

GAVILAN  COLLEGE



Catalog 2011 – 2013

BIG TIME EDUCATION, HOMETOWN LOCATION



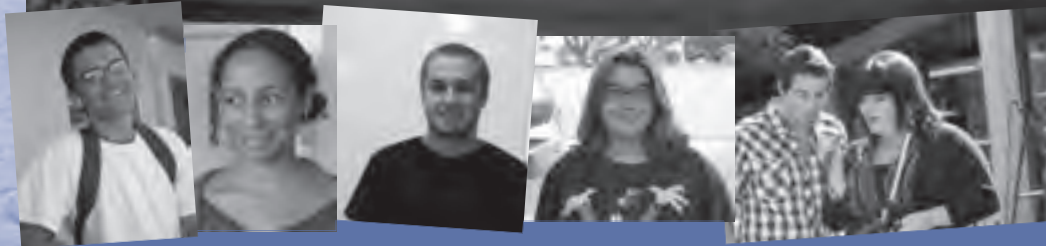
GAVILAN COLLEGE CATALOG 2011-2013

Associate of Arts

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

Associate of Science

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



5055 Santa Teresa Blvd., Gilroy, CA 95020

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

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



Big Time Education, Hometown Location!

Are you where you want to be in life? What do you need to get ahead? If you want to prepare for a great career, transfer to a university, get better job skills to get ahead, or review the basics to go back to school, Gavilan College can help you succeed.

At Gavilan College, our mission is student success. We're focused on helping you define and achieve your goals. Once you select a program of study, Gavilan College resources and services are there to guide you through completion. Our faculty puts teaching first -- although many are researchers and scholars who are published in their fields, their priority is YOUR education.

Whether you study liberal arts or STEM (science, technology, engineering, or mathematics), or are working towards professional certification in a career field, you will find the same small classes, personal attention, and focus on success that generations of students have found at Gavilan College.

Gavilan College has grown since 1919, but we remain the institution of higher education that our communities can rely upon. We hope the you too will find Gavilan to be your "college of choice."

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

Steven M. Kinsella, D.B.A., C.P..A.,

Superintendent-President

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

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



Check out
our web site

www.gavilan.edu

DIRECTORY

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

MAIN CAMPUS - GILROY

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

HOLLISTER - BRIGGS BUILDING

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

MORGAN HILL - COMMUNITY CENTER

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

Security

EMERGENCY/CAMPUS SECURITY:

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

NON EMERGENCY:

Security Office (SF) 408-848-4703

Administration

Superintendent/President 408-848-4711
 Dr. Steven M. Kinsella 408-848-4712
Gavilan College Educational Foundation, Institutional Research, Physical Education/Athletics, Public Information Office

Executive Vice President of Instructional Services 408-848-4761
 Dr. Kathleen Rose 408-848-4760
Accreditation, Career Technical Education, Community Development & Grants Management, Community Guidance Courses, Disability Resource Center, Extended Opportunity Programs & Services, Enrollment Management, Curriculum, Certificates, Degrees, Institutional Effectiveness, Class Schedule Development, Faculty Professional Development, Liberal Arts & Sciences

Vice President of Student Services 408-848-4738
 John Pruitt 408-848-4732
Admissions & Records, Articulation, Assessment, Basic Skills, Career/Transfer Resource Center, Counseling/Guidance Courses, Disability Resource Center, Extended Opportunity Programs & Services, Enrollment Management, Financial Aid, Health Services, Hollister and Morgan Hill Sites, Matriculation, Outreach & Recruitment, Puente, Retention, Schedule/Catalog Production, Student Activities, Student Discipline, Student Government, TRIO

Vice President, Administrative Services 408-848-4731
 Joseph Keeler 408-848-4715
Equal Opportunity and Grievance Officer, Risk Management, Facility Construction, Faculty and Classified Negotiations, Health and Safety, and Internal/External Contract Management, Business Services, Facilities' Services, Human Resources, MIS and Security & Support Services

Dean, Career Technical Education

Sherrean Carr 408-847-4757
Administration of Justice, Allied Health (Registered Nursing, Certified Nurse Assistant, Health Education, Home Health Aid, Clinical Medical Assisting), Apprenticeships, Aviation, Business (Accounting, Business, Business - General, Business Office Technology, Computer Science and Information Systems, Economics), Child Development and Educational Studies, Child Development Center, Computer Graphics and Design, Computer Labs, Computer Place, Cooperative Work Experience (CWE), Cosmetology, Digital Media, Mass Communications and Television, Media Services, Regional Occupational Programs (ROP), Tech Prep, Tutoring Services

Dean, Liberal Arts & Sciences

Fran Lozano 408-848-4702
Basic Skills, Community Media Access Partnership (CMAP), Computer Labs, Fine Arts, English, English as a Second Language (ESL), GavTV, Library, Media Services, Math-Engineering-Science Achievement (MESA), Natural Sciences, Online Course Development/Distance Learning, Puente, Social Sciences, Student Success Center, Teaching and Learning Center, Television Services

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

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

Associate Dean, Community Development and Grants Management,

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

Associate Dean, Disability Resource Center, Fran Lopez 408-848-4871
Adapted Physical Education, CareerPrep, Classes and Services, Counseling, High Tech Center, HOPE - Vocational Training for Adults with Developmental Disabilities, Learning Skills Program, WorkAbility III

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

Director, Contract and Community Education, Terry Newman 408-852-2804

Director, Admissions and Records, Candice Whitney 408-848-4754
Admissions, Enrollment Verification, Grades, International Students, Registration, Residency Determination and Transcripts, Tuition and Fee Payment

Director, Business Services, Susan Cheu 408-848-4739
Accounting, Accounts Payable, Budget Development, Cashier, Payroll, Purchasing/Contract Support

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

Director, Facility Services, Jeff Gopp 408-848-4705
Facilities, Grounds, Maintenance, Custodial

Director, Financial Aid, Veronica Martinez 408-848-4725
Financial Assistance, Funding for Future Education, Recruitment, Assist Students and Provide Connection to Resources

Director, Human Resources 408-848-4753
Benefits Administration, Compensation, Recruitment, Workers' Compensation and Employee Relations

Director, Management Information Systems, Mimi Arvizu 408-848-4840
Information Systems, Phone and Web Registration, State Reporting, Technology Planning and Support, and Website

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

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

Director, Security & Support Services, Ana Hipol 408-848-4720
Facilities Use Scheduling, Mail, Parking, Reprographics, Security, Switchboard/Information Center, Warehouse and Receiving

Director, TRIO, Richard Alfaro 408-846-4981

Director, CalWORKs, Susan Sweeney 408-848-4813

Director, MESA, Eduardo Cervantes 408-846-4968

Director, Student Activities, Lewis Hall 408-852-2849
Student Clubs, Organizations and Events

Site Director, Hollister, Judy Rodriguez 831-636-3783
365 Fourth St., Hollister, CA 95023

Site Director, Morgan Hill, Lorraine Welk 408-782-2873
17060 Monterey Rd., Morgan Hill, CA 95037

Board of Trustees

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

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

Mike Davenport, Morgan Hill
B.S., Jacksonville University, M.S., National University

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

Walt Glines, Gilroy

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

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

Student Trustee

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



Direct Phone Numbers

Admissions and Records Office (SC111)	408-848-4735 or 408-846-4954	Financial Aid (SC124)	408-848-4727
Allied Health	408-848-4883	Foundation/Fund Raising (CE)	408-848-4715
Assessment Office (MP100)	408-846-4992	GavTV, Channel 18 (PB4)	408-848-4764
ASB - Student Body Office (SC158)	408-848-4777	Gilroy Early College Academy (PB 17)	408-846-4909
Student Activities Director (SC 161)	408-852-2849	Golf Course (south end of campus)	408-846-4920
ASB Advisor	408-846-4972	Health Services (SC118)	408-848-4791
Aviation Program	408-852-2861	Hollister Satellite Site	831-636-3783
Basic Skills Department (LI158)	408-848-4820	Human Resources (HR)	408-848-4753
Bookstore (SC)	408-848-4742	International Students (SC110)	408-848-4754
Business Skills Center (BU110)	408-848-4786	Library (LI)	408-848-4810
CalWORKs (LI101A)	408-848-4813	Reference Desk	408-848-4806
CARE - Cooperative Agencies Resources for Education (LI101A)	408-848-4790	Maintenance, Grounds, Facilities	408-846-4975
Career/Transfer Resource Center (SC102)	408-848-4818	Math Lab (MA101)	408-846-4959
Child Development Center (CD133)	408-848-4815	Math Science Engineering Achievement (MESA) (MA115)	408-848-4887
Clubs and Activities (SC161)	408-846-4777	Mediation (SC113)	408-848-4723
Community Education	408-852-2801	Morgan Hill Community Satellite Site	408-782-2873
Community Media Access Partnership (CMAP) (LI135)	408-846-4983	Noncredit Program	408-852-2824
Computer Place (LI168/LI171)	408-848-4729	Outreach and Recruitment (tours) (BU123)	408-846-4993
Contract Education	408-852-2801	Public Information Office	408-848-4724
Cooperative Work Experience (LI101A)	408-848-4813	Puente Project (SC105)	408-848-4807
Cosmetology (appointment line) (COS)	408-842-5055	The Gavilan Press (HU106)	408-848-4837
Counseling Secretary (SC113)	408-848-4723	Research (PS104)	408-848-4852
Dean, Career Technical Education	408-848-4719	ROP, Campus Specialist (BU124)	408-848-4816
Dean, Liberal Arts and Sciences	408-848-4701	S. Bay Regional Public Safety Training Consortium (San Jose)	408-270-6458
Dean, Kinesiology and Athletics	408-848-4876	Student Success Center (PB11)	408-848-4885
Disability Resource Center	408-848-4865	Theater Arts Box Office (TH111)	408-846-4973
TTY for the Deaf and Hard of Hearing	408-846-4924	Transfer Institute (SC113)	408-848-4723
Discrimination/Harassment Complaints (HR)	408-848-4715	TRIO Support Services (LI109)	408-846-4981
Distance Education Coordinator (PB11E)	408-848-4885	Tutoring Center (LI116)	408-848-4838
ESL Computer Lab (BU119)	408-848-4856	Veteran's Services (SC124)	408-848-4734
Extended Opportunities Programs and Services (EOPS)	408-848-4740	Writing Center (LI120)	408-848-4811
Evening Office	408-852-2814		

COLLEGE PROFILE

Gavilan College PRINCIPLES OF COMMUNITY

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

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

Gavilan College aspires to be:

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

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

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

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

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

Mission

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



Visionary Educational Values and Goals

Values

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

Goals

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

Philosophy

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

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

Purpose

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

Background

Gavilan College's course of studies includes a two-year lower division program that prepares students for transfer to a four-year college or university. Gavilan College also offers a variety of one-and two-year technical and occupational and pre-professional courses of study that lead to employment. Currently, 26 Associate Degree programs and 24 certificate and career programs are offered.

Currently, more than 6,000 day, evening and online students are enrolled at Gavilan College, and approximately 400 degrees and certificates are awarded annually. The communities served by Gavilan College have experienced rapid growth in recent years, which has brought both economic and structural change to the region. The District is divided into two distinct sub-regions. The northern region (South San Jose and Morgan Hill) is now more technical and industrial, and demographically higher income. The southern part of the district, in San Benito County, is still largely agricultural. Unemployment is high and social services are constrained by ongoing budget problems. The center of the district, Gilroy, has seen rapid growth in residential construction and a booming retail economy providing large numbers of service jobs. The high price of real estate in the Silicon Valley is also having an impact on the District. As families have looked southward for affordable housing while remaining employed in Santa Clara County, large numbers of district residents commute long distances for work.

Orienting a curriculum to meet the needs of this diverse population is challenging. High school students continuing on to post-secondary education,

students returning for skills or career grades, and life-long learners represent a substantial, and growing, portion of Gavilan College's enrollment. However, the number of students needing English language and basic skills acquisition is also increasing.

Organizational Structure

A seven-member Board of Trustees governs the Gavilan Community College District. Voters within the district elect the Trustees for a four-year term. Board meetings are held monthly and are open to the public.

The administrative structure of the college operates under the direction and oversight of the college president, who oversees vice president positions that carry responsibility for administrative, instructional and student services. Deans and Directors provide direct oversight for the tasks related to the provision of administrative, instructional and student services.

Campus and Facilities

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

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

Buildings have been designed and constructed to serve the needs and interests of college students and are equipped with the most recently developed aids to enhance teaching and learning.

Many live oaks native to the area have been preserved, and a series of ponds and waterfalls have been developed to emphasize a pleasant, tranquil setting.

Off-Campus Sites

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

Accreditation

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

POLICIES AND PROCEDURES

Revision of Administrative Regulations

AIDS/HIV

Children on Campus

Computer Use

Copyrighted Materials

Disabilities

Discrimination

Drug Free Schools and Campuses Act

Family Educational Rights and Privacy

Open Enrollment

Parking

Photography, Video and Audio Recordings

Posting Policy

Sexual Assault

Smoke-Free Buildings

Transcripts

Vocational English Skills

Withholding Records for Non-Payment of
Financial Obligations

Authority of Instructors

Academic Honesty

Standards of Student Conduct

Student Discipline Procedures

Students' Problem Resolution Process

Complaint Process Notice



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

Revision of Administrative Regulations

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

AIDS/HIV

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

There is no medical necessity to advise co-workers or students of the presence of a person with AIDS or a positive HIV-antibody test. Persons with AIDS or a positive HIV-antibody test result shall not be denied equal access to student unions, cultural or athletic events, dining areas, gym-

nasium, swimming pools, recreation facilities, or other common areas. Persons with AIDS or a positive HIV-antibody test result shall be given assistance in obtaining referrals to appropriate medical care and counseling.

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

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

Children on Campus

Reference: AP 6800

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

The following guidelines exist:

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

Computer Use

Reference: BP 3720

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

Copyrighted Materials

Reference: AP 3720

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

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

Disabilities

SERVICES FOR STUDENTS WITH DISABILITIES

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

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

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

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

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

Discrimination

NON-DISCRIMINATION

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

PROHIBITION OF HARASSMENT AND HATE CRIMES

Reference: Education Code sections 212.5; 66252; 66281.5

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment and hate crimes, including those which are based on any of the following statuses; race, color, religion, ancestry,

national origin, disability, sex (i.e., gender), sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

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

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

The areas are:

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

Drug Free Schools and Campuses Act

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

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

Family Educational Rights and Privacy

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

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

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

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

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

Open Enrollment

Reference: Title V, sections 58106, 58108

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

Parking

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

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

Photography, Video and Audio Recordings

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

Posting Policy

Reference: AP 5550

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

Sexual Assault

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

Smoke-Free Buildings

Reference: Education Code BP 6500

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

Transcripts

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

Vocational English Skills

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

Withholding Records for Non-Payment of Financial Obligations

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

Authority of Instructors

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

Students whose classroom behavior is inappropriate may be removed from the class for the day of the removal and the next class meeting (See Student Discipline Procedures on page 13 of this catalog.) Any student who refuses to leave a classroom when requested to do so by the instructor or an administrator of the college is subject to disciplinary action.

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

Academic Honesty

Reference: Education Code Section 66300, AP5500

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

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

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

ACADEMIC HONESTY PROCEDURES *Reference: BP 5500*

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

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

- Purposely allowing another student to copy from another student during a test.
- Giving homework, term paper or other academic work to another student to plagiarize.
- Having another persons work submitted in another's name.

- Lying to an instructor or college official to improve a grade.
- Altering graded work after it has been returned, then submitting the work for re-grading (without knowledge of the instructor).
- Removing test(s) from classroom or any other place without instructor's approval.
- Stealing tests or keys to tests.
- Forging signatures on drop/add slips or other college documents.

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

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

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

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

REPORTING PROCEDURES

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

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

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

SANCTIONS

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

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

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

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

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

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

The Vice President of Instruction will respond to:

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

PROTECTION OF RIGHTS

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

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

Standards of Student Conduct

Reference: Education Code Section 66300 and BP 5500

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

The following standards of conduct represent reasonable expectations of student behavior and violations shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including, but not limited to, any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in writing by the Superintendent/ President of the College.
3. The manufacture, possession, use, sale, offer to sell or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.

8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

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

Student Discipline Procedures

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

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

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

DISCIPLINARY ACTIONS AND PROCEDURES

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

1. Admonition: An oral statement to student offender who has violated college rules.

2. **Warning:** Notice to student, oral or in writing, that continuation or repetition of wrongful conduct may be cause for additional disciplinary action. Written warnings may be considered in the event of future violations.
3. **Reprimand:** Written statement of violation of a specified regulation including the possibility of more severe disciplinary action. Reprimands may be considered in the event of future violations.
4. **Disciplinary Action:** Exclusion from participation in privileges or extracurricular activities as set forth in the notice of disciplinary action.
5. **Restitution:** Reimbursement by the student for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
6. **Removal from Class:** [Education Code Section 76032] An instructor may remove a student from his/her class when the student has interfered with the instructional process. Duration will be for the day of the removal and the next class meeting.
 - a. Instructors must complete the Student Removal from Class form and submit the form to the area Dean.
 - b. The Dean shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Dean shall attend the conference.
 - c. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.
7. **Summary Suspension:** A summary suspension is for the purpose of investigation. It is the means of relieving the campus of tension due to serious misconduct, removing a threat for the well-being of students, or removing a student or students whose presence would prevent the continued normal conduct of the college community. Summary suspension is limited to that period of time necessary to ensure that the investigation is accomplished. This summary suspension shall not exceed ten (10) school days.
8. **Disciplinary Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for definite period of time. Conditions for readmission will be stated in the notice of suspension.
 - A short term suspension is exclusion from one or more classes for a period of up to ten (10) consecutive school days.
 - A long-term suspension is exclusion from one or more classes for the remainder of the school term, or from classes and activities of the college for one or more terms.
9. **Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if permitted, shall be stated in the order of expulsion.

ADMINISTRATIVE CORRECTIVE MEASURES FOR MISCONDUCT

1. **Immediate Interim Suspension** [Education Code Section 66017]: The President of the College or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases

where an immediate interim suspension has been ordered, the time limits contained in these procedures shall not apply. The right to a Disciplinary Appeal Hearing (when a long-term suspension or expulsion is recommended) will be afforded to the student within ten (10) school days of the disciplinary action.

2. **Withdrawal of Consent to Remain on Campus.** The Vice President of Student Services or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the Vice President of Student Services a written report must be promptly made to the President of the College. The person from whom consent has been withdrawn may submit a written request for a Disciplinary Appeal Hearing within ten (10) school days of the withdrawal. The hearing will be conducted in accordance with the provisions of this procedure relating to Immediate Interim Suspensions. In no case shall consent to remain of campus be withdrawn for longer than twenty (20) school days from the date upon which consent was initially withdrawn. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. [Penal Code Section 626.4]

DISCIPLINARY APPEAL HEARING PROCEDURES

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

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

APPEAL PROCESS AFTER HEARING PANEL DECISION

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

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

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

- The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)
- The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) school days prior to the meeting, of the date, time, and place of the Board's meeting.
- The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.
- Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.
- The Board may accept, modify or reject the findings, decisions and recommendations of the President of the College and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Board shall be final.

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

A Student Rights, Responsibilities and Academic Standards Handbook provides a quick reference to many student policies and procedures.

Copies of this handbook are available at the office of the Vice President of Student Services, the Counseling Secretary's Office, the Morgan Hill and Hollister satellite locations and on the web at www.gavilan.edu/handbook/

Students' Problem Resolution Process

Reference: AP5530

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

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

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

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

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

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

ACADEMIC FREEDOM

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

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

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

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

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

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

The intent is to allow those activities protected by constitutional freedom of speech and other forms of academic freedom protected by the laws of the State

of California and the laws of the United States. (From the Gavilan College Faculty Contract, Article VII, Academic Freedom.)

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

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

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

This PROBLEM RESOLUTION PROCESS also requires this first step.

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

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

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

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

STEPS FOR STUDENTS' PROBLEM RESOLUTION PROCESS:

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

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

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

This procedure guarantees to the student or students involved the due process rights guaranteed to them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of

retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

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

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

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

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

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

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

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

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

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

This committee will be composed of:

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

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

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

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

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

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

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

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

COMPLAINT PROCESS NOTICE

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

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

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

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



STUDENT SERVICES AND INSTRUCTIONAL SUPPORT

Student Learning Outcomes
Placement Assessment
Career Services
Career/Vocational Planning
Child Development Center
Counseling Services
Health Services
Student-to-Student Mediation
Transfer Services
Transfer Institute
Financial Aid
Federal Work Study Grant

Student Support Programs/Services

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

Instructional Support

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

Student Learning Outcomes

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

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

Academic Skills Assessment (Placement Assessment)

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

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

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

ABILITY TO BENEFIT

Federal regulations require students who do not have a high school diploma, General Educational Development (GED) certificate or California High School Proficiency Exam (CHSPE) and who are applying for financial aid, to take an "ability to benefit" assessment. If you have a high school diploma (or equivalent) from another country you are exempt. See page 21 (Ability to Benefit Test) for information on assessment for non-English speakers.

RE-ASSESSMENT SESSIONS:

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

For additional information about assessment see page 29.

PROCTORING

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

Career Services

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

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

Career/Vocational Planning

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

Child Development Center/Preschool

The Child Development Center provides care for preschool children ages two to five in two state-funded programs for families whose monthly income meets eligibility criteria. In addition, a fee based preschool program is available to all parents. These programs serve children with disabilities and special needs as well as children who are limited or non-English speaking.

Counseling Services

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

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

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

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

ACADEMIC COUNSELING

The Counseling Department provides academic counseling services. The counseling faculty help students develop an educational plan early in their college years so that transfer to a four-year university, the completion of a career certificate or degree, or the identification of an educational goal, if a student is undecided, can be accomplished in a timely manner. With an educational plan, students are able to register and progress through their program with more independence. Periodic updates of the educational plan with a counselor will keep a student on track for graduation. Four-year universities and Gavilan College A.A./A.S. degrees have many different requirements. Knowing which general education pattern to follow and selecting the correct courses can be accomplished through academic counseling. Appointments and drop-in services are available. For additional information on counseling see page 30.

Health Services

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

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

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

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

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

DRUG PREVENTION AND INTERVENTION PROGRAMS

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

Student-to-Student Mediation

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

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

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

Transfer Services

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

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

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

ASSIST

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

Transfer Institute

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

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

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

Transfer Institute students receive:

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

Contact the Counseling Department for additional information.

Financial Aid

Gavilan College participates in several types of financial aid programs. These programs are designed to assist students who need financial support in order to pursue their college education. The Financial Aid Department administers student aid programs, as well as scholarships and veteran education benefits.

APPLICATION PROCEDURE

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

Applications for each academic year are made available on January 1st. Deadlines for the various programs vary considerably. You are encouraged to call or visit the Financial Aid Office for more information.

Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study Grant
- Cal Grant B
- Cal Grant C
- Chafee Grant
- Child Development Grant

FEDERAL WORK STUDY GRANT

Gavilan College participates in the Federal Work Study Program, which offers a limited number of part-time employment opportunities to students. To qualify for a FWS grant, students are required to file a FAFSA, express interest in FWS on the FAFSA, meet SAP requirements, have a complete financial aid file, and demonstrate financial need. FWS grants are offered to students who meet this criteria. FWS offers are made as early as June, for students interested in work starting in Fall term. If students demonstrate academic progress, FWS may extend into Spring term. Reapplication is required each year with a renewal FAFSA.

Board of Governors (BOG) Tuition Waiver

The BOG waives tuition for California residents who meet program guidelines. More information can be found at www.gavilan.edu/finaid/apply/waiver.html.

Loans

- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Parent Plus Loans

SCHOLARSHIPS

Scholarships are funded through many organizations, and require a separate application. Scholarships are awarded on the basis of academic achievement



Gavilan College Health Services

For Gavilan College adult students registered in credit classes:

Services include:

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

Health Services is located in the Student Center, Room SC 118

(408) 848-4791

www.gavilan.edu/health

and/or financial need. Information on scholarship opportunities is available at the Financial Aid Office as well as on our website www.gavilan.edu/finaid/. The Gavilan College offers scholarships through the Educational Foundation Scholarship Application, which is released in the fall.

[Ability to Benefit \(ATB\) Assessment and Combined English Language Skills Assessment \(CELSA\)](#)

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

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

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

Retesting: Students who have taken the ATB/CELSA may re-test one time between 15 and 90 days after the initial test for a maximum of 8 times during a one-year period.

VETERANS' AFFAIRS EDUCATION BENEFITS

Gavilan College offers special assistance to veterans and dependents of disabled veterans.

Pre-priority registration is granted to any member or former member of the Armed Forces of the United States who is within two years of leaving active duty. For more information consult a counselor or the Financial Aid Office.

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

Students having questions pertaining to eligibility for benefits, application procedures and other veteran matters should contact the Veteran Certifying official in the Financial Aid Office (SC124) or call 408-848-4734. We are open Monday - Thursday 8 am to 5 pm.

Below is list of various chapters for veteran education benefits:

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

Federal regulations require that students on VA educational benefits (veterans, reservists, dependents) must maintain satisfactory academic progress. Students who receive VA benefits and whose GPA is below 2.0 for two consecutive semesters at Gavilan College are placed on unsatisfactory progress status and benefits are suspended. To reinstate benefits, students must complete one semester with a GPA of 2.0 or higher.

SATISFACTORY ACADEMIC PROGRESS POLICY

Background

The Financial Aid Office at Gavilan College is required to measure your academic progress toward a Certificate, Associate degree, or Transfer program. If you are not pursuing one of these educational goals, you are not eligible for federal student aid and certain state aid at Gavilan College.

The Financial Aid Office will review your academic history at Gavilan College after we receive your processed FAFSA (Free Application for Federal Student Aid) and for each term/session thereafter in the academic year. Your academic status will be determined according to the guidelines set forth in this policy. These standards apply to all periods of enrollment whether or not you have received financial aid. These requirements differ from and are separate than those policies set forth by Admissions & Records.

Should you be placed on disqualification, you will be ineligible for Pell Grants, Supplemental Educational Opportunity Grants, Academic Competitiveness Grants, Federal Work Study, Federal loans programs as well as the following state financial aid programs: Cal Grants. These SAP standards do not apply to the Board of Governors Fee Waiver (BOG).

Minimum Standard Requirements

Requirement #1: Maintain a cumulative grade point average of at least 2.0.

Requirement #2: Complete the required number of units each semester, session.

The number of units you must complete each semester, session depends on your enrollment status. Your enrollment status is determined by the number of units you attempt each semester. Any course that appears permanently on your academic transcript is an attempted course.

Unit Completion Requirement Chart for Fall, Spring Semesters

Units Attempted	Enrollment Status	Required to Complete
12 or more	Full time	9
9-11.5	Three-quarter time	8
6-8.5	Half time	6
1-5.5	Less than half time	All attempted

Unit Completion Requirement Chart for Summer Session

Units Attempted	Enrollment Status (for Pell)	Required to Complete
4.5	Full time	3.5
3.5-4.0	Three-quarter time	3
2.5-3.0	Half time	2.5
.5 - 2.0	Less than half time	All attempted

Courses successfully completed	A, B, C, D, CR
Courses not successfully completed	F, W, I, RD, IP, NC

Maximum Time frame Requirement

A maximum allowable time frame of 150% of your educational goal/program length is permitted. For an A.A., A.S., or Transfer Degree program, this is equivalent to 3 years or six semesters of full-time enrollment. For a Certificate program, this is equivalent to 1.5 years or 3 semesters of full-time enrollment. Programs that vary in length will be taken into consideration.

- **Remedial Courses and /or ESL Courses** If you must take remedial and/or ESL courses in order to achieve your educational goal, your maximum allowable time frame will be extended by up to 30 units of remedial coursework and all required ESL coursework.
- **Prior College/University Units** Prior units from other colleges/universities for which you seek credit towards your major at Gavilan College are subject to the "Maximum Allowable Timeframe."
- **Course Repetition** You may repeat courses in accordance with the Admissions & Records policy; however, all coursework attempted is included in the maximum allowable timeframe.

Financial Aid Academic Progress Statuses

Satisfactory: Students in any of the following three categories are considered to be in a "satisfactory" financial aid status:

- **New Students** Students who have no previous academic history at Gavilan College.
- **Continuing/Returning Students** Students who have taken courses at Gavilan who are meeting the minimum standard requirements and have not reached or exceed the maximum time frame for their program.
- **Transfer Students from other Colleges/Universities** Students, transferring in from another college or university, who are requesting a loan as a second year student will have their academic history from that college or university reviewed. The minimum standards will apply to the last term of enrollment. The maximum allowable time frame will apply to those units which are transferred to Gavilan for credit.

Academic Goal you are pursuing	Average number of units required to achieve the Degree or Certificate	Number of units you may attempt is (150% of the program length)
Associate Degree	60 units	90 units
General Education for Transfer	60 units	90 units
Certificate Program	30 units	45 units

Warning: Students in any of the following two categories are considered to be ON financial aid "warning":

- Students who have not met the minimum standard requirements (GPA, unit completion). These students are eligible to receive financial aid while on warning, but are required to meet the minimum standards at the end of the subsequent semester for which the student enrolled and completed. At the end of such term, if the student does not meet GPA or unit completion requirements, they will be placed on **disqualification**. Students who meet GPA and unit completion requirements will be moved to a **satisfactory** status.
- Students who have an approved "Maximum Time Frame Appeal" are placed on probation for the duration of their program. These students are required to maintain the Minimum Standards Requirements to continue receiving financial aid. If the Minimum Standards Requirements are not met, they become ineligible.

Disqualification: Students in any of the following two categories are considered to be in financial aid "disqualification":

- Students who are on financial aid **warning** and who do not meet the Minimum Standards Requirements will be placed on disqualification. Students who have extenuating circumstances may submit an "Appeal of Disqualification Status" and an "SAP Quiz" to be reconsidered for financial aid. The Financial Aid Office will review appeals and quizzes to decide whether to approve or deny financial aid for the term.

- Students who reach or exceed the Maximum Time Frame of their program will be placed on **disqualification**. Students are not eligible to receive certain financial aid while on disqualification. For a listing of grant and loan programs affected by a disqualified status, please see the section titled "Background." Students who have extenuating circumstances may appeal a disqualification status due to exceeding the maximum time frames. The student needs to submit the following documents to Financial Aid to be reconsidered for aid based on extenuating circumstances:
 1. **Education Plan:** Make an appointment with a Gavilan College academic counselor to develop an Education Plan which lists the required courses for your educational goal, major. Students may submit an initial Education Plan and a second revision as a Final Education Plan. After two plans have been submitted, the Financial Aid Office will not accept additional Education Plan revisions.
 2. **Appeal of Disqualification Status:** This form is available online through Banner Self Service and the Financial Aid website.
 3. **SAP Quiz:** This is a quiz which needs to be completed after reading and understanding the SAP Policy; it is available through Banner Self Service and the Financial Aid website.

Ineligible: The following students are considered to be in an "ineligible" academic progress status with financial aid:

- Students who have an "approved Maximum Time Frame" appeal AND do not meet the minimum standards requirements become **ineligible**, cannot appeal and will not be eligible for reinstatement.

Financial Aid Appeal Process

Students who are placed on financial aid disqualification will be notified via Banner Self-Service. Any student on disqualification may appeal their status if they had extenuating circumstances. While on disqualification, students will not be eligible for federal student aid and certain state grants.

The Financial Aid Office will review the Appeal Form and determine whether to approve or deny financial aid for the semester in which the forms are submitted. Students will be notified by mail or email as to the decision on their appeal. Check for current deadlines on the Financial Aid Appeal forms, Quizzes and Requests for Education Plan Extensions.

Appeals Which are Approved

If your appeal is approved, you will be awarded for the semester in which your appeal was approved. Eligibility is not retroactive to previous semesters in the award year. Once on an approved appeal, your status moves to "Probation." If you do not make progress in the following term, you will be disqualified again. Students who make progress after their probationary semester are moved to "satisfactory."

Appeals Which are Denied

Should your appeal be denied, you must successfully complete at least one semester without federal student aid and certain state aid. If eligible for a BOG

Effective July 1, 2011 some "probation" statuses have been renamed "warning."

fee waiver, you will be awarded one while on a denied appeal. You may petition for "Reinstatement" after you have met the reinstatement requirements:

1. Complete at least 6 units with letter grades during the fall or spring semester OR
2. Complete at least 3 units with letter grades during the summer session AND
3. Earn a term GPA of at least 2.0

Financial Aid Reinstatement Process

Students who have submitted a Financial Aid Appeal which was denied must complete the following for reinstatement:

1. Complete required units (listed above) in one term without certain financial aid.
2. Earn a term GPA of at least 2.0.
3. Develop an Education Plan with an Academic Counselor and submit copy to the Financial Aid Office.
4. Submit a "Request for Reinstatement" to the Financial Aid Office.

If students meet the Reinstatement requirements, they will be placed on Probation for the following term. Once on probation, these students are required to meet all SAP requirements to avoid further disqualification

STUDENT SUPPORT PROGRAMS AND SERVICES

Basic Skills Program

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

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

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

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

CaWORKS

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

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

CARE

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

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

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

Disability Resource Center (DRC)

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

Bilingual (English/Spanish) staff members are available.

ACCESSIBILITY

Gavilan College is an accessible campus. The classroom buildings, the Library/Tutoring Center, the administrative buildings and the Student Center are accessible to individuals with physical disabilities. Ramps provide access to upper and lower levels. Mobility assistance can be provided for students with disabilities. Designated parking is provided for vehicles displaying a state issued disability placard/parking permit. Call (408) 848-4823 or (408) 848-4865 for tram service.

CLASSES AND PROGRAMS

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

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

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

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

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

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

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

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

Extended Opportunity Programs and Services (EOPS)

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

Counselors provide academic advising and class scheduling, career and vocational counseling, personal problem-solving and crisis intervention. EOPS

program services include orientation to college resources, book vouchers, a book lending library, priority registration, field trips to major four-year universities and student success workshops.

Spanish-speaking staff are available.

First Year Experience

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

Learning Communities

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

Mathematics, Engineering and Science Achievement Program (MESA)

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

Puente Project - Bridge to Success

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

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

Counseling: Puente students work closely with their Puente counselor until they graduate, exploring career options, developing an academic educational

plan and identifying lifetime goals. Students visit University of California and California State University campuses and attend an annual Puente student transfer conference. All Puente students are also required to enroll in Guidance 6 (Life Skills for Higher Education) and Guidance 1 (Self-Assessment and Career Development).

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

TRIO Program

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

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

INSTRUCTIONAL SUPPORT

High Tech Center and Learning Skills Lab

For information on the Disability Resource Center's (DRC) High Tech Center and Learning Skills Lab, refer to page 24.

ESL Computer Lab

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

Library and Information Technology

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

Math Lab

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

Printing Services

Gavilan College offers printing services in all computer labs. You will receive an allocation of free prints when you register every semester, and can purchase additional prints at any time. Print credits are stored on a GoPrint Card system.

Teaching and Learning Center

All staff and faculty are invited to visit the new Teaching and Learning Center opening this fall in the Library. The TLC's mission is to inspire and educate faculty about effective teaching and learning practices and to provide the training and resources to make excellent teaching possible. We are committed to promoting engaging curriculum and innovative uses of technology.

The Teaching and Learning Center works in conjunction with the Staff Development Committee, Senate, and administration to promote Flex days and a variety of staff development activities; training and support for faculty and staff; workshops and seminars; and offers resources including information on professional development opportunities and a professional development library.

Faculty and staff will have access to:

- Computers, printers, digital media, presentation software, scanning, copier PLUS more (all things currently in SRC)
- Collaborative spaces for groups, quiet room, multimedia production room, training facility, places to grade papers or eat lunch and chat with colleagues
- Access to technology experts, training and help when needed.
- Evening space to organize lessons before class

Please check out our website at www.gavilan.edu/tlc. The website includes: a professional development activity calendar of workshops; a variety of ongoing training programs; orientations; and provides support for all district personnel to enhance their knowledge and skills through state funded staff development projects. Please visit us online or in person, soon!

Tutoring Services and Computer Place

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

STUDENT ACTIVITIES



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

Writing Center

The Gavilan College Writing Center serves the campus community by fostering, celebrating and encouraging writers and the varied and multiple purposes and audiences that writing serves.

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

The center also collaborates with faculty across the curriculum to increase the likelihood of students' academic success, providing links to assignments and effective research and writing strategies. We also offer specially tailored assistant led in-class workshops upon request. Find us on the web at <http://www.gavilan.edu/writing/>.

Associated Student Body (ASB)

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

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

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

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

The political and practical leadership skills that students develop through the ASB are supplemented through a leadership course offered through the Political Science and Psychology Departments (POLS 27; PSYC 27). The curriculum includes practical skills that are applicable to college-related opportunities and other professional and personal environments. The curriculum is an interdisciplinary approach to contemporary leadership. This is an elective

course that is transferrable to the CSU system and meets a GE requirement for the Gavilan College A.A./A.S. degree. Although the UC system does not accept the units for the class, it gives added consideration to those students who have been involved in student government and other college governance activities. Employers also look favorably upon a student's involvement in college leadership.

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

ASSOCIATED STUDENT BODY - CARDS

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

Campus Clubs

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

College Colors and Mascot

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

Intercollegiate Athletics

As a member of the California Community College Athletics Association, Gavilan College is proud of its rich tradition in intercollegiate athletics. Representing the Coast Conference, Gavilan College offers six (6) intercollegiate athletic programs: basketball and softball; for women and for men: baseball, football, basketball and soccer.

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

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

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

Publications

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

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

Rho Alpha Mu - Honor Society

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

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

Theatre Productions

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

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

In 1985, the Gavilan College **Summer Theatre Arts Repertory (STAR)** Program was created to give Gavilan College Theatre Arts students an opportunity to share their passion for the performing arts with South County youth. Students from the academic program serve as STAR leaders, often directing and producing plays. The Theatre Arts Program provides academic credit, production experience, and the opportunity for individual growth through the arts. For more information, call 408-848-4764 or visit www.gavilan.edu.star.

MATRICULATION

Orientation

Assessment and Course Placement

Counseling and Educational Planning

Follow-up Support Services

Exemption from Services

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

Matriculation services include:

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

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

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

Orientation

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

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

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

Assessment and Course Placement

Students' language and computational skills are measured by a placement assessment. Placement assessment scores, along with additional indicators of students' abilities, are used by counselors and advisors to recommend appropriate placement in English and mathematics courses and other college transfer courses that require reading, writing and computational skills. For more information see page 19.

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

If you meet criteria listed on page 30 under "Exemptions from Services" you may elect not to participate in assessment. If you waive your right to assessment, you will not be eligible for priority (early) registration.

RE-ASSESSMENT SESSIONS:

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

Counseling and Educational Planning

Prior to registration, counselors are available to meet with students and interpret assessment results, discuss course selection, and assist with the development of the educational plan. An educational plan is an important factor in promoting timely progress toward a student's completion of certificate, degree, or transfer programs. Students develop an educational plan with a counselor when they first enroll at Gavilan and then meet on a regular basis with their counselor to update their plan and to review progress. Once the plan is created it will be available online. Counselors are available to meet with students throughout the year to discuss academic and personal concerns and to refer students to other types of needed assistance. For more information see page 22.

Follow-up Support Services

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

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

Exemptions From Services

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

- have an associate's degree or higher
- have accumulated less than 12 units in transfer courses
- be presently enrolled in less than six units
- not plan to earn a certificate or degree

If you meet one of the above criteria you may elect not to participate in assessment and orientation. If you waive your rights to these services, you will not be eligible for priority (early) registration.

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



ADMISSION TO THE COLLEGE

Admission Eligibility

High School Students' Concurrent Enrollment Opportunities Program

Out-of-State Students

International Students

Admission Requirements

Transfer Credit

Residence Requirements

Fees

Resident Enrollment Fees for Non-Immigrant Students (AB540)

Refund Policy and Procedure

Admission Eligibility

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

NON-HIGH SCHOOL GRADUATES

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

High School Students' Concurrent Enrollment Opportunities Program

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

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

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

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

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

The college sponsors two unique programs that are focused for high school aged students. For information about the High Step Program see page , and to find out about the Dr. T. J. Owens Early College Academy see page 221.

Out-of-State Students

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

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

International Students

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

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

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

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

Admission Requirements

Students shall complete the following requirements prior to registration:

1. File an Application for Admission with the Admissions and Records Office.
2. Submit official transcripts of all previous high school and college work. The transcripts should be mailed directly to the Admissions and Records Office by the school issuing them. It is the responsibility of the student to arrange for official transcripts to be sent to the college.
3. Complete Gavilan College skill assessment and orientation. Dates are available in the Admissions and Records Office, the schedule of classes and online.
4. Meet with a counselor to discuss placement and educational goals.
5. All students who are younger than 18 and have not graduated from high school must submit appropriate contracts at the time of registration.

Transfer Credit

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

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

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

Residence Requirements

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

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

LEGAL RESIDENCE

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

1. The students are at least 19 and have been legal residents of California for more than one full year immediately preceding the first day of instruction for the term they propose to attend.
2. Unmarried students between 18 and 19 years of age shall have their residency classification determined by considering:
 - a. The residency status of their parents prior to age 18, and
 - b. Their own residency after they became 18. The total time (a) plus (b) must be more than one year as in number 1 above. Unmarried students who are under 18 years of age must prove they have been entirely self-supporting and present in California for more than two years.
3. Students on active military duty based in California (and not assigned for educational purposes to a state-supported institution of higher education) or are the spouse or a child of a California resident. Persons under this classification shall be tentatively classified residents for the first year they are stationed in California. After that time they must have taken steps to become California residents (i.e., have a California driver's license, have voter registration in California, pay state income tax on earnings).
4. Students who are employed by a community college district in a full-time certificated position are classified tentatively as residents for the first year they reside in California. After that time they must have taken steps to become California residents.
5. Public California college or university employees, their spouses, or children, are classified tentatively as residents for the first year they reside in California. After that time they must have taken steps to become California residents.
6. They are apprentices.

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

NON-RESIDENT CLASSIFICATION

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

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

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

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

Fees

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

Resident Enrollment Fees for Non-Immigrant Students (AB540)

On Jan. 1, 2002, Gavilan College implemented AB540 as required by California law. This bill provides an exemption from payment of non-resident tuition for nonimmigrant students who have attended high school in California for a minimum of three years and have received a high school diploma or its equivalent in California. To be eligible, a student must have attended a California high school for three full years and have graduated from a California high school or have received the equivalent of a California diploma (GED, CHESPE). The exemption does not grant residency status and the qualifying student may not be eligible for state aid programs such as BOG or EOPS or federal financial aid. The student must sign an affidavit affirming that he or she has filed or will file an application with INS to legalize his or her immigration status as soon as he or she is eligible to do so. Contact the Admissions and Records Office for more information.

Refund Policy and Procedure

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

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

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

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

REFUNDS OF STUDENT BODY CARDS

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

ACADEMIC INFORMATION

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

Student Classification

Students at Gavilan College are classified by the following definitions:

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

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

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

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

Definition of a Semester

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

Course Availability

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

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

Attendance Standards

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

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

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

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

Catalog Rights

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

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

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

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

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

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

Course Prerequisite

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

HOW COURSE PREREQUISITES ARE ESTABLISHED

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

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

CHALLENGE OF PREREQUISITE

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

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

Course Advisory

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

HOW COURSE ADVISORIES ARE ESTABLISHED

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

Course Repetition

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

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

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

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

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

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



Career Day

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

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

The counselor will sign a "Request to Repeat a Course Under Special Circumstances" form. The student must then file the signed form with the Admissions and Records Office

- **Third Repeat Request:** Students may petition to repeat a course a third time for which a substandard grade (D, F, NC, NP) has been received if extenuating circumstances exist. Extenuating circumstances include verified cases of accidents, illness or other events beyond the student's control. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student's grade point average although course content of the most recent attempt will be applied to graduation requirements if applicable.
- Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and the student's academic record so annotated.

The process is the same as for the second repeat request. The student must meet with a counselor and obtain his/her signature on a "Request to Repeat a Course Under Special Circumstances" form. Then the student must file the signed form with the Admissions and Records Office.

- Students may repeat courses for which a passing grade (A, B, C, CR or P) has been received under the following special circumstances:
 1. Repetition is necessary in order to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade and grade points received each time shall be included for purposes of calculating the student's grade point average.
 2. The course is a repeatable course, as described in Administrative Procedure, AP 4227.
 3. The previous grade is the result of extenuating circumstances such as verified cases of accidents, illness or other events beyond the control of the student. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. The grade and grade points received shall be included for purposes of calculating the student's grade point average.
 4. A significant lapse of time has occurred since the course was taken. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student's grade point average.
 5. The college has established a recency prerequisite. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student's grade point average.
- When a course has been repeated under any of the above circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
- The specific courses or categories of courses, if any which are exempt from course repetition shall be made available to students upon request.
- Students may repeat a course taken at another accredited college or university for which substandard academic performance is recorded.
- Gavilan will accept for course repetition the passing grade and units of a course subsequently repeated at another accredited college or university. A Petition for Academic Renewal, signed by a Gavilan College counselor, and an official transcript from the other college is required.
- Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

RECENCY POLICY

The college has established a recency prerequisite. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student's grade point average.

When a course has been repeated under any of the above circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

The specific courses or categories of courses, if any which are exempt from course repetition shall be made available to students upon request.

Withdrawal Policy

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

- A student who withdraws from a course prior to 30% of the class meetings being held will receive no grade of record.
- A student may withdraw from a course and receive a grade of "W" prior to completion of 75% of the class meetings for the course; thereafter, the student will receive whatever grade they would have earned, based upon the entire semester's work.
- A student may withdraw from a course up to four times and receive a grade of "W"; after a fourth "W", the student will receive the grade they would have earned, based upon the entire semester's work.
- A withdrawal may be excluded from the four-time maximum limit in the case of extenuating circumstances such as natural disasters or other circumstances beyond the control of the student including verified cases of accident or illness.

Units

DEFINITION OF A UNIT

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

During a 16-week semester at Gavilan College, a typical 3 unit lecture class will meet an average of 3.3 hours per week for classroom instruction and require an additional 6.7 hours per week of outside work (reading, library research, problem-solving, projects, term papers, etc.) for a total of approximately 10 hours of course-related work per week (or 160 total hours for the course). This time requirement increases to 27 hours per week during a 6-week summer session.

Units of credit earned in laboratory/activity classes are also based upon the 3 hours per week per unit ratio.

A typical full-time load is approximately 15 units per semester, requiring a minimum of 720 hours of course-related work when class lectures, labs and outside

homework are combined. This will vary somewhat, based upon assignments, individual goals and academic ability, but each student is encouraged to budget adequate time for required study.

DEGREE VERSUS NON-DEGREE UNITS

Gavilan College has designated certain courses “non-degree appropriate.” This means that units earned in selected courses will not count toward an associate’s degree. This information is contained in the course descriptions in this catalog.

Full-term Semester Unit Loads:

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

Summer and Intersession Unit Loads:

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

Semester to Quarter Conversion Formula

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

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

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

Computing Grade Point Average (GPA)

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

Grade point values:

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

Example:

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

Placing values into formula above:

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

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

Grading Options

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

Students receiving the pass (P) grade must have achieved the course objectives equivalent to at least a “C” grade in order to receive the units of credit assigned to the course. The grade point average of a student receiving a pass (P) or no pass (NP) grade will not be influenced. A pass/no pass course is not included in consideration for honors such as Dean’s List or President’s Honor Roll. See page 42 for additional information.

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

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

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

- If the student opts for a P/NP final grade, the units are not included in the semester GPA but are considered for the purposes of probation and dismissal.
- A P/NP grade is not used in consideration of honors.
- A total of 20 units of P/NP graded units (not including those courses required by the major which are designated P/NP only) may be applied to an associates's degree or certificate.
- The student should carefully consider the transferability of P/NP units to other institutions. Some universities may not accept any P/NP courses and others limit the amount of P/NP units that will be accepted. Please consult a counselor before selecting the Pass/No Pass option.

Academic Record Symbols

Symbol	Definition	Grade Points
A	Excellent	4
A-	Excellent	3.7
B+	Good	3.3
B	Good	3
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least satisfactory; units awarded not counted in Grade Point Average)	0
NP	No Pass (less than satisfactory or failing; units not counted in Grade Point Average)	0
I	Incomplete (incomplete academic work for unforeseeable, emergency and justifiable reasons). The requirements necessary to complete the course must be fulfilled the next term of attendance (excluding summer) within the next year. If the "I" grade is not removed in this fashion, it will be converted to an "F".	0
IP	In Progress (In Progress shall be used to denote that the class extends beyond the normal end of the academic term).	0
W	Withdrawal (Student Withdrawal from class will be designated a "W" only between the Monday of the fourth week and the Friday of the twelfth week). Withdrawal at other times follows this pattern:	
	Weeks*	Symbol
	1 through 3	No Record Shown (NRS)
	4 through 12	W
	13 to end of term	F
MW	Military Withdrawal (called to active duty)	0

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

Non-Traditional Credit

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

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

PROPOSED CALIFORNIA COMMUNITY COLLEGE GENERAL EDUCATION CLEP LIST

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

CREDIT BY EXAMINATION (“TEST OUT”)

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

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

PROCEDURES FOR CREDIT BY EXAMINATION - NURSING PROGRAM

Students will receive the following orientation regarding Credit by Examination:

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

INTERNATIONAL BACCALAUREATE (IB)

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

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

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

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

ADVANCED PLACEMENT (AP)

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

Advanced Placement credit will be awarded as follows:

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

Course credit and units granted at Gavilan College may differ from course credit and units granted by a transfer institution. See chart on page 40.

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

COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

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

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

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

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

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

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

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

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

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

Academic Standards

DEAN'S LIST

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

PRESIDENT'S HONOR ROLL

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

STANDARDS FOR PROBATION

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

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

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

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

STANDARDS FOR DISMISSAL

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

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

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

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

ACADEMIC RENEWAL

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

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

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

Cooperative Work Experience

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

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

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

Distance Learning Program

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

Methods of instruction include:

- Online classes, using a computer with an individual email account and access to the internet. Class meetings and the majority of coursework are done primarily online. However, one or more optional on-campus meetings may be held. Online courses require students to have an email account. Please go to www.gavilan.edu/disted for instructions on how to obtain an email account prior to registering for an online course.
- Telecourses, using a set of videos which can be checked out from the Gavilan Library or either the Hollister or Morgan Hill branch campuses. Videos are also cablecast on GavTV (channel 18 in Gilroy, Hollister and San Juan Bautista). There may be 3 or fewer required meetings for classes.
- Hybrid courses are a mix of online meetings plus face-to-face meetings, usually in a 50/50 ratio.

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

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

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

Evening Program

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

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



MESA Center - Photo courtesy of the Gav Press

Study Abroad Programs

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

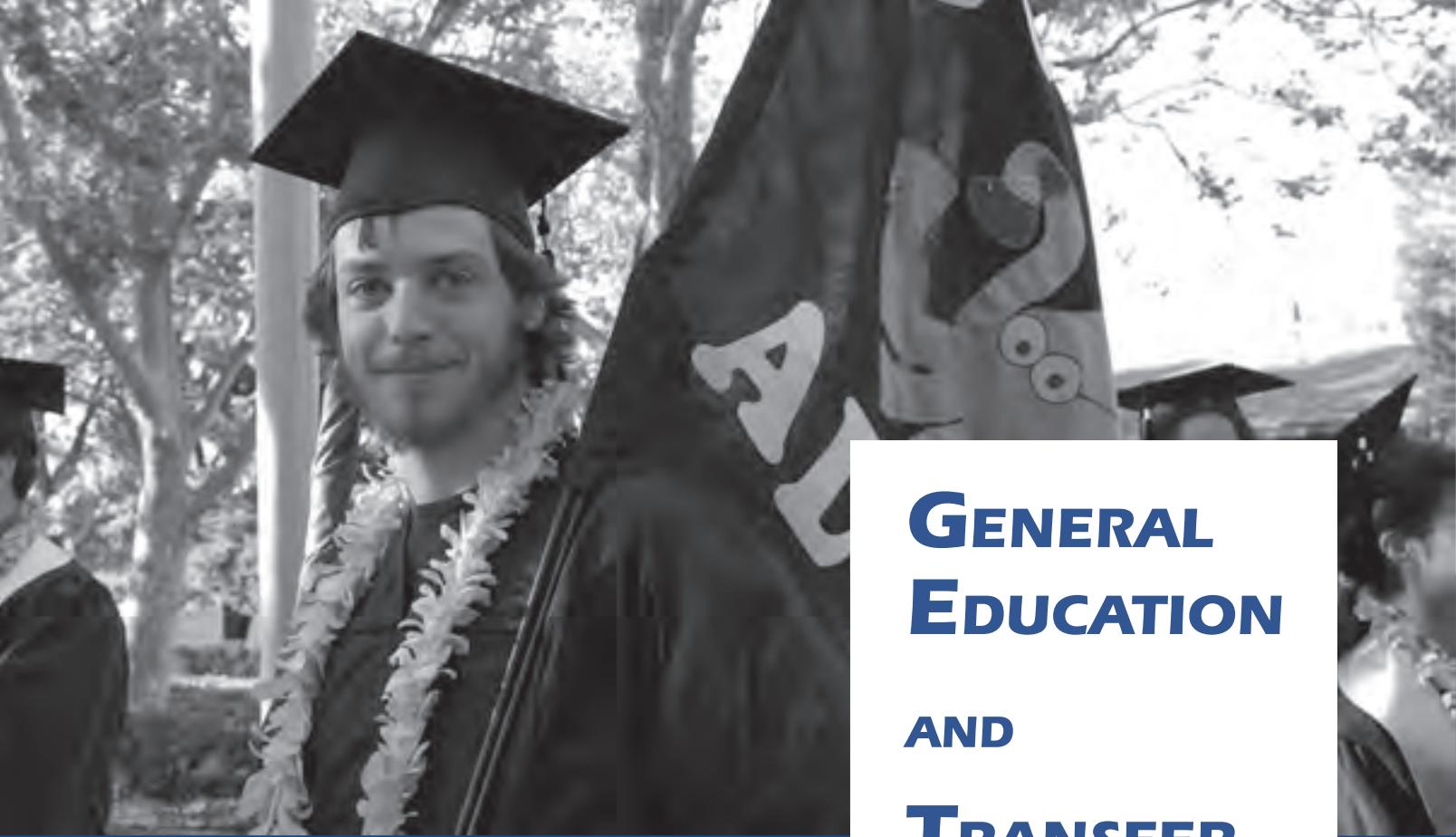
Gavilan has previously offered programs that have included travel and study in Mexico, England, Spain and other countries.

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

South Bay Regional Public Safety Training Consortium

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

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



GENERAL EDUCATION AND TRANSFER PROGRAMS

General Education

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IGETC Pattern

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General Education/Course Credit Matrix

General Education

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

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

General Education Learning Outcomes

AREA A English Language, Communication and Critical Thinking

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

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

AREA B Scientific Inquiry and Quantitative Reasoning

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

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

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

AREA C Arts and Humanities

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

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

AREA D Social Sciences

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

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

AREA E Lifelong Learning and Self-Development

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

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

AREA F Cultural Diversity

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

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

Additional Associate's Degrees

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

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

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

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

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

Double Counting Rule

Reference: Title V, Section 55063 C

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

Gavilan College Graduation Requirements

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

To be eligible for graduation a student must:

1. Complete a minimum of 60 overall units, to include major course requirements, general education, and electives when necessary to add up to 60 total units. A student may select any of the options below to satisfy the general education requirements:
 - Option A: Gavilan College AA/AS General Education Pattern.
 - Option B: The California State University (CSU-GE Breadth) Pattern.
 - Option C: The Intersegmental General Education Transfer Curriculum (IGETC) Pattern.

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

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

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

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

DOUBLE COUNTING RULE

Reference: Title V, Section 55063 C

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

BACCALAUREATE DEGREE GRADUATES

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

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

NEW Associate Transfer Degrees

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

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

Students planning to complete any AA-T or AS-T degree will be required to:

- Complete a minimum of 60 CSU-transferable units.
- Maintain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Complete a minimum of 18 semester units in an "AA-T" or "AS-T" major. Each course in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 55063).
- Be certified as having completed the California State University-General Education- Breadth pattern (CSU- GE Breadth) (see page 55 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 52 for more information).

Students should note that no more than 60 units are required for this degree and that no additional requirements will be imposed by Gavilan College. In addition, no remedial or non-collegiate level course work will be counted in the total units for this degree.



General Education Reciprocity Agreement

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

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

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

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

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

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

GAVILAN COLLEGE

ASSOCIATE'S DEGREE GENERAL EDUCATION REQUIREMENTS (2011-2012)

1. File a Petition to Graduate with the Admissions and Records Office by April 1 for Spring or Summer graduation, and by October 1 to graduate at the end of the Fall Semester. One petition must be filed for each Associate degree, Certificate of Achievement or Certificate of Proficiency the student expects to receive.
2. Maintain a cumulative grade point average of 2.0 ("C") or higher for all work attempted and a grade of "C" or higher in each major or certificate courses.
3. Complete a minimum of 18 units of coursework in a major. Refer to the Double Counting Rule on page 46.
4. Complete a minimum of 60 semester units. Within the (60) unit requirement, the (9) units in Area A, and B-4 must be completed with a grade of "C" or better in each course. Complete the last 12 units, or a total of 48 units, at Gavilan College.

