio or field production in television broadcast.
- participate in a live television broadcast and perform a minimum of three essential roles during the broadcast in the control room or on the studio floor.

The VideoArts/Technical Production option prepares students for four-year studies in media arts, communications, film and television studies.

Media Arts *A.A. Degree*

CORE COURSES:	15 units
ADDITIONAL REQUIREMENTS 8 units (minimum):	
JOUR 15* On-Line Investigation	3 units
JOUR 18 Working on the Newspaper	2-5 units
Choose one:	
JOUR 16B Reporting for Media (3 units)	
JOUR 30* Magazine Writing (3 units)	
	3 units
Total Units for Major:	23-26 UNITS
Plus completion of general education requirements	units vary
Total Units Required for A.A.:	minimum of 60 UNITS

Print/Cyberprint Option

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

- plan, formulate and compose news stories, requiring them to restate facts, describe people and conditions and explain and report on current events as well as describe and translate constitutionally guaranteed freedom of speech into practical language and define libel and best ethical journalistic practices, differentiating between standard and sub-standard ethics.
- define and apply standard journalistic practices and work with each other to appraise and revise each other's stories as well as interpret current events, campus organizational structures and human beings to demonstrate a common understanding of news values, choosing and selecting interesting stories to cover.

Students who choose the Print/Cyberprint option prepare for transfer to four-year institutions in journalism, communications and technical writing.

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

Music

A.A. Degree

Contact:

(408) 848-4701
las@gavilan.edu

After completing the Music major, students transferring to a four-year institution will be prepared for additional study in the following areas:

Commercial music, drama, education, fine arts, music education, music history, music performance, music theory, music as a minor for recreation



Music *A.A. Degree*

MUS 1A/B	Music History & Literature	3-3	units
MUS 3A/B	Harmony/Theory	4-4	units
MUS 3C/D	Intermediate Harmony/Theory	4-4	units
MUS 4A *	Beginning Piano	3	units
MUS 4B *	Beginning Piano	2	units
MUS 8A/B *	Beginning Voice	2-2	units
Total Units for Major:		31	units

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

* Or demonstrated proficiency at this level. Students whose major instrument is piano or voice should enroll in the entire 2-year sequence of piano or voice classes.

Recommended Electives: ART 1 **or** 2A, CSIS 1 or 2, PHIL 5, PSYC 1A, SPAN, THEA 1

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

- be able to hear, identify, and work conceptually with the elements of music: rhythm, melody, harmony, and structure.
- demonstrate ability in performing areas appropriate to his/her needs and interests, including historical and modern music.



Physical Education

A.A. Degree

Education/Sports Medicine Option

Sports Management Option

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

- list and describe 5 career options available in the field of physical education.
- explain the importance of lifetime fitness in today's society.
- discuss the concentration area (option) that is their major emphasis of study.
 - a. History
 - b. Role within the work setting
 - c. Skill demonstration if appropriate (athletic training)
- select a sport and explain an appropriate tournament format or describe the basic skills required to participate in that sport.

Contact:
 (408) 848-4876
 pe@gavilan.edu

Physical Education *A.A. Degree*

Education/Sports Medicine Option

AH 30	Standard First Aid and Cardiopulmonary Resuscitation	2	units
PE 2	Introduction to Physical Education	3	units
PE 3	Introduction to Athletic Training	4	units
PE 5	Individual and Dual Sports	3	units
BIO 15*	Survey of Anatomy and Physiology	5	units

Choose one of the following:

PE 1	Orientation for Student Athlete Success	(2 units)	
PE 6	Games and Rhythms for Children	(3 units)	
PE 7	Theory of Sports Management	(3 units)	
PE 9	Fundamentals of Soccer	(2 units)	
PE 10	Fundamentals of Softball	(2 units)	
PE 11	Fundamentals of Baseball	(2 units)	
PE 12	Fundamentals of Football	(2 units)	
PE 14	Fundamentals of Basketball	(2 units)	
HE 1**	Health Education	(3 units)	
		2-3	units

Physical Education Activity Courses -

A minimum of 8 units from at least 5 different activities (may include Intercollegiate Athletics) 8 units

Total Units Required for Major: 27-28 UNITS

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

Students completing the major will have satisfied requirements for Biological Science List 1 and the Physical Education Activity classes in the general education requirements for the A.A. degree.