GAVILAN COLLEGE		
ASSOCIATE'S DEGREE GENERAL EDUCATION REQUIREMENTS (2011-2012)		
<ol style="list-style-type: none"> 1. File a Petition to Graduate with the Admissions and Records Office by April 1 for Spring or Summer graduation, and by October 1 to graduate at the end of the Fall Semester. One petition must be filed for each Associate degree, Certificate of Achievement or Certificate of Proficiency the student expects to receive. 2. Maintain a cumulative grade point average of 2.0 ("C") or higher for all work attempted and a grade of "C" or higher in each major or certificate courses. 3. Complete a minimum of 18 units of coursework in a major. Refer to the Double Counting Rule on page 46. 4. Complete a minimum of 60 semester units. Within the (60) unit requirement, the (9) units in Area A, and B-4 must be completed with a grade of "C" or better in each course. Complete the last 12 units, or a total of 48 units, at Gavilan College. 		
AREA A ENGLISH LANGUAGE, COMMUNICATION AND CRITICAL THINKING		AREA C ARTS & HUMANITIES
<p>Select one course from each category. All courses must be completed with a grade of "C" or better.</p> <p>6 Semester Units</p> <p style="background-color: #d9e1f2; margin: 5px 0;">A - 1 ORAL COMMUNICATION</p> <p>CMUN 1A Introduction to Public Speaking (3) CMUN 5 Fundamentals of Comm Studies (3) CMUN 8 Interpersonal Communication (3) CMUN 10 Small Group Communication (3)</p> <p style="background-color: #d9e1f2; margin: 5px 0;">A - 2 WRITTEN COMMUNICATION</p> <p>ENGL 1A Composition (3)</p> <p style="background-color: #d9e1f2; margin: 5px 0;">A - 3 READING</p> <p>ENGL 260 with a grade of "C" or better, or demonstrate reading proficiency at the college level. (Competency may be verified by an approved test.)</p>	<p>PHYS 4B Physics for Scientists and Engineers (Electromagnetism) (4)</p> <p>PHYS 4C Phys for Scientists & Engineers (Thermodynamic / Optics Modern Physics) (4)</p> <p>PSCI 1 Principles of Physical Science (3) PSCI 2 Introduction to Meteorology (3)</p> <p style="background-color: #d9e1f2; margin: 5px 0;">B - 2 LIFE SCIENCE</p> <p>ANTH 1 Intro to Physical Anthropology (3) AH 8 General Microbiology (5) AH 9 Human Physiology (5) AH 15 Survey of Human Anatomy & Physiology (5)</p> <p>BIO 1 General Biology (4) BIO 4 General Zoology (4) BIO 5 General Botany (4) BIO 7 Human Anatomy (4) BIO 8 General Microbiology (5) BIO 9 Human Physiology (5) BIO 10 Principles of Biology (4) BIO 12 Intro to Human Biology (4) BIO 13 Marine Biology (4) BIO 15 Survey of Human Anatomy & Physiology (5)</p> <p>ECOL 1 Conservation of Nat Resources (4)</p> <p style="background-color: #d9e1f2; margin: 5px 0;">B - 3 LABORATORY ACTIVITY</p> <p>LAB courses are bold in Areas B-1 and B-2 above</p> <p style="background-color: #d9e1f2; margin: 5px 0;">B - 4 Mathematics</p> <p>Minimum of Math 233 or equivalent.* (Competency may be verified by an approved test.)</p>	<p>Select one course from each category.</p> <p style="text-align: center; background-color: #d9e1f2;">5 Semester Units</p> <p style="background-color: #d9e1f2; margin: 5px 0;">C - 1 Arts (Art, Dance Music, Theater)</p> <p>CMUN 2; HUM 10 or any Art, Journalism, Music or Theatre course (other than Area C-2)</p> <p style="background-color: #d9e1f2; margin: 5px 0;">C - 2 Humanities (Literature, Philosophy, Foreign Language)</p> <p>ART 11 Creativity, Imagination, & Innovation(3) ENGL 1B Composition and Literature (3) ENGL 1C Critical Reasoning and Writing (3) ENGL 2B American Ethnic Literature (3) ENGL 2C Intro to Film and Fiction (3) ENGL 2E Introduction to Women Writers (3) ENGL 2F Children's Literature (3) ENGL 2J Mythology (3) ENGL 4A British Lit - 449 through 1798 (3) ENGL 4B British Lit - 1798 to present (3) ENGL 5A Survey of American Lit - 1620-1865 (3) ENGL 5B Survey of American Literature - 1865 to Present (3) ENGL 9A Intro to Creative Writing (3) ENGL 9B Advanced Creative Writing (3) ENGL 9C Poetry Writing (3) HIST 1 U.S. Hist through Reconstruction (3) HIST 2 United States History - Reconstruction to the Present (3) HIST 3 History of California (3) HIST 4A Hist of World Societies Before 1500 (3) HIST 4B Hist of World Societies 1500 to Present (3) HIST 5 Women's Lives in Early U.S Hist (3) HIST 6 Women's Lives in Recent U.S. Hist (3) HIST 7A, B History of Western Civilization (3)(3) HIST 12 Mexican American Cultural History (3) HUM 3 Introduction to the Cinema (3) HUM 4 Intro to the American Cinema (3) HUM 5 Humanities Through the Arts (3) HUM 10 Approaches to Contemporary Film (3) HUM 12 Mexican American Cultural History (3) JOUR 10 Mass Media and Society (3)</p>
AREA B SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING		
<p>Select one course from each category. The Physical or Life Science course must include a laboratory (indicated in BOLD).</p> <p>9 Semester Units</p> <p style="background-color: #d9e1f2; margin: 5px 0;">B - 1 PHYSICAL SCIENCE</p> <p>ASTR 1 Intro to General Astronomy (3) CHEM 1A General Chemistry (5) CHEM 1B General Chemistry (5) CHEM 12A Organic Chemistry (5) CHEM 12B Organic Chemistry (5) CHEM 30A Elementary Chemistry (4) CHEM 30B Elem Organic & Biochemistry (4) GEOG 1 Physical Geography (3) GEOL 1 Introduction to Geology (4) GEOL 13 Environmental Geology (3) PHYS 1 Introduction to Physics (4) PHYS 2A General Physics (4) PHYS 2B General Physics (4) PHYS 4A Physics for Sci & Engineers (Mechanics / Fluids / Waves) (4)</p>		


<p>C - 2 Humanities (continued)</p> <p>PHIL 1 Introduction to Philosophy (3)</p> <p>PHIL 2 Logic (3)</p> <p>PHIL 3A Ethics (3)</p> <p>PHIL 3B Contemporary Moral Issues (3)</p> <p>PHIL 4 Critical Thinking and Writing (3)</p> <p>PHIL 6 Comparative Religions (3)</p> <p>PHIL 9 Philosophy of Religion (3)</p> <p>SOC 10 Mass Media and Society (3)</p> <p>Any Foreign Language Course (3)</p>	<p>HUM 12 Mexican American Cultural History (3)</p> <p>JOUR 10 Mass Media and Society (3)</p> <p>POLS 1 Intro to American Government (3)</p> <p>POLS 3 Intro to Comparative Politics (3)</p> <p>POLS 4 Intro to International Relations (3)</p> <p>POLS 5 Intro to Modern Intntl Terrorism (3)</p> <p>POLS 6 Intro to Conflict Resolution (3)</p> <p>PSYC 1A Intro to Psychology (3)</p> <p>PSYC 1B Intro to Psychology (3)</p> <p>PSYC 2 Early Childhood Development (3)</p> <p>PSYC 3 Child Growth and Development During the School Years (3)</p> <p>PSYC 6 Conflict Resolution (3)</p> <p>PSYC 7 Cultural Context of Child and Family in a Diverse Society (3)</p> <p>SOC 1A Introduction to Sociology (3)</p> <p>SOC 1B Introduction to Sociology: Social Problems (3)</p> <p>SOC 3 Sociology of Race, Ethnicity, and Cultural Identity (3)</p> <p>SOC 4 Sociology of Women and Men (3)</p> <p>SOC 10 Mass Media and Society (3)</p>	<p>AREA E (continued)</p> <p>LIB 6 Web Page Authoring I (2)</p> <p>PHIL 3B Contemporary Moral Issues (3)</p> <p>PHIL 9 Philosophy of Religions (3)</p> <p>POLS 27 Contemporary Leadership (3)</p> <p>PSYC 2 Early Childhood Development (3)</p> <p>PSYC 3 Child Growth and Development During the School Years (3)</p> <p>PSYC 5 Self-Assessment and Career Dev (3)</p> <p>PSYC 27 Contemporary Leadership (3)</p> <p>SOC 21 Marriage and the Family (3)</p>
<p>AREA D SOCIAL SCIENCES</p>		
<p>Two requirements: select one course from D-1, and select 2 courses from D-2.</p>		
<p>9 Semester Units</p>		
<p>D - 1</p> <p>HIST 1 U.S. Hist through Reconstruction (3)</p> <p>HIST 2 U.S. Hist Reconst to the Present (3)</p> <p>HIST 5 Womens Lives in Early U.S. Hist (3)</p> <p>POLS 1 Intro to American Government (3)</p>		
<p>D - 2</p>		
<p>AJ 5 Intro to Modern Intntl Terrorism (3)</p> <p>AJ 10 Intro to Administration of Justice (3)</p> <p>ANTH 2 Introduction to Archeology (3)</p> <p>ANTH 3 Intro to Cultural Anthropology (3)</p> <p>ANTH 5 Magic, Witchcraft and Religion (3)</p> <p>ANTH 6 Culture & Politics of Africa (3)</p> <p>ANTH 9 Cultural Context of Child and Family in a Diverse Society (3)</p> <p>BUS 1 Fundamentals of Business (3)</p> <p>CD 2 Early Childhood Development (3)</p> <p>CD 3 Child Growth and Development During the School Years (3)</p> <p>CD 7 Cultural Context of Child and Family in a Diverse Society (3)</p> <p>CMUN 4 Intercultural Communication (3)</p> <p>CMUN 6 Intro to Conflict Resolution (3)</p> <p>ECON 1 Principles of Macroeconomics (3)</p> <p>ECON 2 Principles of Microeconomics (3)</p> <p>ECON 10 Fundamentals of Economics (3)</p> <p>GEOG 2 Cultural Geography (3)</p> <p>HIST 1 U.S. Hist through Reconstruction (3)</p> <p>HIST 2 U S Hist - Reconst to the Present (3)</p> <p>HIST 3 History of California (3)</p> <p>HIST 4A Hist of World Societies Before 1500 (3)</p> <p>HIST 4B History of World Societies 1500 to Present (3)</p> <p>HIST 5 Women's Lives in Early U.S. History (3)</p> <p>HIST 6 Women's Lives in Recent U.S. History (3)</p> <p>HIST 12 Mexican American Cultural History (3)</p>	<p>AREA E LIFE-LONG LEARNING AND SELF-DEVELOPMENT</p>	<p>AREA F CULTURAL DIVERSITY</p>
<p>3 Semester Units</p>		
<p>1. Select one unit of Kinesiology (previously Physical Education) activity class or intercollegiate sport.</p>		
<p>2. Select Two units from:</p>		
	<p>AH 3 The Person in the Life Cycle (3)</p> <p>AH 11 Nutrition (3)</p> <p>AH 30 Standard First Aid and Cardiopulmonary Resuscitation (3)</p> <p>BIO 11 Nutrition (3)</p> <p>CD 2 Early Childhood Development (3)</p> <p>CD 3 Child Growth and Development During the School Years (3)</p> <p>CSIS 1 Computer Literacy - MS Office (2)</p> <p>CSIS 2 Computers in Bus - MS Office (4)</p> <p>CSIS 6 Web Page Authoring I (2)</p> <p>CSIS 8 Introduction to the Internet (1)</p> <p>CSIS 45 C++ Programming I (4)</p> <p>CSIS 51 Visual Basic Net Programming (4)</p> <p>DM 6 Web Page Authoring I (2)</p> <p>GUID 1 Self-Assessment and Career Dev (3)</p> <p>GUID 6 Life Skills for Higher Education (2)</p> <p>GUID 200 Planning College Success (5-2)</p> <p>HE 1 Health Education (3)</p> <p>HE 2 Human Sexuality (3)</p>	<p>6 Semester Units</p> <p>NOTE: Courses in this area will "double count" to meet other GE requirements.</p> <p>AH 3, AH 11</p> <p>ANTH 3, ANTH 5, ANTH 6, ANTH 9</p> <p>ART 1A, ART 6, ART 10A, ART 11, ART 14</p> <p>BIO 11</p> <p>BUS 1</p> <p>CD 7</p> <p>CMUN 4, CMUN 8</p> <p>ECON 1</p> <p>ENGL 2B, ENGL 2E,</p> <p>FRNH 1A/B, FRNH 2A, FRNH 8A/B</p> <p>GEOG 2</p> <p>HE 2</p> <p>HIST 3, HIST 5, HIST 6, HIST 12</p> <p>HUM 12</p> <p>ITAL 8A/B</p> <p>JPN 1A/B</p> <p>MGMT 101, MGMT 104, MGMT 120</p> <p>MUS 2, MUS 6</p> <p>PHIL 6</p> <p>POLS 3, POLS 4</p> <p>PSYC 7</p> <p>SOC 3</p> <p>SPAN 1A/B, SPAN 2A/B, SPAN 12A/B</p> <p>THEA 1, THEA 3, THEA 21</p>

Articulation Agreements

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

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

www.assist.org



assist

Your official source for California articulation and student transfer information.

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

Transfer to the University of California System

The UC system includes the following campuses:

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

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

UC ADMISSION POLICY

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

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

UC TRANSFER REQUIREMENTS

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

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

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

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



Transfer Patterns

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

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

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

Intersegmental General Education Transfer Curriculum (IGETC)

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

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

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

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

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

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

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

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

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

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

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

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

CLEP EXAMS

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

UC/CSU Intersegmental General Education Transfer Curriculum IGETC - 2011-2012

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

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

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

<p>4-F History - Cont.</p> <p>* HIST 12 Mexican American Cultural History (3) * HUM 12 Mexican American Cultural History (3)</p> <p>4-G Interdisciplinary, Social & Behavioral Science</p> <p>ANTH 6 Culture and Politics of Africa** (3) CMUN 4 Intercultural Communication (3)</p> <p>4-H Political Science, Government & Legal Institutions</p> <p>AJ 5 Intro to Modern Intntl Terrorism** (3) POLS 1 Intro to American Government (3) POLS 3 Intro to Comparative Politics (3) POLS 4 Intro to International Relations (3) POLS 5 Intro to Modern Intntl Terrorism** (3)</p> <p>4-I Psychology</p> <p>CD 2 Early Childhood Development (3) CD 3 Child Growth and Development During the School Years (3)</p> <p>PSYC 1A Introduction to Psychology (3) PSYC 1B Introduction to Psychology (3) PSYC 2 Early Childhood Development (3) PSYC 3 Child Growth and Development During the School Years (3)</p> <p>4-J Sociology & Criminology</p> <p>JOUR 10 Mass Media and Society (3) SOC 1A Introduction to Sociology (3) SOC 1B Intro to Sociology: Social Problems (3) SOC 3 Sociology of Race, Ethnicity and Cultural Identity (3) SOC 4 Sociology of Women and Men (3) SOC 10 Mass Media and Society (3)</p>	<p>+ PHYS 1 Introduction to Physics (4) + PHYS 2A General Physics (4) + PHYS 2B General Physics (4) + PHYS 4A Physics for Scientists and Engineers (Mechanics/ Fluids/Waves) (4) + PHYS 4B Physics for Scientists and Engineers (Electromagnetism) (4) + PHYS 4C Physics for Scientists and Engineers (Thermodynamic/ Optics/Moderns Physics) (4) + PSCI 1 Principles of Physical Science (3) PSCI 2 Introduction to Meteorology (3)</p> <p>5B Biological Science</p> <p>AH 8 General Microbiology (5) + AH 9 Human Physiology (5) + AH 15 Survey of Human Anatomy and Physiology (5)</p> <p>ANTH 1 Intro to Physical Anthropology (3) BIO 1 General Biology (4) BIO 4 General Zoology (4) BIO 5 General Botany (4) + BIO 7 Human Anatomy (4) BIO 8 General Microbiology (5) + BIO 9 Human Physiology (5) + BIO 10 Principles of Biology (4) + BIO 12 Intro to Human Biology** (4) + BIO 13 Marine Biology (4) + BIO 15 Survey of Human Anatomy and Physiology (5)</p> <p>ECOL 1 Conservation of Natural Resources(4)</p> <p>+ Transfer credit may be limited by either UC or CSU or both. Please consult with a counselor.</p>	<p>CSU Graduation Requirement in U.S. History, Constitution and American Ideals.</p> <p>Not Part of IGETC (May be completed prior to transfer.) For the baccalaureate degree, CSU requires one of the following combinations: HIST 1 & 2 or POLS 1 with either HIST 1 or 2 CSU campuses have the discretion whether to allow courses used to satisfy the CSU US History, Constitution and American Ideals (AI) graduation requirement to count in both Area 3B or 4F and to meet the graduation requirement.</p>
<p align="center">AREA 5 PHYSICAL AND BIOLOGICAL SCIENCES</p>	<p align="center">AREA 6 LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY)</p>	<p align="center">SUPPLEMENTARY NOTES</p> <ol style="list-style-type: none"> 1. A single course, even though listed in more than one place, can only be used to satisfy one subject area of the IGETC. 2. IGETC is not advisable for high-unit majors, e.g. sciences, engineering. 3. Eleanor Roosevelt and Revelle Colleges at UC San Diego do not accept the IGETC. 4. IGETC may not be appropriate for students who have completed courses at a CSU or UC campus. 5. "Double counting" of courses toward the major is not limited by the IGETC, but may be limited by other directives. The UC will also allow IGETC courses to count toward major requirements. CSU campus limitations on double-counting of general education courses toward major preparation are not changed by the IGETC.
<p>At least 2 courses, one Physical Science course and one Biological Science course; At least one must include a laboratory.</p> <p>Courses in BOLD include a laboratory component.</p> <p>7-9 semester, 9-12 quarter units</p> <p>5-A Physical Science</p> <p>ASTR 1 Intro to General Astronomy (3) CHEM 1A General Chemistry (5) CHEM 1B General Chemistry (5) CHEM 12A Organic Chemistry (5) CHEM 12B Organic Chemistry (5) + CHEM 30A Elementary Chemistry (4) CHEM 30B Elem Organic & Biochemistry (4) GEOG 1 Physical Geography (3) GEOL 1 Introduction to Geology (4) GEOL 13 Environmental Geology (3)</p>	<p>Proficiency equivalent to two years of high school study in the same language.</p> <p>6-A Language Other Than English</p> <p>CHN 1B Elementary Mandarin (5) FRNH 1B Elementary French (5) * FRNH 2A Intermediate French (5) JPN 1B Elementary Japanese (5) SPAN 1B Elementary Spanish (5) * SPAN 2A Intermediate Spanish (5) * SPAN 2B Intermediate Spanish (5) * SPAN 12A Spanish for Spanish Speakers (5) * SPAN 12B Spanish for Spanish Speakers - Intermediate / Advanced (5)</p>	<p>+ Transfer credit may be limited by either UC or CSU or both. Please consult with a counselor.</p> <p>* Courses listed in multiple areas shall not be certified in more than one area except for courses in Languages Other Than English, which can be certified in both areas 3B and 6A.</p> <p>** Approved for fall 2011</p>

Transfer to the California State University System (CSU)

The California State University system includes the following campuses:

Bakersfield
 Channel Island
 Chico
 Dominguez Hills
 East Bay
 Fresno
 Fullerton
 Humboldt
 Long Beach
 Los Angeles
 Maritime Academy
 Monterey Bay

Gavilan College courses numbered 1-99 are transferable to all of the 23 CSU campuses. Courses numbered 100-199 are occupational and may transfer to CSU institutions (see below). Consult a counselor for complete information.

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

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

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

CSU TRANSFER REQUIREMENTS

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

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

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

CSU General Education (Breadth) Requirements:

AREA A: ENGLISH LANGUAGE, COMMUNICATIONS AND CRITICAL THINKING:

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

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING:

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

AREA C: ARTS AND HUMANITIES:

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

AREA D: SOCIAL SCIENCES:

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

AREA E: LIFELONG LEARNING AND SELF DEVELOPMENT:

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

<p>C - 2 Humanities (continued)</p> <p>ENGL 9A Introduction to Creative Writing (3)</p> <p>ENGL 9B Advanced Creative Writing (3)</p> <p>ENGL 9C Poetry Writing (3)</p> <p>FRNH 1A Elementary French (5)</p> <p>FRNH 1B Elementary French (5)</p> <p>FRNH 2A Intermediate French (5)</p> <p>HIST 1 U.S. Hist through Reconstruction (3)</p> <p>HIST 2 United States History - Reconstruction to the Present (3)</p> <p>HIST 3 History of California (3)</p> <p>HIST 4A History of World Societies Before 1500 (3)</p> <p>HIST 4B History of World Societies Before 1500 (3)</p> <p>HIST 5 Women's Lives in Early U.S. History (3)</p> <p>HIST 6 Women's Lives in Recent U.S. History (3)</p> <p>HIST 7A History of Western Civilization (3)</p> <p>HIST 7B History of Western Civilization (3)</p> <p>HIST 12 Mexican American Cultural History (3)</p> <p>HUM 3 Introduction to the Cinema (3)</p> <p>HUM 4 Intro to the American Cinema (3)</p> <p>HUM 5 Humanities Through the Arts (3)</p> <p>HUM 10 Approaches to Contemporary Film (3)</p> <p>HUM 12 Mexican American Cultural History (3)</p> <p>JPN 1A ± Elementary Japanese (5)</p> <p>JPN 1B ± Elementary Japanese (5)</p> <p>JOUR 10 Mass Media and Society (3)</p> <p>PHIL 1 Introduction to Philosophy (3)</p> <p>PHIL 3A Ethics (3)</p> <p>PHIL 3B Contemporary Moral Issues (3)</p> <p>PHIL 6 Comparative Religions (3)</p> <p>PHIL 9 Philosophy of Religion (3)</p> <p>SOC 10 Mass Media and Society (3)</p> <p>SPAN 1A, B Elementary Spanish (5)(5)</p> <p>SPAN 2A, B Intermediate Spanish (5)(5)</p> <p>SPAN 12A Spanish for Spanish Speakers (5)</p> <p>SPAN 12B Spanish for Spanish Speakers Intermediate/Advanced (5)</p>	<p>Requirement 2:</p> <p>D - 1 Anthropology and Archeology</p> <p>ANTH 2 Introduction to Archeology (3)</p> <p>ANTH 3 Intro to Cultural Anthropology (3)</p> <p>ANTH 5 Magic, Witchcraft and Religion (3)</p> <p>D - 2 Economics</p> <p>ECON 1 Principles of Macroeconomics (3)</p> <p>ECON 2 Principles of Microeconomics (3)</p> <p>ECON 10 Fundamentals of Economics (3)</p> <p>D - 3 Ethnic Studies</p> <p>CMUN 4 Intercultural Communication (3)</p> <p>HIST 12 Mexican American Cultural History (3)</p> <p>HUM 12 Mexican American Cultural History (3)</p> <p>SOC 3 Sociology of Race, Ethnicity & Cultural Identity (3)</p> <p>D - 4 Gender Studies</p> <p>HIST 5 Women's Lives in Early U.S. Hist. (3)</p> <p>HIST 6 Women's Lives in Recent U.S. Hist. (3)</p> <p>SOC 4 Sociology of Women and Men (3)</p> <p>D - 5 Geography</p> <p>GEOG 2 Cultural Geography (3)</p> <p>D - 6 History</p> <p>HIST 1 U.S. Hist through Reconstruction (3)</p> <p>HIST 2 United States History - Reconstruction to the Present (3)</p> <p>HIST 3 History of California (3)</p> <p>HIST 4A History of World Societies Before 1500 (3)</p> <p>HIST 4B History of World Societies Before 1500 to Present (3)</p> <p>HIST 5 Women's Lives in Early U.S. Hist. (3)</p> <p>HIST 6 Women's Lives in Recent U.S. Hist. (3)</p> <p>HIST 12 Mexican American Cultural History (3)</p> <p>HUM 12 Mexican American Cultural History (3)</p> <p>D - 7 Interdisciplinary Social & Behavioral Sci.</p> <p>ANTH 6* Culture & Politics of Africa (3)</p> <p>ANTH 9 Cultural Context of Child and Family in a Diverse Society (3)</p> <p>CD 7 Cultural Context of Child and Family in a Diverse Society (3)</p> <p>CMUN 4 Intercultural Communication (3)</p> <p>CMUN 6 Intro to Conflict Resolution (3)</p> <p>POLS 6 Intro to Conflict Resolution (3)</p> <p>PSYC 6 Intro to Conflict Resolution (3)</p> <p>PSYC 7 Cultural Context of Child and Family in a Diverse Society (3)</p>	<p>D - 8 Political Science, Government and Legal Institutions</p> <p>AJ 5* Intro to Modern Intntl Terrorism (3)</p> <p>POLS 1 Intro to American Government (3)</p> <p>POLS 3 Intro to Comparative Politics (3)</p> <p>POLS 4 Intro to International Relations (3)</p> <p>POLS 5* Intro to Modern Intntl Terrorism (3)</p> <p>D - 9 Psychology</p> <p>CD 2 Early Childhood Development (3)</p> <p>CD 3 Child Growth and Development During the School Years (3)</p> <p>PSYC 1A Intro to Psychology (3)</p> <p>PSYC 1B Intro to Psychology (3)</p> <p>PSYC 2 Early Childhood Development (3)</p> <p>PSYC 3 Child Growth and Development During the School Years (3)</p> <p>D - 0 Sociology and Criminology</p> <p>JOUR 10 Mass Media and Society (3)</p> <p>SOC 1A Introduction to Sociology (3)</p> <p>SOC 1B Introduction to Sociology: Social Problems (3)</p> <p>SOC 3 Sociology of Race, Ethnicity and Cultural Identity (3)</p> <p>SOC 4 Sociology of Women and Men (3)</p> <p>SOC 10 Mass Media and Society (3)</p>
<p>AREA E</p> <p>LIFELONG LEARNING AND SELF-DEVELOPMENT</p>		
<p>1. One unit of Kinesiology (previously Physical Education) activity course</p>		
<p>2. Two units from:</p> <p>AH 3 The Person in the Life Cycle (3)</p> <p>AH 11 Nutrition (3)</p> <p>BIO 11 Nutrition (3)</p> <p>» CD 2 Early Childhood Development (3)</p> <p>» CD 3 Child Growth and Development During the School Years (3)</p> <p>GUID 1 Self-Assessment and Career Development (3)</p> <p>GUID 6 Life Skills for Higher Education (2)</p> <p>HE 1 Health Education (3)</p> <p>HE 2 Human Sexuality (3)</p> <p>□ PSYC 2 Early Childhood Development (3)</p> <p>□ PSYC 3 Child Growth and Development During the School Years (3)</p> <p>PSYC 5 Self-Assessment and Career Development (3)</p> <p>SOC 21 Marriage and the Family (3)</p>		
<p>AREA D</p> <p>SOCIAL SCIENCES</p> <p>Two requirements: select one course from Requirement 1 and select 2 courses from Requirement 2.</p> <p>9 semester units or 12-15 quarter units</p> <p>Requirement 1:</p> <p>HIST 1 U.S. Hist through Reconstruction (3)</p> <p>HIST 2 U.S. Hist Reconstruction to the Present (3)</p> <p>POLS 1 Intro to American Government (3)</p> <p>NOTE: For the baccalaureate degree, one of the following combinations will satisfy the CSU graduation requirement in US History, Constitution and American Ideals: HIST 1 & 2, POLS 1 with either HIST 1 or 2</p> <p>Courses listed under more than one discipline or area may be used only once to satisfy an area. * = Approved for Fall 2011 ± = Approved retroactively for Fall 2005 NOTE: "□" or "»". PSYC 2 + 3 acceptable for AREA E only if taken as combination. NOTE: Transfer credit of certain courses (esp. Science & Math) may be limited by UC or CSU or both. Consult a counselor.</p>		

Transfer Admissions Agreement (TAA)

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



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



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

Transfer (Articulation) Agreements with Private Universities

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

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

General Education/Course Credit Matrix

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

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

IGETC: Courses satisfy IGETC general education transfer pattern requirements. IGETC satisfies both UC and CSU requirements.

AA/AS: Courses meet associate's degree requirements

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

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

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
ACCT 20	CSU/UC				BUS2
ACCT 21	CSU/UC				BUS4
ACCT 20 + 21					BUS SEQ A
ACCT 23	CSU				
ACCT 101	CSU				
ACCT 103	CSU				
ACCT 105	CSU				
ACCT 111	CSU				
ACCT 120	CSU				
ACCT 121	CSU				
ACCT 190	CSU				
AFT 121	CSU				
AFT 122	CSU				
AFT 133	CSU				
AFT 134	CSU				
AH 3	CSU/UC	E2		E2 F	
AH 8	CSU/UC	B2 B3	5B	B2 B3	BIO14
AH 9	CSU/UC	B2 B3	5B	B2 B3	BIO12
AH 11	CSU/UC	E2		E2 F	FCS2
AH 15	CSU/UC	B2 B3	5B	B2 B3	
AH 16	CSU				
AH 22	CSU				
AH 23	CSU				
AH 30	CSU/UC			E2	
AH 32	CSU				
AH 51	CSU				
AH 52	CSU				
AH 53	CSU				
AH 54	CSU				
AJ 5	CSU/UC	D8	4H	D2	
AJ 10	CSU/UC				AJ2
AJ 12	CSU				
AJ 14	CSU/UC				AJ4
AJ 16	CSU				AJ6
AJ 18	CSU/UC				
AJ 19	CSU				
AJ 20	CSU				
AJ 21	CSU				
AJ 22	CSU				

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
AJ 23	CSU				
AJ 32	CSU				
AJ 100A	CSU				
AJ105P	CSU				
AJ129P	CSU				
AJ 173	CSU				
AJ 176	CSU				
AJ 179P	CSU				
AJ 184	CSU				
AMT 100	CSU				
AMT 101	CSU				
AMT 110	CSU				
AMT 111	CSU				
AMT 120	CSU				
AMT 121	CSU				
ANTH 1	CSU/UC	B2	5B	B2	ANTH2
ANTH 2	CSU/UC	D1	4A	D2	ANTH6
ANTH 3	CSU/UC	D1	4A	D2 F	ANTH4
ANTH 5	CSU/UC	D1	4A	D2 F	
ANTH 6	CSU/UC	D7	4G	D2 F	
ANTH 9	CSU	D7		D2 F	
APE 34	CSU/UC	E1		E1	
APE 35	CSU/UC	E1		E1	
APE 36	CSU/UC	E1		E1	
APE 38	CSU/UC	E1		E1	
ART 1A	CSU/UC	C1	3A	C1 F	ART2
ART 1B	CSU/UC	C1	3A	C1	ART4
ART 1A + 1B	CSU/UC	C1	3A	C1	ART SEQ A
ART 2A	CSU/UC	C1		C1	ART14
ART 3A	CSU/UC	C1		C1	ART8
ART 3B	CSU/UC			C1	
ART 6	CSU/UC	C1	3A	C1 F	
ART 8A	CSU/UC	C1		C1	ART18
ART 10A	CSU/UC	C1		C1 F	ART6
ART 10B	CSU/UC			C1	
ART 11	CSU	C2		C2 F	
ART 12A	CSU/UC			C1	ART12
ART 12B	CSU/UC			C1	
ART 13	CSU/UC	C1		C1	
ART 14	CSU/UC	C1		C1 F	
ART 15A	CSU/UC			C1	
ART 15B	CSU/UC			C1	
ART 22	CSU				
ART 23	CSU				
ART 25A	CSU	C1		C1	
ART 25B	CSU			C1	
ART 34A	CSU/UC			C1	ART24
ART 34B	CSU/UC			C1	
ART 40	CSU			C1	
ART 74	CSU			C1	
ART 75	CSU			C1	
ART 76	CSU			C1	
ART 77	CSU/UC			C1	
ART 79	CSU			C1	
ART 80	CSU/UC			C1	
ART 85	CSU			C1	
ART 98	CSU			C1	
ART 107	CSU			C1	

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
ART 108	CSU			C1	
ART 110	CSU			C1	
ART 113	CSU			C1	
ART 114	CSU			C1	
ART 116	CSU			C1	
ART 117	CSU/UC			C1	
ART 140	CSU/UC			C1	
ASTR 1	CSU/UC	B1	5A	B1	
ATH 35	CSU/UC	E1		E1	
ATH 36	CSU/UC	E1		E1	
ATH 38	CSU/UC	E1		E1	
ATH 42	CSU/UC	E1		E1	
ATH 45	CSU/UC	E1		E1	
ATH 46	CSU/UC	E1		E1	
ATH 47	CSU/UC	E1		E1	
BIO 1	CSU/UC	B2 B3	5B	B2 B3	BIOL2
BIO 4	CSU/UC	B2 B3	5B	B2 B3	BIOL4
BIO 5	CSU/UC	B2 B3	5B	B2 B3	BIOL6
BIO 1 + 4 + 5					BIOL SEQ A
BIO 7	CSU/UC	B2 B3	5B	B2 B3	BIOL10
BIO 8	CSU/UC	B2 B3	5B	B2 B3	BIOL14
BIO 9	CSU/UC	B2 B3	5B	B2 B3	BIOL12
BIO 7 + 9					BIOL SEQ B
BIO 10	CSU/UC	B2 B3	5B	B2 B3	
BIO 11	CSU/UC	E2		E2	FCS2
BIO 12	CSU/UC	B2 B3	5B	B2	
BIO 13	CSU/UC	B2 B3	5B	B2 B3	
BIO 15	CSU/UC	B2 B3	5B	B2 B3	
BIO 21	CSU				
BIO 22	CSU				
BIO 23	CSU				
BIOT 103	CSU				
BIOT 104	CSU				
BIOT 105	CSU				
BOT 23	CSU				
BOT 112	CSU				
BOT 160	CSU				
BOT 180	CSU				
BOT 181	CSU				
BOT 182	CSU				
BOT 183	CSU				
BOT 190	CSU				
BUS 1	CSU/UC			D2	
BUS 11	CSU/UC	B4	2A	B4	
BUS 14	CSU				
BUS 80	CSU/UC				BUS12
BUS 100	CSU				
BUS 102	CSU				
CD 1	CSU				
CD 2	CSU/UC	D9 E	4I	D2 E2	
CD 3	CSU/UC	D9 E	4I	D2 E2	
CD 4	CSU				
CD 5	CSU				
CD 6	CSU				
CD 7	CSU	D7		D2 F	
CD 8A	CSU/UC				
CD 8B	CSU				
CD 9	CSU				

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
CD 10	CSU				
CD 11A	CSU				
CD 11B	CSU				
CD 11C	CSU				
CD 12	CSU				
CD 13	CSU				
CD 14A	CSU				
CD 14B	CSU				
CD 15	CSU				
CD 16	CSU				
CD 17	CSU				
CD 18	CSU				
CD 19	CSU				
CD 20	CSU				
CD 21	CSU				
CD 22	CSU				
CD 23	CSU				
CD 25A	CSU	C1		C1	
CD 25B	CSU			C1	
CD 28A	CSU				
CD 28B	CSU				
CD 28C	CSU				
CD 30A	CSU				
CD 30B	CSU				
CD 31	CSU				
CD 35	CSU				
CD 36	CSU				
CD 97	CSU				
CD 98	CSU				
CGD 1	CSU				
CGD 2	CSU				
CGD 4	CSU				
CGD 6	CSU				
CGD 8	CSU				
CGD 9	CSU				
CGD 23	CSU				
CGD 30	CSU				
CGD 110	CSU				
CGD 160	CSU				
CHEM 1A	CSU/UC	B1 B3	5A	B1 B3	CHEM2
CHEM 1B	CSU/UC	B1 B3	5A	B1 B3	CHEM4
CHEM 1A + 1B					CHEM SEQ A
CHEM 12A	CSU/UC	B1 B3	5A	B1 B3	
CHEM 12B	CSU/UC	B1 B3	5A	B1 B3	
CHEM 30A	CSU/UC	B1 B3	5A	B1 B3	CHEM6
CHEM 30B	CSU/UC	B1 B3	5A	B1 B3	CHEM8
CHEM 30A + 30B					CHEM SEQ B
CHN 1A	CSU/UC	C2		C2	
CHN 1B	CSU/UC	C2	6A	C2	
CMUN 1A	CSU/UC	A1	1C	A1	SPCH4
CMUN 2	CSU/UC	C1		C1	
CMUN 4	CSU/UC	D3 D7	4G	D2 F	
CMUN 5	CSU/UC	A1	1C	A1	
CMUN 6	CSU	D7		D2	
CMUN 8	CSU/UC	A1	1C	A1 F	
CMUN 10	CSU/UC	A1	1C	A1	SPCH10
CMUN 11	CSU				
CMUN 22	CSU				

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
CMUN 23	CSU				
CMUN 129	CSU				
CSIS 1	CSU/UC			E2	CSCI2
CSIS 2	CSU			E2	BUS6
CSIS 2L	CSU				
CSIS 3	CSU				
CSIS 5	CSU/UC				CSCI4
CSIS 6	CSU			E2	
CSIS 7	CSU				
CSIS 8	CSU			E2	
CSIS 9	CSU				
CSIS 10	CSU/UC				
CSIS 12	CSU/UC				
CSIS 12L	CSU/UC				
CSIS 18	CSU/UC				
CSIS 18L	CSU/UC				
CSIS 20	CSU				
CSIS 23	CSU				
CSIS 24	CSU/UC				
CSIS 26	CSU/UC	B4	2A	B4	
CSIS 42	CSU/UC				
CSIS 43	CSU/UC				
CSIS 44	CSU				
CSIS 45	CSU/UC			E2	CSCI18
CSIS 46	CSU/UC				
CSIS 47	CSU/UC				
CSIS 48	CSU/UC				
CSIS 49	CSU/UC				
CSIS 51	CSU/UC			E2	
CSIS 52	CSU				
CSIS 54	CSU/UC				
CSIS 54L	CSU/UC				
CSIS 61	CSU/UC				
CSIS 72	CSU				
CSIS 73	CSU				
CSIS 74	CSU			C1	
CSIS 75	CSU			C1	
CSIS 76	CSU			C1	
CSIS 77	CSU/UC			C1	
CSIS 78	CSU				
CSIS 79	CSU			C1	
CSIS 80	CSU/UC			C1	
CSIS 84	CSU/UC				
CSIS 85	CSU			C1	
CSIS 88	CSU				
CSIS 107	CSU				
CSIS 108	CSU			C1	
CSIS 110	CSU			C1	
CSIS 112	CSU				
CSIS 113	CSU			C1	
CSIS 114	CSU				
CSIS 116	CSU				
CSIS 117	CSU/UC				
CSIS 120	CSU				
CSIS 121	CSU				
CSIS 122	CSU	E1		E1	
CSIS 124	CSU				
CSIS 126	CSU				

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
CSIS 128	CSU				
CSIS 129	CSU				
CSIS 132	CSU				
CSIS 134	CSU				
CSIS 140	CSU/UC			C1	
CSIS 142	CSU				
CSIS 151	CSU				
CSIS 175A	CSU				
CSIS 175B	CSU				
CSIS 175C	CSU				
CSIS 178	CSU				
CSIS 179	CSU				
CSIS 181	CSU				
CSIS 182	CSU				
CSIS 183	CSU				
CSIS 184	CSU				
DM 6	CSU			E2	
DM 7	CSU				
DM 60	CSU				
DM 61	CSU				
DM 72	CSU				
DM 73	CSU				
DM 74	CSU			C1	
DM 75	CSU			C1	
DM 76	CSU			C1	
DM 77	CSU/UC			C1	
DM 79	CSU			C1	
DM 80	CSU/UC			C1	
DM 85	CSU			C1	
DM 107	CSU			C1	
DM 108	CSU			C1	
DM 110	CSU			C1	
DM 111	CSU				
DM 113	CSU			C1	
DM 114	CSU			C1	
DM 116	CSU			C1	
DM 117	CSU/UC			C1	
DM 140	CSU/UC			C1	
ECOL 1	CSU/UC	B2 B3	5B	B2 B3	
ECON 1	CSU/UC	D2	4B	D2	ECON2
ECON 2	CSU/UC	D2	4B	D2	ECON4
ECON 10	CSU/UC	D2	4B	D2	
ECON 11	CSU/UC	B4	2A	B4	
ECON 14	CSU				
ENGL 1A	CSU/UC	A2	1A	A2	ENGL2
ENGL 1B	CSU/UC	C	3B	C2	ENGL4
ENGL 1A + 1B					ENGL-SEQ A
ENGL 1C	CSU/UC	A3	1B	C2	
ENGL 2B	CSU/UC	C2	3B	C2 F	
ENGL 2C	CSU/UC	C2	3B	C2	
ENGL 2E	CSU/UC	C2	3B	C2 F	
ENGL 2F	CSU/UC	C2	3B	C2	
ENGL 2J	CSU/UC	C2	3B	C2	
ENGL 4A	CSU/UC	C2	3B	C2	ENGL8
ENGL 4B	CSU/UC	C2	3B	C2	ENGL10
ENGL 4A + 4B					ENGL-SEQ B
ENGL 5A	CSU/UC	C2	3B	C2	ENGL14

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
ENGL 5B	CSU/UC	C2	3B	C2	ENGL16
ENGL 5A + 5B					ENGL-SEQ C
ENGL 9A	CSU/UC	C2		C2	ENGL6
ENGL 9B	CSU/UC	C2		C2	
ENGL 9C	CSU/UC	C2		C2	
ENGL 12A-D	CSU				
ENGL 22	CSU				
ENGL 23	CSU				
ENGL 148	CSU				
ENGR 1	CSU/UC				ENGR2
ENGR 2	CSU/UC				ENGR8
ENGR 3	CSU/UC				ENGR12
ENGR 4	CSU/UC				ENGR4
ENGR 5	CSU/UC				CSCI4
ENGR 10A	CSU/UC				
FRNH 1A	CSU/UC	C2	6A	C2 F	
FRNH 1B	CSU/UC	C2	6A	C2 F	
FRNH 2A	CSU/UC	C2	3B 6A	C2 F	
FRNH 8A	CSU			F	
FRNH 8B	CSU			F	
GEOG 1	CSU/UC	B1 B3	5A	B1 B3	GEOG6
GEOG 2	CSU/UC	D5	4E	D2 F	GEOG4
GEOL 1	CSU/UC	B1 B3	5A	B1 B3	GEOL2
GEOL 13	CSU/UC	B1	5A	B1	
GUID 1	CSU	E2		E2	
GUID 6	CSU/UC	E2		E2	
GUID 22	CSU				
GUID 23	CSU				
GUID 28	CSU				
GUID 29	CSU				
HE 1	CSU/UC	E2		E2	
HE 2	CSU/UC	E2		E2	
HE 6	CSU				
HIST 1	CSU/UC	C2 D6 7B	3B 4F	C2 D2 F	HIST8
HIST 2	CSU/UC	C2 D6 7B	3B 4F	C2 D2	HIST10
HIST 1 + 2					HIST-SEQ B
HIST 3	CSU/UC	C2 D6	3B 4F	C2 D2 F	
HIST 4A	CSU/UC	C2 D6	3B 4F	C2 D2	
HIST 4B	CSU/UC	C2 D6	3B 4F	C2 D2	
HIST 5	CSU/UC	C2 D4 D6	3B 4F	C2 D1 D2 F	
HIST 6	CSU/UC	C2 D4 D6	3B 4F	C2 D2	
HIST 7A	CSU/UC	C2	3B	C2	HIST2
HIST 7B	CSU/UC	C2	3B	C2	HIST4
HIST 7A + 7B					HIST-SEQ A
HIST 12	CSU/UC	C2 D3 D6	4F 3B	D2 F	
HIST 22	CSU				
HIST 23	CSU				
HORT 20	CSU				
HUM 3	CSU/UC	C2	3B	C2	
HUM 4	CSU/UC	C2	3B	C2	
HUM 5	CSU/UC	C2	3B	C2	
HUM 6	CSU/UC	C1	3A	C1	
HUM 10	CSU/UC	C1 C2	3B	C1 C2	
HUM 12	CSU/UC	C2 D3 D6	4F 3B	D2 F	
HUM 22	CSU				
HUM 23	CSU				
HUM 25A	CSU/UC				

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
HUM 98	CSU				
IT115	CSU				
IT116	CSU				
IT117	CSU				
ITAL 8A	CSU			F	
ITAL 8B	CSU			F	
JOUR 10	CSU/UC	C2 D0	4J	C2 D2	JOUR4
JOUR 16A	CSU			C1 JOUR2	
JOUR 16B	CSU			C1	
JOUR 18A-D	CSU			C1	
JOUR 22	CSU			C1	
JOUR 23	CSU			C1	
JPN 1A	CSU/UC	C2		C2 F	
JPN 1B	CSU/UC	C2	6A	C2 F	
KIN 1	CSU	E1			
KIN 2	CSU/UC				
KIN 3	CSU/UC				
KIN 3A	CSU				
KIN 5	CSU/UC			E1	
KIN 6	CSU			E1	
KIN 7	CSU				
KIN 8	CSU				
KIN 9A	CSU/UC	E1		E1	
KIN 9B	CSU/UC	E1		E1	
KIN 10A	CSU/UC	E1		E1	
KIN 10B	CSU/UC	E1		E1	
KIN 11A	CSU/UC	E1		E1	
KIN 11B	CSU/UC	E1		E1	
KIN 12A	CSU/UC	E1		E1	
KIN 12B	CSU/UC	E1		E1	
KIN 13A	CSU/UC	E1			
KIN 13B	CSU/UC	E1			
KIN 14A	CSU/UC	E1		E1	
KIN 14B	CSU/UC	E1		E1	
KIN 16	CSU/UC	E1		E1	
KIN 17	CSU/UC	E1		E1	
KIN 18	CSU/UC	E1		E1	
KIN 19	CSU/UC	E1		E1	
KIN 20	CSU/UC	E1		E1	
KIN 21	CSU/UC	E1		E1	
KIN 22	CSU				
KIN 23	CSU				
KIN 24	CSU/UC	E1		E1	
KIN 25	CSU/UC	E1		E1	
KIN 27	CSU/UC	E1		E1	
KIN 29	CSU	E1			
KIN 31	CSU	E1			
KIN 34	CSU/UC	E1		E1	
KIN 35	CSU/UC	E1		E1	
KIN 36	CSU/UC	E1		E1	
KIN 37	CSU/UC	E1		E1	
KIN 38	CSU/UC	E1		E1	
KIN 39	CSU/UC	E1		E1	
KIN 41	CSU	E1			
KIN 43	CSU	E1			
KIN 44	CSU/UC	E1		E1	
KIN 46	CSU/UC	E1		E1	

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
KIN 47	CSU	E1			
KIN 61	CSU/UC	E1		E1	
KIN 62	CSU/UC	E1		E1	
KIN 63	CSU/UC	E1		E1	
KIN 64	CSU/UC	E1		E1	
KIN 65	CSU/UC	E1		E1	
KIN 66	CSU/UC	E1		E1	
KIN 68	CSU/UC	E1		E1	
KIN 70	CSU/UC	E1		E1	
KIN 71	CSU/UC	E1		E1	
KIN 73	CSU/UC	E1		E1	
KIN 74	CSU/UC	E1		E1	
KIN 75	CSU/UC	E1		E1	
KIN 77	CSU	E1			
KIN 79	CSU	E1			
KIN 80	CSU	E1			
KIN 81	CSU/UC	E1		E1	
KIN 82	CSU	E1		E1	
KIN 99B	CSU	E1			
LIB 3	CSU				
LIB 6	CSU			E2	
LIB 23	CSU				
LIB 140	CSU				
MATH 1A	CSU/UC	B4	2A	B4	MATH 18
MATH 1B	CSU/UC	B4	2A	B4	MATH 20
MATH 1A + 1B					MATH SEQ B
MATH 1C	CSU/UC	B4	2A	B4	MATH22
MATH 1A + 1B +1C					MATH SEQ C
MATH 2	CSU/UC	B4	2A	B4	MATH26
MATH 2C	CSU/UC	B4	2A	B4	MATH24
MATH 5	CSU/UC	B4	2A	B4	STAT2
MATH 6	CSU/UC	B4	2A	B4	MATH34
MATH 7	CSU/UC	B4	2A	B4	MATH12
MATH 8A	CSU/UC	B4	2A	B4	
MATH 8B	CSU/UC	B4	2A	B4	
MATH 12	CSU/UC	B4		B4	
MATH 14	CSU/UC	B4	2A	B4	
MATH 22	CSU				
MATH 23	CSU				
MCTV 6	CSU				
MCTV 16	CSU				
MCTV 17A	CSU				
MCTV 17B	CSU				
MCTV 19	CSU/UC				
MGMT 23	CSU				
MGMT 101	CSU				
MGMT 102	CSU				
MGMT 104	CSU				
MGMT 190	CSU				
MKTG 23	CSU				
MKTG 100	CSU				
MUS 1A	CSU/UC	C1	3A	C1 F	MUS8
MUS 1B	CSU/UC	C1	3A	C1	
MUS 2	CSU/UC	C1	3A	C1 F	
MUS 3A	CSU/UC	C1		C1	
MUS 3B	CSU/UC			C1	
MUS 3C	CSU/UC			C1	

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
MUS 3D	CSU/UC			C1	
MUS 4A	CSU/UC	C1		C1	
MUS 4B	CSU/UC			C1	
MUS 5A-D	CSU/UC			C1	
MUS 6				F	
MUS 7					
MUS 8A-D	CSU/UC			C1	
MUS 9A-B	CSU/UC			C1	
MUS 12	CSU/UC			C1	
MUS 13	CSU/UC			C1	
MUS 14A-D	CSU			C1	
MUS 16A	CSU				
MUS 20	CSU				
MUS 21	CSU			C1	
MUS 22	CSU				
MUS 23	CSU				
MUS 26	CSU/UC			C1	
MUS 98	CSU			C1	
PHIL 1	CSU/UC	C2	3B	C2	PHIL2
PHIL 2	CSU/UC	A3		C2	PHIL6
PHIL 3A	CSU/UC	C2	3B	C2	PHIL4
PHIL 3B	CSU/UC	C2	3B	C2 E2	
PHIL 4	CSU/UC	A3	1B	C2	
PHIL 6	CSU/UC	C2	3B	C2 F	
PHIL 9	CSU/UC	C2	3B	C2 E2	
PHIL 23	CSU				
PHYS 1	CSU/UC	B1 B3	5A	B1 B3	
PHYS 2A	CSU/UC	B1 B3	5A	B1 B3	PHYS2
PHYS 2B	CSU/UC	B1 B3	5A	B1 B3	PHYS4
PHYS 2A +2B					PHYS.SEQ A
PHYS 4A	CSU/UC	B1 B3	5A	B1 B3	
PHYS 4B	CSU/UC	B1 B3	5A	B1 B3	
PHYS 4C	CSU/UC	B1 B3	5A	B1 B3	
PHYS 4A + 4B + 4C					PHYS SEQ B
PHYS 10	CSU				
PL 110	CSU				
POLS 1	CSU/UC	D8	4H 7A	D1 D2	GOVT2
POLS 3	CSU/UC	D8	4H	D2 F	
POLS 4	CSU/UC	D8	4H	D2 F	
POLS 5	CSU/UC	D8	4H	D2	
POLS 6	CSU	D7		D2	
POLS 8	CSU				
POLS 22	CSU				
POLS 23	CSU				
POLS 27	CSU			E2	
PSCI 1	CSU/UC	B1	5A	B1	
PSCI 2	CSU/UC	B1	5A	B1	
PSCI 23	CSU				
PSYC 1A	CSU/UC	D9	4I	D2	PSY2
PSYC 1B	CSU/UC	D9	4I	D2	
PSYC 2	CSU/UC	D9 E	4I	D2 E2	
PSYC 3	CSU/UC	D9 E	4I	D2 E2	
PSYC 5	CSU	E2		E2	
PSYC 6	CSU	D7		D2	
PSYC 7	CSU	D7		D2 F	
PSYC 22	CSU				
PSYC 23	CSU				

GAVILAN COURSE #	UC/CSU AREA	CSU-GE AREA	IGETC AREA	AA/AS AREA	CAN NUMBER
PSYC 27	CSU			E2	
PSYC 29	CSU				
PSYC 52	CSU				
PSYC 103	CSU				
RE 23	CSU				
RE 160	CSU				
RE 162	CSU				
RE 163	CSU				
RE 164	CSU				
RE 165	CSU				
RE 166	CSU				
RE 167	CSU				
RE 168	CSU				
SOC 1A	CSU/UC	D0	4J	D2	SOC2
SOC 1B	CSU/UC	D0	4J	D2	SOC4
SOC 3	CSU/UC	D0 D3	4J	D2 F	
SOC 4	CSU/UC	D0 D4	4J	D2	
SOC 10	CSU/UC	C2 D0	4J	C2 D2	
SOC 21	CSU	E2		E2	
SOC 22	CSU				
SOC 23	CSU				
SPAN 1A	CSU/UC	C2		C2 F	SPAN2
SPAN 1B	CSU/UC	C2	6A	C2 F	SPAN4
SPAN 1A + 1B					SPAN SEQ A
SPAN 2A	CSU/UC	C2	3B 6A	C2 F	SPAN8
SPAN 2B	CSU/UC	C2	3B 6A	C2 F	SPAN10
SPAN 2A + 2B					SPAN SEQ B
SPAN 8A-D	CSU			C2	
SPAN 12A	CSU/UC	C2	6A	C2 F	
SPAN 12B	CSU/UC	C2	6A	C2 F	
SPAN 22	CSU				
SPAN 23	CSU				
THEA 1	CSU/UC	C1	3A	C1 F	
THEA 2A	CSU			C1	
THEA 2B	CSU			C1	
THEA 3	CSU/UC	C1	3A	C1 F	
THEA 4	CSU/UC	C1		C1	
THEA 6	CSU				
THEA 7	CSU/UC	C1	3A	C1	
THEA 10	CSU/UC			C1	
THEA 11	CSU/UC			C1	
THEA 12A	CSU/UC	C1		C1	DRAM8
THEA 12B	CSU/UC			C1	
THEA 13A -D	CSU/UC			C1	
THEA 14	CSU/UC			C1	
THEA 15	CSU/UC			C1	
THEA 16	CSU			C1	
THEA 17A	CSU			C1	
THEA 17B	CSU			C1	
THEA 19	CSU/UC			C1	
THEA 20	CSU	C1			
THEA 21	CSU/UC			C1 F	
THEA 22	CSU				
THEA 23	CSU				
THEA 98	CSU				

ASSOCIATE'S DEGREES CERTIFICATES CAREER PROGRAMS



Career Education Options

Gavilan offers three types of career education options:

Associate's Degree

Certificate of Achievement (generally requires 18 or more units)

Certificate of Proficiency (requires fewer than 18 units)

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

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

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

General Education

Along with the major course requirements listed in each degree major in the following pages, students must complete all general education and legal requirements described in General Education Requirements to be eligible for the associate's degree. To complete General Education requirements a student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern. See pages 48-56 of this catalog for details.

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

Need For Specialized Training

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

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

Accuracy

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

GAVILAN COLLEGE DEGREES AND CERTIFICATES

Below is a quick reference of degrees and certificates available at Gavilan College. For more information, call the Counseling Office at (408) 848-4723 or the related department. See program listings beginning on page 65. Regional Occupational Programs (ROP) certificates are listed on pages 223-224.

Program	Certificate of Proficiency	Certificate of Achievement	Transfer Program and/or AA/AS Degree
Administration of Justice			
Law Enforcement Opt 1			■
Law Enforcement Opt 2 (Police Academy)			■
Administration of Justice for CSU transfer			■
Allied Health			
Nursing: Registered Nursing		■	■
Art			
Studio Art			■
Aviation Maintenance Technology		■	■
Airframe		■	
Powerplant		■	
Biological Science			■
Biotechnology		■	
Business			
Accounting			■
Business Computer Applications			■
Computerized Accounting	■		
Economics			■
General Business			■
General Office Skills			■
Medical Office			■
Real Estate			■
Retail Management			■
Carpentry Apprenticeship		■	■
Child Development			■
Early Childhood Education			■
Early Intervention Assistant			■
School Age Child Care			■
Span Language Early Childhood Edu	■		
Communication Studies		■	■
Communication			
Interpersonal Communication		■	
Computer Graphics & Design			
Adv. Technical Computer Graphics			■
Comp. Graphics for Environmental Design			■
Technical Desktop Publishing & Graphics			■
Computer Science & Information Systems			
Business Computer Applications			■
Computer Hardware	■		
Computer Networking	■		
Computer Programming			■
Programming for the Internet			■
Scientific Programming			■
UNIX Operating System			■
Cosmetology		■	■
Esthetician		■	

■ Associate's Degree or Certificate

■ Represents an option within a program

Degree and Certificate Titles (effective fall of 2008): All certificates previously called "Certificates of Completion" are now called "Certificates of Achievement" and certificates previously called "Certificates of Achievement" are called "Certificates of Proficiency". These are title changes only and do not affect certificate requirements nor certificates previously awarded.

Program	Certificate of Proficiency	Certificate of Achievement	Transfer Program and/or AA/AS Degree
Digital Media			
Digital Art & Imaging			■
Digital Audio/Video			■
Interactive Media and Authoring			■
Digital imaging/Graphics Production	■		
Digital Print Production	■		
Digital Video Editor Specialist	■		
Web Page Production Specialist	■		
Drywall/Lathing Apprenticeship		■	■
English as a Second Language (ESL)			
ESL Intermediate Level	■		
ESL Advanced Level	■		
Engineering (see Physical Science & Engineering)			
General Education			
CSU General Education Pattern			■
IGETC General Education Pattern			■
Health Science			■
Industrial Technology*			■
Kinesiology (previously Physical Education)			
Education Option			■
Sports Management Option			■
Sports Medicine Option			■
Liberal Arts			
Administration of Justice			■
Business			■
Computer Science & Info Systems			■
Elementary Education			■
Expressive Arts			■
Language Arts & Humanities			■
Natural Science			■
Social Science			■
Multiple Subjects			■
Mathematics			■
Media Arts			
Broadcast Television			■
Journalism			■
Music			■
Music Composition and Production			■
Philosophy		■	
Physical Science & Engineering			■
Physical Science & Engineering: General Engineering*			■
Social Science			
Community Studies Emphasis			■
Global Studies Emphasis			■
Spanish			
Non-Native Speaker (Options 1-3)			■
Native Speakers Option 4			■
Theatre Arts			
Acting			■
Technical Production			■
Television Performance			■

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

ADMINISTRATION OF JUSTICE

A.S. Degree

Administration of Justice for CSU Transfer

A.A. Degrees and Certificates of Achievement

Law Enforcement, Option 1

Law Enforcement, Option 2 (Police Academy)

Also see: Liberal Arts: Administration of Justice Emphasis:
AA Degree *page 127*



Gavilan College graduate Ramon Mendoza

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

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

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

South Bay Regional Public Safety Training Consortium

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

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



Careers in

Law Enforcement • Fire Technology

Probation Officer • Dispatcher

Corrections Officer • Juvenile Hall Counselor

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

Administration of Justice for CSU Transfer *A.S. Degree*

REQUIREMENTS:

List A: Required Courses (6 units total):

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

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

AJ 12	Criminal Procedures (3 units)	
AJ 16	Introduction to Evidence (3 units)	
AJ 18	Community Policing (3 units)	
AJ 19	Introduction to Investigation (3 units)	
AJ 20	Juvenile Law and Procedure (3 units)	
List B total		6 units

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

SOC 1A	Introduction to Sociology (3 units)	
PSYC 1A	Introduction to Psychology (3 units)	
MATH 5	Introduction to Statistics (3 units)	
List C total		6 units

Total units for the degree 18 units

Plus completion of CSU or IGETC general education requirements: 39-42 units

Total Units Required for AS-T Degree: 60 UNITS

Students must:

- ▶ Complete a minimum of 60 CSU-transferable units.
- ▶ Maintain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- ▶ Complete a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed on page 47 of this catalog. Each course in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 55063).
- ▶ Be certified as having completed the California State University-General Education - Breadth pattern (CSU- GE Breadth) (see page 55 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 52 for more information).

Students should note that no more than 60 units are required for this degree and that no additional requirements will be imposed by Gavilan College. In addition, no remedial or non-collegiate level course work will be counted in the total units for this degree.

General Education Requirements: A student may complete the Gavilan College AA/AS general education pattern (35-44 units), the CSU-GE Breadth pattern (39-52 units) or the IGETC pattern (42-48 units), plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

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

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

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

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

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

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

Law Enforcement, Option 1 *A.A. Degree and Certificate of Achievement*

To receive an **ASSOCIATE'S DEGREE** complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a **CERTIFICATE OF ACHIEVEMENT** complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS:

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

Choose 6 units:

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

Total Units Required: **6 units**
21 UNITS

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

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

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Admin of Just-Law Enforc	
Program Length: (in years)	1.00	
# of units/credits required for program:	21	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 798	\$ 4,578
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
Number of students completing the program: (between July 1, 2010 and June 30, 2011)	26	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Law Enforcement, Option 2 *A.A. Degree and Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS:

JLE 100 Basic Police Academy 22 units

Choose 6 units:

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

Total Units Required: 6 units
28 UNITS

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

For specific police academy information and scheduling, contact the South Bay Regional Public Safety Training Consortium. See ad on page 65.

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Admin of Just-Law Enforc	
Program Length: (in years)	1.00	
# of units/credits required for program:	28	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 1,050	\$ 6,098
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
Number of students completing the program: (between July 1, 2010 and June 30, 2011)	26	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		



ALLIED HEALTH

Nursing A.S. Degree and Certificate of Achievement

Registered Nursing

ROP Certificates - see pages 223-224

Home Health Aide
Nurse Assistant - Convalescent
Clinical Medical Assisting

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

Gavilan College Nursing Program

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

PREREQUISITES:

AH 3**	The Person in the Life Cycle3 units
AH/BIO 11**	Nutrition3 units
AH/BIO 15**	Survey of Human Anatomy and Physiology (or BIO 7 and BIO 9)5 units
AH 32**	Basic Cardiac Life Support1 unit
AH 180**	Fundamentals of Nursing--Convalescent8 units
ENGL 1A**	Composition3 units
PSYC 1A**	Introduction to Psychology3 units
ENGL 260*	Preparation for College Reading3 units
MATH 233*	Intermediate Algebra5 units

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

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

Courses listed above and the following Clinical courses are required for Advanced Standing.

AH 51**	Medical-Surgical Nursing11 units
AH 52**	Medical-Surgical Nursing11 units
AH 53**	Medical-Surgical - Maternal-Neonatal Nursing11 units
AH 54**	Medical-Surgical/Pediatric Nursing11 units

LVN LICENSING EXAM

Students completing AH 51-54 will be eligible to take the NCLEX-VN Licensing Exam and apply for Advanced Standing in the Registered Nursing Program. Additional courses must be taken to meet general education requirements for A.S. degree. Please consult a counselor. To schedule an appointment, call 408-848-4723.

ADVANCED STANDING/REGISTERED NURSING REQUIREMENTS

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

AH/BIO 8***	General Microbiology5 units
AH/BIO 9***	Human Physiology5 units
AH 16***	Intravenous Therapy/Blood Withdrawal1 unit
CHEM 30A	Elementary Chemistry (recommended).4 units
CMUN 1A***	Introduction to Public Speaking.3 units
SOC 1A***	Introduction to Sociology3 units

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

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

AH 55**	Interactive and Mental Health Nursing10 units
AH 56**	Compensatory Nursing Practice10 units

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

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

PREREQUISITES (Students planning to enter the Registered Nursing Program must complete the following prerequisites):

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

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

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

CLINICAL COURSES REQUIRED FOR ADVANCED STANDING:

AH 51**	Medical-Surgical Nursing	11	units
AH 52**	Medical-Surgical Nursing	11	units
AH 53**	Medical-Surgical - Maternal-Neonatal Nursing	11	units
AH 54**	Medical-Surgical/Pediatric Nursing	11	units
Total Units:		44	UNITS

Students completing AH 54 will be eligible to take the NCLEX-VN Licensing Exam and apply for Advanced Standing in the Registered Nursing Program. Advanced Standing is open to Licensed Vocational Nurses or those who have successfully completed AH 54.

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

PREREQUISITES TO ADVANCED STANDING:

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

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

ASSOCIATE DEGREE: Associate Degree Registered Nursing requires completion of the clinical courses listed below together with general education requirements. Students are then qualified for a Certificate of Achievement in Registered Nursing and an Associate of Science Degree.

CLINICAL REQUIREMENTS:

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

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

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

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

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

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

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Registered Nursing	
Program Length: (in years)	3.00	
# of units/credits required for program:	66	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident \$2,502	Nonresident \$14,382
Total estimated costs for books and supplies for the entire program:	\$ 3,240	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.
NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Registered Nursing 30 Unit Option

Certificate of Achievement

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

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS:

AH/BIO 8**	General Microbiology	5 units
AH/BIO 9**	Human Physiology	5 units
AH 55**	Interactive and Mental Health Nursing	10 units
AH 56**	Compensatory Nursing Practice	<u>10 units</u>
Certificate Requirements:		30 UNITS



Nurse Assistant - Convalescent *ROP Certificate*

AH180	Fundamentals of Nursing Convalescent.	<u>8 units</u>
ROP Certificate Requirements:		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

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

Clinical Medical Assisting *ROP Certificate*

AH 170	Basic Clinical Medical Assisting	6 units
AH 171	Advanced Clinical Medical Assisting	<u>6 units</u>
ROP Certificate Requirements:		12 UNITS

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

APPRENTICESHIPS

A.A. Degrees and Certificates of Achievement

Carpentry
Drywall/Lathing

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

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

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

Drywall/Lathing Apprenticeship *A.A. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

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

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

REQUIREMENTS:

DRLT 200	Introduction to the Trade	2.0	units
DRLT 202	Basic Applications	1.5	units
DRLT 205	Mathematics for Drywall/Lathing	2.0	units
DRLT 210	Residential Metal Framing	1.5	units
DRLT 212	Doors, Windows, Exterior Systems/Building Documents	1.5	units
DRLT 220	Blueprint Reading I	1.5	units
DRLT 221	Blueprint Reading II	1.5	units
DRLT 222	Blueprint Reading III	1.5	units
DRLT 230	Welding I	1.5	units
DRLT 231	Welding II	1.5	units
DRLT 240	Exterior/Advanced Fire Control System and Partitions	1.5	units
DRLT 242	Exterior Systems and Trims	1.5	units
DRLT 250	Interior Metal Lathing System and Sound Control	1.5	units
DRLT 260	Ceilings, Shaft Protection and Demountable Partitions	1.5	units
DRLT 262	Arches, Furring and Advanced Systems	1.5	units
DRLT 270	Advanced Construction Techniques	1.5	units

And a minimum of 16 units from the following:

DRLT 290	Occupational Work Experience/Drywall-Lathing	16	units
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Total Units Required: 41 UNITS

Gainful Employment Statistics for Certificate

Name of Program: (if different than the CIP program description)	CA in Drywall-Lathing Apprent	
Program Length: (in years)	2.0	
# of units/credits required for program:	41	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 1,560	\$ 8,940
Total estimated costs for books and supplies for the entire program:	\$ 3,240	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

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

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

CARP 201	Worker Safety and Tool Skills	1.5	units
CARP 202	The Apprentice Carpenter and the Trade	2.0	units
CARP 203	Construction Math and Introduction to Working Drawings	2.0	units
CARP 204	Foundations and Floors	1.0	unit
CARP 205	Residential Blueprint Reading	2.5	units
CARP 206	Structural Framing	1.0	unit
CARP 207	Form Detailing, Construction and Erection	1.0	unit
CARP 208	Exterior Finish	1.0	unit
CARP 209	Blueprint Reading - Commercial and Industrial	2.0	units
CARP 210	Concrete - Precast and Prestressed	1.0	unit
CARP 211	Interior Finish	1.0	unit
CARP 212	Level and Layout Instruments	1.0	unit
CARP 213	Engineered Structural Systems	1.0	unit
CARP 214	Interior Systems	1.0	unit
CARP 215	Stair Building	1.0	unit
CARP 216	Roof Framing	1.0	unit
CARP 217	Introduction of Welding and Cutting	1.0	unit

And a minimum of 16 units from the following:

CARP 298	Occupational Work Experience/Carpenter	16.0	units
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Total Units Required: 38.00 UNITS

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

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

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

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

- ▶ demonstrate journey level skills, including those skills necessary to build all concrete infrastructures that comprise the California transportation system.

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Capenter Apprentice	
Program Length: (in years)	2.0	
# of units/credits required for program:	38	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 1,452	\$ 8,292
Total estimated costs for books and supplies for the entire program:	\$ 3,240	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

ART

A.A. Degree Studio Art

Also see: Liberal Arts: Expressive Arts Emphasis: AA Degree [page 129](#)

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.

Student Artwork by Sarah Webb - Photo courtesy of the Gav Press

Studio 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 three (3) additional units of Art electives to complete a minimum total of 22 units.

REQUIRED:

ART 2A	Two Dimensional Design	3 units
ART 13	Three Dimensional Design	3 units
ART 3A	Drawing and Composition	3 units
ART 79	Portfolio Development	1 unit

ART HISTORY Choose 3 units:

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

DRAWING AND PAINTING Choose 6 units:

ART 3A	Art History (3 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 34A	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 (3 units)	
ART 12B	Sculpture (3 units)	
	minimum of 3 units

Total Units Required:22 UNITS

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

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

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

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

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

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education pattern (35-44 units), the CSU-GE Breadth pattern (39-52 units) or the IGETC pattern (42-48 units), plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

AVIATION MAINTENANCE TECHNOLOGY

A.S. Degree and Certificate of Achievement

Aviation Maintenance Technology

Certificates of Achievement

Airframe

Powerplant

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

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

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

Aviation Maintenance Technology **A.S. Degree or Certificate of Achievement**

To receive an **ASSOCIATE'S DEGREE** complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a **CERTIFICATE OF ACHIEVEMENT** complete the:

- ▶ **REQUIRED COURSES** listed below.

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

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

Students who have completed all of the AMT coursework will have satisfied Areas B-1, B-2, B-3 and B-4 of the general education requirements for the associate's degree using the Gavilan College and CSU Breadth General Education patterns or the IGETC (Areas 2 and 5) for an associate's degree only.

REQUIREMENTS:

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

Recommended Electives: AFT 122; CSIS 1; CGD 1

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Gainful Employment Statistics for Certificate

Name of Program: (if different than the CIP program description)	CA in Aviation Maint Tech	
Program Length: (in years)	2.50	
# of units/credits required for program:	70	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 2,625	\$ 15,225
Total estimated costs for books and supplies for the entire program:	\$ 4,050	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Airframe *Certificate of Achievement*

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

Recommended Electives: AMT 190; AFT 122

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

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in AMT Airframe	
Program Length: (in years)	2.0	
# of units/credits required for program:	42	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 1,606	\$ 9,156
Total estimated costs for books and supplies for the entire program:	\$ 3,240	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

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.

Powerplant *Certificate of Achievement*

AMT 100	General Aircraft Technology	7.5 units
AMT 101	General Aircraft Technology	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 Achievement:		43.0 UNITS

Recommended Electives: AMT 190; AFT 122

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

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in AMT Powerplant	
Program Length: (in years)	2.00	
# of units/credits required for program:	43	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 1,642	\$ 9,372
Total estimated costs for books and supplies for the entire program:	\$ 3,240.	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

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



BIOLOGICAL SCIENCE

A.S. Degree

Biological Science
Health Science

Certificate of Achievement

Biotechnology

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

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

Biological Science *A.S. Degree*

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 Required:		30	UNITS

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

Recommended Electives:

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

Students completing the courses will have satisfied requirements for physical and biological sciences. See the Gavilan general education requirements on page 48.

Recommended preparation for the major requirements listed.

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

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

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Biotechnology *Certificate of Achievement*

REQUIREMENTS:

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

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

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Biotechnology	
Program Length: (in years)	1.00	
# of units/credits required for program:	17	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 654	\$ 3,714
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Health Science *A.S. Degree*

REQUIREMENTS:

AH 3	The Person in the Life Cycle	.3 units
AH/BIO 11	Nutrition	.3 units

Choose one of the following:

CHEM 1A or 1B	General Chemistry (5 units)	4-5 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)	
AH/BIO 15	Survey Human Anatomy and Physiology (5 units)	

Choose two of the following:

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

Total Units Required: 19-21 UNITS

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

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

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

Career Options: Careers for those with an Associate's Degree in Health Science will be able to work as a health educator, pre-professional in X-ray technology, dental hygienist, physician's assistant or in another related health career.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

BUSINESS



Photo courtesy of the Gavilan Press

A.A. Degrees and Certificates of Achievement

- Accounting
- General Business
- General Office Skills
- Medical Office
- Real Estate
- Retail Management

Also see: Liberal Arts with Business Emphasis
AA degree *Page 127*

A.S. Degrees and Certificates of Achievement

- Economics Option
- Business Computer Applications**

** Business Computer Applications is an A.S. degree in
Computer Science & Information Systems or a Certificate of
Achievement in either CSIS or Business

Certificate of Proficiency

- Computerized Accounting

ROP Certificates *see page 223*

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

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

BUSINESS CORE COURSES The following business core courses are required for the Accounting, General Office Skills and Medical Office Associate's Degree and Certificate of Achievement options. Additional requirements for these options are listed alphabetically on the following pages.

BUSINESS CORE COURSES:

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

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

Choose one:

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

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

Choose one:

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

Core Courses Unit Total: 8-19 UNITS

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

1. Students who can provide evidence of competency in required skill areas should consult with a counselor for possible course waiver or substitution.
2. Regardless of the number of courses waived or transferred, certificate students will still need to meet the minimum "residing" unit requirements (minimum 12 units) at Gavilan College.

When required certificate courses are applied against associate's degree general education requirements, the unit requirements for the certificate are reduced by the same number of units. However, students will still need to meet all the requirements for graduation including a minimum of 18 units in the major.

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Computerized Accounting *Certificate of Proficiency*

REQUIREMENTS (Business Core is not required):

ACCT/CSIS 121 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/CSIS 120 Computerized Accounting – QuickBooks 2 units

Choose one:

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

Total Units Required for Certificate of Proficiency: 15-16 UNITS

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

Accounting Option *A.A. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 80).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 80).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.

BUSINESS CORE COURSES (listed on page 80): 8.0-19.0 units

ADDITIONAL REQUIREMENTS:

ACCT 20 Financial Accounting. 4.0 units

Choose one:

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

ACCT/CSIS 120 Computerized Accounting - QuickBooks 2.0 units

BOT 112 Business Computation with Machines 0.5 units

ACCT/CSIS 121 Spreadsheet - MS Excel. 1.0-2.0 units

CSIS 128 Database - MS Access. 2.0 units

Total Units Required: 20.5 - 32.5 UNITS

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

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

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

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

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Business-Accounting 1.00	
Program Length: (in years)	1.00	
# of units/credits required for program:	20.5-32.5	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 762 - \$ 1,192	\$ 4,362 - \$ 6,954
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Business Computer Applications *CSIS A.S. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE in COMPUTER SCIENCE & INFORMATION SYSTEMS complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT in BUSINESS or COMPUTER SCIENCE & INFORMATION SYSTEMS complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS (Business Core is not required):

Choose 21 units from the following list of courses:

Choose only one of the following two courses:

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

Total Units Required: 21 UNITS

Recommended Electives: CSIS 7, 72, 73; DM 7, 72, 73

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

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

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

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

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in CSIS-Bus Comp Appl	
Program Length: (in years)	1.00	
# of units/credits required for program:	21	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 798	\$ 4,578
Total estimated costs for books and supplies for the entire program:	\$ 1,620.00	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Economics *A.S. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS (Business Core is not required):

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

Choose one:

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

Choose one:

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

Choose two:

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

Total Units Required: 19-22 UNITS

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

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

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

Students completing this option will have the necessary lower division courses for an economics major at a four-year institution. Four-year colleges may differ in their major preparation requirements for transfer. Consult with a counselor regarding transfer requirements.

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Business-Economics	
Program Length: (in years)	1.00	
# of units/credits required for program:	19-22	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 736 - \$ 834	\$ 4,146 - \$ 4,794
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

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

General Business *A.A. Degree or Certificate of Achievement*

To receive an **ASSOCIATE'S DEGREE** complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **ELECTIVES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a **CERTIFICATE OF ACHIEVEMENT** complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **ELECTIVES** listed below.

REQUIREMENTS (Business Core is not required):

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

Choose one:

MATH 5	Introduction to Statistics (<i>*0-3 units</i>)	
BUS/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 Required: 18-31 UNITS

The student must take additional courses from the Recommended Business Electives list to complete 18 units exclusively in the major if any of the above courses were used to satisfy General Education requirements.

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

Recommended General Education Electives: ANTH 3; HIST 7A/B; PHIL 2; PSYC 1; SOC 1A

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

TRANSFER STUDENTS:

Four-year colleges differ substantially in their lower division requirements for business transfer majors. Before enrolling you should refer to four-year college catalogs and consult with business faculty or counselor.

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

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

Associate's Degree Program Learning Outcomes: After completing the degree a student will be able to:

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

The **Certificate of Achievement** program is designed for students desiring a broad introduction to business rather than a specialized area of concentration. It should also be considered by students who think they may continue their education as a business major.

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

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Business	
Program Length: (in years)	1.00	
# of units/credits required for program:	18-31	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 690 - \$ 1,158	\$ 3,922 - \$ 6,738
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

General Office Skills Option *A.A. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 80).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 80).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.

BUSINESS CORE COURSES (listed on page 80): 8-19 units

ADDITIONAL REQUIREMENTS:

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

Choose six units from the following list:

- ACCT 105 Payroll Accounting (3 units)
- ACCT 111 Introduction to Income Tax (3 units)
- ACCT/CSIS 120 Computerized Accounting – QuickBooks (2 units)
- ACCT/CSIS 121 Spreadsheet - MS Excel (1-2 units)
- BOT 160 Medical Terminology for the Office (3 units)
- CSIS 132 Intermediate Word Processing - MS Word (2 units)
- CSIS 134 Intermediate Excel (2 units)
- CSIS/DM/LIB 6 Web Page Authoring I (2 units)
- CSIS/DM 7 Web Page Authoring II (2 units)
- CSIS/DM 73 Desktop Publishing - Adobe InDesign (3 units)
- ART/CSIS/DM 74 Advanced Photoshop (3 units)
- CSIS/DM 75 PhotoShop I - Adobe PhotoShop (3 units)
- ART/CSIS/DM 85 Web Design I: Dreamweaver (2 units)
- BUS/ECON 14 Personal Finance (3 units)

..... 6.0 units
 Total Units Required: 19.5-30.5 UNITS

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

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

Students will have entry-level office skills.

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Business-Genl Off Skills	
Program Length: (in years)	1.00	
# of units/credits required for program:	19.5-30.5	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 726 - \$ 1,122	\$ 4,146 - \$ 6,522
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Medical Office Option *A.A. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 80).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 80).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.

BUSINESS CORE COURSES (listed on page 80): 8-19 units

ADDITIONAL REQUIREMENTS:

BOT 180	Medical Terminology for the Office	3.0 units
BOT 181	Medical Billing - MediSoft	2.0 units
BOT 182	Medical Office Procedures	3.0 units
CSIS 122	Computer Keyboarding	1.5 units
CSIS 124	Windows Fundamentals	1.0 unit
CSIS 126	Word Processing - MS Word	2.0 units

Choose one:

ACCT/CSIS 120	Computerized Accounting - QuickBooks (2 units)
ACCT/CSIS 121	Spreadsheet - MS Excel (2 units)
CSIS 128	Database - MS Access (2 units)

..... 2.0 units
 Total Units Required: 22.5-33.5 UNITS

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

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

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Business-Medical Office	
Program Length: (in years)	1.00	
# of units/credits required for program:	22.5-33.5	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 834 - \$ 1,230	\$ 4,794 - \$ 7,170
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Real Estate *A.A. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS (Business Core is not required):

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

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

BUS 80	Business Law (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 Escrow (3 units)
	12 units

Choose one:

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

..... 3-4 units
 Total Units Required: 21-22 UNITS

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

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

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.

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Business-Real Estate	
Program Length: (in years)	1.00	
# of units/credits required for program:	21-22	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 798 - \$ 834	\$ 4,578 - \$ 4,794
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Retail Management *A.A. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS (Business Core is not required):

Choose one:

- ACCT 20 Financial Accounting (4 units)
- ACCT 21 Management Accounting (4 units)

..... 4 units

- BUS 100 Business Correspondence 3 units
- BUS 102 Business Mathematics 3 units
- CMUN 1A Introduction to Public Speaking 3 units
- CSIS 2 Computers in Business - MS Office 4 units
- MKTG 100 Principles of Marketing 3 units
- MGMT 101 Introduction to Management 3 units
- MGMT 102 Retail Management 3 units
- MGMT 104 Leadership/Human Relations in Business..... 3 units
- MGMT 120 Human Resource Management 3 units

Total Units Required: 32 UNITS

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

This certificate is developed in cooperation with the Western Association of Food Chains (WAFC). The program has been fully endorsed by the WAFC and its member companies. The curriculum was developed out of a collaborative effort between several industry and college professionals and encompasses several business essentials, including the "soft skills" of management and communication required for career success in the retail industry.

Although the program was developed by the food retail industry, its completion will help students to acquire necessary knowledge and skills to manage retail stores of any kind.

Program Learning Outcomes: After completing this degree/certificate the student will be able to:

- ▶ discuss the purpose, context, concepts, and processes of retailing and the retail environment and the responsibilities of the retail operations function.
- ▶ explain the basic terms and concepts of accounting, and the content of financial statements and be able to understand and interpret the information they contain.
- ▶ develop a general understanding of retail management/business concepts related to sales and marketing of services and/or products
- ▶ determine appropriate and inappropriate interview, hiring, and employee supervision procedures.

Gainful Employment Statistics for Certificate

Name of Program: (if different than the CIP program description)	CA in Bus - Retail Mgmt (WAFC)	
Program Length: (in years)	1.50	
# of units/credits required for program:	32	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 1,225	\$ 6,975
Total estimated costs for books and supplies for the entire program:	\$ 2,430	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Carpentry Apprenticeship
See Apprenticeships on page 73.

CHILD DEVELOPMENT

Child Development *A.A. Degree*

Also see: Liberal Arts with Elementary Education
Emphasis AA Degree *Page 128*

Child Development *Certificates of Achievement*

Early Childhood Education

Early Intervention Assistant*

School Age Child Care

Spanish Language Early Childhood Education *Certificate of Proficiency*



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

- 1) Child Development: Students completing the Associate's Degree in Child Development may apply to become a teacher, master teacher, or site supervisor within the California Child Development and School Age Matrix.
- 2) Liberal Arts with Emphasis in Elementary Education: The Associate's Degree in Liberal Arts prepares students to transfer to 4-year colleges and universities, and begins a sequence of classes that leads to careers in child development, and elementary and secondary education. See page 128.

The CDES program also offers Certificates which serve as introductory sequences of classes preparing students to work in the field of early childhood education, recreation, and before and after school age care. Students completing the certificates may be employed as infant toddler, preschool, or school age professionals, as well as tutors, childcare specialists or other paraprofessionals for public and private agencies.

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

Child Development *A.A. Degree*

REQUIREMENTS (Core courses not required):

CD 1	Principles and Philosophies of Early Childhood Education	3 units
CD 2	Early Child Development	3 units
CD 4	Observing and Assessing Children	3 units

Choose one:

CD 5	Child/Family and Community (3 units)	
CD 7	Cultural Context of Child and Family in a Diverse Society (3 units)	
	3 units
CD 9	Child Health/Nutrition and Safety.	3 units
CD 19	Introduction to Careers with Children	2 units
CD 20	Children's Language and Literature.	3 units
Electives - Any CD courses.		6 units

Student Teaching Practicum:

CD 30A	Practicum 1: Curriculum in the Early Childhood Classroom	3 units
CD 30B	Teaching Practicum 2: Reflective Practice in the Classroom	3 units
CD 190	Occupational Work Experience/Child Development	2-4 units
Total Units Required:		34-36 UNITS

Plus completion of general education requirements: units vary

Total Units Required: minimum of 60 UNITS

Student Teaching Practicum:

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

The Student Teaching Practicum consists of CD 30A & B, a two-semester curriculum course, (CD 30A - Practicum 1: Curriculum in the Early Childhood Classroom and CD 30B - Teaching Practicum 2: Reflective Practice in the Classroom, 3/3 units), and concurrent enrollment in a supervised Child Development Work Experience class (CD 190, Occupational Work Experience/Child Development, 1-4 units each semester). It is recommended that students complete CD 1, 2 and CD 5 or 7 before beginning the Student Teaching Practicum. CD 190 (Occupational Work Experience/Child Development) may also be taken as an independent class throughout the student's program (1-4 units per semester, for a total of 4-16 units). Students enrolled in a Cooperative Work Experience class must be enrolled in at least seven units each semester.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

The Associate Degree prepares students to transfer to four year colleges and universities and provides an introductory sequence of classes leading to careers in child development and elementary and secondary education. Students completing an A.A. degree are also eligible to apply for a California Child Development permit at the Teacher level. The Child Development Permit Matrix was developed to ensure a career pathway for child development professionals in state or federally funded programs. See page 94.

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

Program Learning Outcomes: After completing the Associate's Degree in Child Development a student will be able to:

- ▶ articulate five major child development theories and translate these theories into appropriate classroom environments that include learning centers and materials.
- ▶ plan developmentally appropriate curriculum activities in the four domains of development: Cognitive (intellectual), Affective (social-emotional), Psychomotor (physical) and Language Development.

Graduates will:

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total.

See pages 48-56 or see a counselor for details.

Child Development Options

Two of the following certificates of achievement - Early Childhood Education (this page) and School Age Child Care (page 93) - require a combination of **CORE COURSES** (listed below) and additional requirements:

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 Community (3 units)
- CD 7 Cultural Context of Child and Family in a Diverse Society (3 units)3 units
- CD 9 Child Health/Nutrition and Safety3 units
- CD 19 Introduction to Careers with Children2 units
- Core Courses Unit Total:14 UNITS

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

Although some Child Development courses are cross-listed with other departments, it is highly recommended that students enroll in coursework under the Child Development (CD) option.

Early Childhood Education *Certificate of Achievement*

CORE COURSES:14 units

ADDITIONAL REQUIREMENTS: Choose 10 units from list below:

- CD 4 Observing and Assessing Children (3 units)
- CD 5 Child/Family and Community (3 units)
- CD 7 Cultural Context of Child and Family in a Diverse Society (3 units)
- CD 10 Children with Special Needs (3 units)
- CD 12 Computer Education for Teachers (3 units)
- CD 13 Infant and Toddler Development and Care (3 units)
- CD 15 Music and Movement for Children (1 unit)
- CD 16 Exploring Mathematics with Children (1 unit)
- CD 17 Exploring Science with Children (1 unit)
- CD 18 The Outdoor Classroom (3 units)
- CD 20 Children's Language and Literature (3 units)
- CD 21 Introduction to Curriculum (3 units)
- CD 22 Field Work and Service (.5-1 unit)
- CD 23 Independent Study (1-2 units)
- CD 97 Introduction to Service Learning with Children (3 units)
- CD 98 Special Topics (.5-3 units)

.10 units
 Total Units for Certificate of Achievement: 24 UNITS

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in CD-Early Childhood Educ	
Program Length: (in years)	1.00	
# of units/credits required for program:	24	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 906	\$ 5,226
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Program Learning Outcomes: After completing the Certificate of Achievement for Early Childhood Education graduates will:

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

Early Intervention Assistant

Certificate of Achievement

REQUIREMENTS (Core courses not required):

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

Choose one:

- CD 30A Teaching Practicum and Techniques (3 units)
- CD 30B Teaching Practicum and Techniques (3 units)

..... .3 units
 Total Units Required: 31-34 UNITS

Although some Child Development courses are cross-listed with other departments, it is highly recommended that students enroll in coursework under the Child Development (CD) option.

The Early Intervention Assistant Certificate of Achievement is designed to meet the Early Intervention Assistant II requirements of the Individuals with Disabilities Education Act (IDEA) and prepares students to work as early childhood interventionists and special education paraprofessionals at the Early Childhood Intervention Assistant II level. It meets California's Prevention and Early Intervention's requirements for state competencies for early childhood paraprofessionals and is appropriate for students who wish to work as assistants or paraprofessionals in early intervention, early childhood special education, or related child development or special education programs serving children with special needs. Students who complete this certificate and sixteen specified units of General Education will be eligible to apply for the California Child Development Teacher Permit, which is issued by the Commission on Teacher Credentialing.



Gainful Employment Statistics for Certificate

Name of Program: (if different than the CIP program description)	CA in CD-Early Intervention	
Program Length: (in years)	1.50	
# of units/credits required for program:	31-34	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 1,179 - \$ 1,287	\$ 6,759 - \$ 7,407
Total estimated costs for books and supplies for the entire program:	\$ 2,430	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

School Age Child Care *Certificate of Achievement*

CORE COURSES (see page 91):14 units

ADDITIONAL REQUIREMENTS:

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 & Guidance of School Age Children (3 units)
- CD 31 Tutoring School-Age Children (1 unit)
- CD 97 Introduction to Service Learning with Children (3 units)

..... 10-12 units
 Total Units for Certificate of Achievement: 24-26 UNITS

Although some Child Development courses are cross-listed with other departments, it is highly recommended that students enroll in coursework under the Child Development (CD) option.

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CiP program description)	CA in CD-School Age Child Care	
Program Length: (in years)	1.00	
# of units/credits required for program:	24-26	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 906 - \$ 978	\$ 5,226 - \$ 5,658
Total estimated costs for books and supplies for the entire program:	\$ 1,620.00	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Spanish Early Childhood Education *Certificate of Proficiency*

REQUIREMENTS (Core courses not required):

- CD 1 Principles and Philosophies of Early Childhood Education..... .3 units
 - CD 2 Early Child Development.3 units
 - CD 5 Child/Family and Community3 units
 - CD 9 Child Health/Nutrition and Safety3 units
 - CD 13 Infant and Toddler Development and Care3 units
 - CD 160 Child Care First Aid and CPR1 unit
 - CD 219 Spanish Introduction to Child Development at Gavilan College1 unit
- Total Units Required for Certificate of Proficiency: 17 UNITS

The knowledge and skills required for this certificate prepare students to work in child care and development programs in which the children speak Spanish.

Child Development Permit Matrix - with Alternative Qualification Options Indicated

This matrix was prepared by the Child Development Training Consortium. To obtain a permit application visit our website at www.childdevelopment.org or call (209) 572-6080. Spanish translation is available.

Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewal
Assistant (Optional)	Option 1: 6 units of Early Childhood Education (ECE) or Child Development (CD)	None	Option 2: Accredited HERO program (including ROP)	Authorizes the holder to care for and assist in the development and instruction of children in a child care and development program under the supervision of an Associate Teacher, Teacher, Master Teacher, Site Supervisor or Program Director.	105 hours of professional growth *****
Associate Teacher	Option 1: 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	Option 2: Child Development Associate (CDA) Credential.	Authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise an Assistant and an aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	Option 2: AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise an Associate Teacher, Assistant and an aide.	105 hours of professional growth *****
Master Teacher	Option 1: 24 units ECE/CD including core courses** plus 16GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise a Teacher, Associate Teacher, Assistant and an aide. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.	105 hours of professional growth *****
Site Supervisor	Option 1: AA (or 60 units) which includes: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 4: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to supervise a child care and development program operating at a single site; provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development.	105 hours of professional growth *****
Program Director	Option 1: BA or higher (does not have to be in ECE/CD) including: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	One year of Site Supervisor experience	Option 2: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, plus 6 units administration; or Option 4: Master's Degree in ECE/CD or Child/Human Development	Authorizes the holder to supervise a child care and development program operating in a single site or multiple sites; provide service in the care, development, and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth*****

NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college.

* One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

** Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in each of the core areas.

*** Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

**** A valid Multiple Subject or a Single Subject in Home Economics.

***** Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6080 for assistance in locating an advisor.

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

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

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

COMMUNICATION STUDIES

A.A. Degrees and Certificate of Achievement

Communication Studies *A.A. Degree*

Communication Studies for CSU Transfer *A.A. Degree*

Communication Studies *Certificate of Achievement*

Interpersonal Communication *Certificate of Achievement*

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

Communication is a vital part of today's world, whether a skill used professionally, socially or in your personal life. We welcome you to explore one of the many areas of Communication Studies by taking a class at Gavilan College.

The Communication Studies faculty at Gavilan College is dedicated to providing students with the knowledge and skill about human communication that can be applied to various contexts in your life. Whether it be improving on your public speaking skills, working with a culturally diverse group or developing skills to better communicate your wants and needs to family and friends, our curriculum is academically structured to meet your needs based on the specific course that you choose.



COMMUNICATION STUDIES *A.A. Degree*

CORE COURSES:

CMUN 1A	Introduction to Public Speaking	3 units
CMUN 4	Intercultural Communication	3 units
CMUN 8	Interpersonal Communication	3 units
CMUN 10	Small Group Communication	3 units
PSYC 1A	Introduction to Psychology	<u>3 units</u>
Core Unit Total:		15 Units

CORE COURSES: 15 units

ADDITIONAL REQUIREMENTS:

Choose one from the following:

CMUN 5	Fundamentals of Communication Studies (3 units)
CMUN 11	Business Communication (3 units)
JOUR/SOC 10	Mass Media and Society (3 units)
POLS/PSYC 27	Contemporary Leadership (3 units)
PHIL 4	Critical Thinking and Writing (3 units)

. 3 units

Choose one from the following:

CMUN/POLS/PSYC 6	Introduction to Conflict Resolution (3 units)
ANTH 3	Introduction to Cultural Anthropology (3 units)
SOC 1A	Introduction to Sociology (3 units)
SOC 21	Marriage and the Family (3 units)
SOC 4	Sociology of Women and Men (3 units)

. 3 units

Total Units Required: 21 UNITS

Plus completion of general education requirements: units vary

Total Units Required: minimum of 60 UNITS

Program Learning Outcomes: After completing an A.A. and/or Certificate(s), a student will be able to:

- ▶ Apply theory and research findings in communication studies to their professional and personal relationships.
- ▶ Engage in professional public discourse with application of research, organization, reasoning and oral presentation.
- ▶ This A.A. and/or certificate(s) will inform future employers, college admission offices and professional institutions that you have received specialized training in communication skills.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. Pattern requirements are listed on pages 48-56. See a counselor for details.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

COMMUNICATION STUDIES for CSU Transfer *A.A. Degree*

REQUIREMENTS This degree does not require the core courses:

CMUN 1A Introduction to Public Speaking 3 units

LIST A: Choose two:

CMUN 5 Fundamentals of Communication Studies (3 units)

CMUN 8 Interpersonal Communication (3 units)

CMUN 10 Small Group Communication (3 units)

. 6 units

LIST B: Choose two (including any List A course not used above):

CMUN 2/THEA 4 Oral Reading. (3 units)

CMUN 4 Intercultural Communication (3 units)

SOC 10 Mass Media and Society (3 units)

. 6 units

LIST C: Choose one (including any List A or B course not used above):

ANTH 3 Introduction to Cultural Anthropology (3 units)

ENGL 1B Composition and Literature (3 units) or

ENGL 1C Critical Reasoning and Writing (3 units)

PSYC 1A Introduction to Psychology (3 units)

SOC 1A Introduction to Sociology (3 units)

. 3 units

Total Units Required: 18 UNITS

Plus completion of CSU or IGETC general education requirements: 39-42 units

Total Units Required for AA-T Degree: 60 UNITS

Students must:

- ▶ Complete a minimum of 60 CSU-transferable units.
- ▶ Maintain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- ▶ Complete a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed on page 47 of this catalog. Each course in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 55063).
- ▶ Be certified as having completed the California State University-General Education- Breadth pattern (CSU- GE Breadth) (see page 55 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 52 for more information).

Students should note that no more than 60 units are required for this degree and that no additional requirements will be imposed by Gavilan College. In addition, no remedial or non-collegiate level course work will be counted in the total units for this degree.

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

Program Learning Outcomes: After completing an AA-T in Communication Studies, a student will be able to:

- ▶ Apply theory and research findings in communication studies to their professional and personal relationships.
- ▶ Engage in professional public discourse with application of research, organization, reasoning and oral presentation.
- ▶ This AA-T will inform future employers, college admission offices and professional institutions that students have received specialized training in communication skills.



General Education Requirements: A student may complete the Gavilan College AA/AS general education pattern (35-44 units), the CSU-GE Breadth pattern (39-52 units) or the IGETC pattern (42-48 units), plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Communication Studies *Certificate of Achievement*

This certificate does not require the core courses.

Choose 4 classes (12 units) from the following list:

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

Total Units Required for Certificate of Achievement:12 UNITS

The knowledge and skills gained by completing this Certificate of Achievement are designed to promote positive communication and increase problem-solving skills in work and personal environments. Those interested in psychology will also benefit.

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

- ▶ practice and analyze democratic civic engagement.
- ▶ demonstrate and evaluate relationships between local and national issues, movements, and ideas as they relate to local communities.
- ▶ demonstrate a range of skills including: research, documentation, analysis, evaluation, communication, contextualization, teamwork, observation, and cultural competency by relating social science concepts and theories to issues of importance to local communities.
- ▶ identify, develop, use, and assess tools and methods for community change and social justice.

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Communication Studies	
Program Length: (in years)	0.50	
# of units/credits required for program:	12	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 453	\$ 2,613
Total estimated costs for books and supplies for the entire program:	\$ 810	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Interpersonal Communication *Certificate of Achievement*

This certificate does not require the core courses.

Choose eighteen (18) units from the following list:

- CMUN 5 Fundamentals of Communication Studies (3 units)
- CMUN/POLS/PSYC 6 Introduction to Conflict Resolution (3 units)
- CMUN 8 Interpersonal Communication (3 units)
- CMUN 11 Business Communication (3 units)
- PSYC 1A Introduction to Psychology (3 units)
- PSYC/POLS 27 Contemporary Leadership (3 units)
- SOC 1A Introduction to Sociology (3 units)

Total Units Required for Certificate of Achievement:18 UNITS

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Interpersonal Commun	
Program Length: (in years)	1.00	
# of units/credits required for program:	18	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 690	\$ 3,930
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

COMPUTER GRAPHICS AND DESIGN

A.S. Degrees and Certificates of Achievement

Advanced Technical Computer Graphics Option
Computer Graphics for Environmental Design Option
Technical Desktop Publishing & Graphics Option



An AS Degree or Certificate of Achievement in Computer Graphics & Design (CGD) provides technical skills and multidisciplinary knowledge required by diverse design careers. CGD graduates can describe ways projects presented within their electronic portfolio incorporate design principles, use appropriate materials, apply sustainable practices and integrate human factors and ergonomic features. CGD learning outcomes prepare graduates for proposing, designing, engineering, manufacturing and marketing real and/or virtual products. Projects completed by CGD graduates demonstrate competencies in systematically applying graphical methods to communicate analytical solutions by using creative problem solving, sketching, drafting, 3D graphics (including animating and rendering projects) - skills expected of entry level design technicians and/or engineering, architecture, environmental planning, animation, industrial, product and other design transfer students.

Program Learning Outcomes:

After completing this degree/ certificate the student will be able to:

- ▶ Describe specialized skills for entry and success in desired technical graphics careers.
- ▶ Prepare samples of work that demonstrate entry level proficiencies.
- ▶ Use design problem solving to propose an aesthetically pleasing design that satisfactorily addresses clients' needs.
- ▶ Apply design principles and color theory when developing presentations.
- ▶ Design and present consumer products using working drawings, 3D graphic models and multimedia applications (audio, video, graphics and text).
- ▶ Develop an electronic portfolio to present to potential clients/employers.

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

Computer Graphics & Design Options

Completion of the core courses and the additional requirements in a selected area (below) will qualify students for a Degree or Certificate of Achievement in Computer Graphics & Design

CORE COURSES:

CGD 2	2D/3D Technical Computer Graphics I	3	units
CGD 4	2D/3D Technical Computer Graphics II	3	units
CGD 8	Advanced Computer Graphics for Design Application I	3	units
CGD 9	Advanced Computer Graphics for Design Application II	3	units
Core Unit Total:		12	UNITS

Students completing Core Computer Graphics & Design (CGD) courses present real and/or virtual designed products within electronic portfolios. CGD graduates' work samples reveal their ability to apply a creative problem solving process to propose, develop, refine and present products associated with their career goal. Freehand sketches combined with SolidWorks, 3D parametric BIM software or other industry standard CAD drawings and models are used to design aesthetically pleasing functional objects, explain manufacturing processes, apply sustainable practices, and support marketing efforts. CGD graduates' work samples of realistic rendered 3D models of innovative products help make them competitive when transferring to design schools and seeking entry level positions.

Advanced Technical Computer Graphics Option

A.S. Degree or Certificate of Achievement

To receive an ASSOCIATE'S DEGREE complete:

- ▶ CORE COURSES (above)
- ▶ REQUIRED COURSES (below)
- ▶ GENERAL EDUCATION REQUIREMENTS, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ CORE COURSES (above)
- ▶ REQUIRED COURSES (below)

This option supports students seeking careers in technical design. Graduates with this degree/certificate produce electronic portfolios that show the ability to design and develop real and virtual world products that are cost effective and functional. Demonstrating knowledge of technical design practices and specialized computer graphics skills helps graduates transfer to universities and obtain entry level technician positions in precision manufacturing, computer aided drafting, and related technical design fields.

CORE COURSES (above): 12 units

ADDITIONAL REQUIREMENTS:

CGD 6 Advanced Technical Computer Graphics 4 units

Choose one:

- CGD 30 Introduction to Environmental Design (3 units)
- CGD 160 Technical Desktop Publishing/Graphics (3 units)
- CSIS 45 C++ Programming I (4 units)

..... 3-4 units

Total Units for Required: 19-20 UNITS

Program Learning Outcomes: After completing this degree/certificate the student will be able to:

- ▶ Describe specialized skills for entry and success in desired technical graphics career.
- ▶ Prepare samples of work that demonstrate entry level proficiencies.
- ▶ Use design problem solving to propose an aesthetically pleasing design that satisfactorily addresses clients' needs.
- ▶ Apply design principles and color theory when developing presentations.
- ▶ Design and present consumer products using working drawings, 3D graphic models and multimedia applications (audio, video, graphics and text).
- ▶ Develop an electronic portfolio to present to potential clients/employers.

Gainful Employment Statistics for Certificate

Name of Program: (if different than the CIP program description)	CA in Advanced Tech Comp Graph	
Program Length: (in years)	1.00	
# of units/credits required for program:	19-20	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident \$ 690 - \$ 762	Nonresident \$ 3,930 - \$ 4,362
Total estimated costs for books and supplies for the entire program:	\$ 1,620.00	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Computer Graphics for Environmental Design Option

A.S. Degree or Certificate of Achievement

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **CORE COURSES** (listed on page 99).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **CORE COURSES** (listed on page 99).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.



Architectural rendering by Gavilan student Aida Hurtado

This option supports students seeking careers in environmental design fields. Demonstrating knowledge of sustainable design practices and specialized computer graphics skills helps graduates transfer to universities and obtain entry level technician positions in human environment design fields such as architecture (including interior and landscape design), environmental planning, construction management, civil engineering and animation within human environments. Graduates with this degree/certificate produce electronic portfolios that include animated models of rendered facilities and LEED ("green") design features within a set of industry standard construction documents generated using AutoCAD, 3D parametric BIM software and/or other computer aided drafting software.

CORE COURSES (see page 99):12 units

ADDITIONAL REQUIREMENTS:

CGD 30 Introduction to Environmental Design3 units

Choose one:

- | | |
|----------------|---|
| CGD 160 | Technical Desktop Publishing/Graphics (3 units) |
| CSIS/DM 75 | Photoshop I - Adobe PhotoShop (3 units) |
| ART/CSIS/DM 76 | Digital Illustration (3 units) |
| ART 2A | Two-Dimensional Design (3 units) |
| ART 3A | Drawing and Composition (3 units) |
| ART 13 | Three-Dimensional Design (3 units) |

.....3 units

Total Units for Required:18 UNITS

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

- ▶ describe specialized skills for entry and success in desired environmental career and prepare samples of work that demonstrate entry level proficiencies.
- ▶ use design problem solving to propose an aesthetically pleasing sustainable environment that satisfactorily addresses clients needs.
- ▶ apply design principles and color theory when developing presentations.
- ▶ design environments that that demonstrate knowledge of human factors and ergonomic principles.
- ▶ develop an electronic portfolio to present to potential clients/employers.
- ▶ specify materials that are cost effective and environmentally sound.
- ▶ prepare drawings that are consistent with architectural standards.

Gainful Employment Statistics for Certificate

Name of Program: (if different than the CIP program description)	CA in CG-Environmental Design	
Program Length: (in years)	1.00	
# of units/credits required for program:	18	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 690	\$ 3,930
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Technical Desktop Publishing and Graphics Option

A.S Degree or Certificate of Achievement

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **CORE COURSES** (listed on page 99).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **CORE COURSES** (listed on page 99).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.

CORE COURSES (see page 99):12 units

ADDITIONAL REQUIREMENTS:

CGD 160 Technical Desktop Publishing/Graphics3 units

Choose one:

- CSIS/DM 73 Desktop Publishing - Adobe InDesign (3 units)
- CSIS/DM 75 Photoshop I - Adobe PhotoShop (3 units)
- ART/CSIS/DM 76 Digital Illustration (3 units)

.....3 units

Total Units for Required: 18 UNITS

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Program Learning Outcomes: After completing this degree/certificate the student will be able to:

- ▶ Describe specialized skills for entry and success in desired desktop publishing careers and prepare samples of work that demonstrate entry level proficiencies.
- ▶ Use design problem solving to propose an aesthetically pleasing design that satisfactorily addresses clients needs.
- ▶ Apply design principles and color theory when developing presentations
- ▶ Thoughtfully use typography to create attractive, readable text.
- ▶ Develop an electronic portfolio to present to potential clients/employers that integrates typography, design and color theories to showcase work samples.

This option supports students seeking careers in technical desktop publishing. Graduates with this degree/certificate produce electronic portfolios that show the ability to integrate typography, design and color theory to effectively present work customized for the target audience. Demonstrating knowledge of design and color theory and creative problem solving prepares graduates for transfer to universities and for entry level positions in technical publishing and related fields.

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Technical Desktop Publishing and Graphics	
Program Length: (in years)	1.00	
# of units/credits required for program:	18	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 690	\$ 3,930
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

COMPUTER SCIENCE & INFORMATION SYSTEMS

A.S. Degrees and Certificates of Achievement

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

Certificates of Proficiency

- Computer Hardware
- Introduction to Computer Networking

ROP Certificates *see page 223*

- Operating Systems
- PC Hardware



Photo courtesy of the Gavilan Press

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

Business Computer Applications *A.S. Degree or Certificate of Achievement*

To receive an **ASSOCIATE’S DEGREE** complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a **CERTIFICATE OF ACHIEVEMENT** complete the:

- ▶ **REQUIRED COURSES** listed below.

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

Total Units Required:21 UNITS

Recommended Electives: CSIS 7, 72, 73; DM 7, 72, 73

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

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

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

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in CSIS-Bus Comp Appl	
Program Length: (in years)	1.00	
# of units/credits required for program:	21	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 798	\$ 4,578
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Computer Hardware *Certificate of Proficiency*

REQUIREMENTS:

- CSIS 181 PC Hardware4 units
- CSIS 182 Operating Systems4 units
- Total Units Required for Certificate of Proficiency: 8 UNITS

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.

Recommended Electives: CSIS 122, CSIS 2 or 2L

Computer Networking *A.S. Degree or Certificate of Achievement*

To receive an **ASSOCIATE'S DEGREE** complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a **CERTIFICATE OF ACHIEVEMENT** complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

CSIS 48	UNIX/Linux Operating System	4 units
CSIS 178	Applied Networking	4 units
CSIS 179	Introduction to Information Security.	4 units
CSIS 181	PC Hardware.	4 units
CSIS 182	Operating Systems	4 units
CSIS 183	Introduction to Microsoft Servers.	4 units
Total Units Required:		24 UNITS

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Computer Networking is designed to provide entry-level skills and knowledge for students to enter the networking profession. Students will be eligible to take the industry A+ hardware exam. The program also provides a solid foundation in network technology for students who plan to pursue further education in the networking field at a four year college.

Career Opportunities: network technician, network maintenance, network help desk, assistant network administrator, PC/network installation.

Gainful Employment Statistics for Certificate

Name of Program: (if different than the CIP program description)	CA in CSIS-Computer Networking	
Program Length: (in years)	1.00	
# of units/credits required for program:	24	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 906	\$ 5,226
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

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

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

Introduction to Computer Networking *Certificate of Proficiency*

CSIS 178	Applied Networking	4 units
CSIS 179	Introduction to Information Security.	4 units
CSIS 183	Introduction to Microsoft Servers.	4 units
Total Units Required for Certificate of Proficiency:		12 UNITS

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

Computer Programming *A.S. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

CSIS 46	C++ Programming II	4 units
CSIS 48	UNIX/Linux Operating System	4 units

Choose one:

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

Choose 10 units:

CSIS/DM/LIB 6	Web Page Authoring I (2 units)	
CSIS 12/12L	Assembly Language Programming (4 units)	
CSIS 24	Java Programming I (4 units)	
CSIS 44	C#.NET Programming (4 units)	
CSIS 51	Visual Basic .NET Programming (4 units)	
CSIS 54/54L	Perl Programming/Perl Programming Lab (3-1 units)	
CSIS 78	Web Sites with SQL and PHP (4 units)	10 units

Total Units Required: 21-22 UNITS

Recommended Electives:

For transfer majors: MATH 1A and MATH 1B For non-transfer majors: MATH 233

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

Career Opportunities: computer programming, application programming, help desk technical support, data base specialist and Web programmer.

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

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in CSIS-Comp Programming	
Program Length: (in years)	1.00	
# of units/credits required for program:	21-22	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 798 - \$ 834	\$ 4,578 - \$ 4,794
Total estimated costs for books and supplies for the entire program:	\$ 1,620.00	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

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

Programming for the Internet *A.S. Degree or Certificate of Achievement*

To receive an **ASSOCIATE'S DEGREE** complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a **CERTIFICATE OF ACHIEVEMENT** complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

CSIS/DM/LIB 6	Web Page Authoring I2	units
CSIS 51	Visual Basic .NET Programming4	units
CSIS 54/54L	Perl Programming/Perl Programming Lab (3-1 units)4	units
CSIS 84	JavaScript Programming2	units

Choose one:

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

Choose courses for at least 4 units:

CSIS/DM 7	Web Page Authoring II (2 units)			
CSIS/DM 75	PhotoShop I - Adobe PhotoShop (3 units)			
CSIS 78	Web Sites with SQL and PHP (4 units)			
ART/CSIS/DM 85	Web Design I: Dreamweaver (2 units)			
ART/CSIS/DM 110	Interactive Animation: Flash (3 units)4	units

Total Units Required: 19-20 UNITS

Recommended Elective: MATH 233

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

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

Career Opportunities: web page developer, web programmer, technical support, webmaster

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

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

Gainful Employment Statistics for Certificate

Name of Program: (if different than the CIP program description)	CA in CSIS-Prog for Internet	
Program Length: (in years)	1.00	
# of units/credits required for program:	19-20	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident \$ 726 - \$ 762	Nonresident \$ 4,146 - \$ 4,362
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Scientific Programming *A.S. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

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

Choose one:

CSIS 5 C++ Scientific Programming (3 units)
 CSIS 45 C++ Programming I (4 units)
 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/Perl Programming Lab (3-1 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-26 Discrete Math (4 units)
 6-8 units

Total Units Required: 25-28 UNIT!

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

Career Opportunities: scientific programming, computer programming, statistical programming, research.

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

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in CSIS-Scientific Program	
Program Length: (in years)	1.00	
# of units/credits required for program:	25-28	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 942 - \$ 1,050	\$ 5,442 - \$ 6,090
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

UNIX Operating System

A.S. Degree or Certificate of Achievement



To receive an **ASSOCIATE'S DEGREE** complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a **CERTIFICATE OF ACHIEVEMENT** complete the:

- ▶ **REQUIRED COURSES** listed below.

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

Career Opportunities: UNIX/Linux system administration, webmaster, C/C++ programming

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

- ▶ use UNIX editors to create and modify files.
- ▶ modify, move, and rename files and directories. They will be able to use UNIX email and FTP commands.

REQUIREMENTS:

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 one:

CSIS 18/18L	UNIX/C++ Programming and UNIX/C++ Programming Lab (3-1 units)	
CSIS 45	C++ Programming I (4 units)	
CSIS 5	C++ Scientific Programming (3 units)	
	3-4 units

Choose two:

CSIS 24	Java Programming I (4 units)	
CSIS 46	C++ Programming II (4 units)	
CSIS 54/54L	Perl Programming/Perl Programming Lab (3-1 units)	
CSIS 175A	Networking Essentials (4 units)	
	8 units

Total Units Required: 23-24 UNITS

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Gainful Employment Statistics for Certificate

Name of Program: (if different than the CIP program description)	CA in CSIS-UNIX	
Program Length: (in years)	1.00	
# of units/credits required for program:	23-24	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 870 - \$ 906	\$ 5,010 - \$ 5,226
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

COSMETOLOGY

A.S. Degree and Certificate of Achievement

Esthetician

Certificate of Achievement

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

Cosmetology *A.S. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **REQUIRED COURSES** listed below.

REQUIREMENTS:

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

Recommended Electives: COS 205, 206

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

The Cosmetology Department offers a 1600 hour course of instruction to both men and women in all phases of cosmetology. If fulfills the requirements set forth by the State of California Department of Consumer Affairs, Board of Barbering and Cosmetology. The Western Association of Schools and Colleges also accredits this program.

Gavilan College offers the required hours in a four module sequence of classes.

Career opportunities include cosmetologist, assistant stylist, manicurist, color specialist, esthetician, platform artist, educator and salon owner/manager.

Students completing the certificate of achievement and AS degree will become eligible to become a vocational instructor by completing a supplemental teacher training course. See a Cosmetology instructor or counselor for details.

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Cosmetology	
Program Length: (in years)	2.00	
# of units/credits required for program:	38-48	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 1,452 - \$ 1,812	\$ 8,292 - \$ 10,452
Total estimated costs for books and supplies for the entire program:	\$ 3,240	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Program Learning Outcomes: After completing the Degree or Certificate of Achievement for Cosmetology, students will:

- ▶ Complete the State Board of Barbering and Cosmetology Examination for licensure and employment.
- ▶ Diagnose and apply the proper chemicals needed to perform hair restructuring services (e.g. perming, coloring, relaxing)
- ▶ Analyze and treat nail irregularities and perform manicures and pedicures.
- ▶ Diagnose skin condition and perform skin treatments while administering facial and other skin services.

Esthetician *Certificate of Achievement*

CMUN 1A	Introduction to Public Speaking 3 units
CMUN 10	Small Group Communication 3 units
COS 220	Scientific Skin Care 8 units
COS 221	Advanced Scientific Skin Care 8 units
Total Units for Certificate of Achievement:		22 UNITS

Gavilan College offers a comprehensive skin care program that will meet the State of California Department of Consumer Affairs, Board of Barbering and Cosmetology requirements for licensure. State Licensing requires 600 hours for the practice of Esthetics.

Two courses are offered to meet the requirements for Licensure: Scientific Skin Care and Advance Scientific Skin Care. The curriculum includes, but is not limited to, the study of skin, its appendages, massage, masks and peels, use of skin care machines, product knowledge, light therapy, botanical and chemical therapy, sanitation, salon operation, and Cosmetology State Board regulations. Instruction also includes client services. Scientific Skin Care and Advanced Scientific Skin Care are offered in two consecutive semesters. An additional 6 units in electives is required to receive a Certificate of Achievement of Esthetics.



Program Learning Outcomes: After completing the Certificate of Achievement for Esthetics, students will:

- ▶ Complete the State Board of Barbering and Cosmetology examination for licensure and employment.
- ▶ Diagnose skin condition and perform skin treatments while administering facials.
- ▶ Diagnose, analyze and apply proper skin enhancing products when administering make-up designs.

Gainful Employment Statistics for Certificate

Name of Program: (if different than the CIP program description)	CA in Cosmetology-Esthetician	
Program Length: (in years)	1.00	
# of units/credits required for program:	22	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 834	\$ 4,794
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

DIGITAL MEDIA

A.A. Degrees and Certificates of Achievement

- Digital Art and Imaging Option
- Digital Audio/Video Option
- Interactive Media & Authoring Option

Certificates of Proficiency

- Digital Imaging/Graphics Production Specialist
- Digital Print Production Specialist
- Digital Video Editor Specialist
- Web Page Production Specialist

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

Digital Media is the use of computer technology in communication: to create, manipulate, and combine different media whether it be text (words, equations), graphics (photography, art and design images, charts and graphs, animation), audio (spoken words, music, sound effects) and video (motion picture/film, animation, visual effects) sometimes with links (connections) that let the user navigate, interact, create, and communicate.

Gavilan College has developed this Digital Media program complete with state of the art technology and studio to provide students with the opportunity to acquire or enhance job skills in this contemporary art, satisfy major requirements for transferring to a college or university, or for personal enrichment in an exciting technology-based field that is changing our lives on a daily basis.

Gavilan students studying Digital Media learn fundamental concepts and complex techniques applicable to digital media; related programs in multimedia, new media, digital film/video, digital art; and almost any other work situation in this technologically equipped world in which we live. A variety of degree and certificate options are provided so that one may pursue their desired specialty within this truly multi-disciplinary field.



Gavilan Student, Kori Westfall

DIGITAL MEDIA CORE COURSES The following core courses are required for the Digital Art and Imaging, Digital Audio/Video and Interactive Media and Authoring Associate's Degree and Certificate of Achievement options. Additional requirements for each option are listed alphabetically on the following pages.

CORE COURSES

ART/CSIS/DM 77	Introduction to Digital Media	3 units
ART 11	Creativity, Imagination, and Innovation	3 units
CSIS/DM 75	PhotoShop I - Adobe PhotoShop	3 units
ART/CSIS/DM 107	Digital Media Design.....	2 units
ART/CSIS/DM 114	Digital Media Team Production	2 units

Choose one:

CSIS/DM/LIB 6	Web Page Authoring I (2 units)
ART/CSIS/DM 85	Web Design I: Dreamweaver (2 units)

..... 2 units
 Total Core: 15 UNITS

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

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

Digital Art and Imaging Option *A.A. Degree or Certificate of Achievement*

To receive an **ASSOCIATE'S DEGREE** complete:

- ▶ **CORE COURSES** (see page 111).
- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a **CERTIFICATE OF ACHIEVEMENT** complete the:

- ▶ **CORE COURSES** (see page 111).
- ▶ **REQUIRED COURSES** listed below.



Image created in DM 110 by student, Kori Westfall

CORE COURSES (see page 111):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 61	3D Animation II (3 units)	
ART/CSIS/DM 74	Advanced Photoshop (3 units)	
ART/CSIS/DM 76	Digital Illustration (3 units)	
ART/CSIS/DM 80	Digital Photography (3 units)	
ART/CSIS/DM 110	Interactive Animation: Flash (3 units)	
ART/CSIS/DM 117	Visual Effects/Motion Graphics (3 units)	
	9 units

Elective course in any other DM option area:3 units
Total Units Required: 27 UNITS

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

This degree or certificate of achievement will enable a graduate to obtain jobs as a digital photographer, animator, or graphic designer/artist for computer games, motion graphics, the web, CD-ROMs, DVDs, and digital print.

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

Gainful Employment Statistics for Certificate

Name of Program: (if different than the CIP program description)	CA in DM-Digital Art Imaging	
Program Length: (in years)	1.00	
# of units/credits required for program:	27	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 1,014	\$ 5,874
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Digital Audio/Video Option

A.A. Degree or Certificate of Achievement

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **CORE COURSES** (see page 111).
- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete the:

- ▶ **CORE COURSES** (see page 111).
- ▶ **REQUIRED COURSES** listed below.



Guest lecture by Dusty Nelson, Director, Cinematographer Filmmaker

CORE COURSES (see page 111).....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) | |
| ART/CSIS/DM 113 | Introduction to Digital Video (3 units) | |
| ART/CSIS/DM 116 | DVD Authoring (2 units) | |
| ART/CSIS/DM 117 | Visual Effects/Motion Graphics (3 units) | |
| HUM 25A | Film Production (3 units) | |
| MUS 21 | Electronic Music/Sound Design (3 units) | |
| THEA/MCTV 16 | Television History and Practice (3 units) | |
| THEA/MCTV 17A or | | |
| THEA/MCTV 17B | Television and Video Workshop (3 units) | |
| THEA 98 | Special Topics: GavTV Production (1-2 units) | |
| | |9 units |

Elective course in any other DM option area.....3 units
 Total Units Required: 27 UNITS

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

This degree or certificate of achievement will enable a graduate to obtain jobs as a digital audio/video editor, web streaming media producer, podcast specialist, videographer, or sound designer for games, animation, or film/video.

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

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

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in DM-Digital Audio Video	
Program Length: (in years)	1.00	
# of units/credits required for program:	27	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 1,014	\$ 5,874
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Interactive Media and Authoring Option *A.A. Degree or Certificate of Achievement*

To receive an **ASSOCIATE'S DEGREE** complete:

- ▶ **CORE COURSES** (see page 111).
- ▶ **REQUIRED COURSES** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS**, (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a **CERTIFICATE OF ACHIEVEMENT** complete the:

- ▶ **CORE COURSES** (see page 111).
- ▶ **REQUIRED COURSES** listed below.



CORE COURSES (see page 111).....15 units

ADDITIONAL REQUIREMENTS:

Choose 9 units from the following:

DM 60	3D Animation I (3 units)
ART/CSIS/DM 110	Interactive Animation: Flash (3 units)
ART/CSIS/DM 116	DVD Authoring (2 units)
CSIS 24	Java Programming I (4 units)
CSIS 45	C++ Programming I (4 units)
CSIS 84	JavaScript Programming (2 units)
CSIS 151	Introduction to XML Authoring (3 units)

Choose only one of the following two courses:

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

.....9 units

Elective course in any other DM option area3 units
Total Units Required: 27 UNITS

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

This degree or certificate of achievement will enable a graduate to obtain jobs as a web designer, web architect, information designer, webmaster; CD-ROM, DVD, or video game designer/developer.

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

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

The certificate will enable a graduate to obtain entry level jobs as a web designer, web architect, information designer, webmaster; CD-ROM, DVD, or video game designer/developer.

Gainful Employment Statistics for Certificate

Name of Program: (if different than the CIP program description)	CA in DM-Interactiv Media Auth	
Program Length: (in years)	1.00	
# of units/credits required for program:	27	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 1,014	\$ 5,874
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Digital Imaging/Graphics Production Specialist *Certificate of Proficiency*

Does NOT require completion of core courses.

REQUIREMENTS:

ART 2A	Two Dimensional Design3 units
CSIS/DM 75	PhotoShop I - Adobe PhotoShop3 units
ART/CSIS/DM 76	Digital Illustration3 units
ART/CSIS/DM 77	Introduction To Digital Media3 units

Choose one:

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

Choose one:

ART 8A	Beginning Photography from Analog to Digital (3 units)	
ART/CSIS/DM 80	Digital Photography (3 units)	
ART/CSIS/DM 110	Interactive Animation: Flash (3 units)	
CGD 110	Computer Graphics Lab (3 units)	
3 units

Total Units Required for Certificate of Proficiency: 17 UNITS



This certificate will enable a graduate to obtain jobs preparing graphics, touching up photos, and working with other artwork for print, video, animation, or web use.

Digital Print Production Specialist *Certificate of Proficiency*

Does NOT require completion of core courses.

REQUIREMENTS:

ART/CSIS/DM 77	Introduction to Digital Media3 units
CSIS/DM 73	Desktop Publishing - Adobe InDesign3 units
CSIS 126	Word Processing - MS Word2 units
CSIS 132	Intermediate Word Processing - MS Word2 units

Choose one:

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

Choose one:

CSIS/DM 75	PhotoShop I - Adobe PhotoShop (3 units)	
ART/CSIS/DM 76	Digital Illustration (3 units)	
3 units

Total Units Required for Certificate of Proficiency: 15 UNITS

This certificate will enable a graduate to obtain jobs working with graphic designers preparing content and printing brochures, posters, catalogs, books, and other advertising material.



Stamp Designs - Digital illustration by Polly Gariaeff.

Digital Video Editor Specialist *Certificate of Proficiency*

Does NOT require completion of core courses.

REQUIREMENTS:

ART/CSIS/DM 77	Introduction to Digital Media3	units
ART/CSIS/DM 113	Digital Video/Audio3	units
THEA 98	Special Topics: GavTV Production	1-2	units

This certificate will enable a graduate to obtain jobs working as a video/film editor's assistant, sound mixer, or visual effects assistant.

Choose one:

ART/CSIS/DM 117	Visual Effects/Motion Graphics	(3 units)3	units
ART/CSIS/DM 110	Interactive Animation: Flash	(3 units)3	units
MUS 21	Electronic Music/Sound Design	(3 units)3	units
THEA/MCTV 16	Television History and Practice	(3 units)3	units

Choose one:

THEA/MCTV 17A	Television and Video Workshop	(3 units)3	units
THEA/MCTV 17B	Television and Video Workshop	(3 units)3	units

Total Units Required for Certificate of Proficiency: 13-14 UNITS

Web Page Production Specialist *Certificate of Proficiency*

Does NOT require completion of core courses.

REQUIREMENTS:

CSIS/DM/LIB 6	Web Page Authoring I2	units
ART/CSIS/DM 77	Introduction to Digital Media3	units
ART/CSIS/DM 110	Interactive Animation: Flash3	units
CSIS 126	Word Processing - MS Word2	units

This certificate will enable a graduate to obtain jobs maintaining web sites or assisting web designer/developer.

Choose one:

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

Choose one:

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

Choose one:

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

Total Units Required for Certificate of Proficiency: 17 UNITS

Engineering Program

Drywall Apprenticeship Program

See Physical Science & Engineering: pages 139-140.

See Apprenticeships on page 72-73.

ENGLISH AS A SECOND LANGUAGE

Certificates of Proficiency

ESL Intermediate Level
ESL Advanced Level

The credit ESL Program offers all levels of ESL courses ranging from basic to advanced in the areas of listening, speaking, grammar, reading, and composition. The program provides language skills for students with a variety of goals, from personal enrichment to academic preparation for students who want to pursue higher education in college instructional and/or vocational programs.

In learning the English language, students learn to communicate in areas important to their personal lives, interact with native English speakers, read and understand the main ideas of a text and the supporting details that illustrate them, understand the rules and use of different grammar structures, and write about a topic with support and clarity.

Students in the ESL Program come from a wide variety of educational, cultural, and native language backgrounds and contribute that richness to the study of English as a second language. Because of the multiple factors involved in language learning, progress in the learning of English varies from student to student. The program provides a sequence of courses that challenge students to review and expand skills previously learned in an atmosphere of intensity, professionalism, support, and respect. We take pride in our students and in our program.

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

OVERVIEW of ESL COURSES

NON CREDIT	
LIFE SKILLS	VOCATIONAL
ESL 777	ESL 778
ESL 779	ESL 780
ESL 781	ESL 782
VESL ESL 704A/B	

To move from noncredit to credit ESL classes students must take an ESL assessment.

CREDIT - ACADEMIC TRACK

	DAYTIME CLASSES			EVENING CLASSES	
Basic	510A				
	510B				
Beginning	521 L/S	522R	523GW	527RW	528L/S
Intermediate I	531 L/S	532R	533GW	537RW	538L/S
Intermediate II	541 L/S	542R	543GW	547RW	548L/S
Advanced I		552R	553W	554G	
Advanced II	561 L/S	562R	563W	564G	

SUPPLEMENTARY ESL COURSES:

ESL 546 Intro Computers/ESL
ESL 556 Intro Competency/ESL
ESL 581 Pronunciation I
ESL 582 Pronunciation II
ESL 584 Culture through Film
ESL 585 Editing for ESL Writers

ENGL 260 ENGL 250

ACADEMIC PROGRAMS or VOCATIONAL PROGRAMS

ACADEMIC PROGRAMS or VOCATIONAL PROGRAMS

ESL Certificate Options:

ESL Intermediate Level *Certificate of Proficiency*

ESL 541	Intermediate Listening/Speaking II	4 units
ESL 542	Intermediate Reading/Vocabulary II	3 units
ESL 543	Intermediate Grammar/Writing II	5 units
Total units for the certificate:		12 UNITS

or

ESL 547	Integrated Reading/Grammar III	6 units
ESL 548	Integrated Speaking/Listening III	6 units
Total units for the certificate:		12 UNITS

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

- ▶ demonstrate a developing an aural/oral fluency in a variety of contexts.
- ▶ demonstrate intermediate level academic/study skills.
- ▶ utilize a diversity of reading skills such as skimming, scanning and deciphering new vocabulary.
- ▶ write simple, compound and complex sentences and short paragraphs.
- ▶ manipulate sentence forms using a variety of verb tenses.
- ▶ express opinions and ideas in both oral and written form.

ESL Advanced Level *Certificate of Proficiency*

ESL 562	Advanced ESL Reading/Vocabulary II	4 units
ESL 563	Advanced ESL Composition II	5 units
ESL 564	Advanced ESL Grammar II	5 units
Total units for the certificate:		14 UNITS

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

- ▶ demonstrate a strong aural/oral fluency through one-on-one communication, small group discussion, oral presentations and debates.
- ▶ demonstrate advanced level academic/study skills.
- ▶ read fiction and nonfiction prose and poetry and utilize a wide range of reading and critical thinking skills.
- ▶ write well structured academic paragraphs and essays in a variety of rhetorical patterns.
- ▶ express opinions and ideas using increasingly accurate and fluent English.

**VISIT THE
GAVILAN COLLEGE
WEBSITE
TO VIEW THE
CURRENT CATALOG
WWW.GAVILAN.EDU/
CATALOG**




FIRE TECHNOLOGY


South Bay Regional Public Safety Training Consortium

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

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

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



Careers in 

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

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

GENERAL EDUCATION

Certificates of Achievement

CSU General Education Pattern
Intersegmental General Education Transfer Curriculum (IGETC)

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



California State University (CSU) General Education Pattern

Certificate of Achievement

AREA A – English Language, Communication and Critical Thinking9 units

Select one course from each category. All courses must be completed with a grade of “C” or better.

A-1 Oral Communication: CMUN 1A, 5, 8 or 10

A-2 Written Communication: ENGL 1A

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

AREA B – Scientific Inquiry and Quantitative Reasoning9 units

Once course from each category. The Physical or Life Science course must include a laboratory section (lab courses are underlined)

B-1 Physical Science: ASTR 1; CHEM 1A, 1B, 12A, 12B, 30A, 30B, GEOG 1; GEO 1, 13; PHYS 1, 2A, 2B, 4A, 4B, 4C; PSCI 1, 2

B-2 Life Science: AH 8, 9, 15; ANTH 1; BIO 1, 4, 5, 7, 8, 9, 10, 12, 13, 15; ECOL 1

B-3 Laboratory Activity: Lab courses are underlined and included in B-1 and B-2

B-4 Mathematics / Quantitative Reasoning (Grade “C” or better): BUS 11; CSIS 26 ; ECON 11; MATH 1A, 1B, 1C, 2, 2C, 5, 6, 7, 8A, 8B, 12, 14

AREA C – Arts and Humanities9 units

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

C-1 Arts (Art, Dance, Music, Theatre) – Choose one course (minimum of two units) from the following list:

ART 1A, 1B, 2A, 3A, 6, 8A, 10A, 13, 14, 25A; CD 25A; CMUN 2; HUM 6, 10; MUS 1A, 1B, 2, 3A, 4A, 6; .

THEA 1, 3, 4, 7, 12A, 20

C-2 Humanities (Literature, Philosophy, Foreign Languages) Choose one course from the following list:

ART 11; CHN 1A, B, 2B, 2C, 2E, 2F,2J, 4A, 4B, 5A, 5B, 9A-C; FRNH 1A, 1B, 2A; HIST 1, 2, 3, 4A, 4B, 5, 6, 7A, 7B,

10, 12; HUM 3, 4, 5, 10, 12; JPN 1A, 1B; JOUR 10; PHIL 1, 3A, 3B, 6, 9; SOC 10; SPAN 1A, 1B, 2A, 2B, 12A, 12B

AREA D – Social Sciences9 units

Select one course from Requirement 1:

Requirement 1: HIST 1, 2; POLS 1

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

Select two courses from Requirement 2:

Requirement 2:

D-1 Anthropology and Archaeology: ANTH 2, 3, 5

D-2 Economics: ECON 1, 2, 10

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

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

D-5 Geography: GEOG 2

D-6 History: HIST 1, 2, 3, 4A, 4B, 5, 6, 10, 12, HUM 12

D-7 Interdisciplinary Social and Behavioral Science: AJ 5, ANTH 6, 9; CD 7; CMUN 4, 6; POLS 5, 6; PSYC 6, 7

D-8 Political Science, Government and Legal Institutions: AJ 5; POLS 1, 3, 4, 5

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

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

AREA E – Lifelong Understanding and Self-Development3 units

1. One unit from any Kinesiology (previously Physical Education) activity course

2. Select two units from the following list: AH 3, 11; BIO 11; CD/PSYC 2+3 (acceptable for Area E only if taken in combination);

GUID 1, 6; HE 1, 2; PSYC 5; SOC 21

Total Units Required for CSU Certificate of Achievement:39 UNITS

Students will qualify for a Certificate of Achievement in California State University (CSU) General Education by completing the pattern listed here. A minimum of 30 general education units taken in areas A through E must be completed with a grade of “C” or better, including all units in Area A (9 units) and Area B-4 (3-5 units). Students must meet Gavilan College GPA and residency requirements.