Career options: Teaching, sports medicine, parks and recreation departments, fitness centers.

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

* Will satisfy majors prerequisite at most 4-year institutions. Students planning to transfer should consult with a counselor.

**HE 1 can be used to satisfy general education and the major requirements.

Physical Education *A.A. Degree*

Sports Management Option

AH 30	Standard First Aid and Cardiopulmonary Resuscitation	2	units
PE 2	Introduction to Physical Education	3	units
PE 3	Introduction to Athletic Training	4	units
PE 5	Individual and Dual Sports	3	units
PE 7	Theory of Sports Management	3	units

Choose one of the following:

PE 1	Orientation for Student Athlete Success	(2 units)	
PE 6	Games and Rhythms for Children	(3 units)	
PE 9	Fundamentals of Soccer	(2 units)	
PE 10	Fundamentals of Softball	(2 units)	
PE 11	Fundamentals of Baseball	(2 units)	
PE 12	Fundamentals of Football	(2 units)	
PE 14	Fundamentals of Basketball	(2 units)	
HE 1*	Health Education	(3 units)	
MKTG 100	Principles of Marketing	(3 units)	
		2-3	units

Physical Education Activity Courses -

A minimum of 8 units from at least 5 different activities (may include Intercollegiate Athletics) 8 units

Total Units Required for Major: 25-26 UNITS

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

Students completing the major will have satisfied requirements for the Physical Education Activity classes in the general education requirements for the A.A. degree.

Career options: Working with professional sports teams, fitness centers and college sports teams.

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

* HE 1 can be used to satisfy general education and the major requirements.

Physical Science & Engineering

Physical Science and Engineering
A.S. Degree

Physical Science and Engineering : General Engineering
A.S. Degree



The A.S. degree in Engineering and Physical Science has two options.

The **Physical Science and Engineering** option is for students interested in pursuing degrees in astronomy, chemistry, geology or geophysics, general science, meteorology, oceanography, physics, etc.

The **Physical Science and Engineering: General Engineering** option is for students interested in pursuing a degree in any field of engineering (Aeronautical, Chemical, Civil, Computer, Electrical, Industrial, Materials, Mechanical, etc.). The General Engineering option follows a pattern of lower-division courses established by the California Engineering Liaison Council (ELC), an organization composed of representatives from two and four-year colleges. Students who complete the General Engineering option will be able to transfer to the UC or CSU campus of their choice and complete their degree program in the same amount of time as students who start at the four-year schools.

During their first semester at Gavilan, Physical Science and Engineering majors are encouraged to consult the catalogs of the four-year schools to which they plan to transfer. Specific requirements for four-year engineering degrees vary by university.

Physical Science and Engineering *A.S. Degree*

CHEM 1A/B	General Chemistry	5-5	units
MATH 1A/B	Single-Variable Calculus & Analytic Geometry	4-4	units
MATH 1C	Multivariable Calculus	4	units
MATH 2*	Linear Algebra	3	units
MATH 2C	Differential Equations	3	units
ENGR/CSIS 5	C++ Scientific Programming	3	units
PHYS 4ABC	Physics for Scientists and Engineers	4-4-4	units
		<u>43</u>	UNITS

Plus completion of general education requirements

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

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

- demonstrate appropriate integration of math and science to solve real-world problems.
- demonstrate appropriate design and execution of experiments, as well as analysis and interpretation of the data.
- demonstrate an ability to communicate clearly using written, oral, electronic, and graphical means.

See Gavilan general education requirements on page 38. Students completing the core courses will have satisfied requirements for Area B (Physical Universe and Its Life Forms), 1. Physical Science and 3. Mathematics. Students completing the General Engineering Option will have satisfied requirements for Area A (Communication in the English Language), 2. Written Communication.

Students are strongly advised to consult the appropriate college catalogs and their counselors to determine the specific lower division requirements for the schools of their choice.