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

Intersegmental General Education Transfer Curriculum (IGETC)

Certificate of Achievement

AREA 1 – English Communication 6-9 units

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

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

A: English Composition – ENGL 1A (required)

B: Critical Thinking – ENGL 1C; PHIL 4 (required)

C: Oral Communication – CMUN 1A, 5, 8 or 10 (CSU requirement only)

AREA 2 – Mathematical Concepts and Quantitative Reasoning 3 units

One course: ECON/BUS 11; MATH 1A, 1B, 1C, 2, 2C, 5, 6, 7, 8A, 8B, 14; CSIS 26

AREA 3 – Arts and Humanities 9 units

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

Art: ART 1A, 1B, 6; HUM 6; MUS 1A, 1B, 2, 6; THEA 1, 3, 7

Humanities: ENGL 1B, 2B, 2C, 2E, 2F, 2J, 4A, 4B, 5A, 5B; FRNH 2A; HIST 1, 2, 3, 4A, 4B, 5, 6, 7A, 7B, 10, 12; HUM 3, 4, 5, 10, 12; PHIL 1, 3A, 3B, 6, 9; SPAN 2A, 2B, 9A

AREA 4 – Social and Behavioral Sciences 9 units

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

AJ 5; ANTH 2, 3, 5, 6; CD 2, 3; CMUN 4; ECON 1, 2, 10; GEOG 2; HIST 1, 2, 3, 4A, 4B, 5, 6, 10, 12; HUM 12; JOUR 10; POLS 1, 3, 4, 5; PSYC 1A, 1B, 2, 3; SOC 1A, 1B, 3, 4 10

AREA 5 – Physical and Biological Science 7-9 units

Two courses (minimum of 7 units), one Physical Science course and one Biological Science course, one of which must include a lab (lab courses are underlined)

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

GEO 1, 13; PSCI 1, 2; PHYS 1, 2A, 2B, 4A, 4B, 4C

Biological Sciences: AH 8, 9, 15; ANTH 1; BIO 1, 4, 5, 7, 8, 9, 10, 12, 13, 15; ECOL 1

Total Units Required for IGETC Certificate of Achievement: 34-39 UNITS

Students will qualify for a Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC) by completing the pattern listed here. Courses taken in areas 1 through 5 must be completed with a grade of "C" or better. Students must meet Gavilan College GPA and residency requirements.

Supplementary Notes for Transfer Students:

CSU Graduation Requirement in U.S. History, Constitution and American Ideals Not Part of IGETC (May be completed prior to transfer.)

For the baccalaureate degree, CSU requires one of the following combinations:

HIST 1 & 2 or

POLS 1 with either HIST 1 or 2

CSU campuses have the discretion whether to allow courses used to satisfy the CSU US History, Constitution and American Ideals (AI) graduation requirement to count in both Area 3B or 4F and to meet the graduation requirement.

AREA 6-A Language Other Than English (UC requirement only).

Proficiency equivalent to two years of high school study in the same language:

CHN 1B	Elementary Mandarin	(5)
FRNH 1B	Elementary French	(5)
FRNH 2A	Intermediate French	(5)
JPN 1B	Elementary Japanese	(5)
SPAN 1B	Elementary Spanish	(5)
SPAN 2A,B	Intermediate Spanish	(5) (5)
SPAN 12A	Spanish for Spanish Speakers	(5)
SPAN 12B	Spanish for Spanish Speakers - Intermediate/Advanced	(5)

Courses listed in multiple areas shall not be certified in more than one area except for courses in Language Other Than English (see right column), which can be certified in both Areas 3B and 6A.

HEALTH SCIENCE

The Associate's Degree in Health Science is now listed under Biological Science.

KINESIOLOGY AND ATHLETICS

Program formerly called Physical Education and Athletics

A.A. Degrees

Education Option
Sports Management Option
Sports Medicine Option

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

The Kinesiology and Athletics Department provides opportunities for students to participate in activity classes, pursue a professional career, transfer and compete in intercollegiate athletics. A variety of activity courses are offered to meet the interest and needs of all students as they fulfill the general education requirements, Kinesiology graduation requirements or their desire to maintain lifetime fitness.

An Associate of Arts Degree with three options of study - Education, Sports Management and Sports Medicine - is available. The AA degree can be obtained by completing a total of 60 units, which includes the 18 - 24 unit major, general education requirements and electives. This program is also designed to allow students to transfer into baccalaureate programs in kinesiology or related areas.

Professional fields include teaching, coaching, athletic training, physical therapy, exercise physiology, motor learning, sports management, sports psychology and personal fitness training. These careers could provide employment with educational institutions, commercial health clubs, private/public fitness and sports centers, recreation departments and sports teams.

Gavilan College offers a variety of intercollegiate sports for men and women. We compete in the Coast Conference which is a member of the California Community College Athletic Association. Students participate for a variety of reasons, including the desire to compete at the intercollegiate level and for the opportunity to earn an academic or athletic scholarship at the 4-year level.

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

- ▶ List and describe 5 career options available in the field of kinesiology.
- ▶ Explain the importance of lifetime fitness in today's society.
- ▶ Discuss the concentration area (option) that is their major emphasis of study. This may include the history, role within the work setting and skill demonstration where appropriate (athletic training and CPR).
- ▶ Select a sport and explain an appropriate tournament format or describe the basic skills required to participate in that sport.
- ▶ Identify the muscle groups and structures of the human body utilized for specific physical activities.





All courses listed in previous catalogs as PE (Physical Education) are now listed as KIN (Kinesiology.)

Education Option *A.A. Degree*

All courses listed in previous catalogs as PE (Physical Education) are now listed as KIN (Kinesiology.)

AH 32	Basic Cardiac Life Support or CPR Certification	0-1 unit
AH/BIO 15*	Survey of Human Anatomy and Physiology	.5 units
HE 1	Health Education	.3 units
KIN 2	Introduction to Kinesiology	.3 units

Choose one:

KIN 5	Individual and Dual Sports (3 units)	
KIN 8	Psychology of Coaching (3 units)	
		.3 units

Choose one of the following:

KIN 3	Introduction to Athletic Training (4 units)	
KIN 5	Individual and Dual Sports (3 units)	
CD/KIN 6	Games and Rhythms for Children (3 units)	
KIN 7	Theory of Sports Management (3 units)	
KIN 8	Psychology of Coaching (3 units)	
		3-4 units

Kinesiology Activity Courses -

A minimum of 3 units from at least 3 different activities (may include Intercollegiate Athletics) 3 units

Total Units Required for Major: 20-22 UNITS

Plus completion of general education requirements: units vary

Total Units Required: minimum of 60 UNITS

The Education option is for those students wishing to pursue a degree in teaching and/or coaching. It provides a core set of courses designed to allow individuals to earn an AA degree or enter a baccalaureate program leading to a teaching credential.

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education pattern (35-44 units), the CSU-GE Breadth pattern (39-52 units) or the IGETC pattern (42-48 units), plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

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

Sports Management Option *A.A. Degree*

All courses listed in previous catalogs as PE (Physical Education) are now listed as KIN (Kinesiology.)

AH 32	Basic Cardiac Life Support or CPR Certification	0-1 unit
HE 1	Health Education	.3 units
KIN 2	Introduction to Kinesiology	.3 units
KIN 5	Individual and Dual Sports	.3 units
KIN 7	Theory of Sports Management	.3 units

Choose one of the following:

KIN 3	Introduction to Athletic Training (4 units)	
CD/KIN 6	Games and Rhythms for Children (3 units)	
KIN 8	Psychology of Coaching (3 units)	
KIN 80	Business Law (3 units)	
		3-4 units

Kinesiology Activity Courses: A minimum of 3 units from at least

3 different activities (may include Intercollegiate Athletics) 3 units

Total Units Required for Major: 18-20 UNITS

Plus completion of general education requirements: units vary

Total Units Required: minimum of 60 UNITS

Recommended Electives: ACCT 20, CSIS 2.

The Sports Management option is intended for those students wishing to earn an Associates of Arts Degree and/or transfer to and complete their degree option at a four year university. Career opportunities include working with college sports teams, professional sports teams, corporate and individual health facilities, and in athletic administration.

Students completing the major will have satisfied requirements for the Kinesiology activity classes in the general education requirements for the A.A. degree.

General Education Requirements: A student may complete the Gavilan College AA/AS general education pattern (35-44 units), the CSU-GE Breadth pattern (39-52 units) or the IGETC pattern (42-48 units), plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Sports Medicine Option *A.A. Degree*

All courses listed in previous catalogs as PE (Physical Education) are now listed as KIN (Kinesiology.)

AH 32	Basic Cardiac Life Support or CPR Certification	0-1 unit
AH/BIO 15*	Survey of Human Anatomy and Physiology	.5 units
HE 1	Health Education	.3 units
KIN 2	Introduction to Kinesiology	.3 units
KIN 3	Introduction to Athletic Training	.4 units

Choose one of the following:

BIO 7	Human Anatomy (4 units)	
AH/BIO 9	Human Physiology (5 units)	
AH/BIO 11	Nutrition (3 units)	
KIN 3A	Athletic Training Field Experience (2 units)	
KIN 5	Individual and Dual Sports (3 units)	
KIN 7	Theory of Sports Management (3 units)	
KIN 8	Psychology of Coaching (3 units)	
		2-5 units

Kinesiology Activity Courses: A minimum of 3 units from at least

3 different activities (may include Intercollegiate Athletics) 3 units

Total Units Required for Major: 20-24 UNITS

Plus completion of general education requirements: units vary

Total Units Required: minimum of 60 UNITS

The Sports Medicine option is for students wishing to pursue a degree in athletic training, physical therapy, and personal trainer/fitness specialist. The courses are designed to allow individuals to earn an AA degree or transfer to a four year university to earn a Bachelor's degree.

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education pattern (35-44 units), the CSU-GE Breadth pattern (39-52 units) or the IGETC pattern (42-48 units), plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

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

LIBERAL ARTS

A.A. Degrees

Liberal Arts - Areas of Emphasis include:

- Administration of Justice
- Business
- Computer Science & Information Systems
- Elementary Education
- Expressive Arts
- Language Arts & Humanities
- Natural Science
- Social Science (two options)

Liberal Arts - Multiple Subjects



The Associate in Liberal Arts Degree includes a multidisciplinary curriculum encompassing all areas of knowledge in the arts and sciences. It is designed for students who plan to transfer to a University of California or a California State University campus.

The Liberal Arts major allows the student to select an area of emphasis and complete the prerequisite course work necessary for transfer into a particular major. Students must meet Gavilan College GPA and residency requirements.

A comprehensive updated list of the Intersegmental General Education Transfer Curriculum (IGETC) and CSU General Education Breadth Requirements are available in the Counseling Secretary's Office (SC113) or on the Gavilan College website (www.gavilan.edu/catalog/index.html)

AREAS OF EMPHASIS

- ▶ Complete a minimum of 18 units from one of the areas of emphasis listed below; where indicated, choose courses from the disciplines listed.
- ▶ Students may choose any of the three general education (Gavilan General Education, IGETC or CSU breadth) patterns.
- ▶ Courses selected can be used/double counted to fulfill GE areas.
- ▶ Students may have to complete additional elective courses to total the 60 overall units necessary for the Associate Degree.

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

A.A. Degrees in Liberal Arts *continued...*

Administration of Justice Emphasis

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

Administration of Justice: AJ 10, AJ 12, AJ 14, AJ 16, AJ 18, AJ 19, AJ 20, AJ 21, AJ 32, AJ 173, AJ 176; CMUN 6; POLS 6; PSYC 6,

Total Units for Area of Emphasis: 18 UNITS

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

Program Learning Outcomes: Students will demonstrate an understanding of the history, structure, and processes of law enforcement, the judicial system, correctional system and the juvenile justice system.

They will reflect critically on developments in criminal justice policy and the relationship of these policies to the wider political and social environment. Students will demonstrate an ability to effectively communicate orally and in writing the results of their analysis and understanding.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Business Emphasis

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

Business: BUS 1

Economics: ECON 1, ECON 2, ECON 10

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

Accounting: ACCT 20, ACCT 21

Business: BUS 11, BUS 14, BUS 80

Computer Science & Information Systems: CSIS 1, CSIS 2, CSIS 2L

Economics: ECON 1, ECON 2, ECON 10, ECON 11

Total Units for Area of Emphasis: 18 UNITS

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

The Business emphasis is designed to provide students with a broad background in business.

Program Learning Outcomes: Students will develop a solid foundation in economic theory and practice. They will examine market forces and gain financial management analytical experience. Students will learn to use technical skills to analyze, synthesize and report data so that it can be used to make informed decisions.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

A.A. Degrees in Liberal Arts *continued...*

Computer Science & Information Systems Emphasis

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

Computer Science & Information Systems: CD 12; CSIS 5, CSIS 6, CSIS 7, CSIS 8, CSIS 9, CSIS 10, CSIS 12, CSIS 12L, CSIS 18, CSIS 18L, CSIS 24, CSIS 26, CSIS 43, CSIS 44, CSIS 45, CSIS 46, CSIS 47, CSIS 49, CSIS 51, CSIS 52, CSIS 54, CSIS 54L, CSIS 61, CSIS 84, CSIS 88; DM 6, DM 7, LIB 6

Digital Media: ART 74, ART 75, ART 76, ART 77, ART 80, ART 85, ART 113, ART 114; CSIS 73, CSIS 74, CSIS 75, CSIS 76, CSIS 77, CSIS 80, CSIS 85; DM 60 or DM 61, DM 73, DM 74, DM 75, DM 76, DM 77, DM 80, DM 85, DM 113, DM 114

Total Units for Area of Emphasis: 18 UNITS

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

Students will have the opportunity to explore several areas of computer science, including programming, web page design, system administration and desktop publishing.

Program Learning Outcomes: Students will develop an appreciation of both the technical and artistic sides of the profession. Students will be able to communicate ideas in a team environment.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Elementary Education Emphasis

Area A Complete the following required courses (6 units)

Child Development: CD 8A, CD 8B

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

Child Development: ANTH 9; CD 2, CD 3, CD 7, CD 14A, CD 14B, CD 31, CD 97; PSYC 2, PSYC 3, PSYC 7

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

Administration of Justice: AJ 20

Allied Health: AH 3

Art: CD 25A or ART 25A

English: ENGL 2F

History: HIST 3

Mathematics: MATH 12

Kinesiology (previously Physical Education): CD 6 or KIN 6

Theater: THEA 2A

Total Units for Area of Emphasis: 18 UNITS

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

This emphasis recognizes that teachers play a vital role in the development of children, introducing them to numbers, language, science, and social studies. Elementary teachers facilitate student learning through interactive class discussions, educational activities, "hands-on" learning, and one-on-one assistance. This emphasis offers a core of interdisciplinary and specialized courses that provide students with the knowledge and skills necessary for communicating concepts to children, and an introduction to social, political and economic issues that influence the field of public education.

Program Learning Outcomes: Students who complete this emphasis will be able to use their understanding of young children's characteristics, needs and multiple interacting influences to create learning environments that are healthy, respectful, supportive, and challenging for all children. Since students will have experienced actual classrooms with actual children, they will be able to decide if a career in teaching young children is right for them.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

A.A. Degrees in Liberal Arts *continued...*

Expressive Arts Emphasis

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

Art: ART 1A, ART 1B, ART 6, ART/HIST 21

Music: MUS 1A, MUS 1B

Theater: THEA 1, THEA 3, THEA 7

.....6 units

Choose a minimum of 3 units from each area below:

Art: ART 2A, ART 3A, ART 3B; ART 8A, ART 10A, ART 10B, ART 12A, ART 12B, ART 13, ART 14, ART 15A, ART 15B, ART 25A, ART 25B, ART 34A, ART 34B, ART 74, ART 75, ART 76, ART 77, ART 80, ART 85, ART 110, ART 114, ART 116, ART 117; CD 25A, CD 25B; CSIS 74, CSIS 76, CSIS 77, CSIS 80, CSIS 85, CSIS 110, CSIS 114, CSIS 116, CSIS 117; DM 74, DM 76, DM 77, DM 80, DM 85, DM 110, DM 114, DM 116, DM 117

Music: MUS 4A, MUS 4B, MUS 5A, MUS 5B, MUS 5C, MUS 5D, MUS 8A, MUS 8B, MUS 8C, MUS 8D, MUS 9A, MUS 9B, MUS 12, MUS 14A, MUS 14B, MUS 14C, MUS 14D, MUS 26

Theater: MCTV 17A, MCTV 17B, MCTV 19, THEA 2A, THEA 2B, THEA 12A, THEA 12B, THEA 13A, THEA 13B, THEA 13C, THEA 13D, THEA 17A, THEA 17B, THEA 19, THEA 21

Creativity and Innovation: ART 11

.....12 units

Total Units for Area of Emphasis: 18 UNITS

Plus completion of general education requirements:units vary

Total Units Required: minimum of 60 UNITS

The Expressive Arts Emphasis provides the knowledge base and experiences for students interested in the study of cultural and humanistic activities as experienced through the artistic expression of human beings.

Program Learning Outcomes: Students completing this emphasis will be able to critically analyze and interpret the ways in which people through the ages have responded, to themselves and others around them, through artistic and cultural expression. Through a study of art, history and theater, this emphasis will provide students with the ability to recognize, value and nurture aesthetic understanding and incorporate these concepts when constructing value judgments. The foundation of this emphasis is to foster divergent thinking with the aim of optimizing students' capacity for producing new and innovative ideas.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Language Arts & Humanities Emphasis

Choose at least 1 course from each area for a minimum of 18 units: (You may select an additional course from any of the areas to complete the 18 unit minimum requirement.)

Any Communication Course (or course crosslisted with a Communication course): CMUN 1A, CMUN 2, CMUN 4, CMUN 5, CMUN 6, CMUN 8, CMUN 10, CMUN 11, CMUN 129; CSIS 129; POLS 6; PSYC 6, THEA 4

Any Philosophy Course (or course crosslisted with a Philosophy course): PHIL 1, PHIL 2, PHIL 3A, PHIL 3B, PHIL 4, PHIL 6, PHIL 9

English: ENGL 1B, ENGL 2B, ENGL 2C, ENGL 2E, ENGL 2F, ENGL 2J, ENGL 4A, ENGL 4B, ENGL 5A, ENGL 5B, ENGL 9A

Foreign Language: FRNH 1A, FRNH 1B, JPN 1A, JPN 1B; SPAN 1A, SPAN 1B, SPAN 12A, SPAN 12B

Journalism: JOUR 10 or SOC 10, JOUR 16A

Total Units for Area of Emphasis: 18 UNITS

Plus completion of general education requirements:units vary

Total Units Required: minimum of 60 UNITS

The Language Arts & Humanities Emphasis provides a knowledge base for students interested in the study of cultural, literary, and artistic expression of human beings. This area of emphasis develops students' analytical and expressive skills, their ability to read, write and think clearly through coursework that spans over five different disciplines.

Program Learning Outcomes: Students completing this area of emphasis will be able to analyze and interpret the ways in which people through the ages have reflected upon themselves and their place in the world, and the communication of this reflection through language.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

A.A. Degrees in Liberal Arts *continued...*

Natural Science Emphasis

Choose any combination of courses for a minimum of 18 units. You must select at least one course from Mathematics and one course from one of the Science disciplines:

Biology: AH 8, AH 9, AH 15, BIO 1, BIO 4, BIO 5, BIO 7, BIO 8, BIO 9, BIO 15, BIO 21

Chemistry: CHEM 1A, CHEM 1B, CHEM 12A, CHEM 12B

Ecology: ECOL 1

Geology: GEOL 1

Mathematics: MATH 1A, MATH 1B, MATH 1C, MATH 2, MATH 2C, MATH 5, MATH 7, MATH 8A, MATH 8B

Physics: PHYS 2A, PHYS 2B, PHYS 4A, PHYS 4B, PHYS 4C

Total Units for Area of Emphasis: 18 UNITS

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

The Area of Emphasis for Studies in Natural Science recognizes the integrated role that Biology, Chemistry, Physics, and Mathematics play in the description and understanding of our everyday world.

Program Learning Outcomes: Employing the scientific method as a basis for evaluating theoretical and laboratory derived information, students will gain an understanding of the biological and/or physical worlds. Students will also gain a working familiarity with mathematics and an understanding of mathematics as it applies to modeling in the sciences and as an elegant stand-alone discipline.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Social Science Emphasis

Option A: Cultural and Historical Social Sciences:

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

Administration of Justice/Political Science/Psychology: CMUN/POLS/PSYC 6

Anthropology: ANTH 1, ANTH 2, ANTH 3, ANTH 5

Art: ART 10, ART 21

Child Development: CD 5, CD 6; KIN 6

Economics: ECON 1, ECON 2

Geography: GEOG 2

History: HIST 1, HIST 2, HIST 3, HIST 4A, HIST 4B, HIST 5, HIST 6, HIST 7A, HIST 7B, HIST 12, HIST 21; HUM 12

Political Science: POLS 1

Sociology: SOC 1A, SOC 1B, SOC 3, SOC 4

Total Units for Area of Emphasis: 18 UNITS

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

In this emphasis students will analyze theories and concepts related to the development of cultural and historical development of societies. Students will study social science theory and practice to analyze, compare and contrast and synthesize aspects of societies and events from different regions and eras.

Program Learning Outcomes: Students completing this emphasis will be able to critically examine contemporary social, economic, and political environments. Through social science methods students will explain the influences individuals, social groups, and governments have upon one another; and will document and evaluate models of social stratification based on class, ethnicity, and gender; and assess their impact.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

A.A. Degrees in Liberal Arts *continued...***Social Science Emphasis** *continued***Option B: Behavioral and Organizational Social Sciences:**

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

Administration of Justice: AJ 10, AJ 18

Allied Health: AH 3, AH 15, BIO 15

Biology: AH 15, BIO 15

Child Development: CD 2, CD 3; PSYC 2, PSYC 3

Economics: ECON 1, ECON 2

Journalism: JOUR 10

Mathematics: MATH 5, MATH 6

Political Science: CMUN 6; POLS 1, POLS 3, POLS 4, POLS 6; PSYC 6,

Psychology: ANTH 9; CD 7; CMUN 6; POLS 6, PSYC 1A, PSYC 1B, PSYC 6, PSYC 7

Sociology: SOC 1A, SOC 1B, SOC 3, SOC 4, SOC 10, SOC 21

Total Units for Area of Emphasis: 18 UNITS

Plus completion of general education requirements: units vary

Total Units Required: minimum of 60 UNITS

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.



In this emphasis students will analyze theories and concepts related to social and psychological development, and political organizations. Students will study the scientific method and use research methodologies to analyze, compare and contrast, and synthesize psychological, political and social structures.

Program Learning Outcomes: Students who complete this emphasis will be able to use their understanding of behavioral and organizational social sciences to document and evaluate models of personal, social, economic and political dynamics. In addition they will employ social sciences to propose means of resolving problems, and assess methods for making change.

Multiple Subjects

A.A. Degree

AREA 1 - ENGLISH & COMMUNICATION SKILLS

ENGL 1B, 2B, 2C, 2E, 2I, 2J, 4A, 4B, 5A, 5B

CMUN 1A, 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

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, 9

CD 2, 3, 7

CMUN 4

ECON 1, 2, 10

GEOG 2

HIST 1, 2, 3, 5, 6, 12

HUM 12

JOUR 10

POLS 1, 3, 4

PSYC 1A, 1B, 2, 3, 7

SOC 1A, 1B, 3, 4, 10, 21

..... 2-3 units

AREA 4 - HUMANITIES & FINE ARTS

ART 1, 11, 21

PHIL 1, 2, 3A, 3B, 4, 6, 9

HIST 7A, 7B, 21

HUM 3, 4, 5, 10

MUS 1

THEA 1

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

..... 3-5 units

AREA 5 - COMPUTER SCIENCE & INFORMATION SYSTEMS

CSIS 1, 2 2-4 units

Total Units Required: minimum of 19 UNITS

Plus completion of general education requirements: units vary

Total Units Required: 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 no more than 7 additional units of Child Development lower division classes as electives. For further advice, consult with an advisor at the intended university and see the "major-to-major" articulation agreement between Gavilan College and that university.

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

Recommended Electives: Any transfer course

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

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*

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

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

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

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

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 48.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.



MEDIA ARTS

A.A. Degrees

Broadcast Television
Journalism

Certificate of Achievement

Broadcast Television

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

Media Arts Options

The Broadcast TV and Journalism Media Arts Associate's Degree options require a combination of **CORE COURSES** (below) and additional requirements:

The Gavilan College Media Arts Program educates students in multiple forms of media, such as television, print and film. In the program, the history and development of human communication is studied and explored as students critique and create media.

CORE COURSES:		
JOUR/SOC 10	Mass Media & Society	3 units
JOUR 16A	Writing for Media	3 units
THEA/MCTV 16	Television History and Practice	3 units
THEA /MCTV 17A	Television & Video Workshop	3 units
Core Courses Unit Total:		12 UNITS

The Media Arts Broadcast Television Degree prepares students for transfer in Media Arts, Mass Communications, film and television studies. Students in Broadcast Television participate in learning experiences that teach skills in pre-production, production and post-production including: writing, acting, camera operation, editing, audio, directing in studio and field production scenarios for television production.

The projects created and produced by students are prepared for broadcast on GavTV-Cable Channel 18, the Gavilan Educational Channel, Blip.TV, You-tube and streaming on the Web. GavTV programming includes: music, theater, dance, arts, sports, news and special events. Original programs aired on the GavTV 18 are: News & Views Live!, Art is Essential, The Gavilan Hour, Gavilan Rams Football and Let's Ask Alice.

Program Learning Outcomes: After completing a Media Arts Broadcast Television Degree a student will be able to:

- ▶ perform confidently and safely in set-up and operation of video and audio equipment in live or live to tape studio or field production.
- ▶ demonstrate knowledge and skills in digital editing for broadcast television.
- ▶ discuss and critique production values in film and television including: lighting, set design, make-up.
- ▶ demonstrate and apply best practices in working on a television/ video production crew.
- ▶ describe and perform the knowledge, skills and abilities related to the production process including: pre-production, production and post-production.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Broadcast Television Option *A.A. Degree*

REQUIREMENTS:

CORE COURSES (above)12 units

ADDITIONAL REQUIREMENTS (12 units minimum):

THEA/MCTV 17B Television and Video Workshop3 units
THEA 20 Introduction to Scriptwriting.....3 units

Choose one:

THEA 14 Stage Production (1-3 units)
THEA 98 Special Topics: GavTV 18 - Producing (.5-3 units)
..... 0.5-3 units

Choose six (6) units from courses below:

CMUN 2/THEA 4 Oral Reading (3 units)
THEA/MCTV 6 Introduction to Audio Production (3 units)
THEA 14 Stage Production (1-3 units)
THEA/MCTV 19 Television and Film Acting (3 units)
ART/CSIS/DM 117 Visual Effects/Motion Graphics (3 units)
.....6 units

Total Units Required: minimum of 24.5 UNITS

Plus completion of general education requirements: ..units vary

Total Units Required: minimum of 60 UNITS

Broadcast Television *Certificate of Achievement*

Does NOT require completion of core courses.

THEA/MCTV 16	Television History and Practice3	units
THEA/MCTV 17A	Television and Video Workshop3	units
THEA/MCTV 17B	Television and Video Workshop3	units
THEA/MCTV 19	Television and Film Acting3	units
THEA 20	Introduction to Scriptwriting3	units

Choose one:

THEA 14	Stage Production (2 units)	
THEA 98	Special Topics: GavTV 18 - Producing (2 units)	
	<u>2</u> units
Total Units Required for Certificate of Achievement:		17 UNITS

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

- ▶ Perform confidently and safely using best practices in set-up and operation of video and audio equipment in live or live to tape studio or field production projects.
- ▶ Engage in discussion and critique production values for various television genres.
- ▶ Describe and perform pre-production in story development and scriptwriting for television production.
- ▶ Perform digital editing during post production for a variety of television programs and projects.

Students have the option of receiving a Broadcast Television Certificate of Achievement by completing 17 units.

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in Media Arts-Broadcast TV	
Program Length: (in years)	1.00	
# of units/credits required for program:	17	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 654	\$ 3,714
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

Journalism Option *A.A. Degree*

REQUIREMENTS:

CORE COURSES (see previous page) 12 units

ADDITIONAL REQUIREMENTS (12 units minimum):

JOUR 18 Working on the Newspaper 6 units

Choose six (6) units from:

ART/CSIS/DM 85	Web Design I: Dreamweaver (2 units)
CSIS/DM 73	Desktop Publishing - Adobe InDesign (3 units)
CSIS/DM 75	PhotoShop I - Adobe PhotoShop (3 units)
JOUR 16B	Reporting for Media (3 units)
JOUR 18	Working on the Newspaper (2-5 additional units)

..... 6 units
Total Units Required: 24 UNITS

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

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

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

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.



Music

A.A. Degree

Music

Certificate of Achievement

Music Composition and Production

Music *A.A. Degree*

REQUIRED:

MUS 3A	Harmony - Theory - Musicianship	4 units
MUS 3B	Harmony - Theory - Musicianship	4 units
MUS 4A	Beginning Piano	3 units
MUS 4B	Beginning Piano	2 units

Choose one:

MUS 1A	Music History and Literature (3 units)	
MUS 1B	Music History and Literature (3 units)	3 units

Choose one:

MUS 2	History of Jazz and Rock Music (3 units)	
MUS 6	Introduction to World Music (3 units)	
MUS 7	Songwriting and Composition (3 units)	
MUS 16A	Introduction to Audio Recording Techniques (3 units)	
MUS 21	Electronic Music/Sound Design (3 units)	3 units

Choose one:

MUS 5A	Intermediate Piano (2 units)	
MUS 5B	Intermediate Piano (2 units)	
MUS 5C	Advanced Piano (2 units)	
MUS 5D	Advanced Piano (2 units)	
MUS 8A	Beginning Voice (2 units)	
MUS 8B	Beginning Voice (2 units)	
MUS 9B	Guitar (2 units)	
MUS 12	Vocal Ensemble (2 units)	
MUS 14A	Instrumental Ensemble (2 units)	2 units

Total Units Required: 21 UNITS

Plus completion of general education requirements: units vary

Total Units Required: minimum of 60 UNITS

Recommended Electives: MUS 2, MUS 6, MUS 7, MUS 16A, MUS 21

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

- ▶ hear, identify, and work conceptually with the elements of music: rhythm, harmony, melody, and structure.
- ▶ demonstrate proficiency in areas of performance appropriate to his/her needs and interests, including historical and modern music
- ▶ identify styles of music, including historical periods, composers, performers, stylistic traits, cultural influences and performance practices.
- ▶ operate recording studio equipment using live and taped performance.
- ▶ demonstrate basic proficiency in reading and writing of music notation.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

The Music Department maintains a place at Gavilan College as a subject of broad and passionate interest to performers, composers and theorists. At Gavilan College all these form a community dedicated to furthering a knowledge and love of music. The Music Department at Gavilan College offers a wide range of courses for all students. While many of our students have gone on to have professional careers in music, others have used their study as an enriching foundation for other pursuits. The Gavilan College Music Department is structured around a traditional musical foundation. Specific areas of focus are piano, guitar, vocal performance, electronic music and digital recording. The music curriculum provides a program for the students who wish to (1) pursue an advanced degree in music, (2) broaden a general knowledge of music, (3) develop performance skills, (4) become a professional musician, (5) work in a recording studio, (6) prepare for a career as music educators. Experienced instructors create an environment that both fulfills general education requirements and offers students exemplary preparation for transfer into both university and vocational level programs.

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

Music Composition and Production *Certificate of Achievement*

REQUIRED:

MUS 3A	Harmony - Theory - Musicianship	4 units
MUS 3B	Harmony - Theory - Musicianship	4 units
MUS 4A	Beginning Piano	3 units
MUS 7	Songwriting and Composition	3 units

Choose one:

MUS 16A	Introduction to Audio Recording Techniques (3 units)	
MUS 21	Electronic Music/Sound Design (3 units)	
	3 units

Choose one:

MUS 1A	Music History and Literature (3 units)	
MUS 1B	Music History and Literature (3 units)	
MUS 2	History of Jazz and Rock Music (3 units)	
MUS 6	Introduction to World Music (3 units)	
	3 units

Total Units for Certificate of Achievement: 20 UNITS

This program prepares students for a creative career in the music industry. The program has an entrepreneurial and creative focus emphasizing an industry trend requiring artists to be responsible for complete project development. Students engaged in compositional study enjoy the freedom to explore the organization of sound and music into different structures of expression. Engaged in personal study with acclaimed composition faculty, students write works for a variety of media - from solo instrument and large ensemble works to electronic music. An emphasis is placed on the study of the various musical traditions of the world and the relevance of those traditions to personal experience.

The same skill set also prepares students for careers in specialized areas of the music industry such as digital audio workstation operator, recording engineer, producer, composer, arranger, songwriter, sound designer, artist manager, distributor, and marketing representative.

PHILOSOPHY

Certificate of Proficiency

The Philosophy Discipline offers learners a unique opportunity to take a variety of courses from different philosophical perspectives, yet all rich in the voices of global cultures and religions. Philosophy concerns the investigation of the fundamental questions of the human experience, such as "Is knowledge possible?", "Do we have free will?", "What is the meaning of life?" to "Is social justice possible?" In attempting to answer these questions, the discipline of Philosophy has provided the foundation of many other fields of inquiry, from psychology to sociology, law, and even business. At the core, Philosophy develops critical thinking skills, but in applying those skills, learners realize that philosophical inquiry has spanned the development of science, the birth of civilizations, religious, and ethical debates about when life begins and ends, principles of justice, environmental issues, animals rights, global warming, immigration, and even ideas about art, music, and the economy. Ultimately, Philosophy provides a learner pursuing any major an opportunity to enhance critical thinking skills while engaging in the analysis of arguments and theories about issues that has spanned the ages and still affect contemporary life.

Career opportunities for Philosophy majors:

Learners who have taken Philosophy courses are good candidates for jobs requiring liberal arts education. Employers often look for people who can solve problems and can write and think critically. These are skills that philosophy enhances. Examples of careers include: communications, education, journalism, law, management and business, and politics.

Program Learning Outcomes: After completing Philosophy courses, a student will be able to:

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

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

Classical and Contemporary World Philosophies and Religions

Certificate of Proficiency

PHIL 1 Introduction to Philosophy3 units

Choose nine (9) units from the list below:

PHIL 3A Ethical Theory (3 units)
PHIL 3B Contemporary Ethics (3 units)
PHIL 6 World Religions (3 units)
PHIL 9 Philosophy of Religion (3 units)
PHIL 23 Independent Study (1-3 units)

.....9 Units
Total Units Required for Certificate of Proficiency: 12 UNITS

PHYSICAL EDUCATION

The Associate's Degrees in Physical Education are now listed under Kinesiology.



Photo courtesy of the Gav Press

PHYSICAL SCIENCE & ENGINEERING

A.S. Degrees

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

The **Physical Science and Engineering** option provides a broad background in the sciences. Students completing this degree will have learned to integrate math and science to solve problems, have proficiency in laboratory techniques and analysis of experimental data, and will have demonstrated an ability to communicate effectively using written, oral, electronic, and graphical means. This degree will prepare students interested in transferring to four-year colleges or universities to pursue degrees in any of the natural or physical sciences (astronomy, chemistry, geology or geophysics, general science, meteorology, oceanography, physics, etc). Students electing this major are encouraged to consult the catalogs of the four-year schools to which they plan to transfer early in their Gavilan course work as requirements for transfer vary by institution.

Engineers are responsible for designing and building everything that we use – airplanes, roads, machines, computers, buildings, artificial limbs.

The **Physical Science and Engineering: General Engineering** option constitutes the lower-division core classes suggested by the Engineering Liaison Council (ELC), an organization composed of representatives from two- and four-year colleges and universities. Students completing this degree will have learned to identify various engineering problems and integrate math and science to solve them, have proficiency in the design, execution, analysis, and interpretation of experiments, demonstrate familiarity with the engineering design process, and will have demonstrated an ability to communicate effectively using written, oral, electronic, and graphical means. This degree will prepare students to transfer to four-year colleges or universities to pursue degrees in any of the engineering disciplines (aeronautical, chemical, civil, computer, electrical, industrial, materials, mechanical, etc.). Students electing this major are encouraged to consult the catalogs of the four-year schools to which they plan to transfer early in their Gavilan course work as requirements for transfer vary by institution.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

Please note that not all courses required for the degree are offered on a regular basis.

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

Physical Science and Engineering *A.S. Degree*

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

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

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

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

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

Students are strongly advised to consult the appropriate college catalogs and their counselors to determine the specific lower division requirements if you are transferring to a 4-year institution.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

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 4A/B/C	Physics for Scientists and Engineers	4-4-4	units
		58	UNITS

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

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

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

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

Students are strongly advised to consult the appropriate college catalogs and their counselors to determine the specific lower division requirements if you are transferring to a 4-year institution.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

SOCIAL SCIENCE

A.A. Degrees

Emphasis in Community Studies
Emphasis in Global Studies

Certificate of Achievement

Community Studies

The Social Science Department at Gavilan empowers students to explore, and change, the world. Students with social science backgrounds pursue fascinating professions, transfer to four-year colleges, and make meaningful contributions to their communities and society.

An Associate of Arts degree is available with two options—Social Science AA with Emphasis on Community Studies, and Social Science AA with Emphasis on Global Studies. Both degrees can be achieved by students who take 21-24 units in the major areas of emphasis.

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

Social Science with Emphasis in Community Studies *Certificate of Achievement*

REQUIRED:

CMUN 10	Small Group Communication3 units
SOC 1B	Social Problems3 units

Choose one:

POLS 27/PSYC 27	Contemporary Leadership (3 units)	
POLS/PSYC/CMUN 6	Introduction to Conflict Resolution (3-4 units)	
	3-4 units

Choose 6 Units in Electives:

HIST 3	History of California (3 units)	
HIST 5	Women's Lives in Early U.S. History (3 units)	
HIST 6	Women's Lives in Recent U.S. History (3 units)	
HIST/HUM 12	Mexican American Cultural History (3 units)	
	6 units

Total units for Certificate of Achievement: 15-16 UNITS

Program Learning Outcomes: After completing this certificate students will be able to:

- ▶ practice and analyze democratic civic engagement.
- ▶ demonstrate and evaluate relationships between local and national issues, movements, and ideas as they relate to local communities.
- ▶ demonstrate a range of skills including: research, documentation, analysis, evaluation, communication, contextualization, teamwork, observation, and cultural competency by relating social science concepts and theories to issues of importance to local communities.
- ▶ identify, develop, use, and assess tools and methods for community change and social justice.

Social Science with Emphasis in Community Studies *A.A. Degree*

MAJOR REQUIREMENTS:

ANTH 3 Introduction to Cultural Anthropology 3 units
 SOC 1B Introduction to Social Problems 3 units

Choose one:

POLS/PSYC 27 Contemporary Leadership (3-4 units)
 POLS/PSYC/CMUN 6 Introduction to Conflict Resolution (3 units)
 3-4 units

Choose one:

HIST 3 History of California (3 units)
 HIST/HUM 12 Mexican-American Cultural History (3 units)
 3 units
 12-13 units

Elective Courses: Additional units (8-9) from list below to complete a total of 21 units:

ART 14 Beginning Mural Painting (3 units)
 CMUN 4 Intercultural Communication (3 units)
 CMUN 10 Small Group Communication (3 units)
 ECOL 1 Conservation of Natural Resources (4 units)
 GEOG 2 Cultural Geography (3 units)
 GEOL 13 Environmental Geology (3 units)
 HE 2 Human Sexuality (3 units)
 HIST 2 United States History Reconstruction to the Present (3 units)
 HIST 3 History of California (3 units) if not taken above
 HIST 5 Women's Lives in Early United States History (3 units)
 HIST 6 Women's Lives in Recent United States History (3 units)
 HIST/HUM 12 Mexican American Cultural History (3 units) if not taken above
 POLS 1 Introduction to Political Science (3 units)
 POLS/PSYC/CMUN 6 Introduction to Conflict Resolution (3 units) if not taken above
 POLS/PSYC 27 Contemporary Leadership (2-4 units) if not taken above
 SOC 1A Introduction to Sociology (3 units)
 SOC 3 Sociology of Race, Ethnicity and Cultural Identity (3 units)
 SOC 4 Sociology of Men and Women (3 units)

. 8-9 units

Total Units Required for Major: 21 UNITS

Plus completion of general education requirements: units vary

Total Units Required: minimum of 60 UNITS

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.



Majors in Social Science with Emphasis in Community Studies gain durable tools to enrich and empower their communities by promoting social justice. Taking courses in anthropology, cultural geography, economics, history, political science, psychology, and sociology, students become competent to analyze, contextualize, and change local communities. They create linkages between national and global issues, movements, and ideas as they relate to local communities, and prepare both for a variety of careers and for all-important responsibilities as participants in a democracy.

Students completing this A.A. degree will be able to transfer to four-year colleges or enter the professional world in fields including public service, law, politics, community organizing, advocacy, media, teaching, social work, psychology, anthropology, history, urban planning and economics.

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

- ▶ practice and analyze democratic civic engagement.
- ▶ demonstrate and evaluate relationships between local and national issues, movements, and ideas as they relate to local communities.
- ▶ demonstrate a range of skills including: research, documentation, analysis, evaluation, communication, contextualization, teamwork, observation, and cultural competency by relating social science concepts and theories to issues of importance to local communities.
- ▶ identify, develop, use, and assess tools and methods for community change and social justice.

Social Science with Emphasis in Global Studies *A.A. Degree*

Majors in Social Science with Emphasis in Global Studies gain durable tools to enrich and empower the global community by promoting social justice. By taking courses in anthropology, cultural geography, economics, history, political science, psychology, and sociology, students become competent to analyze, contextualize, and change global realities. In the process, students create linkages between local and national issues, movements, and ideas as they relate to the rest of the world, and prepare both for a variety of careers and for all-important responsibilities as global citizens.

Students completing this AA degree will be able to transfer to four-year colleges or enter professions in public service, policy, law, international relations, international business, politics, environmental policy, media, anthropology, history, economics, urban planning, political science, and more.

Program Learning Outcomes After completing this degree students will:

- ▶ define and analyze global citizenship strategies in the context of globalization.
- ▶ demonstrate and evaluate relationships between local and national issues, movements, and ideas as they relate to the global community.
- ▶ demonstrate a range of skills including: research, documentation, analysis, evaluation, communication, contextualization, teamwork, observation, and cultural competency by relating social science concepts and theories to issues of global importance.
- ▶ identify, develop, use, and assess methods and tools to bring about social justice.

Requirements listed on following page.

MAJOR REQUIREMENTS:

Area A

SOC 1A Introduction to Sociology3 units

Choose one:

- ANTH 3 Cultural Anthropology (3 units)
- GEOG 2 Cultural Geography (3 units)

.3 units

Choose one:

- HIST 4A History of World Societies, Before 1500 (3 units)
- HIST 4B History of World Societies, 1500 to Present (3 units)

.3 units

Choose one:

- POLS 3 Introduction to Comparative Politics (3 units)
- POLS 4 Introduction to International Relations (3 units)

.3 units

Area B

Choose at least five (5) units from one of the foreign languages below:

French:

- FRNH 1A Elementary French (5 units)
- FRNH 1B Elementary French (5 units)

Italian:

- ITAL 8A Conversational Italian (3 units)
- ITAL 8B Conversational Italian (3 units)

Japanese:

- JPN 1A Elementary Japanese (5 units)
- JPN 1B Elementary Japanese (5 units)

Spanish:

- SPAN 1A Elementary Spanish (5 units)
- SPAN 1B Elementary Spanish (5 units)
- SPAN 2A Intermediate Spanish (5 units)
- SPAN 2B Intermediate Spanish (5 units)
- SPAN 8A Conversational Spanish (3 units)
- SPAN 8B Conversational Spanish (3 units)
- SPAN 8C Conversational Spanish (3 units)
- SPAN 8D Conversational Spanish (3 units)
- SPAN 12A Spanish for Spanish Speakers (5 units)
- SPAN 12B Spanish for Spanish Speakers (5 units)

.5 units

Area C

Choose six (6) units from the following list of electives:

- ANTH 1 Introduction to Physical Anthropology (3 units)
- ANTH 3 Introduction to Cultural Anthropology (3 units)
If not taken in Area A
- ANTH 5 Magic/Witchcraft and Religion (3 units)
- ART 10A Cultural History of Ceramics (3 units)
- ART/HIST 21 Ancient Americas: A History through Art (3 units)
- CMUN 4 Intercultural Communication (3 units)
- ECOL 1 Conservation of Natural Resources (4 units)
- ECON 1 Principles of Macro Economics (3 units)
- ECON 2 Principles of Micro Economics (3 units)
- ENGL 2B American Ethnic Literature (3 units)
- GEOG 2 Cultural Geography (3 units) if not taken in Area A
- GEOG 13 Environmental Geology (3 units)
- HIST 4A History of World Societies, Before 1500 (3 units)
if not taken in Area A
- HIST 4B History of World Societies, 1500 to Present (3 units)
if not taken in Area A
- PHIL 6 Comparative Religions (3 units)
- POLS 3 Introduction to Comparative Politics (3 units)
if not taken in Area A
- POLS 4 Introduction to International Relations (3 units)
If not taken in Area A
- POLS/PSYC/CMUN 6 Introduction to Conflict Resolution (3 units)
- CD 7/PSYC 7/ANTH 9 Cultural Context of Child and Family in a Diverse Society (3 units)
- SOC 3 Sociology of Race, Ethnicity and Cultural Identity (3 units)
- SOC 4 Sociology of Women and Men (3 units)

.6 units

Total Units Required for Major (Areas A-C): 23 UNITS

Plus completion of general education requirements:units vary

Total Units Required: minimum of 60 UNITS

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

SPANISH

A.A. Degrees and Certificates of Achievement

Non-Native Speakers Options 1-3

Native Speakers Option 4



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

The Spanish Department at Gavilan College is committed to providing an environment that makes learning Spanish fun, exciting, yet challenging at the same time. The study of Foreign Languages not only enables a person to communicate in another language but also opens new doors to different cultures. Many of our students study Spanish to fulfill general education requirements, some study because of the need to communicate at work and many simply study Spanish for the enjoyment of learning another language.

The Spanish Department at Gavilan offers a wide range of courses for all students. Our department focuses in the areas of reading, writing, speaking and listening as well as having a basic awareness of different Hispanic cultures. The Spanish curriculum provides a program for non-native and native students who wish to (1) pursue an advanced degree in Spanish, (2) broaden a general knowledge of Spanish, (3) develop listening and speaking skills, (4) prepare for a career as a Spanish educator. Our experienced instructors create an environment that both fulfills General Education Requirements and offers students exemplary preparation for transfer into both university and vocational level programs.

Program Learning Outcomes:

Upon completion of the program, students will demonstrate

- ▶ basic proficiency in speaking, reading and writing in Spanish.
- ▶ ability to identify elements of Spanish: verb tenses, grammar.
- ▶ ability to identify different Hispanic cultures, including historical periods, colloquialisms, food, dress and dialects.
- ▶ ability to analyze and discuss Hispanic literature including authors from different Hispanic cultures.

Spanish Non-Native Speakers Option 1 *A.A. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS:

SPAN 1A	Elementary Spanish5	units
SPAN 1B	Elementary Spanish5	units
SPAN 2A	Intermediate Spanish5	units
SPAN 2B	Intermediate Spanish5	units
Total Units Required:			20	UNITS

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

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Spanish Non-Native Speakers Option 2 *A.A. Degree or Certificate of Achievement*

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

To receive an **ASSOCIATE'S DEGREE** complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a **CERTIFICATE OF ACHIEVEMENT** complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS:

SPAN 1B	Elementary Spanish5	units
SPAN 2A	Intermediate Spanish5	units
SPAN 2B	Intermediate Spanish5	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)

..... 3-5 units

Total Units Required: 18-20 UNITS

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

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

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

Spanish Non-Native Speakers Option 3 *A.A. Degree or Certificate of Achievement*

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

To receive an **ASSOCIATE'S DEGREE** complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a **CERTIFICATE OF ACHIEVEMENT** complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS:

SPAN 2A	Intermediate Spanish5	units
SPAN 2B	Intermediate Spanish5	units

Choose a minimum of 8 units from following list:

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

..... 8 units

Total Units Required: 18 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.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.



Study/Travel in Zacatecas, Mexico



Spanish Native Speakers Option 4 *A.A. Degree or Certificate of Achievement*

Students with native fluency can take this option

To receive an **ASSOCIATE'S DEGREE** complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 48-56.

To receive a **CERTIFICATE OF ACHIEVEMENT** complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS:

SPAN 12A	Spanish for Spanish Speakers5	units
SPAN 12B	Spanish for Spanish Speakers - Intermediate/Advanced5	units
SPAN 23	Independent Study2	units

Choose 2 courses from following list:

ART 14	Beginning Mural Painting	(3 units)
HIST/HUM 12	Mexican American Cultural History	(3 units)
THEA 3	El Teatro Campesino	(3 units)

6	units
Total Units Required:			18 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.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

THEATRE AND TELEVISION

A.A. Degrees

Acting Option

Technical Production Option

Television Performance Option

Certificate of Achievement

Television Performance



Photo depicts production of *As You Like It*.

Theatre/Television Associate of Arts degrees require completion of the following **CORE COURSES** plus additional requirements listed on following pages:

CORE COURSES:

THEA 1	Theatre History3 units
THEA 2A*	Children's Theatre Repertory2 units
THEA 12A	Fundamentals of Acting and Performance	...3 units
THEA 13A	Actor's Workshop3 units
THEA 14	Stage Production2 units
Core Courses Unit Total:		13 UNITS

Completion of the core courses and the additional requirements in a selected area (on following pages) will qualify students for an associate's degree in Theatre Arts with an emphasis in Acting, Technical Production or Television.



Photo depicts production of *A Funny Thing Happened on the Way to the Forum*

Students enrolled in Theatre and Television degrees gain self confidence, creativity and teamwork skills through class projects and performances.

Theatre and Television production in the college environment allows us to create and learn through a shared artistic experience. The creation of Theatre, Performance and Television is an important cultural and social link between the Gavilan Campus and the South Valley communities.

The Theatre and Television Program offers three different associate's degrees: Acting, Technical Production and Television. Descriptions of each, including program learning outcomes, are included on the following pages.

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



Photo depicts production of *Lend Me a Tenor*.

Acting Option *A.A. Degree*

REQUIREMENTS:

CORE COURSES (listed on page previous page):13 units

ADDITIONAL REQUIREMENTS (11 unit minimum):

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

Choose two of the following four courses:

CMUN 2/THEA 4	Oral Reading (3 units)
THEA 2B	Children's Theatre Repertory (2-3 units*)
THEA 12B	Fundamentals of Acting and Performance (3 units)
THEA/MCTV 19	Television and Film Acting (3 units)

..... 4-6 units

Choose additional units from the courses listed below to complete the unit minimum requirement:

MUS 8A-D	Beginning/Intermediate Voice (2-2-2-2 units)
THEA 7	Theatre Appreciation (3 units)
THEA 11	Dance and Movement for the Theatre (2 units)

..... 0-4 units

Total Units Required: minimum of 23 UNITS

Plus completion of general education requirements:..... units vary

Total Units Required: minimum of 60 UNITS

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.



Photo depicts production of As You Like It

The Acting Option is designed to give a sound basic knowledge in acting and public performance. Students take a variety of courses including Theatre History (THEA1) and Stage Production (THEA 14). Gavilan offers a variety of performance related courses including Acting (THEA 12 a/b), Children's Theatre (THEA 2A/B) and Actor's Workshop (THEA 13) – our spring production course. For those interested in educational theatre, the program also offers hands on experience through the spring Arts Back in the Classroom (ABC) Internship Program.

Acting students perfect teamwork skills and gain self confidence through projects and public performances. Acting and theatre shows one how to take risks, how to focus and concentrate, and the tremendous power of commitment to a project or a play. Studying acting allows one to change themselves, using their own personal experiences to create new characters and existences.

The Acting option prepares students for a career in the public eye, whether onstage, in front of a classroom or television camera, or making presentations for large groups or conventions. Students completing the Acting Option are also prepared to transfer to a four year B.A. program in Acting or Performing Arts. Gavilan theatre art students have recently been accepted for transfer to San Jose State, Cal State Hayward, U.C. Davis and U.C. Berkeley.

Program Learning Outcomes: after completing this degree the student will be able to:

- ▶ describe significant movements or genres in theatre history, and to elaborate on their social and cultural significance.
- ▶ work effectively in a team, having developed collaboration and teamwork skills through class exercises, assignments and performances.
- ▶ articulate the differences in theatrical styles and modes of creation. Students participate in both the organic creative process (in which the students participate in the creation of the performance or play) and the more traditional approaches to theatre and performance using an established or already created text.
- ▶ discuss and critique theatrical performances, articulating the playwright's view and director's interpretation of the text. Students can evaluate the various technical elements of the production (costume, sets, lights & sound), to determine whether they support or detract from the production and text.
- ▶ demonstrate practical knowledge regarding the responsibilities of the different technical and creative jobs related to theatre and theatre production.
- ▶ master fundamental concepts and vocabulary relating to acting through class exercises and public performances.

Technical Production Option *A.A. Degree*

REQUIREMENTS:

CORE COURSES (listed on page 148):13 units

ADDITIONAL REQUIREMENTS:

THEA 15 Introduction to Design for Stage, Film and Television.3 units

Choose one of the classes listed below:

CMUN 2/THEA 4	Oral Reading (3 units)	
THEA 2B	Children's Theatre Repertory (2-3 units*)	
THEA 12B	Fundamentals of Acting and Performance (3 units)	
THEA/MCTV 19	Television and Film Acting (3 units)2-3 units

Choose eight units from classes listed below:

ART 2A	Two Dimensional Design/Form and Color (2-3 units*)	
THEA 7	Theatre Appreciation (3 units)	
ART 8A	Photography (3 units)	
ART 10A/B	Cultural History of Ceramics/Ceramics (3/3 units)	
ART 12A/B	Sculpture (3/2 units)	
ART 13	Three Dimensional Design (3 units)	
ART 14	Stage Production (1-3 units)	
	Any Music performance course or any Computer Graphics & Design course (1-3 units)8 units

Total Units Required: minimum of 26 UNITS

Plus completion of general education requirements: units vary

Total Units Required: minimum of 60 UNITS

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.



Television Control Room

The Technical Production Option is designed to provide a foundation for those interested in pursuing a career in Design and Technical careers in the entertainment industry, as well as those interested in becoming involved in creating live theatre in their community.

The degree offers practical courses in stagecraft (THEA 14), Introduction to design (THEA 15) as well as many opportunities for students to become involved in creative process of mounting live theatrical productions and events at Gavilan. Hands on experience in technical production is emphasized in the Gavilan Theatre Arts Program, including experience in stage management, lights, sound, costume & makeup, as well as scenic painting and construction.

Career opportunities for a graduate of the Technical Production Option include jobs at theatre facilities as well as convention and recreational centers. While most professional companies prefer further education (BAs or MAs), there are lucrative careers with the touring companies of live performances and musical events for specialists in technical theatre.

Program Learning Outcomes: Students completing this degree will:

- ▶ master vocabulary and a working knowledge regarding the different technical and creative jobs related to theatre and theatre production.
- ▶ develop creative proficiency in designing sets, costumes, lights or sound for Gavilan productions.
- ▶ work effectively in a team, having developed collaboration and teamwork skills through class exercises, assignments and performances.
- ▶ describe significant movements or genres in theatre history, and to elaborate on their social and cultural significance.
- ▶ discuss and critique theatrical performances, evaluating the various technical elements of the production (costume, sets, lights & sound), to determine whether they support or detract from the production and text.

Television Performance Option *A.A. Degree*

REQUIREMENTS:

CORE COURSES (listed on page 148):13 units

ADDITIONAL REQUIREMENTS:

THEA/MCTV 16 Television History and Practice3 units
 THEA/MCTV 17A Television and Video Workshop3 units
 THEA/MCTV 19 Television and Film Acting3 units

Choose one or more:

THEA/MCTV 17B Television and Video Workshop (3 units)
 THEA 20 Introduction to Scriptwriting (3 units)
 HUM 25A Film Production (3 units)

.....3-9 units
 Total Units Required: 25-31 UNITS

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

The Gavilan Theatre and Television Program opens the doors for students to become producers, actors, writers, editors and directors for television/video/film production.

Students in the Gavilan Television program participate in learning experiences that teach skills in pre-production, production and post-production including: writing, acting, camera operation, editing, audio, directing in studio and field production scenarios for television production.

The projects created and produced by students are prepared for broadcast on GavTV-Cable Channel 18, the Gavilan Educational Channel, Bliip.TV, You-tube and streaming on the Web. GavTV programming includes: music, theater, dance, arts, sports, news and special events. Original programs aired on the GavTV 18 are: News & Views Live!, Art is Essential, The Gavilan Hour, Gavilan Rams Football and Let's Ask Alice.

Academic pathways for an AA degree in Television Performance may lead to a Bachelor of Arts in Dramatic and Teledramatic Arts, in addition to degrees in Cinema and Film.

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

- ▶ perform confidently and safely in set-up and operation of video and audio equipment in live or live to tape studio or field production.
- ▶ demonstrate knowledge and skills in digital editing for broadcast television.
- ▶ discuss and critique production values in film and television including: lighting, set design, make-up.
- ▶ demonstrate and apply best practices in working on a television/video production crew.
- ▶ describe and perform the knowledge, skills and abilities related to the production process including: pre-production, production and post-production.
- ▶ identify key movements in theatre history, and to elaborate on their social and cultural significance.
- ▶ develop teamwork skills through class exercises, assignments and performances

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 48-56 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 46.

The following Certificate does not require the core courses:

Television Performance *Certificate of Achievement*

THEA/MCTV 16 Television History and Practice3 units
 THEA/MCTV 17A Television and Video Workshop3 units
 THEA/MCTV 17B Television and Video Workshop3 units
 THEA 19 Television Film Acting3 units
 THEA 98 Special Topics: GavTV Production & Post-production2 units

Choose one:

THEA/MCTV 17B Television and Video Workshop (3 units)
 THEA 20 Introduction to Scriptwriting (3 units)
 HUM 25A Film Production (3 units)

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

Gainful Employment Statistics for Certificate		
Name of Program: (if different than the CIP program description)	CA in THEA TV Performance	
Program Length: (in years)	1.0	
# of units/credits required for program:	17	
Total Tuition and Required Fees for the entire program completed in normal time:	CA Resident	Nonresident
	\$ 654	\$ 3,714
Total estimated costs for books and supplies for the entire program:	\$ 1,620	
Total room and board charges for living on campus:	College does not offer on-campus living.	
For more information visit the Gavilan College Gainful Employment website at http://www.gavilan.edu/gainful_employment . Fees based on fall 2011 per-unit rates.		

COURSES

Announcement of Course Offerings

Course Numbering System

Special Courses

Courses



Announcement of Course Offerings

Some of the courses listed in this catalog will not necessarily be offered during the course of an academic year. Additional courses may be added to the curriculum and scheduled when appropriate. An updated list of courses is available in the office of the Vice President of Instruction. Gavilan College reserves the right to discontinue, postpone, or reorganize courses when circumstances warrant such changes. Further, it reserves the right to cancel classes which do not reach a minimum enrollment.

Course Numbering System

A major mission of Gavilan College is assisting in the transfer function. As a result, Gavilan College belongs to a consortium of colleges developing a common set of course numbers known as California Articulation Numbering (CAN). CAN numbers, where available, are found above the course description under "transferable". See page 57 for a complete list of CAN numbers.

Courses numbered from 1 to 99 are recommended for transfer to all campuses of the California State University and the University of California systems. Students transferring to a campus in the University of California system should review the course-by-course articulation agreement available in the office of the Vice President of Student Services or from all counselors.

Courses Numbered 22, 122, 23, 123, 98, 198

These courses are also called "Field Work and Service", "Independent Studies", "Special Topics", etc.. Credit for variable topics courses is given only after a review of the scope and content of the course by the receiving institution. This usually occurs after transfer and may require recommendations from faculty.

1-99	Baccalaureate level courses which will receive transfer credit at most four-year colleges and universities.
100-199	Transferrable to four-year schools in certain areas. Students transferring to a university should study the catalog of the campus to which they wish to transfer. Students should consult with a counselor.
200-299	Associate degree applicable. Non-transferrable credit courses.
300-399	Non-transferrable, not degree applicable courses that apply only to Occupational Certificates.
400-499	Developmental courses (30 unit limitation applies.)
500-599	Developmental credit courses for students with disabilities and/or other specific populations, not restricted by standard limits on repeatability.
600-699	Noncredit courses (including training and developmental courses for disabled students and/or other specific populations).
700-799	Noncredit courses for remedial, developmental, occupational and general education opportunities.

Special Courses

The following transferrable courses* are designed for individual study under faculty supervision. They may be offered in the class schedule under each discipline in the college curriculum that is transferrable to the baccalaureate level.

Interested students must have sufficient background in the discipline, from previously completed course work or equivalent experience, to enable them to meet their specific objectives in their individual contracts.

A specific contract for each course must be developed by the student, and approved by a faculty supervisor, department chair and appropriate dean. To register, the contract must be completed and filed with the Admissions and Records Office at the time of registration. Contract forms are available in the Admissions and Records Office.

These courses are also called "Independent Studies", Special Studies", "Special Topics", "Internships", etc.. Credit for variable topics courses is given only after a review of the scope and content of the course by the receiving institution. This usually occurs after transfer and may require recommendations from faculty.

NOTE: Transfer institutions (i.e., UC/CSU) reserve the right to deny credit for special courses. See a counselor for details.

COURSE NUMBER 22*, 122 - Field Work and Service (0.5 or 1 unit)

Supervised field work within the college and/or local agencies. Students serve in useful group activities in leadership roles prescribed for them by the faculty supervisor, and when appropriate, community agencies. A maximum of six units may be earned. These courses do not transfer to UC. They may transfer to CSU. Check with a counselor.

COURSE NUMBER 23*, 123* - Independent Study (1 or 2 units)

Designed to afford students specialized opportunities to continue study in a discipline at the independent study level. Working with faculty supervision, the studies may involve extensive library work, research, laboratory work or special projects. A maximum of six units may be earned.

These courses are also called "Independent Studies", Special Studies", "Special Topics", "Internships", etc.. Credit for variable topics courses numbered 23 is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. These courses have the option of a letter grade or pass/no pass.

COURSE NUMBER 98, 198** - Special Topics (.05 to 3 units)

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topical content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. May be repeated for credit with different topics.

** These courses may transfer to UC or CSU. Check with a counselor.

CREDIT CLASSES

All courses listed here are part of Gavilan College's approved curriculum. All courses are not offered every semester. Check the Class Schedule for current offerings.

ACCOUNTING

ACCT 20 Financial Accounting

Units: 4.0 Hours: 4.0 Lecture

Transferable: CSU, UC; CAN:BUS2, BUS SEQ A

An introduction to accounting principles and concepts. The course includes the application of accounting theory to accumulate and summarize financial data. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250, English 260 and Mathematics 233. Microsoft Excel or other computer spreadsheet knowledge.

ACCT 21 Managerial Accounting

Units: 4.0 Hours: 4.0 Lecture

Transferable: CSU, UC; CAN:BUS4, BUS SEQ A

This course covers internal uses of accounting information for managerial decision making. Includes coverage of managerial control methods, cost accounting, cost-volume-profit relationships, variable costing, budgeting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Accounting 20. Microsoft Excel or other computer spreadsheet knowledge.

ACCT 101 Occupational Accounting

Units: 4.0 Hours: 3.0 Lecture and 3.0 Laboratory

Transferable: CSU

An introduction to accounting principles and procedures and their application to service business, including the basic accounting cycle, financial statements, adjustments, specialized journals and ledgers. Emphasis is placed on learning bookkeeping procedures for both manual and computer assisted accounting systems. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205 or GBUS 102; eligible for English 250 and 260; CSIS 122

ACCT 103 General Office Accounting

Units: 2.0 Hours: 1.5 Lecture and 1.5 Laboratory

Transferable: CSU

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

ACCT 105 Payroll Accounting

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU

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

ACCT 111 Introduction to Income Tax

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU

A study of theory, philosophy, and principles of income tax law and procedures for computing the tax liability. It includes practice in solving typical individual tax problems. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250, English 260 and Mathematics 205.

ACCT 120 Computerized Accounting - QuickBooks

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU

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

ACCT 121 Spreadsheet - MS Excel

Units: 1.0 OR 2.0 **Hours:** 1.0 OR 2.0 Lecture
Transferable: CSU

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

ACCT 190 Occupational Work Experience/Accounting

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

Acting: see Theatre Arts

Adapted Physical Ed: see Physical Ed - Adapted

ADMINISTRATION OF JUSTICE

AJ 5 Introduction to Modern International Terrorism

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:D8, IGETC:4H; GAV-GE:D2

This course centers on conceptually defining terrorism (all types-foreign and domestic, left and right-wing, religious, environmental, and political, state and non-state), tracing the history and beginnings of modern international and domestic terrorism, critically examining the various U.S.- global responses to the 9-11-01 attacks, as well as generally evaluating and assessing how countries and people around the world try to cope with, prevent and/or respond to attacks by terrorist organizations, groups, or acts of terrorism perpetrated by nation-states or groups working with nation-states. This course has the option of a letter grade or pass/no pass. This course is also listed as POLS 5.

AJ 10 Introduction to the Administration of Justice

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; GAV-GE:D2; CAN:AJ2

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

AJ 12 Criminal Procedures

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

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

AJ 14 Criminal Law

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CAN:AJ4

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

AJ 16 Introduction to Evidence

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

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

AJ 18 Community Policing

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC

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

AJ 19 Introduction to Investigation

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

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

AJ 20 Juvenile Law and Procedure

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

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

AJ 21 Narcotics and Drug Abuse

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Designed to explore the Administration of Justice system and the development of drug policy and drug problems. This will include drug identification, drug user recognition, drug effects, narcotic enforcement, drug prosecution, and drug treatment, rehabilitation and education. **ADVISORY:** Eligible for English 250 and English 260.

AJ 32 Crime and Delinquency**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

An introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency; the criminal justice process: the function of law enforcement, the courts, probation, parole and institutions; changes in crime control and treatment processes, the role of society. **ADVISORY:** Eligible for English 250 and English 260.

AJ 100A Basic Police Academy**Units:** 22.5 **Hours:** 25.7 Lecture and 13.3 Laboratory**Transferable:** CSU

A Basic Police Academy consisting of 900 hours meeting the standards established by the Commission on Peace Officer Standards and Training (P.O.S.T.) for peace officer training. This Basic Police Academy is being requested by the Santa Clara County Sheriff's Office. **REQUIRED:** P.O.S.T. requirement.

AJ 105P Standards and Training for Corrections**Units:** .5 OR 1.0 **Hours:** 5.0 OR 10.0 Lecture, 15.0 OR 30.0 Laboratory**Transferable:** CSU

This is a 32 to 40 hour variable unit course designed to meet advisory board, state standards, and agency education and training objectives for probation officers, and adult and juvenile institution staff. This course may be repeated for credit to meet training mandates. Subjects/topics include: legal and procedural issues; communication; safety and security protocols, medical and mental/emotional issues; managing casework; and, management and supervision issues. Subjects/topics may change with advisory board, state standards, and agency education and training objectives. **REQUIRED:** Title 15, Division 1, Chapter 1, Subchapter 1, Sections 100 through 358 of the California Code of Regulations states in part: Agencies eligible for participation in STC include those of any county, city and county, or city defined as: county probation departments; county or city jails designated as Types I, II, III or IV by Title 15 CCR; or, juvenile institutions that operate as a separate entity or under jurisdiction of a county probation department, as described in Section 872 and 885 of the Welfare and Institutions Code. Staff deemed eligible for inclusion in the STC Program (those regulated by STC), are those that occupy regular budgeted positions in an agency.

AJ 129P PC 832 Without Firearms**Units:** 1.0 **Hours:** 10.0 Lecture and 30.0 Laboratory**Transferable:** CSU

This class is designed for "defined" peace officers other than sworn law enforcement personnel. This course satisfies PC 832 requirements for entry level but does NOT include firearms. This course is certified by State Board of Corrections Standards of Training. The curriculum covers professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. **REQUIRED:** Title 15, Division 1, Chapter 1, Subchapter 1, Sections 100 through 358 of the California Code of Regulations states in part: Agencies eligible for participation in STC include those of any county, city and county, or city defined as: county probation departments; county or city jails designated as Types I, II, III or IV by Title 15 CCR; or, juvenile institutions that operate as a separate entity or under jurisdiction of a county probation department, as described in Section 872 and 885 of the Welfare and Institutions Code. Staff deemed eligible for inclusion in the STC Program (those regulated by STC), are those that occupy regular budgeted positions in an agency. May be repeated once for credit.

AJ 173 Fundamentals of Probation and Parole**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

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

AJ 176 Criminal Street Gangs**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

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

AJ 179P Juvenile Counselor Core**Units:** 4.0 **Hours:** 30.0 Lecture and 14.0 Laboratory**Transferable:** CSU

The Juvenile Counselor Core Course is designed to meet the California Board of Corrections requirements, entry level. Also listed as JLE 179.

AJ 184 Computer Forensics**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Introduction to computer crime investigation processes. The student is introduced to the hardware, software, networks and devices found in typical home and business settings. Techniques and equipment used to collect evidence, ensure integrity, locate and prepare data for forensic investigation. Covers chain of custody requirements for admissible evidence, data formats for a variety of modern equipment, and recovery of deleted or encrypted information. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 184.

AJ 190 Occupational Work Experience/Administration of Justice**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

ALLIED HEALTH**See also: Health Education (HE)****AH 3 The Person in the Life Cycle****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:E2; GAV-GE:E2, F

Interaction of social, emotional, intellectual, and physical attributes related to the development and realization of human potential across the life span. **PREREQUISITE:** Eligible for English 250 and English 260.

AH 8 General Microbiology**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIO14

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

AH 9 Human Physiology**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIO12

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



AH 11 Nutrition**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:E2; GAV-GE:E2, F; CAN:FCS2

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

AH 15 Survey of Human Anatomy and Physiology**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3

An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as BIO 15. **ADVISORY:** Eligible for English 250, English 260, Biological Science 10 and Mathematics 205. Course will include viewing of a cadaver.

AH 16 Intravenous Therapy/Blood Withdrawal**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Theoretical application and clinical techniques required for safe administration of IV therapy and withdrawal of blood for testing. (Approved by the Board of Vocational Nursing for certification in IV Therapy and Blood Withdrawal. Approved for continuing education credit BRN #00892). **COREQUISITE:** Enrollment in AH 51, 52, 53, 54 or current active LVN licensure in California. \$50.00 course materials fee payable at registration.

AH 30 Standard First Aid and Cardiopulmonary Resuscitation**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU, UC; GAV-GE:E2

First aid training to prepare people to meet the needs of emergencies when medical assistance is delayed. Incorporates the techniques of cardiopulmonary resuscitation. Includes information on the care of wounds, fractures, burns, poisoning, shock, as well as elementary rescue transportation. A satisfactory grade qualifies the student for a Red Cross Standard First Aid card and the Red Cross CPR card. May be repeated three times for credit.

AH 32 Basic Cardiac Life Support**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Course designed to teach students skills in adult, child and infant cardiopulmonary resuscitation. Specifically designed for health professionals. Successful completion will result in certification by the American Heart Association or American Red Cross. This is a pass/no pass course. May be repeated up to three times for credit. \$12.00 course material fee. Additional \$5.00 due upon completion for certification card.

AH 51 Medical-Surgical Nursing**Units:** 11.0 **Hours:** 6.0 Lecture and 15.0 Laboratory**Transferable:** CSU

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

AH 52 Medical-Surgical Nursing**Units:** 11.0 **Hours:** 6.0 Lecture and 15.0 Laboratory**Transferable:** CSU

Course is designed to provide both theoretical and clinical experience in the care of adult, medical-surgical clients. This course will further refine basic nursing skills and introduce more complicated nursing situations. Content includes pre-operative and post-operative care of the client with pain, cancer, and care of the client with disorders of musculoskeletal, integument, gastrointestinal, and respiratory systems. Related pharmacology is included. \$100 course material fee, payable at registration. **PREREQUISITE:** Completion of AH 51.

AH 53 Medical-Surgical - Maternal-Neonatal Nursing**Units:** 11.0 **Hours:** 6.0 Lecture and 15.0 Laboratory**Transferable:** CSU

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

AH 54 Medical-Surgical/Pediatric Nursing**Units:** 11.0 **Hours:** 6.0 Lecture and 15.0 Laboratory**Transferable:** CSU

Course contains two components to provide theoretical and clinical experience in medical surgical and pediatric nursing. Content includes care of clients with disorders of the endocrine and neurosensory systems, mental health, emergency nursing and care of the child, including preventative measures and health teaching. A leadership component is included to prepare the student for the realistic work assignment of the nurse. \$100 course material fee, payable at registration. **PREREQUISITE:** Completion of AH 51, 52 and 53.

AH 55 Interactive and Mental Health Nursing**Units:** 10.0 **Hours:** 5.5 Lecture and 13.5 Laboratory**Transferable:** CSU

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

AH 56 Compensatory Nursing Practice**Units:** 10.0 **Hours:** 5.5 Lecture and 13.5 Laboratory**Transferable:** CSU

Concepts and principles of the nursing process applied to preventative, remedial, supportive, rehabilitative, and teaching aspects in meeting the health needs of the patient requiring compensatory nursing interventions. Incorporates nursing concepts and experiences with all age groups, including senior adults. \$100 course material fee, payable at registration. **PREREQUISITE:** Successful completion of AH 55 and an active valid, unrestricted California LVN.

AH 140 Online Health Research**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

A beginning course on how to find reliable, current health-related information, using the Internet and other electronic resources. This course is also listed as LIB 140.

AH 170 Basic Clinical Medical Assisting**Units:** 6.0 **Hours:** 4.0 Lecture and 6.0 Laboratory**Transferable:** CSU

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

All courses listed here are part of Gavilan College's approved curriculum. All courses are not offered every semester. Check the Class Schedule for current offerings.

AH 171 Advanced Clinical Medical Assisting

Units: 6.0 **Hours:** 4.0 Lecture and 6.0 Laboratory
Transferable: CSU

Course provides instruction and clinical experience in advanced concepts of clinical medical assisting including specialty procedures and treatments. **PREREQUISITE:** AH 170 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.

AH 180 Fundamentals of Nursing--Convalescent

Units: 8.0 **Hours:** 6.0 Lecture and 7.0 Laboratory
Transferable: CSU

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

AH 182 Home Health Care

Units: 2.0 **Hours:** 1.5 Lecture and 1.5 Laboratory
Transferable: CSU

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

AH 190 Occupational Work Experience/Allied Health

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

AH 191A Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

AH 191B Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191B is Team Building. Need not be taken in sequence. This is a pass/no pass course.

AH 191C Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem-Solving. Need not be taken in sequence. This is a pass/no pass course.

Anatomy: see Biological Sciences**ANTHROPOLOGY****ANTH 1 Introduction to Physical Anthropology**

Units: 3.0 **Hours:** 3.0 Lecture

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

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

ANTH 2 Introduction to Archaeology

Units: 3.0 **Hours:** 3.0 Lecture

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

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

ANTH 3 Introduction to Cultural Anthropology

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:D1, IGETC:4A; GAV-GE:D2, F; CAN:ANTH4

The comparative study of human societies and cultures. Emphasis is placed on the analysis of small scale non-western societies. Specific topics include: the relationship between culture and power; ideas of progress and the nation-state; immigration, kinship, and identity; race and gender; inequality and structural violence; and cross-cultural analysis of religious, political and economic institutions. This course interrogates the relevance of anthropology for understanding the processes of development and globalization. Exploration of the above through ethno- graphic readings, class discussions, films, short papers and a final research paper based on original fieldwork in a local community. **ADVISORY:** Eligible for English 250 and English 260.

ANTH 5 Magic/Witchcraft and Religion

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:D1, IGETC:4A; GAV-GE:D2, F

Explores and analyzes, from a cross-cultural and comparative perspective, religious traditions in diverse cultural contexts with particular focus on the effects of globalization on religious beliefs and practices. Cross- cultural analysis of the concepts of magic, witchcraft, and religion. Examination of connections among the concepts of race, nation, and religion. Exploration of the above through ethnographic readings, class discussions, films, short papers, and a final research paper based on original fieldwork in a local religious or spiritual community. **ADVISORY:** English 250 and English 260.

ANTH 6 Culture and Politics of Africa

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:D7, IGETC:4G; GAV-GE:D2, F

Historical and contemporary cultural diversity of Africa emphasizing its social, political and economic structures and symbolic systems. Themes include: colonialism, politics, ethnic identity, religion, gender, race social movements, environment and performance. Examines processes of development and globalization. Case studies of particular societies, chosen to reveal variety, are examined comparatively. **ADVISORY:** Eligible for English 1A.

ANTH 9 Cultural Context of Child and Family in a Diverse Society

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; CSU-GE:D7; GAV-GE:D2, F

Examines cultural influences on child-rearing practices, family values, and human development. Perspectives from social sciences are used to critique and review theoretical and practical implications of oppression and privilege as they apply to families, schools, and communities, including historical and socio-cultural factors. The processes of socialization and identity development, and the importance of respectful, reciprocal relationships that support and empower families. Self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. Also listed as CD 7 and PSYC 7. **ADVISORY:** Eligible for English 250 and English 260.

ART**ART 1A Art History**

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F; CAN:ART2, ART SEQ A

A critical survey of the influences and development of painting, architecture, sculpture, and minor arts from pre-history to the Byzantine/Romanesque eras, including the art of primitive people. **ADVISORY:** Eligible for English 250 and English 260.

ART 1B Art History

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1; CAN:ART4, ART SEQ A

The history of western painting, sculpture, architecture and minor arts from the Romanesque, the Gothic and Renaissance eras to the present. **ADVISORY:** Eligible for English 250 and English 260.

ART 2A Two-Dimensional Design

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1; CAN:ART14

An introduction to the basic elements and principles of two-dimensional design. Lettering and graphics applications of design are included. Traditional and experimental materials and techniques are applied to a variety of individual projects and exercises.

ART 3A Drawing and Composition

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1; CAN:ART8

A course that can teach you how to draw. Students learn basic drawing skills through the exploration of a variety of drawing materials such as pencil, inks, charcoal and pastels; processes include doodling, gesture and schematic drawing.

ART 3B Drawing and Composition

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

Drawing in pencil, ink, pastels and variety of experimental materials and processes. Cultural awareness and historical foundations are integrated with classroom explorations of expressive drawing. Students develop a variety of drawing approaches and a greater understanding of personal expression. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Art 2A or 3A.

ART 6 Art Appreciation

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F

An illustrated lecture course that surveys and introduces the visual arts from historical to contemporary times, and teaches students the basic concepts of seeing and appreciating art. **ADVISORY:** English 250 and English 260.

ART 8A Beginning Photography from Analog to Digital

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1; CAN:ART18

A beginning photography course focused on the technical and historical aspects of photography from analog to digital. This course includes the development of personal artistic expression and visual perception through the use of various photographic medium. The course will include lectures and discussions about composition and content, analog and digital camera use, lighting and exposure, various photographic processes, and photographic presentation techniques. Alternative methods, mixed media and experimental forms of photography will also be discussed. Students will be required to provide their own camera, and film.

ART 10A Cultural History of Ceramics

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1, F; CAN:ART6

An introduction to the historical developments and cultural influences of ceramic art. Development of a personal expression is realized through the combination of historical elements, observation and actual creations in clay.

ART 10B Ceramics

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

Emphasis on development of wheel throwing and advanced ceramic techniques. Glaze testing, clay body development, kiln stacking and firing are introduced. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Art 10A

ART 11 Creativity/Imagination and Innovation

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; CSU-GE:C2; GAV-GE:C2, F

This course is designed to explore the variety of ways in which humans demonstrate their creative, imaginative and innovative abilities. This course will examine the creative process, visual literacy, the development of creative and imaginative performance and theories pertaining to insight, inspiration, intuition, originality and genius. This class draws on materials from a variety of sources including, biographies, intellectual histories, psychological studies, and educational research. Studies will include ideas and beliefs about creativity from a diverse range of disciplines and cultures. Students will be encouraged to explore and express their own creativity. **ADVISORY:** English 250 and English 260.

ART 12A Sculpture

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1; CAN:ART12

An introduction to expressive and technical sculptural processes of selected media such as clay, plaster and wood. May be repeated twice for credit. This course has the option of a letter grade or pass/no pass.

ART 12B Sculpture

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

Continued sculptural development of form and technique using a variety of selected media such as welded and cast metal, ceramics and wood. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Art 12A

ART 13 Three-Dimensional Design

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1

A fundamental course focused on the technical and historical aspects of three dimensional design and sculpture. Development of personal artistic expression and visual perception through the use of various sculpting media such as plaster, paper, wood, clay, metal, etc. Introduction to the design elements and principles as they relate to space and form in visual art and design will be studied. **ADVISORY:** English 250 and English 260.

ART 14 Beginning Mural Painting**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU, UC; CSU-GE:C1; GAV-GE:C1, F

Studio practice in the design, methods and materials of mural painting through the production of individual and collaborative murals. The course will also provide a historical survey of mural painting, from pre-historic cave painting to contemporary urban murals, with particular focus on the muralists of Mexico. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ART 15A Beginning Painting: Form and Composition**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

This is an introductory painting course. Students will study traditional, contemporary and experimental painting techniques using acrylics and/or oils as the primary media. Emphasis will be placed on foundational concepts and approaches including color, form and composition. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 2A or 3A, or portfolio review of student's work.

ART 15B Beginning Painting: Imagination and Expression**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

This is an introductory painting course. Students will study traditional, contemporary and experimental painting techniques and media. Social, cultural and historical awareness are integrated with classroom explorations of expressive painting. Students develop a variety of painting approaches and a greater understanding of personal expression. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 2A or Art 3A or Portfolio Review

ART 21 Ancient Americas: A History through Art**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** Course is currently in the process of rearticulation. See online catalog for update.

A critical survey of history through the arts of pre-Columbian natives of North, Central and South America. The course will cover major societies and events from the appearance of major civilizations through the initial colonization efforts of European nations. Due to the distinct history of the Americas, this course uses the arts - architecture, sculpture, ceramics and painting, among others - of ancient societies as a primary source material. This course has the option of a letter grade or pass/no pass. This course is also listed as HIST 21. ADVISORY: Eligible for English 250.

ART 25A Art Methods**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU; CSU-GE:C1; GAV-GE:C1

Art methods and learning theory for those planning to work with preschool, elementary and secondary school students. Includes art therapy as well as gifted and special learner projects. Two dimensional work in printing, drawing, collage. Also listed as CD 25A.

ART 25B Art Methods**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Art methods, creativity and learning theory for those planning to work with preschool, elementary, and secondary school students. Includes art therapy as well as gifted and special learner projects. Three dimensional work in sculpture, bas relief, mobiles, paper mache', plaster, and various 3-D materials. Also listed as CD 25B.

ART 34A Life Drawing**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1; CAN:ART24

Fundamentals of anatomy and representation of the human figure. Drawing from life. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 3A or review of student's portfolio.

ART 34B Life Drawing**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Further studies of the fundamentals of anatomy and representation of the human figure. Emphasis is placed on personal expression; abstract and experimental processes. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 34A or review of student's portfolio.

ART 40 Art Gallery Assistance**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Individualized course in art gallery exhibition techniques and procedures. Students assist in design, installation, publicity, cataloguing and removal of exhibitions in the college gallery. May be taken until 4 units are accrued.

ART 74 Advanced PhotoShop**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C1

This course is for the PhotoShop-experienced student and explores PhotoShop's advanced features in depth. Students work on projects, which challenge their creativity and technical ability, and will be encouraged to develop complex projects for the web and for the printed page. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 74 and DM 74. ADVISORY: CSIS 75 PhotoShop I

ART 75 Photoshop I**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

This course is based on the software Adobe Photoshop. Students learn to scan photographs and manipulate them using Photoshop tool box and special effects filters. They will learn to color correct photos; mask image using channels; create duotone, tritone, and quadtone images; prepare photos for use in printing and on the web. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: CSIS 124 (Windows Fundamentals), CSIS 2L

ART 76 Digital Illustration**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Illustration techniques using computer Bezier curve-based illustration software tools to do diagrams and graphics for use in art, desktop publishing, web graphics, multimedia, and computer presentations. This basic Illustrator course is focused on the technical and historical aspects of digital design and illustration as well as the development of personal artistic expression and visual perception through the use of the digital illustration medium. The course will include lectures and discussions about color, composition and content, computer and illustration program use, printing and presentation techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 76 and DM 76. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

ART 77 Introduction to Digital Media**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

An introduction to the field of digital media, including history, social impact, concepts, career options and industry trends. Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and production of digital media by creating and editing digital images, sounds, video, animation and text. A comprehensive term project for publication on the web or CD ROM will be required. This course is also listed as CSIS 77 and DM 77. This course has the option of a letter grade or pass/no pass. May be repeated twice for credit. ADVISORY: CSIS 124, CSIS 1, CSIS 2.2L, CSIS 3, or familiarity using the Macintosh or Windows operating systems.



ART 79 Portfolio Development

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU; GAV-GE:C1

The planning and production of personal portfolios and self-promotion materials, including on-line, print, slides, and e-media (CD ROM, DVD) portfolios; cover letters; and resumes. Focuses on self-promotion for jobs, self-employment, or advanced education in the fields of Art, Computer Graphic Design and Digital Media. Students will leave the class with one or more portfolios representing their work. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 79 and DM 79.

ART 80 Digital Photography

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

The study of digital photography from digital camera to the computer-based printer or digital media. Artistic, theoretical, and technical aspects will be considered. Topics include information about types and purchasing of digital cameras; theory, mechanics, and art of digital imagery; digital darkroom; eccentricities of digital photo taking; stitching photos for virtual reality; and preparing digital images for print, World Wide Web and other digital media. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 80 and CSIS 80. ADVISORY: CSIS 1 or CSIS 2/2L or ART 8A or equivalent computer experience.

ART 85 Web Design I: Dreamweaver

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU; GAV-GE:C1

Basic and intermediate principles of designing Web pages/sites using the Dreamweaver web design software and HTML. Emphasis will be on good design and the use of tables, frames, forms, rollovers, DHTML, XHTML, behaviors, and CSS. Also includes site maintenance and the integration of multimedia components such as graphics, sound, animation, and video. This course is for the content person to design, develop, and maintain effective Web sites. This course is also listed as CSIS 85 and DM 85. This course has the option of a letter grade or pass/no pass. May be repeated twice for credit. ADVISORY: CSIS 6 or basic knowledge of HTML.

ART 98 Special Topics

Units: .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture
Transferable: CSU; GAV-GE:C1

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topic content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. This course may have the option of a letter grade or pass/no pass.

ART 107 Digital Media Design

Units: 2.0 **Hours:** 1.5 Lecture and 1.5 Laboratory
Transferable: CSU; GAV-GE:C1

Fundamentals of design for visual, time-based, interactive, and sound arts as applied to digital media. Includes basic storytelling, graphic design, information architecture, and human factors. Page layout, scriptwriting, storyboards, and flow charts will be used as tools applicable to the design and development of business presentations, interactive media, educational multimedia, animation, web sites, video games, and film/video. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 107 and DM 107. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience

ART 108 Digital Media Lab

Units: .5 TO 3.0 **Hours:** 1.5 TO 9.0 Laboratory
Transferable: CSU; GAV-GE:C1

Supervised practice and individualized computer assisted learning of software applications and techniques commonly found in the design and production of digital media (e.g., digital art and imaging, digital photography, digital print, digital audio/video, web design/authoring, DVD/CD ROMs, animation). Supplements lecture courses. Open entry/exit, so may be added at anytime during the semester. This is a pass/no pass course. May be repeated three times for credit. Also listed as DM 108 and CSIS 108. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience.

ART 110 Interactive Animation: Flash

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

The production of vector graphics, animation, and interactive multimedia in Shockwave-Flash format for web pages and other digital media. Design of highly interactive web site interfaces and animated games using Flash actions (scripting). Useful for web designers/developers, animators, and multimedia authors. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 110 and DM 110. May be repeated three times for credit. ADVISORY: CSIS 1, CSIS 2/2L, CSIS 124 or basic computer knowledge.

ART 113 Introduction to Digital Video

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Introduction to the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using the personal computer equipped with specialized software such as iMovie, Final Cut Pro, and After Effects. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD, and the World Wide Web. Students will produce a final digital video project on DVD. This course has the option of a letter grade or pass/no pass. May be repeated two times for credit. Also listed as CSIS 113 and DM 113. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience

ART 114 Digital Media Production

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU; GAV-GE:C1

A team oriented practicum that focuses on the application of learned skills to the production of digital media and digital print projects, such as web sites, CD ROM, and DVDs. Project development will be accomplished according to team derived master schedules. Lectures will be on project management, work coordination and production techniques, client-team interface, asset management and integration, budget estimate, testing, and copyright infringement. Please note that this is very much a team oriented class. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 114 and DM 114. ADVISORY: At least one of the following: ART 75, GBUS 80, CGD 2, JOUR 18A, MUS 21, CSIS 7, CSIS 71 OR CSIS 77. or students must possess equivalent skills from any one of the following areas: digital media, computer graphics, digital print, journalism (publishing), film, TV/video, drawing or illustration, web design/development, business/marketing, or programming.

ART 117 Visual Effects-Motion Graphics

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

Study of the design of visual effects and motion graphics used in digital video, film, web, multimedia, and interactive games. Includes video/graphics compositing techniques, 2D animation, basic 3D animation, and effects commonly done in digital post-production. Software such as Adobe After Effects and Apple's Motion and Shake will be used. May be repeated 3 times for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 117 and DM 117. ADVISORY: DM/ART/CSIS 113 or DM/ART/CSIS 140 or DM/ART/CSIS 77 or THEA 17A or basic knowledge of digital video/film editing.

ART 140 Basic Digital Film/Video Production

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU, UC; GAV-GE:C1

An on-line self-paced course covering the basics of film/video production and post production (editing) using "easy to use" computer software such as Apple's iMovie. Beneficial for students who are producing a video/film project as a requirement for another college course, extra skills development, or for self interest. Completion of the associated class or personal project in DVD format using either personal video equipment or the equipment in the Digital Media Studio is required. May be repeated twice for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as DM 140 and CSIS 140.

All courses listed here are part of Gavilan College's approved curriculum.
 All courses are not offered every semester. Check the Class Schedule for current offerings.

ART 190 Occupational Work Experience/Commercial Art

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU; GAV-GE:C1

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

ASTRONOMY**ASTR 1 Introduction to General Astronomy**

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:B1, IGETC:5A; GAV-GE:B1

An introduction to the realm of astronomy and space science. Topics to be covered include the historical development of astronomy, the physics of gravitation and radiation, the solar system, stellar astronomy, galactic and extragalactic astronomy, and cosmology. **ADVISORY:** Mathematics 205 and eligible for English 250 and English 260.

Athletics: see Kinesiology (KIN) or Noncredit PE

AVIATION FLIGHT TECHNOLOGY**AFT 134 Aviation Flight Technology**

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This course includes all aerodynamics, navigation, regulations, airport and airspace requirements, meteorology, and emergency procedures necessary to qualify for a private pilot certificate. **ADVISORY:** Completion of English 250 and English 260.

AVIATION MAINTENANCE TECHNOLOGY**AMT 100 General Aircraft Technology**

Units: 7.5 **Hours:** 5.0 Lecture and 7.5 Laboratory
Transferable: CSU

This course will provide the student with a thorough understanding of the use of basic hand tools and measuring devices, aircraft hardware, materials, and processes, mathematics and physical science for aircraft, aircraft weight and balance, aircraft drawing and blueprint reading. Both theory and practical application to aircraft systems is taught. **ADVISORY:** Mathematics 205

AMT 101 General Aircraft Technology

Units: 7.5 **Hours:** 5.0 Lecture and 7.5 Laboratory
Transferable: CSU

This course will provide the student with a thorough understanding of the use of maintenance publications, maintenance forms and records with emphasis on A & P Mechanic Privileges and Limitations. Basic electricity for aircraft from Ohm's Law through transistor theory will be taught as well as ground operation and servicing of aircraft. **ADVISORY:** Mathematics 205 Basic hand tools required. Details at the first class meeting.

AMT 110 Airframe Maintenance Technology

Units: 13.5 **Hours:** 9.0 Lecture and 13.5 Laboratory
Transferable: CSU

Study of aircraft aerodynamics, rigging and assembly, aircraft sheet metal structures and welding technology. Also the study of cabin atmosphere systems, fuel systems, and line maintenance, level information on aircraft instruments. Each of these areas will be accompanied with appropriate laboratory time. Basic hand tools required. Details at the first class meeting.

AMT 111 Airframe Structures

Units: 13.5 **Hours:** 9.0 Lecture and 13.5 Laboratory
Transferable: CSU

This course will cover aircraft wood, fabric covering, test and repair, aircraft inspection, painting techniques and procedures. Also the study of basic hydraulic systems of anti-skid systems, pneumatic, fixed landing and retractable landing gear systems. Basic aircraft systems familiarization along with advanced laboratory projects from topics covered in AMT 110 are a part of this course. Basic hand tools required. Details at the first meeting.

AMT 120 Aviation Powerplant Technology

Units: 14.0 **Hours:** 9.0 Lecture and 15.0 Laboratory
Transferable: CSU

This course is part of the curriculum required by the Federal Aviation Administration to obtain certification as an aircraft powerplant maintenance technician. This certificate allows the rated technician to perform maintenance, preventive maintenance repairs and alterations to USA FAA certificated aircraft powerplants. This Section covers the theory and practical application of operation, overhaul practices, inspection, installation, testing and troubleshooting techniques covering the subject areas of reciprocating and turbine engines, ignition, induction, supercharging, cooling and exhaust systems. **ADVISORY:** Successful completion of AMT 101 and AMT 111. Basic hand tools required. Details at the first class meeting.

AMT 121 Aviation Powerplant Systems Technology

Units: 14.0 **Hours:** 9.0 Lecture and 15.0 Laboratory
Transferable: CSU

The theory of operation, maintenance, repair, and trouble-shooting procedures of powerplant systems and their relationship to the total powerplant package. To include lubrication, electrical, instrument, fuel metering, fire protection, starting, control systems, and the aerodynamics, theory and maintenance of propellers and their control systems. **ADVISORY:** Successful completion of AMT 120. Basic hand tools required. Details at the first class meeting.

AMT 190 Occupational Work Experience/Aviation

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

Beauty School: see Cosmetology

BIOLOGICAL SCIENCE**BIO 1 General Biology**

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIOL2, BIOL SEQ A

A general biology course with an emphasis on the structure and function of cells, cell respiration, photosynthesis, cell cycle, Mendelian and non-classical genetics, evolution and diversity of life. The course is required for students majoring in biology and/or its subcategories (e.g., plant or animal sciences). **PREREQUISITE:** Biological Science 10 with a grade of 'C' or better and Mathematics 233 with a grade of 'C' or better. **ADVISORY:** Chemistry 30A; eligible for English 250 and English 260.

BIO 4 General Zoology

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIOL4, BIOL SEQ A

The classification, ecology, evolution and systems analysis of biological functions in major taxonomic groups of animals from Protists through to Chordata. **PREREQUISITE:** Mathematics 233 with a grade of 'C' or better. **ADVISORY:** Eligible for English 250 and English 260.

BIO 5 General Botany**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIOL6, BIOL SEQ A

This course is designed for students majoring in botany and/or its related disciplines. The course includes the study of the ecology, evolution, anatomy, physiology and systematics of plants as well as the use of plants in biotechnology and agriculture. **PREREQUISITE:** Mathematics 233 with a grade of 'C' or better. **ADVISORY:** Biological Science 10, eligible for English 250 and English 260.

BIO 7 Human Anatomy**Units:** 4.0 **Hours:** 2.0 Lecture and 6.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIOL10, BIOL SEQ B

A functional approach to the gross and microscopic structure of the major systems of the human body. Includes dissection in lab. A cadaver is observed in this course. **PREREQUISITE:** Biological Science 10 or 15 with a grade of credit or C or better. **ADVISORY:** Eligible for English 250, English 260 and Mathematics 205.

BIO 8 General Microbiology**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIOL14

An introduction to microbiology with an emphasis on bacteriology. Includes the study of morphology, physiology and classification of microorganisms, a survey of infectious disease, immunology and techniques for culture and control of microorganisms. This course is also listed as Allied Health 8. **PREREQUISITE:** Biological Science 10 or 15 with a grade of credit or C or better. **ADVISORY:** Chemistry 30A and Chemistry 30B; Eligible for English 250, English 260 and Mathematics 205.

BIO 9 Human Physiology**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIOL12, BIOL SEQ B

A study of the functions of the major organs and organ systems of the human body, emphasizing control at the cellular level, integration of systems and homeostasis of the human body. This course is also listed as Allied Health 9. **PREREQUISITE:** Biological Science 7 or 15 with a grade of credit or C or better. **ADVISORY:** Chemistry 30A and Chemistry 30B; eligible for English 250, English 260 and Mathematics 205.

BIO 10 Principles of Biology**Units:** 4.0 **Hours:** 3.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3

An introductory biology course covering functions at the cellular and organismal levels. Includes study of the basic principles of metabolism, heredity, evolution and ecology. Primarily for non-biological science majors. **ADVISORY:** Eligible for English 250, English 260 and Mathematics 205.

BIO 11 Nutrition**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:E2; GAV-GE:E2, F; CAN:FCS2

This course is designed to meet the needs of the Allied Health student and the general education student alike. The major aim of this course is to help the student acquire relevant information about nutrition which they can use professionally and/or personally. The course will cover the practical aspects of normal nutrition, ways to promote sound eating habits throughout the life cycle, and physiological contribution nutrients make to body structure and function. This course is also listed as Allied Health 11. **PREREQUISITE:** Eligible for English 250 and English 260 **ADVISORY:** Chemistry 30A and Mathematics 205

BIO 12 Introduction to Human Biology**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B

This course will provide an introduction to human biology for non-science majors to meet general education laboratory science requirements. It will cover the biologic principles of basic body structure and function including all systems of the body, genetic diseases, and biotechnology. This course satisfies the same general education life science requirements as Biology 10 and Ecology 1.

BIO 13 Marine Biology**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3

The course provides a comprehensive overview of marine ecosystems, emphasizing the diversity of life inhabiting them. The physical, chemical and ecological features of the marine environment are reviewed and the evolutionary adaptations that allowed marine organisms to survive are emphasized. Although the overall focus will include ecosystems found in both tropical, subtropical, temperate and arctic regions, many of the practical examples will be drawn from the rich ecosystems of the central California coast and labs will provide hands-on experience of the diversity of life forms found in this area. Practical exercises will include viewing of specimen in the laboratory, short documentaries followed by discussion and field trips to coastal locations within the Monterey Bay and vicinity to view and explore specific ecosystems such as kelp forests, the intertidal, and estuarine areas, as well as learn about local marine species such as birds and mammals.

BIO 15 Survey of Human Anatomy and Physiology**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3

An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as Allied Health 15. **ADVISORY:** Biological Science 10, Eligible for English 250, English 260 and Mathematics 205. Course will include the viewing of a cadaver.

BIO 21 Field Ecology**Units:** 1.0 TO 4.0 **Hours:** 1.0 TO 4.0 Lecture**Transferable:** CSU

Introduces concepts in ecology, plant and animal identification, natural history, and habitat assessment in a field setting. The class will have a two hour preliminary meeting to prepare for two successive meetings to local habitats. Camping is not required. Outings will be rescheduled in the case of inclement weather. This course has the option of a letter grade or pass/no pass. May be repeated twice for credit. **ADVISORY:** Eligible for English 250 and Math 205.

BIOTECHNOLOGY**BIOT 103 Biotechnology Lab Skills and Instrumentation****Units:** 4.0 **Hours:** 2.0 Lecture and 6.0 Laboratory**Transferable:** CSU

Introduction to biotechnology laboratory skills. Techniques will include measuring, aseptic technique and transfer skills, preparation of buffers and other solutions, basic media preparation and dilutions, electrophoresis. Includes use and care of instruments such as microscope, spectrophotometer, centrifuge, pH meter, mechanical and micropipettes, autoclave, and electronic balance. Will also include keeping of a notebook, report writing and calculations. **ADVISORY:** Completion of any high school science course with a grade of 'C' or better; eligible for English 250; eligible for Math 205.

BIOT 104 Seminar in Biotechnology**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

This course will survey careers in biotechnology and ethical issues in biotechnology.

BIOT 105 Advanced Biotechnology Laboratory**Units:** 4.0 **Hours:** 2.0 Lecture and 6.0 Laboratory**Transferable:** CSU

This course is part of the Biotechnology program, and builds on skills learned in Biotechnology 103. Students will learn and apply techniques used in biotechnology research, investigation and production. This course provides hands-on experience with current techniques including DNA isolation and electrophoresis, immunological assays, PCR, cell culture, cloning and gene mapping, DNA extraction and purification, chromatography, and analysis of proteins. **PREREQUISITE:** BIOT 103, or BIO 1, or equivalent course.

Business Accounting: see Accounting**BUSINESS OFFICE TECHNOLOGY****BOT 112 Business Computations with Machines****Units:** .5 **Hours:** 1.5 Laboratory**Transferable:** CSU

Self-paced course in the operation of the electronic printing calculator. This course provides theory and practice in business applications with emphasis on mathematical problem solving. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. **ADVISORY:** Eligible for Mathematics 402.

BOT 160 Records Management**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Principles covering records management in business including alphabetic, numeric, geographic, and subject systems; an understanding of how records are created, classified, stored, retrieved, transferred, and disposed of; organizing and managing both manual and automated records systems are explained. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

BOT 180 Medical Terminology for the Office**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. This course had the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

BOT 181 Medical Billing - MediSoft**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course in computerized billing procedures for a medical office uses MediSoft software. Students will learn the patient billing features of this software and complete a capstone simulation giving them hands-on realistic medical front office practice. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. **ADVISORY:** Eligible for English 250. Some computer experience.

BOT 182 Medical Office Procedures**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** BOT 180 and CSIS 126 with credit or a grade of C or better or experience using Microsoft Word. **ADVISORY:** Eligible for English 250 and Mathematics 402.

BOT 183 Medical Coding**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course will introduce the student to the theory and procedure of coding for medical diagnoses, an increasingly essential and specialized healthcare communication system. The course is not a certification course. CPT coding is covered, with an overview of ICD-9 coding. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. **ADVISORY:** BOT 180.

BOT 190 Occupational Work Experience/Business Office Technology**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college, and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

BOT 191A Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

BOT 191B Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191B is Team Building. Need not be taken in sequence. This is a pass/no pass course.

BOT 191C Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem-Solving. Need not be taken in sequence. This is a pass/no pass course.

BUSINESS, GENERAL**BUS 1 Fundamentals of Business****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; GAV-GE:D2, F

This course introduces students to business and the array of opportunities that it offers. The course will help students recognize careers that will be of interest to them with consideration of their own skills and aptitudes. Different facets of business will be covered and students will learn about establishing their own business. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 1. **ADVISORY:** Eligible for English 250 and English 260.

BUS 11 Statistics for Business and Economics**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Statistical methods for business/economics analysis; descriptive statistics, inference, correlation and regression, probability, time series analysis. This course has the option of a letter grade or pass/no pass. This course is also listed as ECON 11. Previously listed as GBUS 11. **PREREQUISITE:** Mathematics 233.

BUS 14 Personal Finance**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, insurance, investments, retirement, and estate planning will be examined. This course is also listed as ECON 14. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 14. **ADVISORY:** Math 400

BUS 80 Business Law**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CAN:BUS12

Introduction to the law applicable to business institutions and their operations; social forces and their effect upon the development of law; sources of law, agencies for enforcement, and court procedure and administration agencies. Substantive law, that law which includes rights and duties, will include contracts, agency employment relationships, torts and crimes. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 80. **ADVISORY:** Eligible for English 250 and English 260.

BUS 100 Business Correspondence**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Development of business writing techniques and English usage skills for effective communication through various forms of business correspondence. Emphasizes the public relations function of correspondence; covers a review of grammar, punctuation, and job application techniques. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 100. **ADVISORY:** CSIS 122, 126 or equivalent; Eligible for English 1A;

BUS 102 Business Mathematics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Basic concepts of business mathematics with emphasis on problem solving. Covers arithmetic fundamentals, business applications, percentages, merchandising, accounting, and measuring business performance and success. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 102. **ADVISORY:** Eligible for Mathematics 402 and English 260.

BUS 190 Occupational Work Experience/General Business**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

CARPENTRY**CARP 201 Worker Safety and Tool Skills****Units:** 1.5 **Hours:** 18.0 Lecture and 18.0 Laboratory**Transferable:** No

This course will examine possible hazards of the construction site and the methods used to protect the worker from those hazards. Students will become familiar with California workplace safety regulations designed to protect the worker from the hazards of employment. And students will gain the experience necessary to safely use a selected group of power tools. May be repeated once for credit.

CARP 202 The Apprentice Carpenter and the Trade**Units:** 2.0 **Hours:** 36.0 Lecture**Transferable:** No

This course covers the history of carpenter apprenticeship and the trade. Topics include wages and benefits, worker's compensation, job placement, collective bargaining, working conditions, and labor-management relations as they pertain to unions, contractors, and cooperatives. May be repeated once for credit.

CARP 203 Construction Math and Introduction to Working Drawings**Units:** 2.0 **Hours:** 30.0 Lecture and 6.0 Laboratory**Transferable:** No

This course covers mathematics applications to the construction trade with specific focus on mathematical processes in carpentry. Topics include an introduction to elements of working drawings used in the construction process. May be repeated once for credit.

CARP 204 Foundations and Floors**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers layout, forming, and framing of foundations, joist and sub-flooring construction. May be repeated once for credit.

CARP 205 Residential Blueprint Reading**Units:** 2.5 **Hours:** 30.0 Lecture and 6.0 Laboratory**Transferable:** No

This course is an introduction to residential blueprints. Topics include conventions, lines, symbols, measurements, and specifications used for residential construction. May be repeated once for credit.

CARP 206 Structural Framing**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers basic framing systems and layout of walls, ceilings and stairwells. May be repeated once for credit.

CARP 207 Form Detailing, Construction and Erection**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers planning and building of form work, construction and erection of various concrete forms, and construction materials and methods. May be repeated once for credit.

CARP 208 Exterior Finish**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers exterior design, materials, and methods of application and finishes in building construction. Students will complete the tasks required in planning and installing exterior finish and trim materials in a safe and efficient manner. May be repeated once for credit.

CARP 209 Blueprint Reading - Commercial and Industrial**Units:** 2.0 **Hours:** 30.0 Lecture and 6.0 Laboratory**Transferable:** No

This course is an introduction to commercial and industrial blueprints. Topics include conventions, lines, symbols, measurements, and specifications used for commercial and industrial construction. Complete construction material take-off calculations commonly used on the job. May be repeated once for credit.

CARP 210 Concrete - Precast & Prestressed**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers concrete components and the effect of component proportions on the workability and strength of concrete. The type of cement and admixtures to use in a given situation are discussed. Detail and build tilt-up panel forms. Construct a bridge deck and the forms for a box beam girder. May be repeated once for credit.

All courses listed here are part of Gavilan College's approved curriculum. All courses are not offered every semester. Check the Class Schedule for current offerings.

CARP 211 Interior Finish**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers interior designs, materials, and methods of application in building construction. Students will complete the tasks required in planning and installing interior materials in a safe and efficient manner. May be repeated once for credit.

CARP 212 Level and Layout Instruments**Units:** 1.0 **Hours:** 24.0 Lecture and 12.0 Laboratory**Transferable:** No

This course covers use of leveling devices. It includes reading and interpreting an engineer's rod, horizontal and vertical setting circles, and vernier scale. Additional topics include construction layout of horizontal and vertical angles. May be repeated once for credit.

CARP 213 Engineered Structural Systems**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers the design of heavy timber construction, lamination, dams, bridges and trusses. Construct, in proper sequence, a panel roof system having hinge connectors, steel caps, beam seats, and sawn lumber roof members. Construct a truss roof system. Tie the basic knots used in rigging. Direct a crane using university recognized hand signals. May be repeated once for credit.

CARP 214 Interior Systems**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course is a comprehensive study of materials, work processes and the proper use of tools necessary to install layout and material application for metal framing, drywall, suspended ceilings, metal frames and doors, door hardware, and access floors. May be repeated once for credit.

CARP 215 Stair Building**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers types, designs, nomenclature and Uniform Building Codes requirements for building stairs. Topics include mathematical calculations and layout procedures, constructing stairs, landings, newels and handrails. May be repeated once for credit.

CARP 216 Roof Framing**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers roof framing, layout and construction. Topics include planning and building several styles of roofs using accepted terminology, technical information, construction materials and methods, and meeting accepted industry standards. May be repeated once for credit.

CARP 217 Introduction to Welding and Cutting**Units:** 1.0 **Hours:** 6.0 Lecture and 30.0 Laboratory**Transferable:** No

This course covers welding methods, brazing, flame cutting, and shielded arc welding. Topics include thermo forming and thermo setting plastics applicable to the building construction industry. Perform basic welding tasks in a safe manner. May be repeated once for credit.

CARP 290 Occupational Work Experience/Carpenter**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** No

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

Ceramics: see Art**CHEMISTRY****CHEM 1A General Chemistry****Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:CHEM2, CHEM SEQ A

This is the first semester of a year-long general chemistry course designed for science, engineering and pre-professional majors. Topics include properties of matter, atomic structure, the Periodic Table, stoichiometry, elements and compounds, bonding, molecular structure, chemical reactions, states of matter, as well as the properties of gases and solutions. **PREREQUISITE:** Chemistry 30A with a grade of 'C' or better, or high school chemistry with a grade of 'B' or better completed within the last five years, and Mathematics 233 with a grade of 'C' or better. **ADVISORY:** Eligible for English 250 and English 260.

CHEM 1B General Chemistry**Units:** 5.0 **Hours:** 4.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:CHEM4, CHEM SEQ A

This is the second semester of a year-long general chemistry course designed as a continuation of Chemistry 1A. Topics include solutions, thermodynamics, chemical kinetics, the equilibria of acids and bases, solubility systems, complex ions, electrochemistry, the chemistry of metals and nonmetals, as well as nuclear chemistry. **PREREQUISITE:** Chemistry 1A with a grade of C or better.

CHEM 12A Organic Chemistry**Units:** 5.0 **Hours:** 3.0 Lecture and 6.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3

This is the first semester of a year-long organic chemistry course designed for chemistry majors, pre-professional medical, biology, and science majors. Topics include nomenclature, stereochemistry, mechanisms, reactions and spectroscopic studies of organic compounds. Lecture and laboratory methods will focus on synthesis, isolation, purification, elucidation, and identification of organic structures, as well as instrumental methods and data interpretation. **PREREQUISITE:** Chemistry 1B

CHEM 12B Organic Chemistry**Units:** 5.0 **Hours:** 3.0 Lecture and 6.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3

This is the second semester of a year-long organic chemistry course designed as a continuation of Chemistry 12A. Topics include nomenclature, stereochemistry, mechanism, reactions, and spectroscopic studies of the various organic functional groups. Lecture and laboratory methods will focus on synthesis, isolation, purification, elucidation and identification of organic structures as well as instrumental methods and data interpretation. **PREREQUISITE:** Chemistry 12A

CHEM 30A Elementary Chemistry**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:CHEM6, CHEM SEQ B

This is a first semester college chemistry course designed for majors preparing to take Chemistry 1A, nursing and allied health students, as well as general education. The course will cover the principles of chemistry including properties of matter, energy, atomic theory, the Periodic Table, stoichiometry, elements and compounds, the properties of bonding, molecular structure, chemical reactions, states of matter, acidity, solutions and gases, as well as an introduction to organic chemistry. **ADVISORY:** Mathematics 205; eligible for English 250 and English 260.

CHEM 30B Elementary Organic and Biochemistry**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:CHEM8, CHEM SEQ B

This is the second semester of a year-long elementary chemistry course designed as a continuation of Chemistry 30A. It is designed for science majors, nursing and allied health students. The course will cover the principles of organic and biochemistry including hydrocarbons, alcohols, aldehydes and ketones, carboxylic acids, amines and amides, carbohydrates, lipids, proteins and their functions in physiological systems, as well as organic chemical reactions. **PREREQUISITE:** Chemistry 30A with a grade of C or better.

CHILD DEVELOPMENT

CD 1 Principles and Philosophies of Early Childhood Education

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

An overview of the developing child, current theories and research within the context of family, school, and community, and an historical perspective on the development of early childhood education. The processes of socialization and identity development will be highlighted showing the importance of respectful, reciprocal relationships that support and empower families. Observations in schools are to be arranged. **ADVISORY:** Eligible for English 250 and English 260.

CD 2 Early Child Development

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:D9, E, IGETC:4I; GAV-GE:D2

This course examines typical and atypical development within the psychosocial, cognitive, and physical domains from conception through the preschool years. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. This course is also listed as PSYC 2. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 1A; transfer students consult with advisor.

CD 3 Child Growth and Development During the School Years

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:D9, E, IGETC:4I; GAV-GE:D2

This course examines typical and atypical development within the psychosocial, cognitive, and physical domains from middle childhood through adolescence. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. This course has the option of a letter grade or pass/no pass. This course is also listed as PSYC 3. **ADVISORY:** Eligible for English 1A; transfer students consult with advisor.

CD 4 Observing and Assessing Children

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Provides training in a variety of naturalistic and formal observation techniques, and discusses the use of standardized testing in children. Students learn to use formal observation tools, make a case study portfolio and give a parent conference. Observing children in classroom settings is required. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 1A; transfer students consult with advisor.

CD 5 Child/Family and Community

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizing historical and socio-cultural factors. Discussing patterns of development, childrearing, and the value of education in contemporary American society. Highlights the processes of socialization and identity development, showing the importance of respectful, reciprocal relationships that support and empower families and respond to all children's developmental needs. **ADVISORY:** Eligible for English 250 and English 260.

CD 6 Games and Rhythms for Children

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Nature, function and organization of physical activities for the preschool and elementary school age child. Emphasis is given to the understanding of psychomotor development and spatial awareness. Designed for those planning to work with children. Also listed as Physical Education 6 or Kinesiology 6. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

CD 7 Cultural Context of Child and Family in a Diverse Society

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; CSU-GE:D7; GAV-GE:D2, F

Examines cultural influences on child-rearing practices, family values, and human development. Perspectives from the social sciences will be used to critique and review theoretical and practical implications of oppression and privilege as they apply to families, schools, and communities, including historical and socio-cultural factors. The processes of socialization and identity development, and the importance of respectful, reciprocal relationships that support and empower families. Self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. Also listed as PSYC 7 and ANTH 9. **ADVISORY:** Eligible for English 250 and English 260.

CD 8A American Education in a Changing World

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC

This course provides an overview of education in the United States. It examines the issues, problems, and solutions to teaching in a pluralistic society by viewing schools as social institutions that reflect the values and dynamics of a society. It focuses on the history, politics, theories and approaches to teaching culturally and linguistically diverse children and analyzes career opportunities and new directions in education. For students who wish to expand their knowledge of education in America, and those who wish to explore careers in teaching. This course includes a Service Learning component that will encourage students to explore and apply concepts from the class. This course has the option of a letter grade or pass/no pass.

CD 8B Teaching Reading and Writing to Children

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This course is designed to teach prospective teachers how a child learns to read and write successfully in school. Specific techniques will be taught. Students will be expected to work 20 hours with a child or children in order to practice their skills and techniques. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Completion of English 250, English 260 or equivalent.

CD 9 Child Health/Nutrition and Safety

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

The key components that promote physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Introductions to the laws, regulations standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. Focus on integrating the concepts into curriculum planning and program development for all children. Poison prevention, fire and earthquake safety and emergency preparedness is covered. This course may be taken for a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

CD 10 Children with Special Needs

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

An introductory course in special education, which includes a survey of special needs such as learning disabilities, emotional disturbances, developmental delays, physical limitations, cognitive differences, and giftedness. Students will study the history of special education and legislation in the USA, ethical assessment and family-based intervention techniques, diversity and family issues, advocacy for special needs children, and the use of technology in special education environments. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260. Completion of CD 2.

CD 11A Administration of Programs for Young Children

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

The principles and practices of the organization and administration of facilities for preschool aged children. Areas covered include organizational structure, budgeting, personnel policies and practices, records, statistics, reporting, relationship with community resources, regulatory agencies, and parents. **ADVISORY:** Child Development 1 and 2.

CD 11B Administration of Publicly Funded Child Care Programs**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is designed to meet the State Department of Education requirements for directors of publicly funded child development programs, and the Supervisory Child Development Permit. Topics covered include development of personnel policies that reflect the philosophy and goals and objectives of the program, development of a staff development plan, classroom management and record keeping, assessment and curriculum planning, and parent involvement/education. Financial record keeping will be discussed from the perspective of the granting agency. **ADVISORY:** Completion of 12 units in Child Development or working in an administrative capacity in a children's program.

CD 11C Supervision of Adults: The Mentor Teacher**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

A study of the methods and principles of supervising adults in early childhood settings. Emphasis is on the role of the experienced classroom teacher who functions as a "mentor/supervisor" to teachers, aides, and other adults. This course meets the requirements for the State Child Development Permit Matrix: "2 unit adult supervision class" and the Mentor Teacher Program. Lectures, discussions, in class and out of class activities, role-play simulations, readings, individual and group assignments as well as videos and guest presenters will be used. **ADVISORY:** Prefer that students meet the requirements for the State Child Development Teacher Permit or completion of a college-level course of study in child development or early childhood education, or equivalent, or permission of instructor.

CD 12 Computer Education for Teachers**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

The history, uses and development of computers in education. Basic computer skills and terminology will be taught in the context of teacher education. Students who successfully complete this course will understand general and specific skills and knowledge required to meet the Technology Standard for Multiple and Single Subject Credential Candidates. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 9. **ADVISORY:** CSIS 122 Computer Keyboarding, or equivalent; English 250 with a grade of C or better.

CD 13 Infant and Toddler Development and Care**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Students will study the developmental stages of growth specific to infants and toddlers and learn how to foster positive techniques for nurturing infants and toddlers in group settings. Students will study the RIE philosophy and learn how to observe children in child care and home day care settings. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260. Child Development 2.

CD 14A Working with School Age Children**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Students will learn the developmental characteristics of school aged children, issues relating to before and after school programs for children from kindergarten to grade eight, and specific details of administering and leading such a program. Other topics include recreation versus academic enrichment, staffing requirements, age groupings, program content, and community resources. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and 260. Child Development 3.

CD 14B Behavior Management & Guidance of School Age Children**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

The nature of children's development stages causes school age children to act in different ways at different ages. This course helps students understand the relationship of development, environment, culture and social circumstances to children's behavior. An overview of guidance theories offers strategies to reinforce positive behaviors, encourage communication & cooperation, and establish age-appropriate and consistent limits in a variety of circumstances. This course has the option of a letter grade or pass/no pass. **ADVISORY:** English 250, English 260, and CD 3

CD 15 Music and Movement for Children**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Techniques for the non-musician to incorporate music and movement activities in a variety of curriculum areas and reflecting cultural awareness. Practice building simple rhythm instruments and using rhythm in song instruction and movement activities. An extensive list of children's music CDs and resources will be provided to each student. **ADVISORY:** Eligible for English 250 and English 260.

CD 16 Exploring Mathematics with Children**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Introduces the excitement and extensiveness of math experiences for children and presents an organized, sequential approach for developing a math curriculum. Students develop a folder of math activities for children aged 2-8. **ADVISORY:** Eligible for English 250 and English 260.

CD 17 Exploring Science with Children**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Learn to teach a coordinated science curriculum covering life, natural and physical science concepts familiar and interesting to children age 2-8. Using easily found or low-cost materials and the Socratic method of questioning are primary strategies for developing reasoning skills and science concepts in children. **ADVISORY:** Eligible for English 250 or 260.

CD 18 The Outdoor Classroom**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

In light of the evidence linking the lack of nature in children's lives to the rise in obesity, attention disorders, and depression, this course will teach participants how to create developmentally appropriate outdoor play and nature learning experiences for children from birth to age eight, ensure that outdoor environments are accessible and safe, and methodically observe and assess children's outdoor play. **ADVISORY:** Eligible for English 250 and 260.

CD 19 Introduction to Careers with Children**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

An overview of Department of Social Services and Department of Education regulations regarding child care workers in California. Self-assessment techniques with emphasis on teacher-child and teacher-adult relationships and personal evaluations. Basic principles of curriculum development and discipline techniques. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

CD 20 Children's Language and Literature**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

A developmental view of children's language and literacy learning in a framework of children's literature. Students will be presented with steps in children's literacy learning in order to help them organize classrooms and plan activities to support the growth of writing and reading. Students will study historical trends in children's literature and participate in practical experiences and activities that use a wide range of techniques and materials for advancing language comprehension and usage. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

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CD 21 Introduction to Curriculum**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This foundational curriculum course presents an overview of knowledge and skills needed for designing curriculum and environments for all young children. Students examine the teacher's role in supporting development, fostering creativity, and modeling a joy of learning for children and parents. Students will design and implement an integrated curriculum based on observation and assessment and emphasizes play, and design learning centers for literacy, social, emotional, sensory, art, perceptual, math, and science learning. Students complete and activity folder and participate in demonstrations and observations. **ADVISORY:** Eligible for English 250 and English 260.

CD 25A Art Methods**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU; CSU-GE:C1; GAV-GE:C1

Art methods and learning theory for those planning to work with preschool, elementary and secondary students. Includes art therapy as well as gifted and special learner projects. Two dimensional work in printing, painting, drawing, collage. Also listed as ART 25A.

CD 25B Art Methods**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Art methods, creativity and learning theory for those planning to work with preschool, elementary, and secondary school students. Includes art therapy as well as gifted and special learner projects. Three dimensional work in sculpture, bas relief, mobiles, paper mache', plaster, and various 3-D materials. Also listed as ART 25B.

CD 28A Child Dev & Guidance for Family Child Care/Foster Care**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

An overview of the development of young children from pre-birth through age twelve, primarily designed for the family child care provider or foster parent. Students will be exposed to appropriate expectations and developmentally appropriate learning experiences for each stage of development. Six 3-hour sessions, or may be taught on three Saturdays. This course has the option of a letter grade or pass/no pass.

CD 28B Dev Learning Activities for Family Child Care & Foster Care**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

A practical curriculum development course for child care providers. The course includes a brief overview of children's learning processes and practical activities. Students will study appropriate curriculum for infants, toddlers, preschool, and school-age children in all areas of development. Students will learn how to set up a family child care environment. This course has the option of a letter grade or pass/no pass

CD 28C Administering A Family Child Care Home**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Learning to establish and enforce contracts and policies, marketing your business, being professional in a caring profession, child abuse reporting requirements, licensing regulations for family child care, and the basics of record keeping techniques for family child care. Six 3-hour sessions, or may be taught on three Saturdays. This course has the option of a letter grade or pass/no pass.

CD 30A Practicum 1 - Curriculum in the Early Childhood Classroom**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Designing, developing and implementing contemporary curriculum and instructional methods for early childhood education. Completion of 30A and 30B each with concurrent in at least 2 units of CD 190, satisfies the associate degree requirement for student teaching. **ADVISORY:** Completion of Child Development 1, 2, 5 and 9 with a grade of "C" or higher. Concurrent enrollment in at least 2 units of CD 190.

CD 30B Teaching Practicum 2 - Reflective Practice in the Classroom**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Continuation of CD 30A with emphasis on assessment, conferencing and planning skills. Completion of 30A and 30B, each with concurrent enrollment in 2-4 units of CD 190, satisfies the associate degree student teaching requirements. **ADVISORY:** Completion of Child Development CD 30A with a grade of "C" or higher. Concurrent enrollment in at least 2 units of CD 190.

CD 31 Tutoring School-Age Children**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

An introductory course for students who wish to work as tutors in classroom settings. Students will gain and apply skills needed to function within a public school setting and develop effective strategies for helping children learn to read and write. Additionally, students will be encouraged to explore related career options, while developing and practicing social awareness and the ability to learn from field experiences in a self-directed manner. This course has the option of a letter grade or pass/no pass.

CD 35 Establishing Positive Behavior in the Classroom**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Introduces the student to realistic and effective strategies for guiding all young children's behavior. This course demonstrates best practices for establishing and maintaining age and developmentally-appropriate productive behaviors among all children in a classroom setting. Course topics include environmental, developmental and special needs sources of maladaptive and challenging behaviors, guidelines for selecting and implementing strategies for positive behavior change for all children, and developing healthy communication strategies with families, program staff and children. **ADVISORY:** Eligible for English 1A.

CD 36 Curriculum Strategies for Inclusive Classrooms**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course gives the early education teacher or interventionist specific curricular skills to meet the needs of all children in the classroom. Emphasis is placed on working with the child within his/her family system and culture. Students will review typical and atypical development in all domains, hone observation and documentation skills, learn how to design and implement intervention strategies and communicate effectively with parents and para-professionals. **ADVISORY:** Eligible for English 1A.

CD 97 Introduction to Service Learning with Children**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Service Learning is a method through which community participation, academic subjects, skills, and awareness are linked. Through a combination of community-based learning experiences, reading and writing assignments, and classroom-based learning experiences, this course seeks to foster the development of self-reflective, culturally aware and responsive community participants. Students will complete a minimum of 30 hours of community service work during the semester. This course has the option of a letter grade or pass/no pass.

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CD 98 Special Topics**Units:** .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture**Transferable:** CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topic content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. This course has the option of a letter grade or pass/no pass and may be repeated three times for credit with different topics.

CD 160 Child Care First Aid and CPR**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

First aid training to prepare child care professionals to meet the need of emergencies when medical assistance is delayed. Includes information on the prevention of childhood injuries and the prevention of communicable diseases including HIV/AIDS and the use of Universal Precautions. (Satisfies the California Community Care Licensing requirement for 15 hours of specialized health and safety training.) This is a pass/no pass course. May be repeated three times for credit. \$12.00 course material fee.

CD 190 Occupational Work Experience/Child Development**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

Occupational work experience for students who have a job related to their work. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

CD 191A Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

CD 191B Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191B is Team Building. Need not be taken in sequence. This is a pass/no pass course.

CD 191C Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem Solving. Need not be taken in sequence. This is a pass/no pass course.

CD 219 Spanish Introduction to Child Development at Gavilan College**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** No

This course will orient mono-lingual (Spanish) Child Development students to Gavilan College and the Child Development and Educational Studies (CDES) departments. Students will be provided an overview of campus academic and support services and programs, explore the professional opportunities in the field of Child Development and learn effective strategies for college success. This course has the option of a letter grade or pass/no pass.

CHINESE**CHN 1A Elementary Mandarin****Units:** 5.0 **Hours:** 5.0 Lecture and 2.5 Laboratory**Transferable:** CSU, UC; CSU-GE:C2; GAV-GE:C2

A comprehensive introduction to elementary Mandarin as a foreign language for students with no background in Mandarin. Emphasis is on listening, speaking and reading Mandarin as a medium of communication within a rich cultural framework, resulting in an active vocabulary of no less than 500 Chinese words and 100 phrases and idiomatic expressions. Writing and translation will be introduced. This course corresponds to one year of high school study. This course has the option of a letter grade or pass/no pass.

CHN 1B Elementary Mandarin**Units:** 5.0 **Hours:** 5.0 Lecture and 2.5 Laboratory**Transferable:** CSU, UC; CSU-GE:C2, IGETC:6A; GAV-GE:C2

A continuation of Chinese 1A, an introduction to elementary Mandarin as a foreign language, this is a second level of elementary Mandarin. Equal emphasis is on listening, speaking, reading and writing. Students will acquire an active vocabulary of no less than 1000 Chinese words, and 200 phrases and idiomatic expressions in rich cultural context. Mandarin will be the primary medium of instruction. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** CHN 1A or equivalent.