Physical Science and Engineering: General Engineering *A.S. Degree*

CHEM 1A/B	General Chemistry	5-5	units
ENGL 1A	Composition	3	units
ENGR 1	Engineering Graphics	3	units
ENGR 2	Statics	3	units
ENGR 3	Electrical Circuits, Devices and Systems	3	units
ENGR 4	Properties of Materials	3	units
ENGR 5	C++ Scientific Programming	3	units
MATH 1A/B	Single-Variable Calculus & Analytic Geometry	4-4	units
MATH 1C	Multivariable Calculus	4	units
MATH 2*	Linear Algebra	3	units
MATH 2C	Differential Equations	3	units
PHYS 4ABC	Physics for Scientists and Engineers	4-4-4	units
		<u>58</u>	UNITS

Plus completion of general education requirements

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

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

- identify, compare and contrast engineering problems and demonstrate integration of math and science to solve them.
- demonstrate appropriate design and execution of experiments, as well as analyze and interpret of the data.
- demonstrate the engineering design process by designing a system, component or process to meet a desired need.
- demonstrate an ability to communicate clearly using written, oral, electronic and graphical means.

See Gavilan general education requirements on page 38. Students completing the core courses will have satisfied requirements for Area B (Physical Universe and Its Life Forms), 1. Physical Science and 3. Mathematics. Students completing the General Engineering Option will have satisfied requirements for Area A (Communication in the English Language), 2. Written Communication.

Students are strongly advised to consult the appropriate college catalogs and their counselors to determine the specific lower division requirements for the schools of their choice



Social Science

A.A. Degree

After completing the Social Science major, students transferring to a four-year institution will be prepared for additional study in the following areas:

Anthropology, child development, counseling, education, ethnic studies, government, history, political science, psychology, social psychology, social work, sociology

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

Social Science *A.A. Degree*

MAJOR REQUIREMENTS:

Complete one course from each list. Any remaining units needed to reach a minimum of 18 may be selected from any of the lists.

Choose one:

- HIST 1 United States History Through Reconstruction (3 units)
 - HIST 2 United States History Reconstruction to the Present (3 units)
 - HIST 3 History of California (3 units)
 - HIST 5 Women's Lives in Early United States History (3 units)
 - HIST 6 Women's Lives in Recent United States History (3 units)
 - HIST 7A History of Western Civilization (3 units)
 - HIST 7B History of Western Civilization (3 units)
 - HIST 10 Cultural History of the Mexican American (3 units)
 - HIST 14 U.S. in the 20th Century: An Oral History Approach (3 units)
 - HIST 18 Our American Experience I (3 units)
 - HIST 19 Our American Experience II (3 units)
 - HIST 21 Ancient Americas: A History through Art (3 units)
-3 units

Choose one:

POLS 1	Introduction to American Government (3 units)	
POLS 3	Introduction to Comparative Politics (3 units)	
AJ/POLS/PSYC 6	Introduction to Conflict Resolution (3 units)	
POLS 8	Field Work in Politics (1 unit)	
ECON 1	Principles of Macroeconomics (3 units)	
ECON 2	Principles of Microeconomics (3 units)	
ECON 10	Fundamentals of Economics (3 units)	
	3 units

Choose one:

PSYC 1A	Introduction to Psychology (3 units)	
PSYC 1B	Introduction to Psychology (3 units)	
PSYC 41	Psychology of Adjustment (2 units)	
CD 2/PSYC 2	Early Child Development (3 units)	
CD 3/PSYC 3	Child Growth and Development During the School Years (3 units)	
CD 5	Child, Family and Community (3 units)	
CD 7/PSYC 7	Cultural Context of Childhood (3 units)	
	2-3 units

Choose one:

SOC 1A	Introduction to Sociology (3 units)	
SOC 1B	Introduction to Sociology: Social Problems (3 units)	
SOC 3	Sociology of Minorities (3 units)	
SOC 4	Sociology of Women and Men (3 units)	
SOC 21	Marriage and the Family (3 units)	
JOUR10/SOC 10	Mass Media and Society (3 units)	
	3 units

Choose one:

ANTH 1	Introduction to Physical Anthropology (3 units)	
ANTH 2	Introduction to Archeology (3 units)	
ANTH 3	Introduction to Cultural Anthropology (3 units)	
ANTH 9/CD7/PSYC 7	Cultural Context of Childhood (3 units)	
GEOG 2	Cultural Geography (3 units)	
	3 units

Total Units from above lists: □	14-15 units
Additional courses selected from above	3-4 units
Total Units for Major:	18 UNITS
Plus completion of general education requirements	units vary
Total Units Required for A.A.:	minimum of 60 UNITS

Recommended Electives:

AJ 10, 14; ANTH 1; CSIS 1 or 2; ECOL 1; GBUS 1; MATH 5; PHIL 1; PSYC 30; Spanish



Spanish

A.A. Degree

Non-Native Speakers Options
Native Speakers Option

After completing the Spanish major, students transferring to a four-year institution will be prepared for additional study in Spanish.

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

Summer Program
Study and travel in Malaga, Spain

Spanish *A.A. Degree*

Non-Native Speakers Option 1

SPAN 1A	Elementary Spanish	5 units
SPAN 1B	Elementary Spanish	5 units
SPAN 2A	Intermediate Spanish	5 units
SPAN 2B	Intermediate Spanish	5 units
Total Units for Major:		20 UNITS

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

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

- be able to converse in Spanish at the basic level.
- demonstrate proper conjugation of verbs; in the written and oral form.

Spanish *A.A. Degree*

Non-Native Speakers Option 2

SPAN 1B	Elementary Spanish	5 units
SPAN 2A	Intermediate Spanish	5 units
SPAN 2B	Intermediate Spanish	5 units

Choose one course from following list:

SPAN 12A	Spanish for Spanish Speakers	(5 units)
SPAN 12B	Spanish for Spanish Speakers - Intermediate/Advanced	(5 units)
SPAN 23	Independent Study	(3 units minimum)

Total Units for Major: 3-5 units
18-20 UNITS

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

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

- be able to write in Spanish.
- be able to demonstrate the use of proper grammar and syntax when writing paragraphs.

Note: Students with two years of high school Spanish are advised to take this option.

Spanish *A.A. Degree*

Non-Native Speakers Option 3

SPAN 2A	Intermediate Spanish	5 units
SPAN 2B	Intermediate Spanish	5 units

Choose a minimum of 8 units from following list:

SPAN 12A	Spanish for Spanish Speakers	(5 units)
SPAN 12B	Spanish for Spanish Speakers - Intermediate/Advanced	(5 units)
SPAN 23	Independent Study	(2 units)

Total Units for Major: 8 units
18 UNITS

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

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

- be able to write in Spanish.
- be able to demonstrate the use of proper grammar and syntax when writing paragraphs.

Note: Students with four years of high school Spanish are advised to take this option.

Spanish *A.A. Degree*

Native Speakers Option

SPAN 12A	Spanish for Spanish Speakers	5 units
SPAN 12B	Spanish for Spanish Speakers - Intermediate/Advanced	5 units
SPAN 23	Independent Study	2 units

Choose 2 courses from following list:

ART 21	Ancient Americas: A History through Art	(3 units)
HIST 12	Cultural History of the Mexican American	(3 units)
ENGL 2H	Mexican-American Literature	(3 units)

Total Units for Major: 6 units
18 UNITS

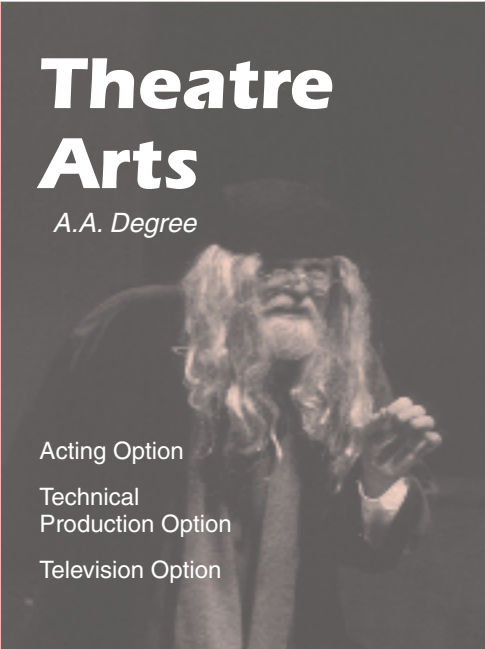
Plus completion of general education requirements units vary
Total Units Required for A.A.: minimum of 60 UNITS

Note: Students with native fluency can take this option.