COMMUNICATION STUDIES**CMUN 1A Introduction to Public Speaking****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1; CAN-SPCH4

Basic principles of effective human communication and their function in contemporary public settings; emphasis is on the speeches to inform and persuade, with special consideration given to fundamental communication skills, including organization, reasoning, explanation, rhetoric and listening. **ADVISORY:** Eligible for English 250 and English 260.

CMUN 2 Oral Reading**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1; GAV-GE:C1

An introduction to the analysis, preparation and dramatic reading of literature, including classical and contemporary prose, poetry and drama. Students will prepare, analyze and orally present and interpret great works of drama and literature for an audience. This course is also listed as THEA 4. **ADVISORY:** Eligible for English 250 and English 260.

CMUN 4 Intercultural Communication**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D3, D7, IGETC:4G; GAV-GE:D2, F

This course will explore the dynamics of communication as it applies to people from different cultures. Course content focuses on the application of theory and research to intercultural communication contexts. Increasing the awareness and understanding of diversity, the perception process, culture, verbal and non-verbal communication and the obstacles that prevent one from becoming a competent intercultural communicator will be examined.

CMUN 5 Fundamentals of Communication Studies**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1

This course provides instruction and application of theory and practice in various communication contexts including the self concept, interpersonal, interviewing skills, small group dynamics, and public speaking. Emphasis is placed on analytical and organizational skills, listening, nonverbal and verbal communication, and public speaking communication methodology. **ADVISORY:** English 250 and English 260.

All courses listed here are part of Gavilan College's approved curriculum.
All courses are not offered every semester. Check the Class Schedule for current offerings.

CMUN 6 Introduction to Conflict Resolution

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; CSU-GE:D7; GAV-GE:D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as POLS 6 and PSYC 6. **ADVISORY:** English 250 and English 260.

CMUN 8 Interpersonal Communication

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1, F

This course studies the communication process in an interpersonal (dyadic) setting. This class will explore the ways in which we can improve our communication with others. Verbal and nonverbal messages, self-concept, cultural differences, gender differences, perception, listening and conflict management will be explored. **C-ID:** COMM 130

CMUN 10 Small Group Communication

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1; CAN:SPCH10

An introductory course that develops basic individual reasoning skills, insights and experiences in information-sharing, interacting, decision-making, problem-solving, resolution of disputes and other issues central to group processes. **ADVISORY:** Eligible for English 250 and English 260.

CMUN 11 Business Communication

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This course will explore business communication contexts by examining organizational cultures, strategic vision and goal setting, leadership managerial roles, and team building communication. Emphasis is placed on analytical and organizational skills, listening, nonverbal and verbal communication, public speaking communication methodology, and domestic and international relations through use of hybrid online and classroom environment for lecture and application. **PREREQUISITE:** English 250. **ADVISORY:** Communication 1A or English 1A.

CMUN 129 Presentation Graphics - MS PowerPoint

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

This introductory course in presentation graphics will use Microsoft Office's "PowerPoint" software to create a computerized presentation with text and objects. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. This course is also listed as CSIS 129. **ADVISORY:** CSIS 126 or word processing skills in the Windows environment.

Computer Art: see CGD, CSIS or Digital Media

COMPUTER GRAPHICS AND DESIGN

CGD 1 Industrial Sketching and Problem Solving

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU

Graphical problem solving techniques used by professional designers in various fields of application using both traditional freehand and the computer. Emphasis is on developing the mental ability to visualize objects/shapes and their manipulation. This is an open entry exit supervised class. Students may concurrently enroll in CGD 110 or GCD 2L. May be repeated three times for a total of 8 units. **ADVISORY:** Eligible for English 250, English 260 and Mathematics 205. Computer lab work can be done both in lab and off-site.

CGD 2 2D/3D Technical Computer Graphics I

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU

Introduction to graphic and design competencies architects, engineers, game/simulation developers, industrial designers and other careers professional designers use when producing and marketing real and/or virtual consumer products. Prepares students to create consumer products, buildings and other designed objects by developing freehand sketches, creating SolidWorks models and/or other graphics while applying theory and knowledge of elements and principles of visual design, creative problem solving, typography, professional ethics and research skills. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. **ADVISORY:** LIB 3 and MATH 404G.

CGD 4 2D/3D Technical Computer Graphics II

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU

Intermediate computer graphics design course expands skills and concepts introduced in CGD 2. Develops technical design and graphic skills required to create explain, analyze, model, render, and animate products using a problem solving process and applying knowledge of 2D and 3D technical drafting standards used in manufacturing and engineering. Other topics include ergonomics, materials, design/typography/color principles and theories. Projects assigned integrate technology with design and focus upon proposing, producing and marketing useful products by developing and visually communicating ideas that are necessary for succeeding in desired design career(s). May be repeated once for credit. **ADVISORY:** Completion of CGD 2 with a grade of C or better.

CGD 6 Advanced Computer Graphics

Units: 4.0 **Hours:** 2.0 Lecture and 6.0 Laboratory
Transferable: CSU

Technical skills for using computer design for precision manufacturing, including ANSI/ASME Y14.5 2009 geometric dimensioning and tolerancing (GD&T). Prepares students for careers as designers, engineers; CAD/CAM/CAE specialist; drafter, inspectors, machinists, technical sales, and other jobs that interpret engineering drawings. Students may concurrently enroll in CGD 110. **ADVISORY:** Eligible for English 250, 260 and Mathematics 233. Computer lab work can be done both in lab and off-site.

CGD 8 Advanced Computer Graphics for Design Application I

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU

Advanced course in applied computer graphics and associated interdisciplinary design proficiencies required by careers that design, engineer, manufacture and/or market products. Applies theories, principles and skills covered in CGD 4 and integrates business, sustainable design, and hybrid products. Design solutions reflect technical understanding, aesthetic principles and addresses societal needs in a cost effective manner. Presentations include animating and rendering models of real and/or virtual products that address human factors/ergonomics, usability, life cycle analysis and sustainability. Portfolios support advancement in student-selected career pathways by communicating competence in computer graphics and design. May be repeated once for credit. **ADVISORY:** Eligible for English 250, 260 and Mathematics 233.

CGD 9 Advanced Computer Graphics for Design Application II

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU

Advanced computer graphics and design course that combines technical computer graphic skills with interdisciplinary design proficiencies including creating computer imagery, transformations, and rendering to create 3D model using geometric primitives, projections for computer animation and data visualization. Includes structural analysis and emphasis on developing products that include ergonomic features and sustainable materials. Work within electronic portfolio demonstrates skills and knowledge of technical graphic design to visualize, develop and present products to meet societal needs. **ADVISORY:** Satisfactory score on the English placement exam or a grade C or better in English 250, completion of Mathematics 233 or satisfactory Mathematics placement. Completion of CGD 2 and CGD 8 with a grade of C or better. Computer lab work can be done both in lab and off-site.

CGD 30 Introduction to Environmental Design**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Develops skills and building information modeling (BIM) computer aided design (CAD) skills necessary for designing and producing a set of plans for an array of environmental projects, such as residential remodels, landscape projects, interior design and other small construction projects. Includes use of Revit and/or other technical design tools, introduction to building codes, sustainable design concepts, specifications and other architectural construction document basics necessary for getting permits and entering environmental design careers.

CGD 110 Computer Graphics Lab**Units:** 1.0 TO 4.0 **Hours:** 3.0 TO 12.0 Laboratory**Transferable:** CSU

Complements computer graphics and art courses by providing additional competence in software applications, libraries, and graphical user interfaces to support computer graphics and design projects by providing supervised practice and individualized computer assisted learning on software and techniques commonly found in the computer graphic design field. This is an open entry/exit class and may be repeated three times for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: Concurrent enrollment in corresponding computer graphic and design classes. Computer lab work can be done both in lab and off-site.

CGD 160 Technical Desktop Publishing/Graphics**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Create multimedia presentations to effectively communicate ideas and market designs. Applies concepts, theories and principles of typography, color and design to create digitally based portfolios for application to four year colleges or for entry level employment. ADVISORY: Eligible for English 250, 260 and Mathematics 233. Familiarity with word processing, keyboarding, and DOS file management. Computer lab work can be done both in lab and off-site.

CGD 190 Occupational Work Experience/Computer Graphics & Design**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

CSIS 2L Computers in Business Lab - MS Office**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** CSU

Computer Lab emphasizing business application in Microsoft Word, Excel, Access, Power Point and Integration. Internet searches are included. This course has the option of a letter grade or pass/no pass. Since supervised repetition and practice enhance skills/proficiencies. This course may be repeated once for credit.

CSIS 3 Research Skills**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

Research and evaluation skills using the Internet and other electronic resources, as well as traditional printed materials. Also listed as LIB 3. This course has the option of a letter grade or pass/no pass. May be repeated once for credit. ADVISORY: Eligible for English 250 and 260.

CSIS 5 C++ Scientific Programming**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CAN:CSCI4

An introduction to computer problem solving and programming using the C++ language for science and engineering majors. Students will write programs for a variety of scientific and mathematical applications. This course has the option of a letter grade or pass/no pass. PREREQUISITE: Mathematics 1A ADVISORY: Completion of CSIS 10.

CSIS 6 Web Page Authoring I**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU; GAV-GE:E2

An introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites, background color or patterns, graphics, tables and mailto links. Principles of design and color as they apply to screen presentations will be included. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. Also listed as LIB 6 and DM 6. ADVISORY: CSIS 1 or CSIS 2 or CSIS 3/LIB 3 advised.

CSIS 7 Web Page Authoring II**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

This course is a continuation of CSIS 6, Web Page Authoring I. Topics that will be covered include XHTML, frames, advanced tables, forms, scripting languages, image maps, Cascading Style Sheets (CSS), and new trends in web page technology. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. This course is also listed as DM 7. ADVISORY: CSIS 6

CSIS 8 Introduction to the Internet**Units:** 1.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:E2

This course will provide students the opportunity to learn to use the Internet and the World Wide Web. Topics to be covered include history of the Internet and development of the WWW, web browsers, search engines, tools to develop web pages, how to get connected and local Internet providers. This is a pass/no pass course. May be repeated three times for credit. ADVISORY: CSIS 124

CSIS 9 Computer Education for Teachers**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

The history, uses and development of computers in education. Basic computer skills and terminology will be taught in context of teacher education. Students who successfully complete this course will understand general and specific skills and knowledge required to meet the Technology Standard for Multiple and Single Subject Credential Candidates. This course has the option of a letter grade or pass/no pass. This course is also listed as CD 12. ADVISORY: CSIS 122 Computer Keyboarding, or equivalent; English 250 with a grade of C or better.

COMPUTER SCIENCE & INFORMATION SYSTEMS**CSIS 1 Computer Literacy - MS Office****Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU, UC; GAV-GE:E2; CAN:CSCI2

An introduction to terminology, design, operation for the novice user. Student will gain experience using the Internet for searches and email. They will complete projects using various software including word processing, spreadsheets, database, presentation graphics, and integration. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260; completion of CSIS 122.

CSIS 2 Computers in Business - MS Office**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:E2; CAN:BUS6

Introduction to computerized business data processing, information management systems, computer hardware, office automation, telecommunications, computer languages, systems analysis and design; hands on experience with common business software packages including word processing, spreadsheets, data base management, presentation graphics as well as systems software and Internet applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 233, English 260 and English 250, and CSIS 122

CSIS 10 BASIC Programming**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU, UC

This course is an introduction to programming using BASIC. No previous programming background is assumed. This is a good class for those new to programming and recommended for non-programmers that want to take other programming classes. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 1 or CSIS 2 or equivalent experience.

CSIS 12 Assembly Language Programming**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC

Fundamentals of assembly language programming concepts and techniques. Topics include internal representation of data, arithmetic operations, logic statements, and general assembly language commands. Introduce low level language architecture including assemblers, linkage editors, and loaders. This course has the option of a letter grade or pass/no pass. COREQUISITE: CSIS 12L Assembly Language Programming Lab ADVISORY: CSIS 45 (C++ Programming) or programming experience. Math 233 (Intermediate Algebra)

CSIS 12L Assembly Language Programming Lab**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** CSU, UC

Supplemental practice in coursework associated with this course is provided. Concurrent enrollment in CSIS 12 is required. This is a pass/no pass course. COREQUISITE: CSIS 12 Assembly Language Programming

CSIS 18 UNIX/C++ Programming**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC

An introduction to the C++ programming language and the UNIX operating system. Topics include programming on a UNIX system, including C/C++ language, shell programming, and the interface between C++ and UNIX. This course has the option of a letter grade or pass/no pass. Concurrent enrollment in CSIS 18L is required. COREQUISITE: CSIS 18L UNIX/C++ Programming Lab ADVISORY: CSIS 48 UNIX Operating System, CSIS 10 BASIC Programming or other programming experience.

CSIS 18L UNIX/C++ Programming Lab**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** CSU, UC

Supplemental practice in coursework associated with this course is provided. Concurrent enrollment in CSIS 18 is required. This course has the option of a letter grade or pass/no pass. COREQUISITE: CSIS 18 UNIX/C++ Programming

CSIS 20 COBOL Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

An introductory course in the language COBOL. Suggested for students interested in business and commercial data processing. Structured COBOL statements, COBOL syntax, modular program planning techniques, and business data processing applications from initial job application phase through programming and testing will be studied. The student has the opportunity for extensive programming experience on the college computer. This course has the option of a letter grade or pass/no pass. ADVISORY: Other programming experience.

CSIS 24 Java Programming I**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

Introduction to Java programming. Includes learning the Java environment, using and creating Java applets, and writing stand-alone applications. Covers the Java environment, object-oriented programming, language basics, classes, interfaces, packages, threads, and exceptions. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 45 C++ Programming or equivalent programming experience.

CSIS 26 Discrete Mathematics**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Topics covered include set theory, logic, relations and functions, mathematical induction and recursion, combinatorics, discrete probability, trees and graphs, analysis of algorithms, algebraic structures. Emphasis on topics of interest to computer science majors. This course has the option of a letter grade or pass/no pass. Also listed as MATH 26. PREREQUISITE: Mathematics 10 with a grade of 'C' or better or equivalent.

CSIS 42 Python Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

Introduction to the interpreted language called Python. Study and create programs that perform various tasks, including text and file manipulation, internet scripting, data structures, testing, and practical problem solving with examples. Covers object oriented programming and the Python Standard Library. May be repeated two times for credit. ADVISORY: CSIS 10 or programming experience.

CSIS 43 C Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

This course introduces computer programming using the C programming language. Topics include variable and constant declarations, arithmetic operations, selection, input/output operations, repetition, functions and recursion, arrays, pointers, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 10 BASIC Programming, or other programming experience.

CSIS 44 C# .NET Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This class will teach the program using the state of the art C# (C Sharp) language provided in the Microsoft .NET framework. You will learn about variables and constants, expressions and statements, operators and namespaces. Most important, you will learn how to create classes and instantiate objects. This course will provide a solid foundation for exploring the .NET framework as well as advanced topics in C#. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 45 C++ Programming

CSIS 45 C++ Programming I**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:E2; CAN:CSCI18

An introduction to the concepts and methods of computer programming using C++. Students will be introduced to procedural and object-oriented programming design methodology. Topics covered include variable and constant declarations, selection statements, repetition, functions and recursion, arrays, strings, pointers, and an introduction to classes and objects. This course will prepare students for the Programming II class. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 10 or equivalent. Math 205 (Elementary Algebra)

CSIS 46 C++ Programming II**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

This course is a continuation of CSIS 45, intended for students majoring in programming and/or planning to transfer to a 4-year college or university Computer Science program. The course will cover topics discussed in CSIS 45 in more detail. In addition the course will cover more advanced C techniques such as pointers, recursion, and linked lists. Special emphasis will be placed on C++ features such as classes, objects, templates and operator overloading. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 45 or CSIS 5, and Mathematics 205.

CSIS 47 Visual C++ Programming**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC

Visual C++ Programming to create professional GUI based applications using app and class wizard, common controls, dialogs, menus, tool bars, status bars, file mechanism, and custom controls. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 45

CSIS 48 UNIX/Linux Operating System**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

This course will provide the basics of the UNIX/Linux operating system, including the history and the use of UNIX/Linux with hands-on experience using commands and files. Topics to be covered include basic UNIX/Linux commands, text editing, files and directories, electronic mail, pipes and filters, and shell programming. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

CSIS 49 UNIX/Linux Shell Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

A beginning course in UNIX/Linux shell programming using different commands including awk, sed, and Perl. The course will cover theory and concepts including interpretation of different quote characters, shell variables, decision-making commands, and looping mechanism. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 48

CSIS 51 Visual Basic .NET Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:E2

An introduction to the GUI software applications using Microsoft Visual Basic .NET. This course will give students the opportunity to learn how to create applications using Visual Basic programming in the .NET framework. This course will show the students to use forms, boxes, buttons, labels, menus, scroll bars, and drawing objects. This course will show the students how to develop professional looking and deployable Visual Basic .NET applications. This course has the option of a letter grade or pass/no pass. This course may be repeated three times for credit. ADVISORY: CSIS 10 or equivalent.

CSIS 52 Linux/UNIX System Administration**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course introduces students to the fundamentals of Linux/UNIX system administration: the setup, configuration and maintenance of Linux/UNIX servers. Topics include managing file systems, devices and user accounts, maintaining system backups and system logs, and basic system security. Students will configure a web-server, install programs, configure networking, and learn to integrate new hardware into a system. This course has the option of a letter grade or pass/no pass. Previously CSIS 152. ADVISORY: CSIS 48

CSIS 54 Perl Programming**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC

Introduction to the interpreted language called PERL, the Practical Extraction and Report Language. Writing of programs that perform various tasks, including text, file and process manipulation. Semantics and syntax of the Perl language, including discussion of the practical kinds of problems that Perl can solve and provides examples. This course has the option of a letter grade or pass/no pass. Concurrent enrollment in CSIS 54L is required. COREQUISITE: CSIS 54L Perl Programming Lab ADVISORY: CSIS 45 C++ Programming or equivalent programming experience.

CSIS 54L Perl Programming Lab**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** CSU, UC

Supplemental practice in coursework associated with this course is provided. Concurrent enrollment in CSIS 54 is required. COREQUISITE: CSIS 54 Perl Programming

CSIS 61 Introduction to Geographic Information Systems**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

The Geographic Information Systems (GIS) class introduces students to and teaches them how to use desktop GIS software. GIS is a computer-based data-processing tool used to analyze and manage spatial information that combines computers and geography. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

CSIS 72 Desktop Publishing - QuarkXPress**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisement. Included in the course will be the basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with industry standard software. This course has the option of a letter grade or pass/no pass. This course may be repeated once for credit. This course is also listed as DM 72. ADVISORY: CSIS 124 and CSIS 126

CSIS 73 Desktop Publishing - Adobe InDesign**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisements. Included in the course will be basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with Adobe InDesign. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Also listed as DM 73. ADVISORY: Completion of CSIS 1 or completion of CSIS 2.

CSIS 74 Advanced PhotoShop**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C1

This course is for the PhotoShop-experienced student and explores PhotoShop's advanced features in depth. Students work on projects, which challenge their creativity and technical ability, and will be encouraged to develop complex projects for the web and for the printed page. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 74 and DM 74. ADVISORY: CSIS 75 PhotoShop I

CSIS 75 Photoshop I - Adobe Photoshop**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

This course is based on the software application Adobe Photoshop. Students learn to scan photographs and manipulate them using Photoshop tool box and special effects filters. They will learn to correct photos; mask image using channels; create duotone, tritone, and quadtone images; prepare photos for use in printing and on the web. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. Students who repeat this course will learn new and advanced features. This course is also listed as DM 75. ADVISORY: CSIS 124 (Windows Fundamentals), CSIS 2L

CSIS 76 Digital Illustration**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Illustration techniques using computer Bezier curve-based illustration software tools to do diagrams and graphics for use in art, desktop publishing, web graphics, multimedia, and computer presentations. This basic Illustrator course is focused on the technical and historical aspects of digital design and illustration as well as the development of personal artistic expression and visual perception through the use of the digital illustration medium. The course will include lectures and discussions about color, composition and content, computer and illustration program use, printing and presentation techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 76 and DM 76. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

CSIS 77 Introduction to Digital Media and its Tools**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

An introduction to the field of digital media, including history, social impact, concepts, career options and industry trends. Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and production of digital media by creating and editing digital images, sounds, video, animation, and text. A comprehensive term project for publication on the web or CD ROM will be required. This course is also listed as ART 77 and DM 77. This course has the option of a letter grade or pass/no pass. May be repeated twice for credit. ADVISORY: CSIS 124, CSIS 1, CSIS 2/2L, CSIS 3, or familiarity using the Macintosh or Windows operating system.

CSIS 78 Web Sites with SQL and PHP**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Covers the programming of database-driven, web-based applications (such as an eCommerce web site) using PHP and MySQL. PHP is a powerful language for writing server-side Web applications. MySQL is the world's most popular open source database. Together these two technologies provide a powerful platform for building database-driven Web applications. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 128 Database - Access, or equivalent database experience.

CSIS 79 Portfolio Development**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU; GAV-GE:C1

The planning and production of personal portfolios and self-promotion materials, including online, print, slides, and e-media (CD ROM, DVD) portfolios; cover letters, and resumes. Focuses on self-promotion for jobs, self-employment, or advanced education in the fields of Art, Computer Graphic Design and Digital Media. Students will leave the class with one or more portfolios representing their work. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 79 and DM 79.

CSIS 80 Digital Photography**Units:** 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

The study of digital photography from digital camera to the computer-based printer or digital media. Artistic, theoretical, and technical aspects will be considered. Topics include information about types and purchasing of digital cameras; theory, mechanics, and art of digital imagery; digital darkroom; eccentricities of digital photo taking; stitching photos for virtual reality; and preparing digital images for print, World Wide Web and other digital media. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 80 and DM 80. ADVISORY: CSIS 1 or CSIS 2/2L or ART 8A or equivalent computer experience.

CSIS 84 JavaScript Programming**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU, UC

Fundamentals of JavaScript client-side programming for Web pages requiring data collection or other user interaction. Students will create Web pages that execute on the client (personal system) using JavaScript. This course may be repeated one time for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 6

CSIS 85 Web Design I: Dreamweaver**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU; GAV-GE:C1

Basic and intermediate principles of designing Web pages/sites using the Dreamweaver web design software and HTML. Emphasis will be on good design and the use of tables, frames, forms, rollovers, DHTML, XHTML, behaviors, and CSS. Also includes site maintenance and the integration of multimedia components such as graphics, sound, animation, and video. This course is for the content person to design, develop, and maintain effective Web sites. This course is also listed as ART 85 and DM 85. This course has the option of a grade or pass/no pass. May be repeated three times for credit. ADVISORY: CSIS 6 or basic knowledge of HTML.

CSIS 88 PHP Programming**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

PHP is a programming language for writing server-side, cross platform, HTML-embedded scripts. Topics include introduction to PHP and syntax, configuring a Web server for use with PHP, programming in PHP using basic scripts with conditional constructs, loops, functions, operators, arrays, databases and data files, email, forms, and cookies. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: CSIS 6 or HTML experience.

CSIS 107 Digital Media Design**Units:** 2.0 **Hours:** 1.5 Lecture and 1.5 Laboratory**Transferable:** CSU

Fundamentals of design for visual, time-based, interactive, and sound arts as applied to digital media. Includes basic storytelling, graphic design, information architecture, and human factors. Page layout, scriptwriting, storyboards, and flow charts will be used as tools applicable to the design and development of business presentations, interactive media, educational multimedia, animation, web sites, video games, and film/video. This course has the option of a letter grade or pass/no pass. Also listed as ART 107 and DM 107. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience

CSIS 108 Digital Media Lab**Units:** .5 TO 3.0 **Hours:** 1.5 TO 9.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Supervised practice and individualized computer assisted learning of software applications and techniques commonly found in the design and production of digital media (e.g., digital art and imaging, digital photography, digital print, digital audio/video, web design/authoring, DVD/CD ROMs, animation). Supplements lecture courses. Open entry/exit, so may be added at anytime during the semester. This is a pass/no pass course. May be repeated three times for credit. Also listed as ART 108 and DM 108. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience.

CSIS 110 Interactive Animation: Flash**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

The production of vector graphics, animation, and interactive multimedia in Shockwave-Flash format for web pages and other digital media. Design of highly interactive web site interfaces and animated games using Flash actions (scripting). Useful for web designers/developers, animators, and multimedia authors. This course has the option of a letter grade or pass/no pass. Also listed as ART 110 and DM 110. May be repeated three times for credit. ADVISORY: CSIS 1, CSIS 2/2L, CSIS 124 or basic computer knowledge.

CSIS 112 Keyboard Speed Building**Units:** .5 TO 1.0 **Hours:** 1.5 TO 3.0 Laboratory**Transferable:** CSU

This self-paced course is designed for students who know the alphabetic keyboard by touch and who want to develop their keyboarding speed. Students will use a microcomputer to keyboard a series of straight-copy timings, which will enable them to achieve a high level of skill. This is a pass/no pass course. May be repeated once for a total of 1 unit. ADVISORY: CSIS 122 or knowledge of keyboard with keyboarding speed of at least 25 wpm.

CSIS 113 Introduction to Digital Video**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Introduction to the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using the personal computer equipped with specialized software such as iMovie, Final Cut Pro, and After Effects. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD, and the World Wide Web. Students will produce a final digital video project on DVD. This course has the option of a letter grade or pass/no pass. May be repeated 2 times for credit. Also listed as ART 113 and DM 113. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience

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CSIS 114 Digital Media Production**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

A team oriented practicum that focuses on the application of learned skills to the production of digital media and digital print projects, such as web sites, CD ROM, and DVDs. Project development will be accomplished according to team derived master schedules. Lectures will be on project management, work coordination and production techniques, client-team interface, asset management and integration, budget estimates, testing, and copyright infringement. Please note that this is very much a team oriented class. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 114 and DM 114. **ADVISORY:** At least one of the following: ART 75, CGE 2, JOUR 18A, MUS 21, CSIS 7, CSIS 71, OR CSIS 77. or possess equivalent skills from any one of the following areas: digital media, computer graphics, digital print, film, TV/video, journalism (publishing), drawing or illustration, web design/ development, business/marketing, or programming.

CSIS 117 Visual Effects-Motion Graphics**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

Study of the design of visual effects and motion graphics used in digital video, film, web, multimedia, and interactive games. Includes video/graphics compositing techniques, 2D animation, basic 3D animation, and effects commonly done in digital post-production. Software such as Adobe After Effects and Apple's Motion and Shake will be used. May be repeated 3 times for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 117 and DM 117. **ADVISORY:** DM/ART/CSIS 113 or DM/ART/CSIS 140 or DM/ART/CSIS 77 or THEA 17A or basic knowledge of digital video/film editing.

CSIS 120 Computerized Accounting - QuickBooks**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU

An introduction to computer assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. Repeatable whenever a new software package is adopted. This course is also listed as ACCT 120. **ADVISORY:** CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.

CSIS 121 Spreadsheet - MS Excel**Units:** 1.0 OR 2.0 **Hours:** 1.0 OR 2.0 Lecture**Transferable:** CSU

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. This course will help prepare students for taking the Excel MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass. May be repeated once for credit when the software changes. Also listed as ACCT 121. **ADVISORY:** CSIS 1 or CSIS 2 or equivalent computer experience.

CSIS 122 Computer Keyboarding**Units:** .5 TO 1.5 **Hours:** 1.5 TO 4.5 Laboratory**Transferable:** CSU

A self-paced course for students who wish to master the alphabetic and numeric keyboard on the computer. This course is designed for students who do not know the alphabetic keyboard by "touch" and for those who want to improve their ability to type straight copy with increased speed and accuracy. The course provides "hands-on" instruction to help students reach optimum computer keyboarding skills within a limited time. This is a pass/no pass course. Course may be repeated until 3 units are accrued.

CSIS 124 Windows Fundamentals**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

This course provides fundamental information on the Windows environment for the computer. Introductory Windows operations and file management are covered. This is a pass/no pass course. This course may be repeated three times for credit. **ADVISORY:** Basic keyboarding skill.

CSIS 126 Word Processing - MS Word**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

This introductory course for word processing with Windows is designed for business and non-business majors. Students will develop word processing skills to create a document, select and edit text, move and copy text, use the spelling, grammar, and thesaurus features, format text, and create headers and footnotes for a research paper. This course has the option of a letter grade or pass/no pass and may be repeated for credit when the software changes. **ADVISORY:** Eligible for English 260 and basic keyboarding skills.

CSIS 128 Database - MS Access**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

Introduction to Microsoft Access, a relational database management software tool. Students will learn to create and manage a database. This course will help prepare students for taking the Access MOUS (Microsoft Office User Specialist) exams. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 1 or CSIS 2 or equivalent knowledge.

CSIS 129 Presentation Graphics - MS PowerPoint**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

This introductory course in presentation graphics will use Microsoft Office's "PowerPoint" software to create a computerized presentation (slide show) with text and objects. This course is also listed as CMUN 129. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. **ADVISORY:** CSIS 126 or word processing skills in the Windows environment.

CSIS 132 Intermediate Word Processing - MS Word**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

This course covers formatting with macros and styles, mail merge techniques, sorting data in tables, preparing and protecting forms. These techniques will be applied to a variety of different documents: contracts, reports, surveys, manuscripts, and various types of letters. Other topics include working with shared documents in a workgroup, integrating applications and creating hyperlinks for workgroup settings using Microsoft Word. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. **ADVISORY:** CSIS 126 Word Processing - MS Word

CSIS 134 Intermediate Excel**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

This course continues on where CSIS 121 Spreadsheet - MS Excel left off. Intermediate level training in spreadsheets using the Microsoft Excel program. The course includes graphing, formatting, database features, macros, and financial business calculations for decision making. This course has the option of a letter grade or pass/no pass. May be repeated once for credit. **ADVISORY:** CSIS 121 Spreadsheets - MS Excel

CSIS 140 Basic Digital Film/Video Production**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU, UC; GAV-GE:C1

An on-line self-paced course covering the basics of film/video production and post production (editing) using "easy to use" computer software such as Apple's iMovie. Beneficial for students who are producing a video/film project as a requirement for another college course, extra skills development, or for self interest. Completion of the associated class or personal project in DVD format using either personal video equipment or the equipment in the Digital Media Studio is required. May be repeated twice for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 140 and DM 140.

CSIS 142 Windows Vista**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU

This course provides fundamental information on the new Windows Vista environment for the computer. Introductory Windows Vista operations and file management are covered. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

CSIS 151 Introduction to XML Authoring**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course provides an introduction and overview of eXtensible Markup Language (XML) and XML related technologies used to develop content and manipulate data for commercial web sites. XML is a revolutionary language which is rapidly becoming a Web development standard for business-to-business transactions, and for database manipulation and searching. The class will cover well-formed and valid XML documents, namespaces, schemas, cascading style sheets (CSS), and XSLT. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: CSIS 6

CSIS 175A Networking Essentials**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU

This course introduces network standards, concepts, topology and terminology including LANs, WANs, the OSI model, cabling, IP addressing, network hardware and various protocols. The content of this course aligns itself with the first course in the Cisco Systems Networking Academy (CCNA 1) and the Microsoft MCSE series. This course has the option of a letter grade or pass/no pass. Previously CSIS 91A. ADVISORY: Mathematics 205, CSIS 1 or CSIS 2 and CSIS 181.

CSIS 175B Router Theory and Router Technologies**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU

This course is the second of four courses in the Cisco Networking Academy curriculum. This course is an introduction to router concepts and terminology including Ethernet and Token Ring frames, RIP and IGRP routing protocols, distance vector and link state routing, routing loop issues, TCP/IP basics, IP addressing, and IP access lists. Students will get hands-on experience configuring Cisco routers. This course has the option of a letter grade or pass/no pass. PREREQUISITE: CSIS 175A ADVISORY: CSIS 48

CSIS 175C Advanced Routing/Switching/WAN**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU

This course is the third/last course in the Cisco Networking Academy curriculum. This course covers the advanced features of router and routing concepts including IPX access lists, LAN segmentation, network congestion issues, cut-through and store and forward switches, and the operation of the Spanning Tree protocol. Other topics include: Wide Area Network services including LAMP, Frame Relay, ISDN, HDLC, PPP, DDR, LMI's and maps and subinterfaces on the Cisco router. This class includes practice using the Cisco routers. This course has the option of a letter grade or pass/no pass. PREREQUISITE: CSIS 175B

CSIS 178 Applied Networking**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course covers fundamental networking concepts and develops the skills and knowledge to set up and maintain small business/home networks. The course is not hardware or vendor specific. It helps students prepare for the "Network +" certification exam, an industry-wide, vendor-neutral certification program developed and sponsored by the Computing Technology Industry Association (CompTIA). This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: CSIS 124

CSIS 179 Introduction to Information Security**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course introduces students to network security concepts and prepares them for computer systems and network management duties. This course covers security concepts, communications and infrastructure security, basic cryptography, and operational and organizational security. May be repeated twice for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 178.

CSIS 181 PC Hardware**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course examines computing hardware, operating systems, and software applications from a technical side to enable students to select, install, maintain and optimize a computer system. This course will help prepare students to pursue the A+ Hardware Certification. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 124, CSIS 1 OR CSIS 2, or equivalent computer experience.

CSIS 182 Operating Systems**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course will survey current computer operating systems such as Microsoft Windows 98, NT, 2000 and XP. Linux will also be covered. Topics include file system management, systems requirements, network systems integration, security, and regular maintenance procedures. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience

CSIS 183 Introduction to Microsoft Servers**Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course introduces students to the fundamentals of Microsoft Server setup and administration. Topics include managing file systems (including Active Directories), devices, user accounts, backups, and basic security. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: CSIS 182.

CSIS 184 Computer Forensics**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Introduction to computer crime investigation processes. The student is introduced to the hardware, software, networks and devices found in typical home and business settings. Techniques and equipment used to collect evidence, ensure integrity, locate and prepare data for forensic investigation. Covers chain of custody requirements for admissible evidence, data formats for a variety of modern equipment, and recovery of deleted or encrypted information. This course has the option of a letter grade or pass/no pass. This course is also listed as AJ 184.

CSIS 190 Occupational Work Experience/Computer Science**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

CSIS 570 Computer Access Evaluation**Units:** .5 **Hours:** 1.5 Laboratory**Transferable:** No

This course is intended to provide an in-depth computer access evaluation in order to determine an appropriate access environment for a student with a disability or multiple disabilities. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry, open exit course. ADVISORY: This course is intended for students with a verified disability who show a need for the use of assistive computer programs and/or equipment or demonstrated academic deficit.

CSIS 571 Computer Assisted Instruction**Units:** .5 TO 2.0 **Hours:** 1.5 TO 6.0 Laboratory**Transferable:** No

This course is an Assistive Computer Technology Lab designed for students who are eligible for Disability Services. The course is designed to improve basic academic skills and/or cognitive processes through the use of appropriate software or to learn assistive devices designed to make computers accessible. Course content is based on Student Educational Contracts which are developed for each student. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry, open exit course. **ADVISORY:** This course is intended for students with a verified disability who show a need for the use of adaptive computer programs and/or equipment or demonstrated academic deficit.

CSIS 572 Adaptive Computer Basics**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** No

This course will include an introduction to the basic concept of how computers work, using the computer keyboard, word processing, beginning Internet and presentation graphics. This course will be self-paced and adjusted so that students with disabilities can learn a number of adaptive devices designed to make computers accessible. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. **ADVISORY:** This course is intended for students with a verified disability who show a need for the use of adaptive computer programs and/or equipment or demonstrated academic deficit.

Construction: see Industrial Technology (IT)

COSMETOLOGY

COS 191A Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** No

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

COS 191B Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** No

Workplace Skills teaches skills vital to workplace success. The topic for 191B is team building. Need not be taken in sequence. This is a pass/no pass course.

COS 191C Workplace Skills**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** No

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem Solving. Need not be taken in sequence. This is a pass/no pass course.

COS 200 Beginning Cosmetology**Units:** 12.0 **Hours:** 5.0 Lecture and 20.0 Laboratory**Transferable:** No

Fundamental principles of the science/art of beauty culture including hair design, chemical services and cosmetic therapy. May be repeated once for credit. **ADVISORY:** Eligible for English 250, 260 and Mathematics 205.

COS 201 Intermediate Cosmetology**Units:** 12.0 **Hours:** 5.0 Lecture and 20.0 Laboratory**Transferable:** No

Extended studies and techniques in tinting, bleaching, permanent waving, soft perming, chemical straightening, pedicuring, waxing, and shaping and styling. **ADVISORY:** Satisfactory completion of Cosmetology 200. Eligible for English 250, 260 and Mathematics 205.

COS 202 Advanced Cosmetology**Units:** 12.0 **Hours:** 5.0 Lecture and 20.0 Laboratory**Transferable:** No

Advanced techniques in tinting, lightening, hair design and cosmetic chemistry. May be repeated once for credit. **PREREQUISITE:** Completion of COS 200 & 201. **ADVISORY:** Eligible for English 250, 260 and Mathematics 205.

COS 203 Practicum**Units:** .5 TO 12.0 **Hours:** .0 TO 5.0 Lecture, .0 TO 20.0 Laboratory**Transferable:** No

Advanced techniques in tinting, lightening, hair and design and cosmetic chemistry. May be repeated once for credit. **PREREQUISITE:** Completion of COS 200, 201 and 202. **ADVISORY:** Eligible for English 250, 260 and Mathematics 205.

COS 205 State Board Review**Units:** 2.0 **Hours:** 1.0 Lecture and 4.0 Laboratory**Transferable:** No

State Board exam procedures and standards. **ADVISORY:** Cosmetology 201.

COS 207 Contemporary Styling**Units:** 4.5 **Hours:** 4.5 Lecture and 27.0 Laboratory**Transferable:** No

Studies and techniques in braiding, weaving, glass nails, silk wrap, individual lash and brow tinting, corrective make-up and low lights. This is a 6 week class offered in summer session only. May be repeated once for credit. **ADVISORY:** Satisfactory completion of Cosmetology 200. Eligible for English 250, 260, and Mathematics 205. Intermediate and Advanced cosmetology enrollments only.

COS 220 Scientific Skin Care (Esthetics)**Units:** 4.0 TO 8.0 **Hours:** 1.5 TO 3.0 Lecture, 7.5 TO 15.0 Laboratory**Transferable:** No

An introductory course designed to provide the skills necessary to be employed as an Esthetician (Facialist). Skills taught include skin care and treatment, cosmetics, and the use of electrical modalities. **REQUIRED:** 17 years of age, completed 10th grade or equivalent, as per State Board of Cosmetology.

COS 221 Advanced Scientific Skin Care (Esthetics)**Units:** 4.0 TO 8.0 **Hours:** .0 TO 3.0 Lecture, .0 TO 15.0 Laboratory**Transferable:** No

An advanced in-depth study and training in the care and treatment of skin, cosmetics and manipulative electrical modalities as required by the State Board of Cosmetology. **PREREQUISITE:** Completion of COS 220 or equivalent.

COS 290 Occupational Work Experience/Cosmetology**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** No

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

Computerized Accounting: see ACCT 120

Corrections: see Administration of Justice

CPR: see Allied Health

Desktop Publishing: see CSIS or DM

DIGITAL MEDIA

DM 6 Web Page Authoring I

Units: 2.0 Hours: 2.0 Lecture

Transferable: CSU; GAV-GE:E2

An introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites, background color or patterns, graphics, tables and mailto links. Principles of design and color as they apply to screen presentations will be included. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. Also listed as CSIS 6 and LIB 6. ADVISORY: CSIS 1 or CSIS 2 or CSIS 3/LIB 3 advised.

DM 7 Web Page Authoring II

Units: 2.0 Hours: 2.0 Lecture

Transferable: CSU

This course is a continuation of CSIS 6, Web Page Authoring I. Topics that will be covered include XHTML, frames, advanced tables, forms, scripting languages, image maps, Cascading Style Sheets (CSS), and new trends in web page technology. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. This course is also listed as CSIS 7. ADVISORY: CSIS 6

DM 60 3D Animation I

Units: 3.0 Hours: 2.0 Lecture and 3.0 Laboratory

Transferable: CSU

Fundamentals and aesthetics of digital 3D animation, including modeling, animation and rendering. Focus on computer animation tools and techniques including workflow and storyboarding. Builds a solid foundation for developing character animation, architecture walkthroughs, and special-effect sequences. This course has the option of a letter grade or pass/no pass. May be repeated once for credit. ADVISORY: Any of the following: DM 77, DM 75, DM 76, DM 110, CGD 2 or equivalent.

DM 61 3D Animation II

Units: 3.0 Hours: 2.0 Lecture and 3.0 Laboratory

Transferable: CSU

This class extends animation into character modeling, soundtrack synchronization, advanced shading, lighting, rendering and compositing techniques. May include topics such as particles, dynamics, and scripting. This course has the option of a letter grade or pass/no pass. ADVISORY: DM 60 or equivalent experience.

DM 71 Desktop Publishing - Adobe PageMaker

Units: 3.0 Hours: 2.0 Lecture and 3.0 Laboratory

Transferable: CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisements. Included in the course will be basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with industry standard software. This course has the option of a letter grade or pass/no pass. May be repeated once for credit. This course is also listed as CSIS 71. ADVISORY: CSIS 124

DM 72 Desktop Publishing - QuarkXPress

Units: 3.0 Hours: 2.0 Lecture and 3.0 Laboratory

Transferable: CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisement. Included in the course will be the basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with industry standard software. This course has the option of a letter grade or pass/no pass. This course may be repeated once for credit. This course is also listed as CSIS 72. ADVISORY: CSIS 124 and CSIS 126

DM 73 Desktop Publishing - Adobe InDesign

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU

This course will provide students the opportunity to learn to use basic features of desktop publishing software to create all types of publications: flyers, brochures, newsletters, and advertisements. Included in the course will be basic page layout and design principles and integrating text and graphics to create attractive business publications. The course will be taught with Adobe InDesign. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 73. ADVISORY: Completion of CSIS 1 or completion of CSIS 2.

DM 74 Advanced PhotoShop

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU; GAV-GE:C1

This course is for the PhotoShop-experienced student and explores PhotoShop's advanced features in depth. Students work on projects, which challenge their creativity and technical ability, and will be encouraged to develop complex projects for the web and for the printed page. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 74 and CSIS 74. ADVISORY: CSIS 75 PhotoShop I

DM 75 Photoshop I - Adobe PhotoShop

Units: 3.0 Hours: 2.0 Lecture and 3.0 Laboratory

Transferable: CSU; GAV-GE:C1

This course is based on the software application Adobe Photoshop. Students learn to scan photographs and manipulate them using Photoshop tool box and special effects filters. They will learn to correct photos; mask image using channels; create duotone, tritone, and quadtone images; prepare photos for use in printing and on the web. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. Students who repeat this course will learn new and advanced features. This course is also listed as CSIS 75. ADVISORY: CSIS 124 (Windows Fundamentals), CSIS 2L

DM 76 Digital Illustration

Units: 3.0 Hours: 2.0 Lecture and 3.0 Laboratory

Transferable: CSU; GAV-GE:C1

Illustration techniques using computer Bezier curve-based illustration software tools to do diagrams and graphics for use in art, desktop publishing, web graphics, multimedia, and computer presentations. This basic Illustrator course is focused on the technical and historical aspects of digital design and illustration as well as the development of personal artistic expression and visual perception through the use of the digital illustration medium. The course will include lectures and discussions about color, composition and content, computer and illustration program use, printing and presentation techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 76 and CSIS 76. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

DM 77 Introduction to Digital Media and its Tools

Units: 3.0 Hours: 2.0 Lecture and 3.0 Laboratory

Transferable: CSU, UC; GAV-GE:C1

An introduction to the field of digital media, including history, social impact, concepts, career options and industry trends. Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and production of digital media by creating and editing digital images, sounds, video, animation, and text. A comprehensive term project for publication on the web or CD ROM will be required. This course is also listed as ART 77 and CSIS 77. This course has the option of a letter grade or pass/no pass. May be repeated twice for credit. ADVISORY: CSIS 124, CSIS 1, CSIS 2/2L, CSIS 3, or familiarity using the Macintosh or Windows operating system.

DM 79 Portfolio Development

Units: 1.0 Hours: 1.0 Lecture

Transferable: CSU; GAV-GE:C1

The planning and production of personal portfolios and self-promotion materials, including online, print, slides, and e-media (CD ROM, DVD) portfolios; cover letters, and resumes. Focuses on self-promotion for jobs, self-employment, or advanced education in the fields of Art, Computer Graphic Design and Digital Media. Students will leave the class with one or more portfolios representing their work. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 79 and CSIS 79.

DM 80 Digital Photography

Units: 3.0 **Hours:** 2.0 Lecture and 4.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

The study of digital photography from digital camera to the computer-based printer or digital media. Artistic, theoretical, and technical aspects will be considered. Topics include information about types and purchasing of digital cameras; theory, mechanics, and art of digital imagery; digital darkroom; eccentricities of digital photo taking; stitching photos for virtual reality; and preparing digital images for print, World Wide Web and other digital media. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 80 and CSIS 80. ADVISORY: CSIS 1 or CSIS 2/2L or ART 8A or equivalent computer experience.

DM 85 Web Design I: Dreamweaver

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU; GAV-GE:C1

Basic and intermediate principles of designing Web pages/sites using the Dreamweaver web design software and HTML. Emphasis will be on good design and the use of tables, frames, forms, rollovers, DHTML, XHTML, behaviors, and CSS. Also includes site maintenance and the integration of multimedia components such as graphics, sound, animation, and video. This course is for the content person to design, develop, and maintain effective Web sites. This course is also listed as ART 85 and CSIS 85. This course has the option of a letter grade or pass/no pass. May be repeated twice for credit. ADVISORY: CSIS 6 or basic knowledge of HTML.

DM 98 Special Topics

Units: .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture
Transferable: CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topical content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. May be repeated for credit with different topics. This course has the option of a letter grade or pass/no pass.

DM 107 Digital Media Design

Units: 2.0 **Hours:** 1.5 Lecture and 1.5 Laboratory
Transferable: CSU

Fundamentals of design for visual, time-based, interactive, and sound arts as applied to digital media. Includes basic storytelling, graphic design, information architecture, and human factors. Page layout, scriptwriting, storyboards, and flow charts will be used as tools applicable to the design and development of business presentations, interactive media, educational multimedia, animation, web sites, video games, and film/video. This course has the option of a letter grade or pass/no pass. Also listed as ART 107 and CSIS 107. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience

DM 108 Digital Media Lab

Units: .5 TO 3.0 **Hours:** 1.5 TO 9.0 Laboratory
Transferable: CSU; GAV-GE:C1

Supervised practice and individualized computer assisted learning or software applications and techniques commonly found in the design and production of digital media (e.g., digital art and imaging, digital photography, digital print, digital audio/video, web design design/authoring, DVD/CD ROMs, animation). Supplements lecture courses. Open entry/exit, so may be added anytime during the semester. This is a pass/no pass course. Also listed as ART 108 and CSIS 108. May be repeated three times for credit. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience.

DM 110 Interactive Animation: Flash

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

The production of vector graphics, animation, and interactive multimedia in Shockwave-Flash format for web pages and other digital media. Design of highly interactive web site interfaces and animated games using Flash actions (scripting). Useful for web designers/developers, animators, and multimedia authors. This course has the option of a letter grade or pass/no pass. Also listed as ART 110 and CSIS 110. May be repeated three times for credit. ADVISORY: CSIS 1, CSIS 2/2L, CSIS 124 or basic computer knowledge.

DM 111 Sound Design for Digital Media

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU

Study and practice of the techniques and aesthetics of sound design especially for digital media (i.e., digital video/film, DVD, video games, WWW, and presentations.) Recording (including live audio), mixing and processing of Foley effects, ADR, voice-overs, sound tracks, and narration. This is not a music composition course, but use of sampled and electronic music/loops for creating background music will also be studied. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer knowledge.

DM 113 Introduction to Digital Video

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Introduction to the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using the personal computer equipped with specialized software such as iMovie, Final Cut Pro, and After Effects. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD, and the World Wide Web. Students will produce a final digital video project on DVD. This course has the option of a letter grade or pass/no pass. May be repeated 2 times for credit. Also listed as ART 113 and CSIS 113. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience

DM 114 Digital Media Production

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

A team oriented practicum that focuses on the application of learned skills to the production of digital media and digital print projects, such as web sites, CD ROM, and DVDs. Project development will be accomplished according to team derived master schedules. Lectures will be on project management, work coordination and production techniques, client-team interface, asset management and integration, budget estimates, testing, and copyright infringement. Please note that this is very much a team oriented class. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 114 and CSIS 114. ADVISORY: At least one of the following: ART 75, CGE 2, JOUR 18A, MUS 21, CSIS 7, CSIS 71, OR CSIS 77. or possess equivalent skills from any one of the following areas: digital media, computer graphics, digital print, film, TV/video, journalism (publishing), drawing or illustration, web design/ development, business/marketing, or programming.

DM 117 Visual Effects-Motion Graphics

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC

Study of the design of motion graphics and special effects used in digital video and film, web, multimedia, and interactive games. Includes video/graphics compositing techniques, 2D animation, basic 3D animation, and special effects commonly generated in digital post- production. Software such as Adobe After Effects or Apple's Motion will be used. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 117 and CSIS 117. ADVISORY: DM/ART/CSIS 113 or DM/ART/CSIS 140 or DM/ART/CSIS 77 or THEA 17A or basic knowledge of digital video/film editing.

DM 140 Basic Digital Film/Video Production

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU, UC; GAV-GE:C1

An on-line self-paced course covering the basics of film/video production and post production (editing) using "easy to use" computer software such as Apple's iMovie. Beneficial for students who are producing a video/film project as a requirement for another college course, extra skills development, or for self interest. Completion of the associated class or personal project in DVD format using either personal video equipment or the equipment in the Digital Media Studio is required. May be repeated twice for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 140 and CSIS 140.

Disability: see Voc Prep-Disability, Phys Ed-Adapted

Drama: see Mass Communications & TV, Theatre Arts



DRYWALL-LATHING

DRLT 200 Introduction to the Trade

Units: 2.0 Hours: 36.0 Lecture

Transferable: No

This course is an introduction to drywall/lathing apprenticeship, state and federal apprenticeship laws, apprenticeship record keeping, apprentice evaluation procedures, general safety, work ethic, sexual harassment issues, and basic tools of the trade.

DRLT 202 Basic Applications

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course is an introduction to basic gypsum wall covering and ceiling applications. Topics include knot recognition and application to rigging on construction job-sites.

DRLT 205 Mathematics for Drywall/Lathing

Units: 2.0 Hours: 36.0 Lecture

Transferable: No

This course covers mathematics applications to drywall and lathing trades with specific focus on mathematical processes related to construction. Basic topics include whole numbers, fractions, decimal fractions, ratios, proportions, percentages, areas and volumes. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 210 Residential Metal Framing

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers basic residential metal framing. It includes framing of floors, walls, doors, windows, roofs, trusses and stairs. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 212 Doors, Windows, Exterior Systems/Building Documents

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers doors, windows, door and window framing, and exterior wall covering systems. Topics include an introduction to blueprints and building codes. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 220 Blueprint Reading I

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers job specifications, blueprint structure and basic blueprint reading and interpretation. Topics include an introduction to construction drawings and sketching. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 221 Blueprint Reading II

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course is a continuation of Blueprint Reading I (DRLT 200). Topics include interpretation, problem solving, correlating specifications, prints, addenda, notes, sections and mathematics used with blueprints. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 222 Blueprint Reading III

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course is a continuation of Blueprint Reading II (DRLT 221). Topics include take-offs, material estimates, material requisition, job costs and layout from blueprints. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 230 Welding I

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers welding and welding concepts for construction job sites. Topics include welding safety, basic welding terms, definitions, positions, and cutting operations. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 231 Welding II

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course is a continuation of Welding I (DRLT 230). Topics include welding safety, concepts, process, symbols, and certification performance. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 240 Exterior/Advanced Fire Control System and Partitions

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers safety, principles, theory, and application of advanced fire control systems. Topics include principles and applications of partitions and metal framing. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 242 Exterior Systems and Trims

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers safety, principles, and application of exterior wall framing, coverings, and trims. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 250 Interior Metal Lathing System and Sound Control

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers materials, principles, theory, and application of lath and plaster interior hollow walls and partitions. Topics include principles, and application of sound control systems and an introduction to mathematics and layout for building arches. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 260 Ceilings, Shaft Protection and Demountable Partitions

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers safety, materials, principles, theory, and installation of ceiling systems, demountable partitions, and shaft systems. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 262 Arches, Furring and Advanced Systems

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers safety, materials, principles, theory, and installation of furring, arch systems, and fire retardant materials. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 270 Advanced Construction Techniques

Units: 1.5 Hours: 21.0 Lecture and 18.0 Laboratory

Transferable: No

This course covers safety, materials, principles and theory of advanced construction techniques. Topics include following written and verbal directions, construction directly from blueprints, and research techniques. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

DRLT 290 Occupational Work Experience/Drywall-Lathing**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** No

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

Early Childhood Education: see Child Development**Earth Science: see Geology, Geography****ECON 14 Personal Finance****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, insurance, investments, retirement, and estate planning will be examined. This course is also listed as BUS 14. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Math 400

**Education: see Child Development, Liberal Arts with
Elementary Education Emphasis****ECOLOGY****ECOL 1 Conservation of Natural Resources****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3

This course examines the fundamentals of ecology (the study of the relationships between organisms and their environment) with special emphasis on human effects on the environment. Topics of discussion will include ecosystem dynamics, resources, pollution, population growth, and the clash between economic and political policy and the environment. **ADVISORY:** Eligible for English 250 and English 260.

ECONOMICS**ECON 1 Principles of Macroeconomics****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D2, IGETC:4B; GAV-GE:D2, F; CAN:ECON2

Introduction to the principles of macroeconomics, social organization of the economy; supply and demand; the determinants of national income and production, economic growth, the global economy and trade, employment, prices, savings and investment; the nature and effectiveness of monetary and fiscal policy. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 1A and Mathematics 233.

ECON 2 Principles of Microeconomics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D2, IGETC:4B; GAV-GE:D2; CAN:ECON4

Introduction to microeconomic principles and theory; supply, demand; product and factor price determination, resource allocation, costs, revenues, and profits under different competitive situations; international trade; government regulation and taxation. Note: Economics 1 is not a prerequisite for Economics 2. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 260, English 250 and Mathematics 233.

ECON 10 Fundamentals of Economics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D2, IGETC:4B; GAV-GE:D2

A survey of economic concepts and systems. Topics to be covered include production and consumption, pricing and competition, economic growth, inflation, employment, money and banking, and international trade. Not open to students with credit in Economics 1 or 2. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250, English 260.

ECON 11 Statistics for Business and Economics**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Statistical methods for business/economics analysis; descriptive statistics, inference, correlation and regression, probability, time series analysis. This course has the option of a letter grade or pass/no pass. This course is also listed as BUS 11. **PREREQUISITE:** Mathematics 233.

ENGINEERING**ENGR 1 Engineering Graphics****Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CAN:ENGR2

An introduction to the graphical and visual communication of the engineering design process. Topics will include the design process, visualization, free-hand sketching, orthographic projection, multi views, auxiliary views, section views, dimensioning and tolerances. Computer-aided-drafting (CAD) software will be used extensively in conjunction with traditional methods to highlight the strengths of multiple communication methodologies. **ADVISORY:** Eligible for English 250 and English 260; Mathematics 1A - may be concurrent, and CSIS 10 - May be concurrent.

ENGR 2 Statics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CAN:ENGR8

Vector statics. Force, moment, couple, system isolation, adequacy of constraint, concentrated and distributed loads, fluid statics, flexible cables, friction and virtual work. Bridge design project. **PREREQUISITE:** Mathematics 1A and Mathematics 1B and Physics 4A with a grade of 'C' or better.

ENGR 3 Electrical Circuits/Devices and Systems**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CAN:ENGR12

Natural, forced, and steady-state response by impedance, exponential, pole-zero and phasor methods; solid state; digital circuits and laplace transform methods are introduced. **PREREQUISITE:** Mathematics 1A with a grade of 'C' or better. May be taken concurrently. **ADVISORY:** Physics 4B with a grade of "C" or better and Mathematics 2C.

ENGR 4 Properties Of Materials**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CAN:ENGR4

Basic principles of physics and chemistry are used to determine the quantitative relationships which describe the behavior of solids. Particular emphasis is placed upon the relationship between the structure and mechanical properties of crystalline solids. Applications consider control of properties as an engineering design variable. A term paper based upon review of the periodical technical literature is required. **PREREQUISITE:** Chemistry 1A and Physics 4A.

ENGR 5 C++ Scientific Programming**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CAN:CSCI4

An introduction to computer problem solving and programming using the C++ language for science and engineering majors. Students will write programs for a variety of scientific and mathematical applications. **PREREQUISITE:** Mathematics 1A **ADVISORY:** Completion of CSIS 10.

ENGR 10A Introduction to Engineering I**Units:** 2.0 **Hours:** 1.5 Lecture and 1.5 Laboratory**Transferable:** CSU, UC

Engineering 10A introduces students to the engineering profession. Topics will include an introduction to the various engineering disciplines; the role of engineers and engineering in society; the curriculum requirements for the various engineering disciplines at different four-year institutions; academic success strategies; personal and professional development techniques; an introduction to the engineering design process; an introduction to engineering problem-solving methodologies; engineering ethics; communication skills; and working as a member of a team. **ADVISORY:** English 250.

ENGL 2E Introduction to Women Writers**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, F

This is a transfer literature class which examines the history of women as writers and distinguishes themes in women's literature using the tools of literary criticism. **PREREQUISITE:** Eligible for English 1A.

ENGL 2F Children's Literature**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2

A survey of texts for elementary and intermediate grades, with a focus on literary analysis, criticism and evaluation. Study of historical backgrounds and development of genres of children's literature in a cross section of cultures. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** English 1A.

ENGL 2J Mythology**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2

This course is a survey of myths from around the world, with an emphasis on literary analysis of the myths. The course covers the purposes and types of myths; the development of myths and mythological characters, the recurring elements of mythological structures, the influence of mythology on contemporary texts. **PREREQUISITE:** Eligible for English 1A.

ENGL 4A British Literature - 449 to 1798 A.D.**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:ENGL8, ENGL SEQ B

This course is a study of the masters of British literature. In English 4A the student studies the years 449 through 1798 A.D. **PREREQUISITE:** Eligible for English 1A.

ENGL 4B British Literature - 1798 to Present**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:ENGL10, ENGL SEQ B

This course is a study of the masters of British Literature from 1798 to present. In this course we will read and analyze the literature of Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, Browning, Arnold, Clough, Hopkins, Rossetti, Bronte, Yeats, Joyce, Woolf, Lawrence, Eliot, and Forster. Note: this course need not be taken in sequence. **PREREQUISITE:** Eligible for English 1A.

ENGL 5A Survey of American Literature - 1620 to 1865**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:ENGL14

This course is a study of the masters of American literature covering the years 1620 to 1865 A.D. **PREREQUISITE:** Eligible for English 1A.

ENGL 5B Survey of American Literature - 1865 to Present**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:ENGL16

This course is a study of the masters of American literature covering the years 1865 A.D. to the present. Note: Need not be taken in sequence. **PREREQUISITE:** Eligible for English 1A.

ENGL 9A Introduction to Creative Writing**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2; GAV-GE:C2; CAN:ENGL6

This course includes the writing, reading, and critical discussions of various forms of poetry and fiction. **PREREQUISITE:** Eligible for English 1A.

ENGLISH**ENGL 1A Composition****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:A2, IGETC:1A; GAV-GE:A2; CAN:ENGL2, ENGL SEQ A

This is a writing course which emphasizes expository writing, argumentative writing, and critical reading of expository prose. It is meant to train students in clear thinking and reasoned support of ideas. Students will be given the opportunity to read models of good expository and argumentative prose and learn the techniques of good writing. These include choosing appropriate subjects, developing restricted, unified, and precise theses and presenting supporting evidence in a logical, lucid, and effective manner. To achieve this end, students write no fewer than six essays and read at least five works, two of which are book length. **PREREQUISITE:** English 250 and English 260 or English 250 and SSCI 270A or English 250 and SSCI 270B with a grade of 'C' or better or satisfactory score on the English placement examination.

ENGL 1B Composition and Literature**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C, IGETC:3B; GAV-GE:C2; CAN:ENGL4, ENGL SEQ A

English 1B continues the work begun in 1A, but now the emphasis shifts to writing expository prose in conjunction with reading and analyzing imaginative literature. Students are to write as fledgling critics and use the text as a basis for other forms of reflection. The reading requirement includes short stories, poetry, drama, and at least two novels. Course work will also include fundamentals of research writing. **PREREQUISITE:** English 1A with a grade of "C" or better.

ENGL 1C Critical Reasoning and Writing**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:A3, IGETC:1B; GAV-GE:C2

This course is designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1A. The emphasis is on critical analysis of arguments and the development of the ability to integrate the principles of critical thinking into essay writing. **PREREQUISITE:** English 1A with a grade of "C" or better.

ENGL 2B American Ethnic Literature**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, F

Students will examine the concept of ethnicity in the context of contemporary American multi-ethnic literature: Native American, Hispanic American, Black American, Asian American. Students will critique this literature using the accepted elements of literary criticism. They will read and analyze selections from each literature and explain their results in journals, oral presentations, a research project and examinations. **PREREQUISITE:** Eligible for English 1A.

ENGL 2C Introduction to Film and Fiction**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2

This is a literature course in analysis of the novel and film as art forms. The student will read several novels, view the films based on the novels, and discuss the difference in techniques, both orally and in writing. **PREREQUISITE:** Eligible for English 1A.

ENGL 9B Advanced Creative Writing

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:C2; GAV-GE:C2

This class is a continuation of English 9A, with the emphasis shifting to publication. The genre of non-fiction will be the primary focus, but the genres of fiction will also be taught at a more comprehensive level than in English 9A. The process of finding a market for one's work will be followed step by step. The class may compile and publish "Soaring", Gavilan's literary magazine, each spring semester. **PREREQUISITE:** English 9A with a grade of credit or C or better.

ENGL 9C Poetry Writing

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CSU-GE:C2; GAV-GE:C2

This course includes the writing, reading, and critical discussions of various forms of poetry. **PREREQUISITE:** English 9A with a grade of credit or C or better.

ENGL 12A Tutoring Writers: Training/Theory & Practice

Units: 1.0 TO 3.0 **Hours:** 1.0 TO 3.0 Lecture
Transferable: CSU

Fundamentals of compositional theory, the writing process, peer-to-peer communication, interacting with faculty and educational institutions and effective responses to writing will be covered. In addition, students will gain an understanding of the basic history, methodology and practice of writing pedagogy while developing a writing community that aids in connecting them to their own writing practice. **ADVISORY:** Eligible for English 1A.

ENGL 12B Tutoring Writers: Training/Theory & Practice

Units: 1.0 TO 3.0 **Hours:** 1.0 TO 3.0 Lecture
Transferable: CSU

Fundamentals of compositional theory, the writing process, peer-to-peer communication, interacting with faculty and educational institutions and effective responses to writing will be covered. In addition, students will gain an understanding of the basic history, methodology and practice of writing pedagogy while developing a writing community that aids in connecting them to their own writing practice. **ADVISORY:** Eligible for English 1A.

ENGL 12C Tutoring Writers: Training/Theory & Practice

Units: 1.0 TO 3.0 **Hours:** 1.0 TO 3.0 Lecture
Transferable: CSU

Fundamentals of compositional theory, the writing process, peer-to-peer communication, interacting with faculty and educational institutions and effective responses to writing will be covered. In addition, students will gain an understanding of the basic history, methodology and practice of writing pedagogy while developing a writing community that aids in connecting them to their own writing practice. **ADVISORY:** Eligible for English 1A.

ENGL 12D Tutoring Writers: Training, Theory & Practice

Units: 1.0 TO 3.0 **Hours:** 1.0 TO 3.0 Lecture
Transferable: CSU

Fundamentals of compositional theory, the writing process, peer-to-peer communication, interacting with faculty and educational institutions and effective responses to writing will be covered. In addition, students will gain an understanding of the basic history, methodology and practice of writing pedagogy while developing a writing community that aids in connecting them to their own writing practice. **ADVISORY:** Eligible for English 1A.

ENGL 250 Practical Writing

Units: 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory
Transferable: No

This course covers writing clear, correct, effective essays and learning preliminary research skills. **PREREQUISITE:** English 440 or ESL 563 with a grade of 'C' or better or satisfactory score on the English placement examination.

ENGL 260 Preparation for College Reading

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: No; GAV-GE:A3

This is a course presenting strategies in the technique and practice of college level critical reading and thinking skills. **PREREQUISITE:** Completion of English 420 or ESL 562 with a grade of 'C' or better or Assessment recommendation.

ENGL 420 Reading Improvement

Units: 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory
Transferable: No

This is a practical, "how to" course teaching various methods of learning and reading college material. Using group and individual instruction in vocabulary, comprehension, and study skills, the students will increase their ability to survive academically, to profit, grow and succeed in all college courses, and to enjoy reading and learning. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** Satisfactory score on the English placement examination.

ENGL 439 Basic Grammar and Reading

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory
Transferable: No

This is a remediation course introducing basic reading and writing strategies, as well as study skills. Group and individual instruction will be used to build vocabulary, increase reading comprehension, develop study skills, and apply basic grammar to writing. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This is a pass/no pass course. **ADVISORY:** Assessment recommendation.

ENGL 440 Basic Writing

Units: 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory
Transferable: No

This is an intensive study and application of basic grammar, sentence, and essay writing skills within the context of composing short essays. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. **PREREQUISITE:** Satisfactory score on the English placement examination.

ENGLISH AS A SECOND LANGUAGE

Noncredit ESL classes are listed on page 218.

ESL 509A Basic ESL Review I

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: No

This is a basic ESL course for students with little or no oral or written English competency. It will give students mostly oral practice with basic vocabulary about topics such as everyday activities, the family, places and clothing. The Present Continuous and Simple Present tenses will be presented and practiced in a variety of everyday conversational situations. The course integrates reading, writing, listening, and speaking, with emphasis on building the students' conversational skills and confidence in speaking English. This is a pass/no pass course. **ADVISORY:** ESL Assessment Recommendation or eligibility for ESL 510A.

ESL 509B Basic ESL Review II

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: No

This is a basic skills ESL course designed to help students review and maintain grammar and speaking skills between semesters. The emphasis will be on oral production centered around lifeskill areas such as food, families, work, clothing, health, home school, shopping, recreation, and transportation. Grammar tenses (present, present continuous, and past) will be reviewed and practiced. The course integrates listening, speaking, reading, and writing with an emphasis on oral communication. This is a pass/no pass course.

ESL 510A Basic ESL I

Units: 9.0 Hours: 9.0 Lecture

Transferable: No

This is an intensive, integrated-skill course for students with little English. Through listening, speaking, reading and writing activities, students learn to use the structures of English with increasing accuracy, while gaining basic life skills. ADVISORY: ESL Assessment Recommendation.

ESL 510B Basic ESL II

Units: 9.0 Hours: 9.0 Lecture

Transferable: No

This course is a continuation of ESL 510A. This is an intensive, integrated-skill program for students who function in a limited way in English. Through listening, speaking, reading and writing activities, students continue learning to use the structures of English with increasing accuracy, while gaining further basic life skills. ADVISORY: ESL 510A or ESL assessment recommendation.

ESL 521 Beginning ESL Listening/Speaking

Units: 4.0 Hours: 4.0 Lecture

Transferable: No

This course develops basic listening and speaking skills, moving from a functional survival context to academic readiness. Activities are directed at providing practice through listening exercises, role-play, pair work, small and large group discussion, interviews, and oral presentations. ADVISORY: ESL 510B or ESL Assessment Test Recommendation. Recommended concurrent enrollment in ESL 522 and 523.

ESL 522 Beginning ESL Reading/Vocabulary

Units: 3.0 Hours: 3.0 Lecture

Transferable: No

This course begins the development of reading skills and vocabulary through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students. ADVISORY: ESL 510B or 510C or Assessment recommendation. Recommended concurrent enrollment in ESL 521 and 523.

ESL 523 Beginning ESL Grammar/Writing

Units: 5.0 Hours: 5.0 Lecture

Transferable: No

This is a beginning grammar/writing course for students with very basic grammar. The focus is on basic grammatical structures, punctuation and sentence skills. ADVISORY: ESL 510B or ESL Assessment Test recommendation. Recommended concurrent enrollment in ESL 521 and ESL 522.

ESL 527 Integrated Reading-Writing I

Units: 6.0 Hours: 6.0 Lecture

Transferable: No

This is the first course in a series of integrated skills courses designed to develop the reading, writing and grammar skills of ESL students. This beginning course focuses on vocabulary development, basic reading strategies and comprehension, basic grammar and beginning writing skills (sentence level and basic paragraphs.) The aim of this course is to assist beginning level students in becoming more literate while participating in holistic reading and writing activities based on engaging multicultural topics. PREREQUISITE: ESL 510B or ESL 503, or ESL assessment recommendation.

ESL 528 Integrated Speaking/Listening I

Units: 6.0 Hours: 6.0 Lecture

Transferable: No

This is the first in a series of integrated skills courses designed to develop the listening, speaking and pronunciation skills of beginning ESL students. Activities, which include listening exercises, role-play, pair work, small and large group discussions, interviews, oral presentations and pronunciation drills (focusing on English sounds and rhythm), are presented in the context of relevant, contemporary and intellectually challenging themes. This course is designed especially for students with academic objectives but is highly appropriate for students with personal language goals, as well. PREREQUISITE: ESL 510B or ESL 503 or ESL Assessment recommendation.

ESL 531 Intermediate ESL Listening/Speaking I

Units: 4.0 Hours: 4.0 Lecture

Transferable: No

In this course, listening and speaking skills are developed through extended listening exercises, open-ended dialogues, pair and group discussions, oral interviews, and oral reports. PREREQUISITE: ESL 521 or ESL 528 with a grade of 'C' or better or ESL Assessment Recommendation. Recommended concurrent enrollment in ESL 532 and 533.

ESL 532 Intermediate ESL Reading/Vocabulary I

Units: 3.0 Hours: 3.0 Lecture

Transferable: No

This course continues the development of reading skills and vocabulary through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students. PREREQUISITE: ESL 522 with a grade of 'C' or better or ESL assessment recommendation. Recommended concurrent enrollment in ESL 531 and 533.

ESL 533 Intermediate ESL Grammar/Writing I

Units: 5.0 Hours: 5.0 Lecture

Transferable: No

This course involves the practice and refinement of sentence and paragraph skills, structure and punctuation. Students will learn basic use of the computer as a writing tool. PREREQUISITE: ESL 523 with a grade of C or better or ESL Assessment Test recommendation. ADVISORY: Recommended concurrent enrollment in ESL 531 and ESL 532.

ESL 537 Integrated Reading/Writing II

Units: 6.0 Hours: 6.0 Lecture

Transferable: No

This is the second course in a series of integrated skills courses designed to continue the development of reading, writing and grammar skills of low-intermediate ESL students. The course focuses on vocabulary development through the application of different reading strategies to a variety of selections of topics of interest to academically-bound students. It also involves the practice and refinement of sentence and paragraph skills, structure and pronunciation. PREREQUISITE: ESL 523 and ESL 522, or ESL 527, or ESL Assessment Recommendation.

ESL 538 Integrated Listening/Speaking II

Units: 6.0 Hours: 6.0 Lecture

Transferable: No

This is the second in a series of integrated skills courses designed to develop the listening, speaking and pronunciation skills of low intermediate ESL students. Activities, which include listening exercises, role play, pair-work, small and large group discussions, interviews, oral presentations, and pronunciation (focusing on English sounds, rhythm and intonation), are presented in the context of relevant, contemporary and intellectually challenging themes. This course is designed especially for students with academic objectives but is highly appropriate for students with personal language goals as well. PREREQUISITE: ESL 528 or ESL 521 or ESL assessment recommendation.

ESL 541 Intermediate ESL Listening/Speaking II

Units: 4.0 Hours: 4.0 Lecture

Transferable: No

This course expands listening and speaking skills through extended listening exercises, open-ended dialogues, pair and group discussions, oral interviews, and oral reports. Students broaden vocabulary while listening to and speaking in both formal and informal, conversational and academic situations. PREREQUISITE: ESL 531 or ESL 538 with a grade of 'C' or better or ESL assessment recommendation. Recommended concurrent enrollment in ESL 542 and 543.

ESL 542 Intermediate ESL Reading/Vocabulary II

Units: 3.0 Hours: 3.0 Lecture

Transferable: No

This course begins the expansion of reading skills and vocabulary development through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students including selections from literature. PREREQUISITE: ESL 532 with a grade of 'C' or better or ESL Assessment Recommendation. Recommended concurrent enrollment in ESL 541 and 543.

ESL 543 Intermediate ESL Grammar/Writing II**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This course involves the expansion of sentence and paragraph skills, structure, and punctuation. Students will learn basic use of the computer as a writing tool. **PREREQUISITE:** ESL 533 with a grade of C or better or ESL assessment recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 541 and ESL 542.

ESL 546 Introduction to Computers for ESL Students**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** No

Introduction to basic computer hardware functions and terminology; overview of Windows operating environment and word processing for ESL students. **ADVISORY:** CSIS 122. Eligible for Gavilan College ESL Program Intermediate.

ESL 547 Integrated Reading/Writing III**Units:** 6.0 **Hours:** 6.0 Lecture**Transferable:** No

This is the third course in a series of integrated skills courses designed to expand the development of reading, writing, and grammar skills of high-intermediate ESL students. The course focuses on vocabulary development through the application of different reading strategies to a variety of selections of topics of interest to academically-bound students. It also involves the further practice and refinement of sentence and paragraph skills, structure and punctuation. **PREREQUISITE:** ESL 533 and ESL 532, or ESL 537 or ESL assessment recommendation.

ESL 548 Integrated Listening/Speaking III**Units:** 6.0 **Hours:** 6.0 Lecture**Transferable:** No

This is the third in a series of integrated skills courses designed to develop listening, speaking and pronunciation skills of high intermediate ESL students. Activities, which include listening exercises, role-play, pair work, small and large group discussions, interviews, oral presentations, and pronunciation drills (focusing on English sounds, rhythm and intonation), are presented in the context of relevant, contemporary, and intellectually challenging themes. This course is designed especially for students with academic objectives but is highly appropriate for students with personal language goals, as well. **PREREQUISITE:** ESL 538 or ESL 531 or ESL assessment recommendation.

ESL 552 Advanced ESL Reading/Vocabulary I**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** No

This course focuses on academic and critical thinking skills needed to increase reading comprehension and efficiency. Emphasis is on analyzing, making inferences, taking notes, supporting opinions, summarizing and expanding vocabulary. Readings are from academic texts and literature. **PREREQUISITE:** ESL 542 with a grade of 'C' or better or ESL assessment recommendation. Recommended concurrent enrollment in ESL 553 and 554.

ESL 553 Advanced ESL Composition I**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This course is a composition course for ESL students that develops college composition skills through a review of the parts and elements of the English paragraph and an introduction to the essay form. The course focuses on the development of a paragraph and expands to the writing of multiple paragraphs in an essay. Basic rhetorical patterns and methods of organization are covered using the multiple-draft approach to writing. **PREREQUISITE:** ESL 543 with a grade of C or better or ESL Assessment Test recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 552 and ESL 554.

ESL 554 Advanced ESL Grammar I**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This course is designed to help students improve their grammar usage so that they will be able to expand their use of grammar structures in oral and written communication. Students begin the study of more sophisticated grammar structures such as past and future perfect, passive voice, and modal auxiliaries for past time, and they review perfect and modals for present and future time. Students will enhance their understanding of grammar by comparing and contrasting new and previously encountered structures and better appreciate the subtleties of English grammar. **PREREQUISITE:** ESL 543 with a grade of 'C' or better or ESL Assessment Test Recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 552 and ESL 553.

ESL 562 Advanced ESL Reading/Vocabulary II**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** No

This course prepares ESL students for mainstream college classes by reviewing a variety of reading skills, strategies, and topics from different academic disciplines. Students expand their academic vocabulary and read short stories or a novel for literary appreciation. **PREREQUISITE:** ESL 552 with a grade of 'C' or better or ESL assessment recommendation. Recommended concurrent enrollment in ESL 561 and/or ESL 564 and ESL 563.

ESL 563 Advanced ESL Composition II**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This course is a composition course for ESL students that refines and further expands college composition skills through the writing of essays. The course focuses on the structuring and development of an essay with the use of personal examples. Students write in response to a variety of prompts using different rhetorical patterns such as classification, narration, argumentation, and cause/effect. **PREREQUISITE:** ESL 552, 553, and 554 with a grade of "C" or better or ESL assessment recommendation.

ESL 564 Advanced ESL Grammar II**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This course is designed to expand grammar usage to include adjective, noun, and adverb clauses in oral and written communication. Students learn the meaning and use of clause connectors and are introduced to conditionals, both real and unreal. These grammar structures constitute some of the most complex structures in English and expose students to a rich variety of structures that can effectively enhance their oral and written expression. **PREREQUISITE:** ESL 554 with a grade of 'C' or better or ESL Assessment Recommendation. **ADVISORY:** Recommended concurrent enrollment in ESL 562 and ESL 563.

ESL 573 Transition to College: Writing**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory**Transferable:** No

This writing course is designed to provide a "bridge" for students from the ESL Program to mainstream college classes. It prepares ESL students to enter regular English classes by teaching them skills needed to succeed in a variety of college classes. It focuses on an introduction to the research paper, the MLA format, the use of quotations, paraphrasing, summarizing, and the rhetorical pattern of argumentation. **PREREQUISITE:** ESL 563 with a grade of 'C' or better or ESL Assessment Recommendation.

ESL 581 ESL Pronunciation I**Units:** 2.0 **Hours:** 2.0 Lecture and 1.0 Laboratory**Transferable:** No

This is a high-beginning/low-intermediate ESL Pronunciation Course. Students will participate in a variety of communicative activities designed to improve their pronunciation. This course focuses on clear pronunciation of vowels, consonants, diphthongs and clusters, accurate word stress and rhythm, and the connection between spelling and pronunciation. It also introduces the concept of sentence intonation. This is a pass/no pass course. **ADVISORY:** ESL 510B or ESL Assessment Test Recommendation.

Noncredit ESL classes are listed beginning on page 218.

ESL 582 ESL Pronunciation II**Units:** 2.0 **Hours:** 2.0 Lecture and 1.0 Laboratory**Transferable:** No

ESL Pronunciation II is the second in a series of courses designed to give ESL students extra practice with their pronunciation. After reviewing vowel and consonant sounds, students will approach pronunciation through use of word stress, sentence rhythm, and discourse intonation. This is a pass/no pass course. **ADVISORY:** ESL 531, ESL 581, or ESL assessment recommendation.

ESL 584 Culture Through Film**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** No

This course is designed to practice listening and speaking skills through the use of selected films. The course highlights different intercultural issues and aspects of American culture, and students enhance their listening and speaking skills by means of authentic discourse. Because film provides a real sample of speech in a multi-dimensional experience, ESL learners can experience the language in a more complete manner while analyzing cultural issues. This is a pass/no pass course. **ADVISORY:** ESL 541 or ESL Assessment recommendation.

ESL 585 Editing for ESL Writers**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory**Transferable:** No

This course is designed to help second language writers develop self-editing techniques to improve their writing. Students learn to identify and correct grammatical and usage errors in their writing as they become aware of general linguistic rules of English. Students learn to fix, and ultimately avoid, many errors commonly made by second language writers. **ADVISORY:** ESL 554 or ESL Assessment Recommendation.

Film: see ENGL 2C, HUM 3, 4, 6, 10

**Foreign Languages: see Chinese (CHN), French (FRNH),
Japanese (JPN) and Spanish (SPAN)**

FRENCH**FRNH 1A Elementary French****Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2; IGETC:6A; GAV-GE:C2, F

French 1A is a multi-skilled beginning level class with emphasis on understanding and speaking French. Students are introduced to the cultures and customs of various French-speaking countries.

FRNH 1B Elementary French**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2; IGETC:6A; GAV-GE:C2, F

Continuation of French 1A with further development of the four skills of understanding, speaking, reading, and writing. Continued emphasis on culture. **PREREQUISITE:** French 1A, or equivalent.

FRNH 2A Intermediate French**Units:** 5.0 **Hours:** 5.0 Lecture and 2.5 Laboratory**Transferable:** CSU; CSU-GE:C2; IGETC:3B, 6A; GAV-GE: C2, F

In French 2A, students further develop skills acquired in first year French: they review grammatical structures and expand their vocabulary; they increase their communicative ability through the reading and discussion of excerpts of French literature and cultural texts of various francophone countries and written composition. **PREREQUISITE:** French 1B or equivalent.

FRNH 8A Conversational French**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:F

This beginning course emphasizes the sound system, pronunciation, and conversational skills used in everyday French but also covers vocabulary building and grammar as well. Students are introduced to the culture and customs of France and other French speaking countries. This course has the option of a letter grade or pass/no pass.

FRNH 8B Conversational French**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:F

This beginning course emphasizes the sound system, pronunciation, and conversational skills used in everyday French but also covers vocabulary building and grammar as well. Students are introduced to the culture and customs of France and other French speaking countries. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** FRNH 8A or equivalent

GEOGRAPHY

See also: CSIS 61 (Geographic Information Systems)

GEOG 1 Physical Geography**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:GEOG6

An introductory study of the basic physical elements of geography including climate, land forms, soils, water, and natural vegetation. The laboratory will include the tools and methods of geographers. **ADVISORY:** Eligible for English 250 and English 260.

GEOG 2 Cultural Geography**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D5, IGETC:4E; GAV-GE:D2, F; CAN:GEOG4

This course is a study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions. Topics include: historical geography; geographical techniques & methodology; demography; languages & religions; urbanization and landscape modification; political units and nationalism; and economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Skills commensurate with successful completion of English 250 and English 260 or equivalent.

GEOLOGY**GEOLOG 1 Introduction to Geology****Units:** 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:GEOG2

A study of the earth and the physical properties which modify the earth; minerals, rocks, geologic structures and processes. **ADVISORY:** Eligible for English 250 and English 260.

GEOLOG 13 Environmental Geology**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B1, IGETC:5A; GAV-GE:B1

The impact of geologic processes on humans, their structures, and environment. Discussion of the causes, effects, and solution of geological problems in rural and urban settings. Topics will include the role of geology in waste disposal and other land use issues. **ADVISORY:** Eligible for English 250 and English 260.

Government: see Political Science

Graphic Arts: see Art, CGD, CSIS, Digital Media

GUIDANCE

GUID 1 Self-Assessment and Career Development

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU; CSU-GE:E2; GAV-GE:E2

This course is designed to assist the student in learning more about personal values, personality, interests, exploration of career choice, and occupational opportunities through the use of various personal assessment instruments. The delivery options for this course also include online and self-paced formats. This course is also listed as PSYC 5. **ADVISORY:** Eligible for English 250 and English 260. \$12 fee will be charged for career assessment materials.

GUID 6 Life Skills for Higher Education

Units: 2.0 **Hours:** 2.0 Lecture

Transferable: CSU, UC; CSU-GE:E2; GAV-GE:E2

Evaluation and application of academic study methods to achieve subject matter mastery. Development of critical thinking skills, and application of reading, writing, note taking and test taking methods to improve personal strategies. Exploration of personal lifestyle and health factors, including the causes and management of stress, as it relates to academic success. Assessment of academic and career goals, selection of majors, and development of education plans. Topics covered include creative and realistic goal setting, academic and life management, college and community resources, library and Internet use, time management, and techniques to reduce math and science anxiety. This class will address a multitude of cultural learning styles, with emphasis on attaining professional, personal and academic goals in a diverse society. Topics from developmental psychology, learning theory and personality theory. **ADVISORY:** Eligible for English 250 and English 260.

GUID 28 Tutoring Techniques

Units: 1.0 **Hours:** 1.0 Lecture

Transferable: CSU

This course is designed to train students in effective tutoring skills, introduction to how people learn, teaching to modalities, and techniques of working with student anxiety. This course has the option of a letter grade or pass/no pass. This course may be repeated one time for a maximum of two units. **ADVISORY:** English 250.

GUID 29 Tutoring Lab

Units: 1.0 OR 2.0 **Hours:** 3.0 OR 6.0 Laboratory

Transferable: CSU

This course will allow students to gain valuable experience in the field of teaching. Students will practice the skills they have learned in Guidance 28. Guidance 29 may be repeated for a maximum of 2.0 units per semester and a maximum course total of 8.0 units. This is a pass/no pass course. **ADVISORY:** Completion of, or concurrent enrollment in Guidance 28.

GUID 191A Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture

Transferable: CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

GUID 191B Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture

Transferable: CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191B is team building. Need not be taken in sequence. This is a pass/no pass course.

GUID 191C Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture

Transferable: CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem Solving. Need not be taken in sequence. This is a pass/no pass course.

GUID 200 Planning College Success

Units: .5 TO 2.0 **Hours:** .5 TO 2.0 Lecture

Transferable: No; GAV-GE:E2

Course is designed to enable students to plan a successful college experience. Content includes degree, major, graduation and transfer requirements. Skills necessary for academic success are presented and practiced. Students will learn general principles about libraries and the search for information. College support services will be identified and utilized during the course. This is a variable unit course; students will earn .5 unit of credit for every 9 hours of participation.

GUID 530 Job Readiness

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: No

This course is designed to provide a comprehensive, well-organized approach to assist individuals with the identification of occupational choices and the development of job readiness skills necessary to obtain and maintain employment in a competitive or supported work setting. May be repeated twice for credit. This course has the option of a letter grade or pass/no pass.

GUID 550 Supervised Tutoring

Units: .0 **Hours:** 1.0 TO 5.0 Laboratory

Transferable: No

Laboratory class emphasizing college learning skills, appropriate study techniques, and learning assistance utilizing one-to-one or small group tutorial.

GUID 557 Learning Skills Evaluation

Units: .5 **Hours:** 1.0 Laboratory

Transferable: No

This course provides an evaluation of the student's cognitive/perceptual abilities and basic skills academic achievement. The evaluation results are used to determine the student's eligibility for Learning Disabilities Services, to develop individual educational plans, and to improve the student's understanding of their own learning strengths and weaknesses. The evaluation is conducted on a one-to-one basis by appointment. Students receive skills training to assist them with their learning difficulties. Units earned in this course do not count toward the associate degree and/or certificate requirements. This is a pass/no pass course.

GUID 558 Learning Skills Laboratory

Units: .5 TO 2.0 **Hours:** 1.5 TO 6.0 Laboratory

Transferable: No

The Learning Skills Laboratory is designed to assist students who are eligible to receive Learning Disabilities Services and/or have demonstrated academic deficits. The course content is individualized and based on Student Educational Contracts which are developed for each student. Students receive supplemental instruction, academic support, and learning strategy suggestions appropriate for their individual cognitive, perceptual, and academic strengths and weaknesses. Units earned do not count towards the associate degree and/or certificate requirements. This is a pass/no pass course. **ADVISORY:** Completion of Guidance 557 or demonstrated academic deficit.

GUID 560 Individualized Learning Skills Development

Units: 1.0 **Hours:** .5 Lecture and 1.5 Laboratory

Transferable: No

This class is designed to teach individual learning skills development to students who are eligible to receive learning disability services. The course content includes organizational skills, fundamental critical thinking and basic college survival skills. **ADVISORY:** Completion of GUID 557 or demonstrated academic deficit.

GUID 561 Writing Skills**Units:** 1.0 **Hours:** .5 Lecture and 1.5 Laboratory**Transferable:** No

This course is designed to teach basic writing skills to students who have demonstrated difficulty mastering written language and who are eligible to receive Learning Disability Services. Material is presented in a concrete, multi-sensory manner, and the class includes opportunity for immediate practice, repetition, and review. The course content includes grammar, sentence structure, and punctuation. Units earned do not count toward the associate degree and/or certificate requirements. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Completion of Guidance 557 or demonstrated deficit in written language achievement. Recommended for students with verified learning disability.

GUID 562 Directed Study Lab in Pre-Algebra**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** No

This course is designed for students who have demonstrated difficulty in mastering basic mathematics or pre-algebra and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 400 and Mathematics 402. Material is presented in a concrete, multi-sensory manner, and the lab environment allows opportunity for immediate practice, questions, repetition, and review. This is a pass/no pass course. **COREQUISITE:** Concurrent enrollment in MATH 400 or MATH 402 is required. **ADVISORY:** Completion of GUID 557 and/or a demonstrated deficit in arithmetic. Recommended for students with verified learning disability.

GUID 563 Directed Study Lab in Algebra**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** No

This course is designed for students who have demonstrated difficulty mastering elementary algebra and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 205A and 205B. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition, and review. This is a pass/no pass course. Concurrent enrollment in Math 205A, Math 205B or Math 205 is required.

GUID 565 Directed Study Lab in Intermediate Algebra**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** No

This course is designed for students who have demonstrated difficulty mastering intermediate algebra and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 233A and 233B. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition and review. This is a pass/no pass course. Concurrent enrollment in Math 233A, Math 233B or Math 233 is required.

HISTORY**HIST 1 United States History through Reconstruction****Units:** 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F, 7B; GAV-GE:C2, D2; CAN:HIST8, HIST SEQ B
History of the United States from the time before European contact with the Americas through Reconstruction. Emphasis will be placed on distinctive patterns of political, economic, social, intellectual, and geographic developments within their global context. At the conclusion of the course, the student should understand major themes in the history of the United States, and be able to explain various ways in which ideas about federal vs. state power, ethnicity, class, and gender divisions have influenced the nation's development. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

HIST 2 United States History Reconstruction to the Present**Units:** 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F, 7B; GAV-GE:C2, D2; CAN:HIST10, HIST SEQ B

History of the United States from Reconstruction to the present. Emphasis will be placed on distinctive patterns of political, economic, social, intellectual, and geographic developments within their global context. At the conclusion of the course, the student should understand major themes in the history of the United States, and be able to explain various ways in which ideas about federal vs. state power, ethnicity, class, and gender divisions have influenced the nation's development. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 1A.

HIST 3 History of California**Units:** 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F; GAV-GE:C2, D2, F

A study of California's history from pre-contact with Europeans to the present day. Social, cultural, economic, political and environmental issues will be explored towards an understanding of California's history. **ADVISORY:** Eligible for English 1A and English 260.

HIST 4A History of World Societies, Before 1500**Units:** 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F; GAV-GE:C2, D2

A study of major elements in the development of and interactions between world societies, from the first organization of community to the dawn of the Renaissance. Students will comparatively analyze social, cultural, geographic, economic, demographic, technological, environmental, and political developments that moved humans from nomadic to agr-technological and urban lives. This course has the option of a letter grade or pass/no pass. **ADVISORY:** English 250 and English 260.

HIST 4B History of World Societies 1500 to Present**Units:** 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D6, IGETC:3B, 4F; GAV-GE:C2, D2

A study of major elements in the development of and interactions between world societies, from the dawn of the Renaissance to the modern day. Students will comparatively analyze the social, cultural, geographic, economic, demographic, technological, environmental, and political developments that moved humans from the Middle Ages to the modern era. This course has the option of a letter grade or pass/no pass. **ADVISORY:** English 250 and English 260.

HIST 5 Women's Lives in Early United States History**Units:** 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D4, D6, IGETC:3B, 4F; GAV-GE:C2, D1, D2, F

This survey course begins with pre-contact peoples and extends to the end of the nineteenth century. The class examines the construction of womanhood through United States history, and the effects of gender, ethnicity, class, and sexual orientation upon women's experiences. Students will study the contributions of various individual women and groups of women in creating the modern United States, and will analyze social, political, economic, and cultural forces affecting women to both join and resist movements for social change. Students will also learn to apply contemporary feminist theory to traditional historical approaches. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

HEALTH EDUCATION**See also: Allied Health****HE 1 Health Education****Units:** 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:E2; GAV-GE:E2

This course focuses on attaining individual awareness, critical-thinking skills and self-responsibility relating to personal health. The interaction of individual physical, psychological, social, emotional, spiritual and environmental factors in determining health status is developed through integration of major concepts. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

HE 2 Human Sexuality**Units:** 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:E2; GAV-GE:E2, F

Assists students in gaining increased knowledge, appreciation, and respect for their own sexuality, as well as others. Approved by the Board of Registered Nursing for 54 hours of continuing education credit (Provider #00892). **ADVISORY:** Eligible for English 250 and English 260

HIST 6 Women's Lives in Recent United States History**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, D4, D6, IGETC:3B, 4F; GAV-GE:C2, D2, F

The class examines the construction of womanhood in the US during the twentieth century. The class explores the effects of gender, ethnicity, class, and sexual orientation upon women's experiences. Students will study the contributions of various individual women and groups of women in creating the modern United States, and will analyze social, political, economic, and cultural forces affecting women to both join and resist movements for social change. Students will also learn to apply contemporary feminist theory to traditional historical approaches. ADVISORY: English 250

HIST 7A History of Western Civilization**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:HIST2, HIST SEQ A

A study of major elements in Western heritage from the ancient world to the eighteenth century. Course will survey intellectual, political, social, economic and cultural development of the Western World. ADVISORY: Eligible for English 1A.

HIST 7B History of Western Civilization**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:HIST4, HIST SEQ A

A study of major elements in western heritage from Renaissance Europe to the present. Emphasis is on ideas, attitudes and institutions basic to western civilization of enduring interest. ADVISORY: Eligible for English 250 and English 260.

HIST 12 Mexican American Cultural History**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, D3, D6, IGETC:3B, 4F; GAV-GE:D2, F

The Mexican American experience as influenced by society in the United States. Emphasis will be on the historical and contemporary contributions made by the Indian, Spanish, Mexican, and Mexican American. Emphasis will also be on the social, economic, and political milieu of the Mexican American within the context of the American society. This course has the option of a letter grade or pass/no pass. This course is also listed as HUM 12. ADVISORY: Eligible for English 1A.

HIST 21 Ancient Americas: A History through Art**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** Course is currently in the process of rearticulation. See online catalog for update.

A critical survey of history through the arts of pre-Columbian natives of North, Central and South America. The course will cover major societies and events from the appearance of major civilizations through the initial colonization efforts of European nations. Due to the distinct history of the Americas, this course uses the arts - architecture, sculpture, ceramics and painting, among others - of ancient societies as a primary source material. This course has the option of a letter grade or pass/no pass. This course is also listed as ART 21. ADVISORY: Eligible for English 250.

HIST 98 Special Topics**Units:** .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture**Transferable:** CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topical content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. May be repeated for credit with different topics.



Photo courtesy of the Gav Press

HUMANITIES**HUM 3 Introduction to the Cinema****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2

This course provides an introduction to the cinema. It includes a view of the inventors and the technological developments that led to the modern motion picture; an historical perspective on the growth and development of cinema including significant films that contributed to its establishment as an art form, a study of film genres such as the comedy, the musical, and the western; the technology of image and sound; and a look at the basic techniques of filmmakers when they attempt to convey meaning. ADVISORY: Eligible for English 250 and 260.

HUM 4 Introduction to American Cinema**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2

This introductory course in film studies is a survey of the American film industry as an art form, as an industry, and as a system of representation and communication. The course explores how Hollywood films work technically, aesthetically, and culturally to reinforce and challenge America's national self-image. ADVISORY: English 440

HUM 5 Humanities Through The Arts**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2

A survey of the human condition as seen through film, drama, music, literature, painting, sculpture, and architecture, with an emphasis on the history, techniques, meaning, and evaluation of individual works of Western Art. ADVISORY: English 440

HUM 6 Foreign Cinema**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1

This class is a survey of significant developments in narrative film outside Hollywood. Differing international contexts, theoretical movements, technological innovations, and major directors are studied. The class offers a global, historical overview of narrative content and structure, production techniques, audience, and distribution. Students screen a variety of rare and popular films, focusing on the artistic, historical, social, and cultural contexts of film production. Students develop critical thinking skills and address issues of popular culture, including race, class, gender, and equity.

HORTICULTURE**HORT 20 Principles of Horticulture****Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

This course will provide an introduction to horticulture and crop science. It will cover the biological principles of basic plant processes, classification, anatomy, physiology, and biotechnology. The course will also evaluate the global ecological/environmental and socioeconomic value of plants. Topics will also include the effect of the environment of plants and how we control it, an introduction to plant growth including propagation, media, irrigation, nutrition, management, harvest, and post harvest handling, and people's use of plants. Field trip required.

HUM 10 Approaches to Contemporary Film**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, C2, IGETC:3B; GAV-GE:C1, C2

Approaches to Contemporary Film examines theories of film criticism as they apply to films from 1960 to the present. Students learn technical, visual, classical, historical, cultural, ideological, and aesthetic approaches to film and sample from a representative list of foreign and domestic movies. Special emphasis is given to new voices from non-American sources and to emerging voices in American cinema. **ADVISORY:** Eligibility for English 250 and 260.

HUM 12 Mexican American Cultural History**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, D3, D6, IGETC:3B, 4F; GAV-GE:D2, F

The Mexican American experience as influenced by society in the United States. Emphasis will be on the historical and contemporary contributions made by the Indian, Spanish, Mexican and Mexican American. Emphasis will also be on the social, economic, and political milieu of the Mexican American within the context of the American society. This course has the option of a letter grade or pass/no pass. Also listed as HIST 12. **ADVISORY:** Eligible for English 1A.

HUM 25A Film Production**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

In this class students are introduced to basic theory, concepts, and practice of video and film production, both in the studio and in the field. Students learn skills in camera operation, lighting, audio, and editing. Students will learn the tools of the narrative film/video director's art. Working in production groups, students learn to break down scripted material in order to prepare to shoot dramatic scenes and sequences on camera. Students learn techniques for working with actors on camera. Students apply production planning and management skills. Students learn the basics of production lighting design, including script analysis, basic 3 point lighting, fill, key, differences between perceived light, and recorded light (video, film). Students learn the basics of production sound design, including the recording of sound, foley, looping, and postproduction.

HUM 98 Special Topics**Units:** .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture**Transferable:** CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topic content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. This course may have the option of a letter grade or pass/no pass.

INDUSTRIAL TECHNOLOGY**IT 115 Introduction to the Construction Industry****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is an introduction to the construction industry. It will cover the basic skill sets required to earn an entry-level position in various trades in construction. Students will learn basic math, vocabulary, blue print reading and safety skills along with the soft skills required to gain employment. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

IT 116 Introduction to Process Improvement**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

An introduction to quality environment in the work place. Students will learn how to work as a team, solve problems, communicate effectively, gather and record data and interpret a variety of charts. **ADVISORY:** Mathematics 205.

IT 117 Statistical Methods for Improving Performance**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

An introductory course to improving performance in the work place. Students will learn to work as a team to apply statistical methods in business and industry. These methods include data collection, cause and effect analysis, frequency distributions, and the construction and interpretation of control charts. **ADVISORY:** Mathematics 205

Information Science: see CSIS**Intercollegiate Athletics: see Kinesiology (ATH)****ITALIAN****ITAL 8A Conversational Italian****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:F

This beginning course emphasizes the sound system, pronunciation, and conversational skills used in everyday Italian but also covers vocational building and grammar as well. Students are introduced to the culture, customs, and history of the Italian world. This course has the option of a letter grade or pass/no pass.

ITAL 8B Conversational Italian**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:F

This second semester beginning course emphasizes the sound system, pronunciation, and conversational skills used in everyday Italian, but also covers vocabulary building and grammar as well. Students are introduced to the culture, customs, and history of the Italian world. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** ITAL 8A or equivalent.

JAPANESE**JPN 1A Elementary Japanese****Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2; GAV-GE:C2, F

Beginning course with emphasis on understanding and speaking Japanese; introduction to reading and writing Japanese. This course will also introduce students to Japanese culture and institutions. This course has the option of a letter grade or pass/no pass.

JPN 1B Elementary Japanese**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:6A; GAV-GE:C2, F

Continue Japanese 1A with an emphasis on understanding, speaking, reading, and writing Japanese. This course will continue to introduce students to Japanese culture and institutions. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** Japanese 1A or equivalent.

All courses listed here are part of Gavilan College's approved curriculum. All courses are not offered every semester. Check the Class Schedule for current offerings.

JOURNALISM

JOUR 10 Mass Media and Society

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU, UC; CSU-GE:C2, D0, IGETC:4J; GAV-GE:C2, D2; CAN:JOUR4

This course helps students understand the 20th century revolution in mass media by focusing on the history, economics and social impact of the newspaper, book publishing, magazine, film, television, public relations, advertising and music industries. Students will study audience, propaganda and mass communication theory; and discuss new technology, ethnic media in the United States, ethical issues and attempts to regulate or control the media. Honors students will complete more in-depth analysis of media issues and will finish a media-related research project. This course is also listed as SOC 10. This course has the option of a letter grade or pass/no pass. ADVISORY: English 250, English 260.

JOUR 16A Writing for Media

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU; GAV-GE:C1; CAN:JOUR2

Fundamentals of journalistic writing and analysis of news values and news writing. Stresses organization and structure of news stories; the language and style of news writing; the basic lead and story types for print and broadcast media. ADVISORY: Typing skill; English 1A eligibility.

JOUR 16B Reporting for Media

Units: 3.0 Hours: 3.0 Lecture and 1.0 Laboratory

Transferable: CSU; GAV-GE:C1

Fundamentals of reporting for print and broadcast media, with attention to research methods, cultivation of sources, and interviewing techniques. Students will practice gathering information from a variety of sources for presentation in print and broadcast media. ADVISORY: Journalism 16A

JOUR 18A Working on the Newspaper

Units: 2.0 TO 5.0 Hours: 2.0 Lecture and .0 TO 3.0 Laboratory

Transferable: CSU; GAV-GE:C1

Students interview, write, photograph and do computer assisted design and graphics for the college newspaper, The Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about the first amendment rights and responsibilities, and acquire journalistic skills, ethics, and habits. ADVISORY: Eligible for English 1A. Typing ability.

JOUR 18B Working on the Newspaper

Units: 2.0 TO 5.0 Hours: 2.0 Lecture and .0 TO 3.0 Laboratory

Transferable: CSU; GAV-GE:C1

Students interview, write, photograph and do computer assisted design and graphics for the college newspaper, The Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about the first amendment rights and responsibilities and acquire journalistic skills, ethics and habits. ADVISORY: Journalism 18A.

JOUR 18C Working on the Newspaper

Units: 2.0 TO 5.0 Hours: 2.0 Lecture and .0 TO 3.0 Laboratory

Transferable: CSU; GAV-GE:C1

Students interview, write, photograph and do computer assisted design and graphics for the college newspaper, The Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about the first amendment rights and responsibilities and acquire journalistic skills, ethics and habits. ADVISORY: Journalism 18B.

JOUR 18D Working on the Newspaper

Units: 2.0 TO 5.0 Hours: .0 TO 2.0 Lecture, .0 TO 3.0 Laboratory

Transferable: CSU; GAV-GE:C1

Students interview, write, photograph and do computer assisted design and graphics for the college newspaper, The Gavilan Press. In doing this, they provide the community with an important first amendment forum, learn and educate about the first amendment rights and responsibilities and acquire journalistic skills, ethics and habits. ADVISORY: Journalism 18C.

JOUR 190 Occupational Work Experience/Journalism

Units: 1.0 TO 4.0 Hours: 5.0 TO 20.0 Laboratory

Transferable: CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

JPA FIRE TECHNOLOGY

The application and registration process for JPA Fire Technology classes are completed at the South Bay Regional Public Safety Training Consortium located on the Evergreen Valley College campus in San Jose. Classes are open to the public, however the majority of courses are intended to support public safety training demands and serve the "already employed" student.

If you have questions about courses offered by The Academy, or would like additional information about public safety career training, please call (408) 270-6458 or visit the webpage at www.theacademy.ca.gov. For more information, see page 119.

JFT 1A Fire Command 1A

Units: 1.0 Hours: .8 Lecture and 1.5 Laboratory

Transferable: CSU

This course provides fire personnel an introduction to human resource management and an overview of the organizational structure used within the fire service. Students will size up emergency situations and identify the strategies, tactics and methods necessary to manage given scenarios. Common causes of fire fighter deaths and injuries, appropriate safety measures to protect personnel will also be covered. PREREQUISITE: Fire Fighter 1 Certification A & B, or equivalent. ADVISORY: Eligible for English 250 and English 420.

JFT 1B Fire Command 1B

Units: 1.0 Hours: .8 Lecture and 1.5 Laboratory

Transferable: CSU

This course is designed for first-in incident commander and company officers. It provides instruction in tactics and strategies and scene management principles for incidents involving hazardous materials. The course includes areas of discussion on identification and hazard mitigation, decontamination, protective clothing, environmental concerns, and legal issues. PREREQUISITE: Fire Command 1A - Command Principles for Company Officers, I-220 (Basic ICS). ADVISORY: Eligible for English 250 and English 420.

JFT 3 Fire Mgmt I - Management/Supervisor for Company Officers

Units: 1.0 Hours: 40.0 Lecture

Transferable: CSU

This is a required course for Level 1 Fire Officer certification. The curriculum includes management styles of leadership; promoting group cooperation; types of verbal orders; interpreting and implementing policies; methods of dealing with subordinates; duties and responsibilities of rank; line and staff function; emotional and behavioral characteristics of individuals and working groups; group behavior within the organization; personnel procedures; types of corrective action, personnel interviews and counseling. PREREQUISITE: Fire Fighter 1 Certification A & B or equivalent. ADVISORY: Eligible for English 250 and English 420.

JFT 4A Fire Mgmt 2A - Organizational Development & Human Relations

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course provides information on the foundation of individual behavior, personality and emotions, motivational concepts, and individual decision making. It also provides group behavior, work teams, group dynamics, group communication, conflict and negotiations, power and politics, leadership and creating trust. Organizational structure, human resource policies and practices, organizational culture, and organizational change and development will be addressed. **PREREQUISITE:** Fire Management 1 **ADVISORY:** Eligible for English 250 and English 420.

JFT 5A Fire Investigation 1A - Fire Cause & Origin Determination

Units: 1.0 **Hours:** 40.0 Lecture
Transferable: CSU

This course is for Level 1 Fire Officer and Fire Investigator 1 Certification. Curriculum includes fire behavior and building construction and their influence on fire cause and origin investigation; investigative techniques and skills required to perform incendiary, accidental, fatal, vehicle, wildland, juvenile and incendiary investigations; summary report writing techniques; investigative tools required to collect, document and preserve evidence. **PREREQUISITE:** Fundamentals of Fire Protection or equivalent. **ADVISORY:** Eligible for English 250 and English 420.

JFT 5B Fire Investigation 1B - Techniques of Fire Investigation

Units: 1.0 **Hours:** 40.0 Lecture
Transferable: CSU

This course provides a deeper understanding of fire investigation and builds on Fire Investigation 1A. Topics include: the juvenile fire setter, report writing, evidence preservation and collection, interview techniques, motives, and fire fatalities. **PREREQUISITE:** Fire Investigation 1A **ADVISORY:** Eligible for English 250 and English 420.

JFT 7A Fire Apparatus Drive-Operator 1A

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course is designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance of emergency vehicles, including actual driving exercises under simulated emergency conditions. **ADVISORY:** Eligible for English 250 and English 420.

JFT 7B Driver Operator 1B

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course provides the student with information, theory, methods, and techniques for operating fire service pumps. Subjects include: types of pumps, engine and pump gauges, maintenance, unsafe pumping conditions, pressure relief devices, cooling systems, water supplies, drafting, field hydraulics, and pumping operations. **ADVISORY:** Eligible for English 250 and English 420

JFT 8 Fire Fighter I Academy

Units: 10.0 TO 15.0 **Hours:** 8.2 TO 20.6 Lecture, 19.2 TO 20.6 Laboratory
Transferable: CSU

This academy includes instruction on basic fire fighting skills, laws and regulations affecting the fire service. The course will provide the student with knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks, basic rescue, basic fire prevention and fire investigation tasks and to use, inspect, and maintain fire fighting and rescue equipment. Curriculum is intended to provide the minimum required training required for the State of California Fire Marshal in the field of Fire Technology as it relates to firefighters. This course is 480 - 720 hours, 10 - 15 units. **ADVISORY:** Eligible for English 250 and English 420.

JFT 9A Fire Instructor 1A - Instructional Techniques Part I

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course curriculum includes the identification of training needs; utilizing the occupational analysis; determining measurable student objectives in learning manipulative skills; development of levels of instruction; preparation and presentation of manipulative lesson plans; preparation of supplementary instruction sheets and methods of manipulative skills. **PREREQUISITE:** Fire Fighter I Classification **ADVISORY:** Eligible for English 250 and English 420

JFT 9B Fire Instructor 1B - Instructional Techniques Part II

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This is a required course for Level 1 Fire Officer Certification. The curriculum identifies and provides the training needs with the emphasis on technical subjects; identification of course objectives and content; establishment of levels of instruction; development of measurable student performance goals; development of technical lesson plans' teaching technical subject. **PREREQUISITE:** Fire Instructor 1A **ADVISORY:** Eligible for English 250 and English 420

JFT 11 Rescue Systems I - Fundamentals of Heavy Rescue

Units: 1.0 **Hours:** 8.0 Lecture and 32.0 Laboratory
Transferable: CSU

This 40 hour course is designed for all emergency response personnel. Key topics include: Team organization, rescue and environmental considerations, use of ropes, knots, rigging and pulley systems, descending, repelling, and belaying tools and techniques, subsurface rescue techniques, use of cribbing, wedges, cutting/prying and hydraulic tools, use of fire service ladders in specialized rescue situation, and day and night simulated rescue exercises. **PREREQUISITE:** Fire Fighter Certification **ADVISORY:** Eligible for English 250 and English 420.

JFT 12 Rescue Systems II - Advanced Rescue Systems

Units: 1.0 **Hours:** 8.0 Lecture and 32.0 Laboratory
Transferable: CSU

This 40 hour course is designed for all fire service and allied emergency response personnel. It provides advanced heavy rescue system techniques. Key topics include structural building types, wood and mechanical shores, crib capacities, floor weight calculations, building search, confined space considerations, damaged structure hazard assessment, use of small power and hand tools, air bags and USAR ICS. **PREREQUISITE:** Rescue Systems I, Basic ICS **ADVISORY:** Eligible for English 250 and English 420

JFT 14 Fire CDF Academy

Units: 2.0 TO 4.0 **Hours:** 1.8 TO 3.7 Lecture, 2.7 TO 5.5 Laboratory
Transferable: CSU

This course provides a basic firefighter course oriented toward the equipment utilized on CDF engines. Fundamentals of wildland fire control, pumping skills, incident command and techniques of controlling other emergency incidents are covered with a strong safety perspective. The course is structured with a maximum emphasis on demonstration, student application and performance examinations. **ADVISORY:** Eligible for English 250 and English 420.

JFT 15 CDF Fire Academy Refresher

Units: .5 TO 2.0 **Hours:** .7 TO 2.3 Lecture, .7 TO 2.3 Laboratory
Transferable: CSU

This is a refresher course for the Basic CDF Firefighter Academy. Returning firefighters must pass the returning firefighter written examination before working on an emergency incident. The subjects are intended to give the Firefighter 1 a basic knowledge which is needed prior to emergency response. Students are required to meet the minimum standard as noted in the behavioral objective for each subject/topic. Candidates for qualification under this course must meet the basic requirements for employment as a CDF Firefighter 1. **ADVISORY:** Eligible for English 250 and English 420.

JFT 17 Emergency Medical Technician

Units: 3.0 TO 5.0 **Hours:** 4.7 TO 8.0 Lecture, 2.6 TO 3.4 Laboratory
Transferable: CSU

This 125-200 course is designed to prepare personnel to render pre-hospital basic life support services, including cardiopulmonary resuscitation, with emphasis on field application, practices, and techniques vital to the interaction of EMT-1 personnel with all levels of emergency medical personnel. This course is a variable course so we may accommodate multiple agency requirements for course hours. May be repeated three times for credit. **PREREQUISITE:** CPR Emergency Responder **ADVISORY:** Eligible for English 250 and English 420.

JFT 18A Haz Mat 1A Basic Chemistry of Hazardous Materials

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

Designed to provide the students with a basic foundation in chemistry and physics as they relate to hazardous materials incidents. Topics include an overview of chemical and physical properties, chemical structures and formulas, covalent and ionic bonding, different types of chemical compounds, the DOT hazard classes, and the combustion process as it relates to hazardous materials. **PREREQUISITE:** OSFM approved Hazardous Materials First Responder (Operations Level) **ADVISORY:** Eligible for English 250 and English 420.

JFT 18B Haz Mat Technician 1B - Applied Chemistry-Field ID of Chem

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

Designed for hazardous materials emergency responders. Emphasizes application of topics learned in Hazardous Materials 1A. Includes the use of field monitoring and detection devices, sample collection of equipment, and field identification procedures for verifying identifying and classifying unknown chemicals. **PREREQUISITE:** Hazardous Materials 1A (JFT 18A). **ADVISORY:** Eligible for English 250 and English 420.

JFT 18C Haz Mat Technician 1C - Incident Considerations

Units: 1.0 **Hours:** 40.0 Lecture
Transferable: CSU

This course is designed for hazardous materials emergency responders. It provides an introduction to the Haz Mat Incident Command System, concepts associated with haz mat response activities, and an in depth study of incident specific considerations influencing haz mat emergencies. Students are introduced to site planning, contingency planning, protective action options, and meteorological considerations. **PREREQUISITE:** Hazardous Materials 1A (JFT 18A), Hazardous Materials 1B (JFT 18B) **ADVISORY:** Eligible for English 250 and English 420.

JFT 20 HAZ MAT First Responder

Units: .5 TO 1.0 **Hours:** .3 TO .8 Lecture, .6 TO 1.5 Laboratory
Transferable: CSU

This 8-24 hour variable course is designed for fire department personnel who may respond to releases or potential releases of hazardous materials as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. This course will provide defensive tactics to contain the release from a safe distance, keep it from spreading, and prevent exposures without trying to stop the release. Meets and exceeds the requirements for CFR 29 1910.120 and CCR Title 8. **ADVISORY:** Eligible for English 250 and English 420.

JFT 26A Fire Prevention 1A Fire Inspection

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This is a required course for Level 1 Fire Prevention Officer 1 Certification. Curriculum includes organization and function of fire prevention; fire and life safety inspections; codes and ordinances relating to the use and storage and use of flammable, combustible, toxic, reactive and radioactive materials; engineering and enforcing a solution of a fire hazard; fire extinguisher and fixed systems requirements. **PREREQUISITE:** Firefighter 1A and 1B Certification or equivalent. **ADVISORY:** Eligible for English 250 and English 420.

JFT 26B Fire Prevention 1B Code Enforcement

Units: 1.0 **Hours:** 40.0 Lecture
Transferable: CSU

This is a course in relationship of Life Safety Codes and requirements to building construction principles and building occupancy classifications. Curriculum includes fire rated construction; fire doors, windows, and shutters; stairwells and smokeproof enclosures; flame spread, smoke production and interior finish considerations for various occupancies; existing and egress requirements; basic electrical theory, electrical hazards and inspection considerations; basic heat, smoke and flame detection systems; sprinkler and fixed protection systems; municipal/residential alarm systems; fire drills and emergency evacuation procedures; inspection reports and filing techniques; processing of plans and specifications; handling fire prevention complaints. **ADVISORY:** Eligible for English 250 and English 420.

JFT 30 Paramedic Core

Units: 11.0 TO 14.0 **Hours:** 17.6 TO 22.4 Lecture, 7.5 TO 9.6 Laboratory
Transferable: CSU

This course is designed to guide students to successful completion of the National Registry EMT-Paramedic exam and meets the training requirements mandated by the State of California, California Code of Regulations Title 22. The didactic instruction represents the delivery of primarily cognitive material. This is the first part of a three-part program. Students must successfully complete the didactic portion of training prior to progressing to Clinical training (part two). May be repeated three times for credit. **PREREQUISITE:** JFT 17 EMT

JFT 31 Paramedic - Clinical

Units: 4.0 TO 7.0 **Hours:** 2.7 TO 4.8 Lecture, 6.4 TO 11.2 Laboratory
Transferable: CSU

Upon completion of the didactic phase of paramedic training, the paramedic intern is required to complete a clinical rotation. Clinical training will be conducted at local contracted hospitals for a minimum of 160 hours to maximum of 280 hours. Students will be assigned a specific hospital. Clinical internship must be completed within three months of the student's first clinical rotation. Field internship may not begin until the clinical internship is completed and the student successfully completes a clinical closeout meeting. May be repeated three times for credit. This is a pass/no pass course. **PREREQUISITE:** Emergency Medical Technician Certificate Successful completion of the Paramedic Core Course, JFT 30.

JFT 32 Paramedic - Internship

Units: 12.0 TO 18.0 **Hours:** 27.4 TO 41.1 Laboratory
Transferable: CSU

Students will be assigned a field internship following successful completion of their clinical internship. The intern returns to a Paramedic mobile intensive care unit (ambulance) where he/she will perform on-the-job duties, under supervision, for a minimum of 480 hours and a maximum of 720 hours. The field internship portion of training must be completed within 6 months of the student's first shift date in their internship. This course is a pass/no pass course. May be repeated three times for credit. **PREREQUISITE:** Emergency Medical Technician certificate, Successful completion of JFT 30, Paramedic - Core, and successful completion of JFT 31, Paramedic - Clinical.

JFT 33 Emergency Medical Technician - Refresher

Units: .5 TO 1.0 **Hours:** .5 Lecture and .9 TO 1.8 Laboratory
Transferable: CSU

EMT-Basic Refresher curriculum consists of 24-40 hours. The refresher training program is divided into six modules and follows the National Standards Curricula. This refresher course is competency based. EMTs who successfully complete this course must demonstrate competency over the knowledge and skills outlined in this refresher education program. May be repeated three times for credit. This is a pass/no pass course. **PREREQUISITE:** Must be a current EMT.

JFT 35 Fire Fighter Survival

Units: .5 **Hours:** .5 Lecture and .5 Laboratory
Transferable: CSU

This 16 hour Fire Fighter Survival course was developed in the continuing effort to reduce the number of fire fighter injuries and fatalities that occur on an annual basis. The course will supply the student with a greater understanding of the need for situational awareness, fire fighter survival skills, and the technical survival skills to help avoid committing fatal errors on the fireground. This course is a pass/no pass course. May be repeated three times for credit. **ADVISORY:** Employed as a Fire Fighter.

JFT 201 I-100 Introduction & I-200 Basic ICS**Units:** .5 **Hours:** 14.0 Lecture**Transferable:** No

This 14 hours of curriculum is intended for personnel assigned to an incident or event who have a minimum requirement for understanding the Incident Command System. The modules review the ICS organization, basic terminology, and common responsibilities. It will provide enough information about the Incident Command System to enable personnel to work in a support role at an incident or event, or to support an incident from an off-site location. This module may also be used as a pre-course study program by personnel who will be continuing their training with additional modules. This course may be repeated 3 times for credit. This is a pass/no pass course. ADVISORY: Eligible for English 250 and English 420.

JFT 202 I-300 Intermediate Incident Command System**Units:** .5 **Hours:** .5 Lecture and 1.1 Laboratory**Transferable:** No

A 27 hour class in the Incident Command System designed for Fire Officers who have a working knowledge of ICS. The class consists of five modules developed by the National Wildfire Coordinating Group to meet the needs of command officers managing complex emergency incidents. Intermediate ICS expands upon Basic ICS, but does not repeat any information. It provides more description and details of the organization and operation of the ICS, covers management of resources, describes the duties of all positions including the Air Operations organization, and provides examples of how the essential principles are used in incident event planning. This class may be repeated 3 times for credit. This is a pass/no pass course. PREREQUISITE: I-200, Basic ICS or an equivalent working knowledge of ICS. Chief Officer rank or Captains who are qualified by their agency to serve as Acting Battalion Chief. ADVISORY: Eligible for English 250 and English 420.

JFT 203 I-400 Advanced Incident Command System**Units:** .5 **Hours:** .8 Lecture and 1.5 Laboratory**Transferable:** No

This 24 hour Incident Command System course is designed for Chief Officers. Consists of four modules developed by the National Wildfire Coordinating Group to meet the needs of command officers managing complex emergency incidents. Advanced ICS expands upon much of the material covered in the I-300 class. Emphasizes large-scale development; roles and relationships of primary staff, the planning, operational, logistical and fiscal considerations related to large and complex incident and event management. Describes the application of Area Command and the importance of interagency coordination on complex incidents and events. This class may be repeated 3 times. This is a pass/no pass course. PREREQUISITE: I-300, Intermediate ICS or an equivalent working knowledge of ICS. Chief Officer rank or Captains who are qualified by their agency to serve as Acting Battalion Chief. ADVISORY: Eligible for English 250 and English 420.

JFT 204 ICS-334 Strike Team Leader**Units:** .5 **Hours:** 24.0 Lecture**Transferable:** No

This 24 hours course is designed to meet the training requirements outlined in the Wildland Fire Qualification Subsystem Guide and the Position Task Book developed for the positions of Task Force Leader and Strike Team Leader. Curriculum is specific to wildland fire suppression. This is a pass/no pass course. PREREQUISITE: ICS-200 and ICS-300 ADVISORY: Eligible for English 250 and English 420.

JFT 205 Fire Continued Professional Training**Units:** .5 TO 5.0 **Hours:** .1 TO 2.9 Lecture, .3 TO 8.6 Laboratory**Transferable:** No

This course provides training which is required by the California State Fire Marshall to keep firefighters current with new equipment, policies, laws and skills needed to be prepared in the line of duty. This course is repeatable for credit. This is a pass/no pass course. PREREQUISITE: Graduation from a California State Fire Academy.

JFT 206 Auto Extrication**Units:** .5 **Hours:** .3 Lecture and .6 Laboratory**Transferable:** No

Familiarization and knowledge of automobile construction technology and the equipment used at auto accidents to free trapped patients are essential factors in the safe performance of basic firefighter duties. It is the responsibility of the firefighter to operate tools and equipment in the most efficient and safe manner possible on the emergency scene. This is a pass/no pass course. ADVISORY: Eligible for English 250 and English 420.

JFT 207 First Responder**Units:** 1.0 TO 2.0 **Hours:** 1.1 TO 2.3 Lecture, 1.1 TO 2.3 Laboratory**Transferable:** No

This course presents an exciting opportunity to develop emergency medical skills and knowledge that will enable the student to assist people who have sustained an accidental injury or have a medical problem. This course fully addresses the objectives in the U.S. Department of Transportation (DOT) First Responder National Standard Curriculum and will provide the knowledge and skills needed to work as a first responder. This is a pass/no pass course. This course may be repeated three times for credit.

JFT 209 Wildland Fire Origin and Cause Determination FI-210**Units:** .5 **Hours:** .6 Lecture and 1.4 Laboratory**Transferable:** No

This 36 hour course is designed to meet the requirements of the National Wildfire Coordinating Group (NWCWG) for Wildland Fire Investigator certification, as outline in the Wildland and Prescribed Fire Qualifications System Guide (PMS 310-1), and the Position Task Book. This course provides the necessary knowledge and basic skills required for the position. The concepts taught in this course meet the minimum national performance standards for a Wildland Fire Investigator. The course consists of eight formal classroom lecture/discussion units, three practical exercises, one practical examination, and a final written examination. Students will have the opportunity to practice in the exercise portions of the class. This is a pass/no pass course. ADVISORY: Eligible for English 250 and English 420.

JFT 210 Trench Rescue**Units:** .5 **Hours:** 4.0 Lecture and 12.0 Laboratory**Transferable:** No

This 16 hours course is designed to train fire service personnel in hands-on application of the techniques necessary to safely effect a rescue from an excavation or trenching cave-in. Topics include critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques, and below grade rescue safety procedures. This is a pass/no pass course. ADVISORY: Eligible for English 250 and English 420.

JFT 215 Fire Officer Supervisor Academy**Units:** 2.0 **Hours:** 1.6 Lecture and 3.0 Laboratory**Transferable:** No

This is an 80 hour management program designed to teach supervision and management skills to current first line officers in the fire service. Candidates are chosen from amongst eligible supervisors by department administrators. This is a pass/no pass course. PREREQUISITE: Employment with a Fire Department as a full time first line officer. ADVISORY: Eligible for English 250 and English 420.

General Education Requirements, pages 48-56

JPA LAW ENFORCEMENT

See also Administration of Justice (AJ)

The application and registration process for JPA Law Enforcement classes are completed at the South Bay Regional Public Safety Training Consortium located on the Evergreen Valley College campus in San Jose. Classes are open to the public, however the majority of courses are intended to support public safety training demands and serve the "already employed" student.

If you have questions about courses offered by The Academy, or would like additional information about public safety career training, please call (408) 270-6458 or visit the webpage at www.theacademy.ca.gov. For more information, see page 65.

JLE 100 Basic Police Academy

Units: 22.0 TO 27.0 **Hours:** 30.6 TO 36.3 Lecture, 19.6 TO 25.3 Laboratory
Transferable: CSU

This 880 - 1080 variable unit course satisfies all minimum required training mandates governed by the Commission on Peace Officer Standards and Training (POST) entry level Peace Officers. The course includes fundamental principles, procedures and techniques of law enforcement, including: Criminal Law, Patrol procedures, Cultural Diversity, Investigative procedures, Report Writing, Defensive Tactics, Firearms, Leadership, Ethics, Community Relations, Police Vehicles Operations, Traffic Enforcement, Accident Investigation and First Aid/CPR. This course is open to those students who meet and satisfy entry requirements including written examination, physical fitness examination, DOJ fingerprint clearance and medical clearance. This course requires significant time commitments and outside course work including uniform preparation, homework assignments and equipment maintenance. This course may be repeated for credit. **PREREQUISITE:** 1. POST approved pre-entry English skills assessment examination provided by the Academy. 2. Penal Code Section 13511.5 requires that each applicant for admission to the basic course of training certified by the Commission (including the P.C. 832 course) that includes the carrying and use of firearms, and who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by the state or local agency, department, or district, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her, from owning, possessing, or having under his or her control a firearm. 3. Medical clearance by a licensed physician.

JLE 101 Supervision and Leadership - Recruit Training Officer

Units: 12.0 **Hours:** 1.7 Lecture and 38.3 Laboratory
Transferable: CSU

This twenty-four week course consists of 960 hours of practicum work. The course is designed to certify the completion of standards required of the Recruit Training Officer (RTO) as governed by the Commission on Peace Officer Standards and Training and/or Basic Course requirements. The course focuses on practicum skill development in the area of supervision and leadership including the RTO as role model, instructor, evaluator, counselor, problem solver, supervisor and agency liaison. This is a pass/no pass course. **ADVISORY:** POST certified as a California Peace Officer

JLE 102 Police Supervisor Course

Units: 2.0 **Hours:** 4.2 Laboratory
Transferable: CSU

Elements of supervision, teacher training, conference leadership, and related law enforcement subjects as outlined by Peace Officer Standards and Training. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. **ADVISORY:** JLE 100

JLE 103 Supervisor Course Update

Units: .5 TO 1.0 **Hours:** .3 TO .8 Lecture, .6 TO 1.5 Laboratory
Transferable: CSU

Provides law enforcement and correctional supervisors to develop and refine their leadership skills. Students will review how to apply basic leadership knowledge, communication skills, team building, conflict management, legal responsibilities, stress management, workplace diversity, sexual harassment, performance skills, briefing skills, and situational decision-making in order to obtain the highest level of performance and accountability. This course will be updated regularly for currency according to POST and California Corrections Standard Authority. This is a pass/no pass course. **ADVISORY:** JLE 102

JLE 104 Basic Jail Operations

Units: 1.5 **Hours:** 25.0 Lecture and 8.0 Laboratory
Transferable: CSU

This course is designed for the Peace Officer who carries out the responsibilities of a corrections officer and has completed the POST Basic Course. It consists of a minimum of 66 hours of instruction in specific performance/instructional objectives. **ADVISORY:** Eligible for English 250 and English 420.