Recommended Electives: ANTH 3, ART 21, ENGL 2B, SOC 3

Theatre Arts

A.A. Degree



- Acting Option
- Technical Production Option
- Television Option

The Gavilan College Theatre Arts Program celebrates drama in literature, history and performance. In the program, the history and development of theatre as art and human expression is studied and explored.

An essential component of the learning experience in theatre arts at Gavilan College is the creation and participation of live theatrical performances from all genres for audiences of all ages.

Program Learning Outcomes: After completing a major in Theatre Arts a student will:

- critique live theatrical performances articulating a clear opinion discussing whether the production has succeeded in illuminating the playwright's intention.
- use and demonstrate skills in participating in the technical production elements of a live theatrical production including: sound, lights, costumes, scenery and stage management

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

The following associate's degrees require a combination of core courses and additional requirements:

CORE COURSES:

THEA 1	Theatre History	3 units
THEA 2A	Children's Theatre Repertory	2 units
THEA 12A	Acting Techniques	3 units
THEA 13A	Actor's Workshop	3 units
THEA 14	Stage Production	2 units
Core Courses Unit Total:		13 UNITS

Completion of the core courses and the additional requirements in a selected area (below) will qualify students for an associate's degree in Theatre Arts.



Rocky Horror Show

Theatre Arts *A.A. Degree*

Acting Option

CORE COURSES: 13 units

ADDITIONAL REQUIREMENTS:

THEA 13 B-D Actor's Workshop 3-9 units

Choose additional units from the seven courses listed below:

- MUS 8A-D Beginning/Intermediate Voice (2-2-2-2 units)
- THEA 10 Television, Film and Stage Make-up (2 units)
- THEA 11 Dance and Movement for the Theatre (2 units)

Choose only one of the following two courses:

- CMUN 2/THEA 4 Oral Reading (3 units)
- THEA 19 Acting for Film and Television (3 units)

Choose only one of the following two courses:

- THEA 2B Children's Theatre Repertory (2 units)
- THEA 12B Introduction to Acting (2 units)

Total Units for Major: 0-5 units
 minimum of 21 UNITS

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

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

Theatre Arts *A.A. Degree*

Technical Production Option

CORE COURSES: 13 units

ADDITIONAL REQUIREMENTS:

Choose 4 units from classes listed below:

- Any Journalism production course
- Any Music performance course
- Any Computer Graphics & Design course

..... 4 units

Choose 4 units from classes listed below:

- ART 2A/B Two Dimensional Design/Form and Color (2-2 units)
- ART 8A/B Photography (3-3 units)
- ART 10A or 10B Cultural History of Ceramics/Ceramics (3 units)
- ART 12A or 12B Sculpture (2 units)
- ART 13 Three Dimensional Design (3 units)
- THEA 15 Introduction to Design for Stage, Film and Television (3 units)

..... 4 units

Total Units for Major: minimum of 21 UNITS

Plus completion of general education requirements units vary

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

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

Career opportunities for a graduate of theatre arts with the Technical Production option include: jobs at convention, cultural and recreational centers as well as theatre facilities. Hands on experience in theatrical productions is emphasized in the Gavilan College Theatre Arts program.



Theatre Arts *A.A. Degree*

Television Option

CORE COURSES: 13 units

ADDITIONAL REQUIREMENTS:

- THEA 16 Introduction to Television 3 units
- THEA 17A/B Television and Video Workshop 3 units

Choose one:

- THEA 19 Acting for Film and Television (3 units)
- THEA 20 Introduction to Scriptwriting (3 units)

..... 3 units

Total Units for Major: minimum of 22 UNITS

Plus completion of general education requirements units vary

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

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

The Television option in Theatre Arts provides an opportunity for students to learn technical stage production and television production skills by completing project-based educational experiences.