JLE 105 Correctional Officer Basic Academy

Units: 4.0 TO 12.0 **Hours:** 6.3 TO 19.2 Lecture, 2.9 TO 8.2 Laboratory
Transferable: CSU

This 160-480 hour variable course is designed to meet the California Corrections Standard Authority (CSA) requirements for entry level training of Correctional Officers for adult institutions. The course includes lecture and practical application skills and knowledge including roles and responsibilities of the adult corrections officer, Title 15, Title 24, professionalism and ethics, and proper techniques to maintain the safety and security of inmates. May be repeated once for credit. **ADVISORY:** Eligible for English 250 and English 420.

JLE 107 Basic Academy Requalification

Units: 3.0 **Hours:** 3.4 Lecture and 4.5 Laboratory
Transferable: CSU

The Commission on Peace Officer Standards and Training (POST) certifies this 137 hour course of training. It meets the content and hour requirement established by POST for re-qualification of former officers who have not been working as full time enforcement officers in California for a period exceeding three (3) years. May be repeated three times for credit.

JLE 110 CIT Academy

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course will provide law enforcement officers with the proper techniques for safe and secure detainment and transport of individuals with mental disorders (Welfare and Institution Code section 5150) to appropriate designated mental health facilities. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. **ADVISORY:** JLE 100

JLE 111 Background Investigation

Units: .5 **Hours:** 36.0 Lecture
Transferable: CSU

A POST certified course designed to develop law enforcement officers with the skills to be an accomplished Background Investigator. This course includes the fundamentals of background investigation, interviewing, the use of psychological screening, Polygraphs, legal aspects of background investigation, and verbal/non-verbal communication.

JLE 112 Sexual Assault

Units: .5 TO 1.0 **Hours:** .5 TO .8 Lecture, .9 TO 1.5 Laboratory
Transferable: CSU

The course is a balance between a police officer's duties in handling sexual assault cases and being sensitive and aware of the victim's needs. Attention is given to the psychological as well as physical trauma a rape victim encounters. The legal aspects of the case will also be emphasized. Course may be repeated 3 times for credit once every 2 years due to significant updating of content as prescribed by changes in law, regulations and procedures. This is a pass/no pass course. **ADVISORY:** JLE 100

JLE 114 Child Abuse Investigations

Units: .5 **Hours:** .5 Lecture and .9 Laboratory
Transferable: CSU

An intensive study in causes, recognition, identification of abuse, neglect and sexual exploitation of children. Emphasis will be placed on laws, procedure of handling cases, effective interviewing/investigative techniques and action/referral. Course may be repeated 3 times for credit once every 2 years due to significant updating of content as prescribed by changes in law, regulations and procedures. This is a pass/no pass course. ADVISORY: JLE 100

JLE 115 Livestock Theft-Rural Crime

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This 40 hour course includes instruction on basic livestock theft investigation, breed and brand recognition, individual case studies, rural crime, criminal law, expert testimony, crop and commodity enforcement, livestock killings and slaughter, fish & game and enforcement. This is a pass/no pass course.

JLE 118 Field Training Officer Seminar

Units: 1.0 **Hours:** 32.0 Lecture and 8.0 Laboratory
Transferable: CSU

This course is designed for police officers that have been or will be accepted into field training officer programs in their respective law enforcement agencies. This course has certification from the California Commission on Peace Officers Standard and Training and follows the guidelines and standards under 832.3 of the Penal Code. It covers methods of teaching, training and evaluation of Police Officers. ADVISORY: JLE 100

JLE 119 Field Training Officer Update

Units: .5 **Hours:** 12.0 Lecture and 12.0 Laboratory
Transferable: CSU

This 24-hour course is designed for peace officers who are serving as Field Training Officers in their respective agencies. The course examines mandated training required by the Commission on Peace Officer Standards and Training (POST). Areas of study include role and responsibility of the FTO, legislative and training updates, principles of learning, and standards of documentation. This course satisfies the state requirement for triennial certification of the Field Training Officer according to POST. [POST administrative manual 1004 (d) (2)]. May be repeated three times for credit. ADVISORY: JLE 118

JLE 121 Advanced Officer Training

Units: .5 TO 2.0 **Hours:** .3 TO .6 Lecture, 1.6 TO 3.0 Laboratory
Transferable: CSU

This course is designed to provide a mechanism whereby agencies may insure that the necessary new skills required of police officers have been provided and those previously learned skills are maintained and reinforced. New information and the changes in the Criminal Justice System affecting police officers and, when necessary, a review of previously acquired materials will be provided. This course satisfies Advanced Officer Training requirements from the Commission on Peace Officer Standards and Training (POST). This is a pass/no pass course. ADVISORY: Eligible for English 250 and English 420.

JLE 122 Drug Investigation - 11550 H & S

Units: .5 **Hours:** .5 TO 1.4 Lecture
Transferable: CSU

This course 8 - 24 unit course is designed for law enforcement officers desiring to upgrade, refine, or develop an expertise in field recognition, identification and apprehension of individuals under the influence of narcotics and dangerous drugs. The course includes updated information and identification of narcotics, narcotics users, abuses of controlled substances, use and development of informants, development of probable cause, testifying in court, organization and execution of arrests, and officer survival during drug arrests. May be repeated three times for credit. This is a pass/no pass course. ADVISORY: JLE 100

JLE 124 Latent Print

Units: .5 TO 1.0 **Hours:** .3 TO .8 Lecture, .6 TO 1.5 Laboratory
Transferable: CSU

Law enforcement agencies have a continual need to have employees trained in the identification and classification of fingerprints. Students will have a need to know how to take legible fingerprints, how to compare and identify fingerprints and present expert testimony in a court of law, and have a basic understanding how to locate, develop, and recover latent print impressions. The history, printing procedures, fingerprint forms, filing, classification, comparison prints, comparison testimony, identification and laboratory practice are presented. This is a pass/no pass course. ADVISORY: JLE 100 or Field Evidence Technician.

JLE 126 Advanced Latent Print

Units: 1.0 **Hours:** .8 Lecture and 1.5 Laboratory
Transferable: CSU

This course ensures employees of federal, state, and local law enforcement agencies are properly trained to compare and identify latent palm and fingerprint impressions recovered from evidence. Furthermore, the employees need to be trained concerning how to present expert testimony in a court of law. This is a pass/no pass course. ADVISORY: JLE 124

JLE 128 Police Chemical Agents

Units: .5 **Hours:** 8.0 Lecture
Transferable: CSU

This course of instruction includes types of non-lethal chemical agents, methods of dispersal and delivery, safety, first aid, tactics, use of gas masks and applicable penal codes sections. This course meets the requirements of PC 13514. This is a pass/no pass course. May be repeated one time for credit. ADVISORY: JLE 100, AJ 106, AJ 108

JLE 131 PC 832 - Firearms

Units: .5 **Hours:** 8.0 Lecture and 16.0 Laboratory
Transferable: CSU

This course is designed for public personnel attending annual updates, re-certification, or remediation mandated by the Commission on Peace Officer Standards and Training. (POST). Course covers the legal requirements for carrying and using a firearm within the scope of their job related duties. Participants are instructed in the safe handling of firearms and techniques of shooting. This is a pass/no pass course. ADVISORY: Eligible for English 250 and English 420. PREREQUISITE: Penal code 13511.5 requires that each applicant carrying and using a firearm, and is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him/her from owning, possessing, or having under his/her control a firearm.

JLE 132 PC 832 - Laws of Arrest/Search & Seizure

Units: 1.0 **Hours:** 32.0 Lecture and 8.0 Laboratory
Transferable: CSU

This 40 hour course curriculum covers professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does not include the firearms portion. This course may be offered as a component of Correctional Officer Core Course or as part of an 18 unit approved certificate for Reserve Police Officer. May be repeated three times for credit. ADVISORY: Eligible for English 250 and English 420.

JLE 135 Defensive Tactics Instructor

Units: 1.0 TO 2.0 **Hours:** .8 TO 1.6 Lecture, 1.5 TO 3.0 Laboratory
Transferable: CSU

This is a 40 - 80 variable unit course that meets the training requirements of The Commission on Peace Officers Standards and Training (P.O.S.T.). It covers Control Techniques, Weapon Retention, Legal Issues, plus topics designed to provide training for currently employed law enforcement officials to become instructors in defensive tactics. This course may be replaced for new content, ongoing training or updating. This course is a pass/no pass course. May be repeated three times for credit. ADVISORY: Employed as a law enforcement official.

JLE 136 Firearms Instructor Training**Units:** 2.0 **Hours:** 1.6 Lecture and 3.0 Laboratory**Transferable:** CSU

Designed for the experienced firearms person who wants to qualify for rangemaster. Students must supply equipment and ammunition. The course is P.O.S.T. certified. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. ADVISORY: JLE 100

JLE 140 Special Weapons and Tactics (SWAT)**Units:** 1.0 TO 2.0 **Hours:** .9 TO 1.8 Lecture, 1.4 TO 2.7 Laboratory**Transferable:** CSU

This Special Weapons and Tactics (SWAT) course is designed to provide the student with current tactics and techniques associated with planning, entries, searching, and evacuating in high risk police actions. Topics include tactical movements and entries, hostage situations, tactical assaults. Multi-weapon use, sniper tactics, combat tactics, and use of gas masks and other personal protective equipment. May be repeated for credit. This is a pass/no pass course. ADVISORY: JLE 100 or possess POST basic training certificate to qualify for peace officer status.

JLE 140S Special Weapons and Tactics (SWAT)**Units:** 1.0 TO 2.0 **Hours:** .9 TO 1.8 Lecture, 1.4 TO 2.7 Laboratory**Transferable:** CSU

This Special Weapons and Tactics (SWAT) course is designed to provide the student with current tactics and techniques associated with planning, entries, searching, and evacuating in high risk police actions. Topics include tactical movements and entries, hostage situations, tactical assaults, multi-weapon use, sniper tactics, combat tactics, and use of gas masks and other personal protective equipments. May be repeated for credit. This is a pass/no pass course. ADVISORY: JLE 100 or possess POST basic training certificate to qualify for peace officer status.

JLE 141 Investigation Core Course**Units:** 2.0 **Hours:** 1.6 Lecture and 3.0 Laboratory**Transferable:** CSU

The 80 hour course is designed to improve the effectiveness of individual investigators through the use of a contemporary curriculum, and use of technology. Students will gain practical skills and knowledge necessary for today's rapidly changing world. Students are immersed in a learning environment that closely mirrors their real world. Role play, simulated crime scenarios, major case studies, all ensure an active and practical learning environment. PREREQUISITE: Basic Academy matriculation process OR employment with an approved agency. ADVISORY: Eligible for English 250 and English 420

JLE 142 Basic Police Academy Modular Level III**Units:** 4.0 **Hours:** 5.4 Lecture and 4.0 Laboratory**Transferable:** CSU

This is a 164 hour course is certified by the Commission on Peace Officers Standards and Training (POST) and meets the content and hour requirements established by POST for Level III Reserve Police Officers. This course combined with current PC 832 certificate, Level I and Level II certificates meet the regular basic academy requirements. PREREQUISITE: Successful completion of POST course entry requirements for Level I, Academy medical clearance, CA driver's license and medical insurance. Penal code section 13511.5 DOJ clearance per Penal Code section 13511.5 requires DOJ clearance for each applicant to a basic course of training certified by the commission that includes carrying and use of firearms, and who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification. POST Read/Write Exam and The Academy WSTB Physical Agility Exam.

JLE 143 Basic Police Academy Modular, Level II**Units:** 6.5 **Hours:** 9.2 Lecture and 6.1 Laboratory**Transferable:** CSU

This is a 260 hour course satisfies California Peace Officer Standards and Training (POST) minimum training mandates for Basic Academy Modular Level II. The course covers fundamental principles, procedures and techniques of law enforcement including criminal law, patrol procedures, cultural diversity, investigative procedures, report writing, community relations, defensive tactics and firearms. PREREQUISITES: Completion of POST Basic Police Academy Modular Level III course Completion of POST Level II course entry requirements Medical insurance Valid California drivers license DOJ clearance per Penal Code 13511.5

JLE 144 Basic Police Academy Modular, Level I**Units:** 13.0 **Hours:** 3.9 Lecture and 26.7 Laboratory**Transferable:** CSU

This 536 hour course is certified by the Commission on Peace Officers Standards and Training (POST) and meets the content and hour requirements established by POST for Level I Reserve Police Officers. This course combined with Level III and Level II certificates meets the regular basic academy requirements. PREREQUISITES: Successful completion of POST Level I course entry requirements; POST entry reading and writing exam; Academy physical agility test; Medical insurance; Valid California Drivers License; Medical exam clearance by a licensed physician; DOJ clearance per Penal Code 13511.5; BAM III, BAM II

JLE 150 Traffic Investigations**Units:** 1.0 **Hours:** 1.7 Lecture and .6 Laboratory**Transferable:** CSU

This course is designed to provide officers with necessary investigative skills which will enable them to properly conduct thorough preliminary and follow-up investigations of vehicular collisions. The course is structured to augment training in vehicle accident investigation which officers have already received in the basic academy course, and to provide specialized, advanced training in more sophisticated concepts and techniques of vehicle collision investigation which are applicable to follow-up investigations. This is a pass/no pass course. May be repeated three times for credit. PREREQUISITE: Completion of Basic Police Academy ADVISORY: Eligible for English 250 and English 420

JLE 152 Skills and Knowledge**Units:** .5 TO 3.0 **Hours:** .2 TO 2.4 Lecture, .3 TO 17.5 Laboratory**Transferable:** CSU

This course offers in-service training curriculum, on an ongoing basis, for public safety personnel attending annual updates, re-certification or remediation, and assorted legal skills-related seminars mandated by the Commission on Peace Officer Standards and Training, the State Board of Corrections Standards in Training for Corrections and the Office of the State Fire Marshal on an ongoing basis. May be repeated a maximum of three times for credit. This is a pass/no pass course. ADVISORY: JLE 100

JLE 152S Skills and Knowledge**Units:** .5 TO 3.0 **Hours:** .2 TO 2.4 Lecture, .3 TO 17.5 Laboratory**Transferable:** CSU

This course offers in-service training curriculum, on an ongoing basis, for public safety personnel attending annual updates, re-certification or remediation, and assorted legal skills-related seminars mandated by the Commission on Peace Officer Standards and Training, the State Board of Corrections Standards in Training for Corrections and the Office of the State Fire Marshal on an ongoing basis. May be repeated a maximum of three times for credit. This is a pass/no pass course. ADVISORY: JLE 100

JLE 154 Instructor Development Techniques**Units:** .5 TO 1.0 **Hours:** .5 TO .8 Lecture, .9 TO 1.5 Laboratory**Transferable:** CSU

The goal of this course is to prepare the experienced law enforcement officer to be an effective instructor for his agency. The course focuses on principles of learning, the police officer as an adult learner, determining training needs, and defining instructional objectives. The student will become familiar with effective communication and teaching strategies and will make presentations using lesson plans, visual support materials, and contemporary teaching techniques. The contents of this course can be applied to the beginning or experienced instructor of law enforcement topics. This is normally conducted as a 40-hour course. This is a pass/no pass course. ADVISORY: JLE 100

JLE 155 Officer Safety/Field Tactics**Units:** .5 TO 1.0 **Hours:** .3 TO .8 Lecture, .6 TO 1.5 Laboratory**Transferable:** CSU

This course focuses on officer safety tactics and skills including basic field techniques of officer safety, defensive driving, firearms, arrest and control techniques and physical fitness. The course will examine contemporary and safe techniques, legal mandates and new laws relative to each topic. May be repeated for credit to meet legally required training mandates.

JLE 155S Officer Safety/Field Tactics

Units: .5 TO 1.0 **Hours:** .3 TO .8 Lecture, .6 TO 1.5 Laboratory
Transferable: CSU

This course focuses on safety tactics and skills including basic field techniques of officer safety, defensive driving, firearms, arrest and control techniques and physical fitness. The course will examine contemporary and safe techniques, legal mandates and new laws relative to each topic. May be repeated for credit to meet legally required training mandates.

JLE 156 Homicide Investigation

Units: .5 TO 1.0 **Hours:** 24.0 TO 40.0 Lecture
Transferable: CSU

A course to train investigators in the highly specialized field of Homicide Investigation. It will cover the legal aspects of death investigation, homicide crime scene procedures, autopsy, psychological profiling, criminal psychology, laboratory work, gunshots, asphyxia, drowning, burning, cutting, and stabbing, and interviewing techniques. ADVISORY: JLE 100

JLE 157 Firearms Update

Units: .5 TO 1.0 **Hours:** .0 TO 15.0 Lecture, .0 TO 25.0 Laboratory
Transferable: CSU

This is a variable 16-40 hour course designed for law enforcement officers to provide instruction in the basic and advanced principles and techniques necessary in the use of handguns, shotguns, and/or rifles. Emphasis is on safety, knowledge of weapons and manipulative skills testing. This course may be repeated for credit. Students repeating the course will expand their knowledge of firearm safety, knowledge of weaponry and meet legally required training mandates.

JLE 158 Canine Update

Units: .5 TO 4.0 **Hours:** .2 TO .3 Lecture, 1.6 TO 3.0 Laboratory
Transferable: CSU

Students will learn basic and advanced techniques to properly develop K-9 performance and problem solving. The student will also learn the proper use of hard and soft sleeves, hidden sleeve, muzzle, and bite suit. The student will also learn safety techniques in working with Law Enforcement K-9s. Students repeating the course will meet legally mandated training requirements. This is a pass/no pass course. May be repeated for credit.

JLE 162 Search Warrant Investigations

Units: .5 **Hours:** 15.0 Lecture and 9.0 Laboratory
Transferable: CSU

The course will cover search warrant law and procedure, knock notice, affidavit preparation, problems of search warrant preparation, the actual preparation of a search warrant by each participant, knock and talk. In addition, the course will provide the knowledge, skills and tactics necessary to properly serve and execute a search warrant effectively and safely. The student will develop a sound operational plan for the execution of a search warrant. This course may be repeated three times for credit. This is a pass/no pass course. ADVISORY: JLE 100

JLE 163 Special Threats

Units: .5 **Hours:** .7 Lecture and .2 Laboratory
Transferable: CSU

This course is designed to give the student a heightened state of awareness, both on and off duty. This class explores the times that officers can be most vulnerable, how to avoid deadly confrontations, accidents, and compromising situations while at the same time elevating awareness and maintaining vigilance. The curriculum includes viable options for the officer to avail themselves of beginning with the recognition of threats, transitions, hostile and aggressive behaviors and the different forms of complacency. The student will be exposed to safety issues involving environments in the office, field, courtroom, institutions and off duty. The student will look at techniques to survive the aftermath of a critical incident. A variety of resources are explored during the class session for the student to utilize. May be repeated three times for credit. This is a pass/no pass course.

JLE 164 Crime Scene Investigation

Units: 1.0 **Hours:** 1.3 Lecture and .9 Laboratory
Transferable: CSU

This course is designed for recently-assigned technicians or those personnel who desire an introduction to the basic tasks and responsibilities of an Evidence Technician. Students will be provided with the basic knowledge and skills needed to identify, process, collect and preserve various types of physical evidence. This is a pass/no pass course. May be repeated three times for credit.

JLE 165 Philosophy of Leadership

Units: .5 TO 3.0 **Hours:** .5 TO 4.6 Lecture, .5 TO 2.3 Laboratory
Transferable: CSU

This course is designed to assist the student in identifying leadership styles and in developing skills. Topics include: leadership inventory, personal vs. position power, personality types and how they relate to supervisory and leadership skills, positive self-talk, and the impact of good leadership on an organization. This is a pass/no pass course, .5 - 3 units, 16 - 120 hours. This course may be repeated three times for credit.

JLE 166 Crime Scene and Forensic Photography

Units: .5 **Hours:** .5 Lecture and .9 Laboratory
Transferable: CSU

This course provides the student with extensive knowledge and practical experience pertinent to crime scene and forensic photography of physical evidence, and latent prints found or developed on evidence. Equipment and procedures pertinent to crime scene and forensic photography and the detection and preservation of physical evidence will also be covered. Additional topics included in this course are: the proper selection of cameras, lenses, tripods, films, filters, specialized lighting techniques and high energy forensic lights. This is a pass/no pass course. May be repeated three times for credit.

JLE 175 Basic Public Safety Dispatcher Academy

Units: 3.0 **Hours:** 1.7 Lecture and 5.7 Laboratory
Transferable: CSU

This 120 hour Basic Course satisfies the Commission on Peace Officers Standards and Training (POST) minimum training requirements for entry level dispatchers. The course also prepares each student for the fundamental principles, procedures, techniques, and duties of a public safety dispatcher within the law enforcement agency including: Ethics and Professionalism, Criminal Justice System, Workplace Communication, Telephone Technology and Procedures, Missing Persons, Domestic Violence, Community Policing, Cultural Diversity, Law enforcement Technologies, Radio Technologies and Procedures, Critical Incidents, and an overview of many other aspects of public safety. May be repeated three times for credit. ADVISORY: Eligible for English 250 and English 420

JLE 176 Basic Public Safety Dispatcher - Update

Units: 1.0 TO 5.0 **Hours:** .9 TO 1.4 Lecture, 4.7 TO 6.7 Laboratory
Transferable: CSU

This variable unit course is designed to provide necessary and required continuing professional training to public safety dispatchers as required by The Commission on Peace Officers Standards and Training (POST). Students will learn radio procedures, radio systems, telephone procedures, legal updates and emergency dispatching techniques. May be repeated three times for credit. ADVISORY: Eligible for English 250 and English 420

JLE 178 Probation Officer Core

Units: 5.0 **Hours:** 3.2 Lecture and 8.2 Laboratory
Transferable: CSU

This course provides the trainee with the basic concepts, tools, skills, etc. necessary to perform the job of probation officer within the state of California and prepares the graduate for the job. Certified by the State Board of Corrections, Training, and Standards for corrections (STC). Testing on the various topics will be both written and practical in nature. This course includes 208 hours of training.

All courses listed here are part of Gavilan College's approved curriculum.
 All courses are not offered every semester. Check the Class Schedule
 for current offerings.

JLE 179 Juvenile Counselor Core

Units: 4.0 **Hours:** 30.0 Lecture and 10.0 Laboratory
Transferable: CSU

The Juvenile Counselor Core Course is designed to meet the California Board of Corrections requirements, entry level. Also listed as AJ 179P.

JLE 180 Law Enforcement Seminar

Units: .5 TO 2.0 **Hours:** .2 TO 1.6 Lecture, .3 TO 3.0 Laboratory
Transferable: CSU

Selected topics are delivered as a symposium in Law Enforcement. Topics are designed for the in-service education and training of personnel employed by criminal justice agencies. May be repeated three times for credit.

JLE 185 Field Training Program

Units: 1.0 TO 12.0 **Hours:** .0 TO 40.0 Laboratory
Transferable: CSU

This course is a two to twenty-four week program certified to Law Enforcement Agencies in the state of California. The program is designed to certify the completion of specifications described in the "Field Training Officer Guide" from the Commission on Peace Officer Standards and Training. Students will be assigned in a patrol car, one-on-one with a certified Field Training Officer. The Field Training Program introduces a newly assigned officer to the personnel procedures, policies, and purposes of the individual law enforcement agency and provides the initial formal and informal training specific to the agency and the day-to-day duties of its officers. This program is one unit of credit for every 80 hours of participation. PREREQUISITE: POST certified as a California Peace Officer. ADVISORY: Eligible for English 250 and English 420.

KINESIOLOGY - ACADEMIC

Formerly called Physical Education (PE)

Adapted Physical Education classes: page 209.

KIN 1 Orientation for Student-Athlete Success

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU; CSU-GE:E; GAV-GE:E1

This course identifies and clarifies issues relevant to student-athletes. Students will learn practical skills which will assist them in obtaining their educational objectives, such as proper use of library services, time management and test and note taking information. Previously listed as PE 1.

KIN 2 Introduction to Physical Education

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC

This course is designed to examine the field of physical education from a historical and contemporary viewpoint. The broad spectrum of physical education as a discipline will be discussed. Goals and objectives of physical education as well as other career options will be introduced. This course has the option of a letter grade or pass/no pass. Previously listed as PE 2. ADVISORY: Eligible for English 250 and English 260.

KIN 3 Introduction to Athletic Training

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC

An introductory course in athletic training/sports medicine. This course will familiarize the student with basic knowledge and basic skill level needed to become an athletic trainer. The course will cover anatomy/physiology, first aid, rehabilitation, injury recognition/evaluation/ management, report writing/record keeping, facilities maintenance/supply ordering. Also included is hands-on participation at sporting events. Previously listed as PE 3. ADVISORY: Allied Health 30 (may be concurrent) and eligible for English 260.

KIN 3A Athletic Training Field Experience

Units: 2.0 **Hours:** 6.0 Laboratory
Transferable: CSU

A coeducational course designed to offer the prospective athlete trainer, physical therapist, or physical educator a continuing practical experience reinforcing and applying the concepts and terminology learned in PE 3, Introduction to Athletic Training, and the field of athletic training. The purpose of PE 3A is to provide a comprehensive, progressive educational and practical foundation in preparation for transition into allied health studies. Knowledge in the recognition, assessment, and care of athletic injuries or practical experience in care and prevention of athletic injuries is recommended. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 3A. ADVISORY: PE 3 Introduction to Athletic Training.

KIN 5 Individual and Dual Sports

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; GAV-GE:E1

Designed for those planning to work with children in the field of physical education or recreation. Activities such as badminton, bowling, golf, tennis, and archery may be covered. This course has the option of a letter grade or pass/no pass. Previously listed as PE 5. ADVISORY: Eligible for English 250 and English 260.

KIN 6 Games and Rhythms for Children

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; GAV-GE:E1

Nature, function and organization of physical activities for the pre-school and elementary school age child. Emphasis is given to the understanding of psychomotor development and spatial awareness. Designed for those planning to work with children. This course has the option of a letter grade or pass/no pass. Also listed as Child Development 6. Previously listed as PE 6. ADVISORY: Eligible for English 250 and English 260.

KIN 7 Theory of Sports Management

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This course introduces the theory of organizing, planning, directing and controlling a sports program. Areas such as budgeting, fundraising, advertising, marketing, and studying contract law will also be included. Previously listed as PE 7.

KIN 8 Psychology of Coaching

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

A course designed to provide the student with some of the theoretical and practical knowledge necessary for applying psychological techniques within sport situations and to better understand the relevance of mental factors necessary to maximize athletic performance. Special emphasis will be given to coaching and managing youth sports teams. This class has the option of a letter grade or pass/no pass. previously listed as PE 8.

KIN 9A Fundamentals of Soccer

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers basic instruction in the theory, strategies, and techniques of soccer for the purpose of preparing the individual student in the fundamental aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 9A.

KIN 9B Fundamentals of Soccer

Units: 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers review and advanced instruction in the theory, strategies, and techniques of soccer for the purpose of preparing the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 9B.

KIN 10A Fundamentals of Softball**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Basic theory, strategy, technique, practice and conditioning of softball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 10A.

KIN 10B Fundamentals of Softball**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers review and advanced instruction in the theory, strategies, and techniques of softball for the purposes of preparing the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 10B. ADVISORY: PE 10A or KIN 10A.

KIN 11A Fundamentals of Baseball**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Theory, strategy, technique, practice and conditioning of baseball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 11A.

KIN 11B Fundamentals of Baseball**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers review and advanced instruction in the theory, strategies, and techniques of baseball for the purpose of preparing the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 11B. ADVISORY: PE 11A or KIN 11A.

KIN 12A Fundamentals of Football**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Basic organization and administration of a football program involving equipment, practice schedules, personnel, conditioning, scouting, weight training, and football specific drills. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 12A.

KIN 12B Fundamentals of Football**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

The administration and organization of a football program involving practice schedules, personnel, equipment scouting, conditioning, weight training, and football drills. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 12B. ADVISORY: PE 12B or KIN 12B.

KIN 13A Fundamentals of Volleyball**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers review and advanced instruction in the theory, strategies, and techniques of volleyball for the purpose of preparing the student in the fundamental aspects of playing and coaching the game. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 13A.

KIN 13B Fundamentals of Volleyball**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This course offers review and advanced instruction in the theory, strategies, and techniques of volleyball for the purpose of preparing the student in all aspects of playing and coaching the game. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 13B. ADVISORY: PE 13A or KIN 13A.

KIN 14A Fundamentals of Basketball**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Basic theory, strategy, technique, practice, and conditioning involved in basketball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 14A.

KIN 14B Fundamentals of Basketball**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

More in-depth and advanced instruction in the theory, strategy, practice, and conditioning in basketball to better prepare the individual student in all aspects of playing and coaching the sport. Designed for the student who has already completed KIN 14A. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 14B. ADVISORY: KIN 14A or PE 14A.

KINESIOLOGY - ACTIVITIES**Formerly called Physical Education (PE)****Adapted Physical Education classes: page 209.****KIN 16 Swimming****Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for all skill levels. The course teaches the techniques of a variety of strokes and includes conditioning activities. Instruction is tailored to meet individual and group needs. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 16.

KIN 17 Golf**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for all skill levels. Fundamentals, techniques, rules and the etiquette of golf will be covered. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 17.

KIN 18 Tennis**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity stressing fundamentals of tennis such as forehand, backhand, serve, and volley, along with the rules, etiquette and strategies of the game. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 18.

KIN 19 Badminton**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for beginning and intermediate badminton students. Includes rules, fundamentals, and strategies of the game. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 19.

KIN 20 Bowling**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for beginning and intermediate bowlers; fundamentals and techniques of bowling. Scoring, bowling etiquette, terminology and team bowling are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 20.

KIN 21 Volleyball

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for beginning and intermediate volleyball students; rules, strategy and fundamentals of volleyball. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 21

KIN 24 Individualized Weight Training

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An open laboratory for those who desire an individualized strength program using exercise machines and free weights. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 24.

KIN 25 Soccer

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for all skill levels. Fundamentals, strategy and rules of the game are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 25.

KIN 27 Basketball

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for all skill levels. Fundamentals, strategy and rules of the game are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 27.

KIN 37 Softball

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for all skill levels. Rules, fundamentals, and strategy and game play will be included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 37.

KIN 39 Fencing

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course will explore the offensive and defensive fencing skills with a foil. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 39.

KIN 44 Aerobics

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

A program of aerobic fitness. Includes various forms of exercise to improve health, heart, and body composition. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 44.

KIN 46 Agility and Strength Development

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

An activity class designed to improve and increase agility and strength development through various exercise and exercise programs. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 46.

KIN 61 Swim for Fitness

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Designed to develop endurance and swimming skills in order to maintain good cardiovascular/physical fitness. Intermediate swimming ability recommended. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 61.

KIN 62 Yoga

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Coeducational activity designed for beginning and intermediate yoga students. A program designed to improve flexibility and reduce stress by learning a series of poses and focusing on proper breathing techniques. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 62.

KIN 64 Individualized Cardiovascular Fitness

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

A fitness program which develops cardiovascular endurance through and individualized open lab format. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 64.

KIN 65 Baseball

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This course is designed for students of all skill levels who desire to learn the fundamentals, mechanics, strategy and rules of the game of baseball. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 65.

KIN 66 Dance Fundamentals

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Designed to introduce and develop movement principles and skills necessary to perform modern dance and ballet. May also include jazz and/or tap dance. Emphasizes enjoyment of dance as a form of exercise and will include some conditioning. Basic choreography skills will be included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 66.

KIN 68 Bootcamp Fitness

Units: .5 OR 1.0 **Hours:** .0 Lecture and 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

A challenging series of drills and exercises that develop, improve and increase strength, flexibility, agility and cardiovascular activities. Designed for all levels of fitness. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously known as PE 68.

KIN 70 Pilates

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

This class utilizes the Pilates exercise system focused on improving flexibility and strength for the total body through a series of controlled movements. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 70.

KIN 73 Fitness Through Dance

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:E1; GAV-GE:E1

Conditioning the body through the use of various dances and/or dance steps. This course is designed to strengthen and tone the body, assist in weight loss, and increase endurance. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 73.

KIN 74 Hiking**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Introduces the Santa Clara county parks, trails, and surrounding areas. Includes fun, challenging hikes which average 5-8 miles on moderate to steep terrain. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 74.

KIN 75 Sports Conditioning**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This activity class is designed to improve the physical condition of our male and female student athletes. It includes strength training, cardiovascular endurance, plyometric training, and sport specific techniques through an open lab format. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 75.

KIN 77 Flag Football**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

Instruction in the fundamentals of flag football. Includes skills, rules, and strategy with emphasis on the application of skills and strategies in game play. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously known as PE 77.

KIN 79 Indoor Racket Sports**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This coeducational class will include lessons in the net games of badminton, pickleball and table tennis. Instruction in the basic skills, rules, strategies, and application to game situations will be provided. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 79.

KIN 80 Ultimate Frisbee**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

A coeducational activity designed for all skill levels. Includes instruction in throwing, catching, and the passing skills in ultimate frisbee. Team strategy, team play and the rules will be presented. Other disc activities, such as frisbee golf, may be included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 80.

KIN 81 Kickboxing**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This course utilizes basic kickboxing techniques and physical conditioning in a cardio exercise program. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 81.

KIN 82 Circuit Training**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU; CSU-GE:E1; GAV-GE:E1

This class is a combination of aerobic exercise and resistance training designed to simultaneously improve mobility, strength, and stamina. Students will rotate from station to station, alternating between cardio and muscle toning exercises. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 82.

INTERCOLLEGIATE ATHLETICS**ATH 35 Intercollegiate Basketball****Units:** 1.0 TO 3.0 **Hours:** 3.3 TO 10.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate basketball. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 38 Intercollegiate Baseball**Units:** 2.0 **Hours:** 10.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate baseball for men. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 42 Intercollegiate Football**Units:** 2.0 **Hours:** 10.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate football. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 45 Intercollegiate Softball**Units:** 2.0 **Hours:** 10.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate softball for women. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 46 Intercollegiate Volleyball**Units:** 2.0 **Hours:** 10.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate volleyball for women. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

ATH 47 Intercollegiate Soccer**Units:** 2.0 **Hours:** 10.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This course provides practice and competition in intercollegiate soccer. Before participating, students must have completed a physical exam and their athletic eligibility paperwork. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

LIBRARY**LIB 3 Research Skills****Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

Research and evaluation skills using the Internet and other electronic resources, as well as traditional printed materials. Also listed as CSIS 3. This course has the option of a letter grade or pass/no pass. May be repeated once for credit. ADVISORY: Eligible for English 250 and 260.

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LIB 6 Web Page Authoring I**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU; GAV-GE:E2

A introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites, background color or patterns, graphics, tables, and mailto links. Principles of design and color as they apply to screen presentations will be included. This course has the option a letter grade or pass/no pass. May be repeated three times for credit. Also listed as CSIS 6 and DM 6. ADVISORY: CSIS 1 or CSIS 2 or CSIS/LIB 3 advised.

LIB 140 Online Health Research**Units:** 2.0 **Hours:** 2.0 Lecture**Transferable:** CSU

A beginning course on how to find reliable and current health-related information, using the Internet and other electronic resources. This course is also listed as AH 140.

MANAGEMENT**MGMT 101 Introduction to Management****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:F

This is a basic course in management introducing a variety of modern management concepts. This course includes the basic management functions of planning, organization, staffing, leadership, and control. In addition, such concepts as team development, communication, business ethics, and global management perspectives will be discussed. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

MGMT 102 Retail Management**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Principles and practices used in management of retail businesses such as foods, motels, service stations, and direct channels. Includes site selection, layout, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the critical buying function. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

MGMT 104 Leadership/Human Relations in Business**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:F

This course is designed to aid future employees and employers to understand and utilize human relations concepts as they apply to the business environment. It will cover such area as morale, personal efficiency, leadership, personality, motivation, and communication. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

MGMT 120 Human Resource Management**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:F

This course introduces human resource management as a staff function in the administration of an organization. The course examines techniques of human resource planning, recruiting, selecting, training, and evaluating personnel; compensation and benefits administration; and union/management relations. This course has the option of a letter grade or pass/no pass.

MGMT 190 Occupational Work Experience/Management - Supervision**Units:** 1.0 TO 4.0 **Hours:****Transferable:** CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

MARKETING**MKTG 100 Principles of Marketing****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

An introduction to the economic and social problems involved with moving goods and services from the producer to the consumer. This course covers topics such as marketing institutions, channels of distribution, pricing, and government relationships. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

MKTG 190 Occupational Work Experience/Marketing**Units:** 1.0 TO 4.0 **Hours:****Transferable:** CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

MASS COMMUNICATIONS and TELEVISION**Mass Media: see also JOUR 10, Theatre Arts/Television****MCTV 6 Introduction to Audio Production****Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

The theory and practice of audio techniques in radio, television, film and multimedia; including acoustics, audio language and terms, signal flow, use of microphones, use of mixers and related production equipment and the aesthetic aspects of sound mixing. Student will apply the learned materials to actual audio production. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. This course is also listed as THEA 6.

MCTV 16 Television History and Practice**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course examines theories, history and development of television technology and current distribution practices. Programming genres and production techniques are analyzed, evaluated and compared with other societies as tools of mass communication. This course is also listed as THEA 16. ADVISORY: Eligible for English 250 and 260.

MCTV 17A Television and Video Workshop**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

An introduction to television and video technology, including pre-production, production and post-production techniques such as: camera work, studio equipment, lighting, audio plus off-line and on-line editing. This course is also listed as THEA 17A. ADVISORY: Theatre Arts 16 Intro to TV or consent of instructor.

MCTV 17B Television and Video Workshop**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

Emphasis placed on production and post-production techniques in video production. Student knowledge and skills are increased by participating in live to tape projects. May be repeated twice for credit. This course is also listed as THEA 17B. ADVISORY: Completion of Theatre Arts 17A.



MCTV 19 Television and Film Acting**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC

Theory and practice of acting for film and television. Students will learn basic performance techniques for the camera. Learning experiences include projects in broadcasting, reporting, commercials, public service announcements (PSA), comedy and drama. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. This course is also listed as THEA 19.

MATH 6 Calculus for Business/Social Science**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH34

This course applies the fundamental principles and techniques of calculus to problems in business, economics, the life sciences and the social sciences. Topics will include limits, and differentiation and integration of linear, quadratic, polynomial, exponential and logarithmic functions. This course is not intended for students majoring in engineering, the physical sciences or math. Using a calculator is required. Graphing calculator is recommended. **PREREQUISITE:** Mathematics 233 with a grade of 'C' or better.

MATH 7 Finite Mathematics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH12

Systems of linear equations and matrices, introduction to linear programming, finance, counting techniques and probability, properties of probability and applications of probability. **PREREQUISITE:** Mathematics 233 with a grade of 'C' or better.

MATH 8A First Half of Precalculus**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Math 8A prepares the student for the study of calculus by providing important skills in algebraic manipulation, interpretation, and problem solving at the college level. Topics will include basic algebraic concepts, complex numbers, equations and inequalities of the first and second degree, functions, and graphs, linear and quadratic equations, polynomial functions, exponential and logarithmic functions, systems of equations, matrices and determinants, right triangle trigonometry, and the Law of Sines and Cosines. **PREREQUISITE:** Mathematics 233 with a grade of 'C' or better. The instructor will be using and supporting TI-83 Plus graphing calculator in all classroom demonstrations.

MATH 8B Second Half of Precalculus**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Math 8B prepares students for the study of calculus by providing important skills in algebraic manipulation, interpretation, and problem solving at the college level. Topics will include trigonometric functions, identities, inverse trigonometric functions, and equations; applications of trigonometry, vectors, complex numbers, polar and parametric equations; conic sections; sequences, series, counting principles, permutations, mathematical induction; analytic geometry, and an introduction to limits. **PREREQUISITE:** Mathematics 8A with a grade of 'C' or better. **ADVISORY:** Math 208 Survey of Practical Geometry.

MATH 12 Mathematics for Elementary Teachers**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4; GAV-GE:B4

This course is intended for students preparing for a career in elementary school teaching. Emphasis will be on the structure of the real number system, numeration systems, elementary number theory, and problem solving techniques. Technology will be integrated throughout the course. **PREREQUISITE:** High School Geometry and Math 233 (Intermediate Algebra), or, Math 208 (Plane Geometry) and Math 233 (Intermediate Algebra). All courses must be completed with a grade of 'C' or better.

MATH 14 Math for the Liberal Arts**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4

Survey of selected topics from contemporary mathematics to introduce the student to mathematical thinking for the non-specialist. Topics include systems of numeration, algebraic modeling, linear programming, trigonometry, math of finance, probability and statistics, and an introduction to calculus. **PREREQUISITE:** Math 233 with a grade of 'C' or better.

MATHEMATICS**MATH 1A Single-Variable Calculus and Analytic Geometry****Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH18, MATH SEQ BC

Limits and continuity, analyzing the behavior and graphs of functions, derivatives, implicit differentiation, higher order derivatives, related rates and optimization word problems, Newton's Method, Fundamental Theorem of Calculus, and definite and indefinite integrals. **PREREQUISITE:** Mathematics 10 or Mathematics 8B with a grade of 'C' or better.

MATH 1B Single-Variable Calculus and Analytic Geometry**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH20, MATH SEQ BC

This course is a standard second semester Calculus course covering methods of integration, applications of the integral, differential equations, parametric and polar equations, and sequences and series. **PREREQUISITE:** Mathematics 1A with a grade of 'C' or better.

MATH 1C Multivariable Calculus**Units:** 4.0 **Hours:** 4.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH22, MATH SEQ BC

A standard third semester Calculus course covering functions of several variables, vectors, surfaces, vector-valued functions, partial derivatives, multiple and line integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem. **PREREQUISITE:** Mathematics 1B with a grade of 'C' or better.

MATH 2 Linear Algebra**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH26

A standard one semester Linear Algebra course covering systems of linear equations, vectors and matrices, determinants, vector spaces, linear transformations, eigenvalues, and eigenvectors. Graphing calculators and computers will be used. **PREREQUISITE:** Mathematics 1C with a grade of 'C' or better.

MATH 2C Differential Equations**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:MATH24

Introduction to ordinary differential equations, first-order differential equations, linear differential equations of higher order, vibration models, power-series solutions, the Laplace transform, and systems of linear differential equations. **PREREQUISITE:** Mathematics 1C with a grade of 'C' or better.

MATH 5 Introduction to Statistics**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory**Transferable:** CSU, UC; CSU-GE:B4, IGETC:2A; GAV-GE:B4; CAN:STAT2

Descriptive analysis and presentation of either single-variable data or bivariate data, probability, probability distributions, normal probability distributions, sample variability, statistical inferences involving one and two populations, analysis of variance, linear correlation and regression analysis. Statistical computer software will be extensively integrated as a tool in the description and analysis of data. **PREREQUISITE:** Mathematics 233 with a grade of 'C' or better. The instructor will be using and supporting a TI-83 Plus graphing calculator in all classroom demonstrations.

MATH 201A Math for Science and Engineering**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** No

This course will provide a combination of math study skills, introduction to scientific equipment and technology for mathematics, analysis of data from various branches of science, one or more field trips, investigation of educational plans and program choices at the transfer level. **COREQUISITE:** Enrollment in appropriate section of Math 205 which is part of a learning community.

MATH 201B Math for Science and Engineering**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** No

This course will provide a combination of math study skills, introduction to scientific equipment and technology for mathematics, collection and analysis of data from various branches of science, one or more field trips, investigation of science careers and program choices at the transfer level. **COREQUISITE:** Enrollment in appropriate section of Math 233 which is part of a learning community.

MATH 205 Elementary Algebra**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No

This course is a standard beginning algebra course, including algebraic expressions, linear equations and inequalities in one variable, graphing, equations and inequalities in two variables, integer exponents, use of a scientific calculator, polynomials, rational expressions and equations, radicals and rational exponents, and quadratic equations. Mathematics 205, 205A and 205B, and 206 have similar course content. This course may not be taken by students who have completed Mathematics 205B or 206 with a grade of "C" or better. This course may be taken for Mathematics 205B credit (2.5 units) by those students who have successfully completed Mathematics 205A with a grade of "C" or better. **PREREQUISITE:** MATH 402 with a grade of "Pass" or with a "C" or better, or assessment test recommendation.

MATH 205A First Half of Elementary Algebra**Units:** 2.5 **Hours:** 4.0 Lecture**Transferable:** No

This course is the first half of the Elementary Algebra course. It will cover signed numbers, evaluation of expressions, ratios and proportions, solving linear equations, and applications. Graphing of lines, the slope of a line, graphing linear equations, solving systems of equations, basic rules of exponents, and operations on polynomials will be covered. **PREREQUISITE:** Math 402 with a grade of "Pass" or with a "C" or better, or assessment test recommendation. **ADVISORY:** Concurrent enrollment in Guidance 563A is advised.

MATH 205B Second Half of Elementary Algebra**Units:** 2.5 **Hours:** 4.0 Lecture**Transferable:** No

This course contains the material covered in the second half of the Elementary Algebra Course. It will cover factoring polynomials, solving quadratic equations by factoring, rational expressions, radicals, and solving quadratic equations. In addition, the course will review applications involving linear equations of one and two variables, finding slopes and graphing linear equations, solving systems of equations with two variables, and solving linear inequalities. Math 205, 205A and 205B, and 206 have similar course content. This course may not be taken by students who have completed Math 205 or 206 with a grade of "C" or better. **PREREQUISITE:** Math 205A with a grade of "C" or better. **ADVISORY:** Concurrent enrollment in Guidance 563B is advised.

MATH 208 Plane Geometry**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** No

This course introduces the vocabulary and principles of Euclidean Geometry. Methods of proof including inductive and deductive reasoning will be developed. Concepts of congruence and similarity, angles, lines, polygons, and circles will be covered. Additional topics such as solid geometry, analytical geometry, transformations, and basic trigonometry may be included as time allows. **PREREQUISITE:** Math 205 or Math 205A and Math 205B with a grade of "C" or better.

MATH 233 Intermediate Algebra**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** No; GAV-GE:B4

Review of basic concepts, linear equations and inequalities, graphs and functions, systems of linear equations, polynomials and polynomial functions, factoring, rational expressions and equations, roots, radicals, and complex numbers, solving quadratic equations, exponential and logarithmic functions, and problem solving strategies. Mathematics 233, 233A, and 233B have similar course content. This course may not be taken by students who have completed Mathematics 233B with a grade of "C" or better. This course may be taken for Mathematics 233B credit (2.5 units) by those students who have successfully completed Mathematics 233A with a grade of "C" or better. **PREREQUISITE:** Mathematics 205 or Mathematics 205A and 205B or Mathematics 206 with a grade of "C" or better. The instructor will be using and supporting TI-83 Plus graphing calculator in all classroom demonstrations.

MATH 233A First Half of Intermediate Algebra**Units:** 2.5 **Hours:** 4.0 Lecture**Transferable:** No

The course will start with a review of basic concepts and then cover the following topics with an emphasis on applications and problem solving strategies: solving linear and absolute value equations; solving linear and compound inequalities; equations and graphs of lines; functions and function notation including composition of functions; solving systems of linear equations and inequalities; operations with polynomials; factoring polynomials; and solving polynomial equations. **PREREQUISITE:** Completion of Mathematics 205 or the equivalent with a grade of "C" or better.

MATH 233B Second Half of Intermediate Algebra**Units:** 2.5 **Hours:** 4.0 Lecture**Transferable:** No; GAV-GE:B4

This course will start with a review factoring polynomials, and then cover the following topics with an emphasis on applications and problem solving strategies: solving polynomial equations by factoring; adding, subtracting, multiplying, dividing and simplifying rational expressions and solving rational equations; adding, subtracting, multiplying, dividing and simplifying roots, radicals and complex numbers and solving radical equations; working with composition of functions and inverse functions, working with exponential and logarithmic functions, equations and expressions; employing various methods of solving quadratic equations and inequalities; and graphing quadratic functions. **PREREQUISITE:** Completion of MATH 233A with a grade of "C" or better.

MATH 400 Elements of Arithmetic**Units:** 3.0 **Hours:** 3.0 Lecture and 1.0 Laboratory**Transferable:** No

This course covers essential arithmetic operations, whole numbers, integers, fractions, decimals, ratio, proportion, percent, applications of arithmetic, and critical thinking, as well as math-specific study skills. This is a pass/no pass course, with pass being given for mastery of the content. Units earned in this course do not count toward the associate degree and/or other certain certificate requirements.

MATH 402 Pre-Algebra**Units:** 3.0 **Hours:** 3.0 Lecture and 2.0 Laboratory**Transferable:** No

This course covers operations with integers, fractions and decimals and associated applications, percentages, ratio, and geometry and measurement, critical thinking and applications. Elementary algebra topics such as variables, expressions, and solving equations are introduced. This is a pass/no pass course where pass is given for mastery of the above topics. **PREREQUISITE:** Completion of Math 400 with a grade of "Pass" or with a "C" or better, or assessment test recommendation.

All courses listed here are part of Gavilan College's approved curriculum.
All courses are not offered every semester. Check the Class Schedule for current offerings.

MATH 404A-G Self-Paced Basic Math**Units:** 1.0 **Hours:** 1.0 Lecture and .3 Laboratory**Transferable:** No

This course is a remedial, modular, self-paced course. Application and critical thinking skills are developed in each module. Module A covers operations with whole numbers, equivalent fractions, multiplying and dividing fractions. Module B covers adding and subtracting fractions, and operations with decimals. Module C covers ratio and proportion, percent, and units of measurement. Module D reviews fractions, decimals, percentages, and covers operations with integers, and working with variables. Module E covers real numbers, fractions, exponents, scientific notation, and order of operations. Module F covers expressions, polynomials, and equations. Module G covers geometric figures, perimeter and area, surface area and volume, triangles and parallelograms, and similar figures. This course has the option of a letter grade or pass/no pass. This course involves both lecture and hands-on computer assisted software. All sections are open for late registration.

Math 404 A-C is the equivalent of Math 400.

Math 404 D-F is the equivalent of Math 402.

MATH 414 Basic Math Skills**Units:** .5 TO 3.0 **Hours:** 1.5 TO 3.0 Laboratory**Transferable:** No

A remedial mathematics course designed for those students who need to learn, or re-learn, the basic concepts of math. The primary emphasis is on whole numbers, fractions, decimals, percents, and measurements. This course may be repeated three times for credit. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements.

Medical Terminology: see Business Office Technology (BOT)

MUSIC

MUS 1A Music History and Literature**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1; CAN:MUS8

A survey of the development of music in western civilization including representative composers from the Medieval to the present. Music 1A will study the music and styles from the Medieval to the Romantic period. ADVISORY: Eligible for English 250 and English 260.

MUS 1B Music History and Literature**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1

A survey of the development of music in western civilization including representative composers from the Medieval period to the present. Music 1B will study the music and styles from late Romanticism to the present. ADVISORY: Eligible for English 250 and English 260.

MUS 2 History of Jazz and Rock Music**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F

This course covers the introduction and history of jazz and rock music from traditional, ragtime, boogie-woogie, swing, bebop, and cool, to various contemporary jazz, rock and fusion art forms. It includes a study of the forces that have shaped the art from European, African, Latin, and African-American influences. The class explores the contributions and conflicts of African-American influences throughout the history and development of this American music.

MUS 3A Harmony - Theory - Musicianship**Units:** 4.0 **Hours:** 4.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; CSU-GE:C1; GAV-GE:C1

Fundamentals of music, beginning harmony. ADVISORY: Must be taken in sequence.

MUS 3B Harmony - Theory - Musicianship**Units:** 4.0 **Hours:** 4.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Fundamentals of music, beginning harmony. ADVISORY: Must be taken in sequence.

MUS 3C Intermediate Harmony - Theory**Units:** 4.0 **Hours:** 4.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Continuation of Music 3AB. Chromatic harmony, analysis and composition. ADVISORY: Music 3B

MUS 3D Intermediate Harmony - Theory**Units:** 4.0 **Hours:** 4.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Continuation of Music 3C. Analysis and composition. ADVISORY: Music 3C

MUS 4A Beginning Piano**Units:** 3.0 **Hours:** 2.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; CSU-GE:C1; GAV-GE:C1

Introduction to music fundamentals and keyboard technique. Development of beginning keyboard skills including note reading in bass and treble clef, fingering, rhythm, key signatures, primary chords and inversions. ADVISORY: Must be taken in sequence.

MUS 4B Beginning Piano**Units:** 2.0 **Hours:** 1.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Continuation of Music 4A. ADVISORY: Music 4A

MUS 5A Intermediate Piano**Units:** 2.0 **Hours:** 1.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Development of intermediate keyboard skills through means of scales, chords, and technical studies. Continuation of music fundamentals and beginning keyboard harmony; introduction of easier classical and standard piano literature. ADVISORY: Music 4B

MUS 5B Intermediate Piano**Units:** 2.0 **Hours:** 1.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Development of intermediate keyboard skills through means of scales, chords and technical studies. Continuation of music fundamentals and beginning keyboard harmony; introduction of easier classical and standard piano literature. ADVISORY: Music 5A

MUS 5C Advanced Piano**Units:** 2.0 **Hours:** 1.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Development of advanced keyboard skills through means of scales, chords and technical studies. Continuation of music fundamentals and keyboard harmony; introduction of moderately difficult classical and standard piano literature. ADVISORY: Music 5B

MUS 5D Advanced Piano**Units:** 2.0 **Hours:** 1.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Development of advanced keyboard skills through means of scales, chords and technical studies. Continuation of music fundamentals and keyboard harmony; introduction of moderately difficult classical and standard piano literature. ADVISORY: Music 5C

MUS 6 Introduction to World Music**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F

This course explores a broad and diverse survey of different non Western music cultures, helping students develop listening skills to identify, distinguish and appreciate the elements and richness of each culture's music. The course will cover a rich diversity of styles through informed listening, analysis and discernment of musical elements, form and repertoire. Music of various cultures will be explored, for example: India, China, Japan, the Middle East, Indonesia, Africa, Europe and the Americas.

MUS 7 Songwriting and Composition**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is an introduction to modern song writing techniques. Students will learn to create their own musical compositions. Approaches to contemporary issues in song writing including development of melodic, lyrical, and rhythmic ideas will be studied. In addition, students will learn strategies for promoting their songs in the contemporary music marketplace as well as basic concepts of intellectual property right protection. While recommended, no prior formal musical education is required.

MUS 8A Beginning Voice**Units:** 2.0 **Hours:** 2.0 Lecture and 1.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development. **ADVISORY:** Continues in sequence or by demonstrated proficiency.

MUS 8B Beginning Voice**Units:** 2.0 **Hours:** 2.0 Lecture and 1.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development. **ADVISORY:** Music 8A or demonstrated proficiency.

MUS 8C Intermediate Voice**Units:** 2.0 **Hours:** 2.0 Lecture and 1.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development. **ADVISORY:** Music 8B or demonstrated proficiency.

MUS 8D Intermediate Voice**Units:** 2.0 **Hours:** 2.0 Lecture and 1.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Development of techniques in the art of singing and interpreting serious music in various styles. Study of the basic techniques of tone production, breathing and related skills. Basic repertoire development. **ADVISORY:** Music 8C or demonstrated proficiency.

MUS 9A Guitar**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

An introduction to playing the guitar. Basic staff notation, correct fingering and chord arpeggios are covered. Emphasis is also placed on developing musical listening skills. Students must provide their own guitars. May be repeated once for credit. **ADVISORY:** Students must provide their own guitars.

MUS 9B Guitar**Units:** 1.0 **Hours:** 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

An introduction to playing the guitar. Basic staff notation, correct fingering and chord arpeggios are covered. Emphasis is also placed on developing musical listening skills. Students must provide their own guitars. May be repeated once for credit. **ADVISORY:** Music 9A; students must provide their own guitars.

MUS 12 Vocal Ensemble**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

The day Vocal Ensemble will focus on individual and group performance of popular and alternative commercial music, and will rehearse and perform with a backup band. The evening Vocal Ensemble will study, rehearse and perform choral music in a broad spectrum of musical genre and styles. Included will be the study of vocal and rehearsal techniques as they relate to ensemble performance. Course may be repeated three times for credit.

MUS 13 Concert Choir**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

The Concert Choir will study, rehearse and perform choral music from the 15th century to the present in a variety of musical styles with emphasis on the larger choral works and their preparation for public concert. Course may be repeated three times for credit. **ADVISORY:** Previous choral experience is preferred but not required. The student should have the ability to match a given pitch.

MUS 14A Instrumental Ensemble**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Instruction for the experienced musician with emphasis on the study and performance of a wide variety of musical styles from Renaissance to 20th century music for traditional ensembles, and extensive consideration of contemporary commercial and alternative repertoire, and performance techniques for popular ensembles.

MUS 14B Instrumental Ensemble**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Instruction for the experienced musician with emphasis on the study and performance of a wide variety of musical styles from Renaissance to 20th century music for traditional ensembles, and extensive consideration of contemporary commercial and alternative repertoire, and performance techniques for popular ensembles.

MUS 14C Instrumental Ensemble**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Instruction for the experienced musician with emphasis on the study and performance of a wide variety of musical styles from Renaissance to 20th century music for traditional ensembles, and extensive consideration of contemporary commercial and alternative repertoire, and performance techniques for popular ensembles.

MUS 14D Instrumental Ensemble**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Instruction for the experienced musician with emphasis on the study and performance of a wide variety of musical styles from Renaissance to 20th century music for traditional ensembles, and extensive consideration of contemporary commercial and alternative repertoire, and performance techniques for popular ensembles.

MUS 16A Introduction to Audio Recording Techniques**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Survey of basic audio recording techniques and materials including acoustics, signal flow, block diagrams, cue systems, punch-ins, microphones and mic placement, frequency response, reverb, delay and outboard effects, stereo mixing, pre-mixing and actual recording. May be repeated once for credit.

MUS 20 Basic Music Education**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** CSU;

A basic course in music education based on the principles of the Kodaly and Orff Methods. Classes will include lecture, development of individual musical and teaching skills, familiarity with instructional materials, and knowledge of folk music from around the world. ADVISORY: Eligible for English 250 and 260.

MUS 21 Electronic Music/Sound Design**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Fundamentals of electronic music synthesis using computers. Midi sequencing, digital sound processing, sampling, digital multi-track recording utilizing the college's state of the art midi studio. May be repeated three times for credit. ADVISORY: Eligible for English 250, 260 and Mathematics 205.

MUS 26 Symphony**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Study and performance of orchestral literature. Individual and sectional skills development. Perform in public concerts each semester. May be repeated until a maximum of 8 units are accrued. ADVISORY: Demonstrated proficiency on individual's instrument and ability to read music.

MUS 98 Special Topics**Units:** .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture**Transferable:** CSU; GAV-GE:C1

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topical content information, consult with appropriate department chairperson. For transfer status, check with a counselor. This course may have the option of a letter grade or pass/no pass.

MUS 190 Occupational Work Experience/Commercial Music**Units:** 1.0 TO 4.0 **Hours:****Transferable:** CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

Nursing: see Allied Health**Nutrition: see Biological Sciences****Performing Arts: see Mass Communications & Television, or Theatre Arts (THEA)****PHILOSOPHY****PHIL 1 Introduction to Philosophy****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:PHIL2

Philosophy 1 is intended as a survey of the major areas and traditions of philosophy. The course examines central and significant questions about the meaning of life, who determines what is morally right or wrong, the ideal society, the various notions social justice, what is reality, and many other ideas. In pursuing these questions, students will be asked to read texts from writers around the world, both contemporary and ancient, discuss current events, and apply 'theory' to movies such as "The Matrix" trilogy, novels, and any other relevant application of the student's own choice. ADVISORY: Eligible for English 1A.

PHIL 2 Logic**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:A3; GAV-GE:C2; CAN:PHIL6

Philosophy 2, Introduction to Logic, is intended as a survey of the primary approaches to argumentation and what has been traditionally called 'correct' reasoning. Learners will learn techniques of both deductive and inductive argumentation, how to spot a fallacy, as well as how to apply these techniques to other aspects of their lives outside the classroom. While logic is often quite formal, the goal is to see the practical application of this discipline. Additionally, learners will become acquainted with the cultural variations to reasoning in addition to the standard Western focal approach ADVISORY: Eligible for English 1A.

PHIL 3A Ethics**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2; CAN:PHIL4

Philosophy 3 is intended as a survey of the major areas and traditions of ethical and moral theories. The course examines central and significant questions about who determines what is morally right or wrong, the ideal society, the various notions social justice, moral agency and action in our lives and community, as well as many other topics. In pursuing these questions, students will be asked to read texts from writers around the world, both contemporary and ancient, discuss current events, and apply 'theory' to movies, novels, and any other relevant application of the student's own choice. ADVISORY: Eligible for English 1A.

PHIL 3B Contemporary Moral Issues**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, E2

Contemporary Moral Issues in an applied ethics class that covers major ethical theories and contemporary moral issues in a pluralistic manner. This course will cover such issues as abortion and euthanasia, cloning, experimentation on human subjects, capital punishment, race/ethnicity, sexual orientation and sexual morality, world hunger and poverty, colonialism and post-colonialism, and so forth. ADVISORY: Eligible for English 1A.

PHIL 4 Critical Thinking and Writing**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:A3, IGETC:1B; GAV-GE:C2

This course is designed to introduce the relationship between critical thinking and critical writing in a way that will be both enjoyable to the student and helpful in other aspects of life. The student will learn techniques of critical thinking, playing close attention to the current events, movies and popular media, music lyrics, as well as the textbook. Students will learn to identify deductive and inductive arguments and be able to evaluate their strength, create a strong argument of their own on a given topic, as well become experts in the area of critical analysis. The goal is to enable students to become strong, well informed, articulate members of the community as well as individuals with an empowered sense of self as an agent of change. PREREQUISITE: English 1A

PARALEGAL STUDIES**PL 110 Introduction to Paralegalism****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course will provide a general overview of the legal system with emphasis on the procedural duties of the paralegal within that system. The course will specifically address such areas as legal research, legal writing and law office administration, as well as provide overview of several substantive areas of law. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 1A.

PHIL 6 Comparative Religions**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, F

Religion is a topic that ignites controversy -- most societies engage in religious practices, believe strongly in that tradition, and find a sense of identity within it. The controversy arises when differences are misunderstood, misrepresented, or placed in a hierarchy of assumed supremacy of one religion as superior to others. In this class, students explore the underlying commonality of various religious traditions, explore the uniqueness of the religions with which they are unfamiliar, and learn to see that diversity among beliefs doesn't have to create hostility. Students will explore religions from Indigenous Peoples throughout the world, East Asia (e.g. India), China, the Middle East, as well as some more recent trends in religion. Previously known as PHIL 6A. ADVISORY: Eligible for English 1A.

PHIL 9 Philosophy of Religions**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B; GAV-GE:C2, E2

A reflective examination and analysis of the meanings and beliefs involved in religion and the religious experience. Introductory study of such topics as the nature and grounds of religious belief, relation between religion and ethics, nature and existence of god, problem with evil, and what can be learned from the religious experience. Additionally, the student will discuss the impact of religion on society, social norms, and the political impact of religion. Previously known as PHIL 6B. ADVISORY: Eligible for English 1A.

Photography: see Art, CSIS or Digital Media

PHYSICAL EDUCATION - ADAPTED

Other Physical Education classes: see Kinesiology (KIN)

APE 34 Adapted Aquatic Exercise**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

This course is designed to help individuals who by the nature of their disability such as wheelchair use, back injury, cardiovascular impairment, multiple sclerosis or other disabling condition require a specific aquatic exercise program that will contribute to their physical well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass. Previously known as PE 34.

APE 35 Adapted Swimming for Total Fitness**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

An individualized program of activities designed for students with physical disabilities to improve flexibility and range-of-motion, increase joint movement, improve circulation, and improve control of body movement through water adjustment and activities. Develops an appreciation of physical activity as a regular planned contribution to one's basic overall well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass. Previously known as PE 35.

APE 36 Adapted Physical Education**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

An individualized program of adaptive physical education activities designed to meet the needs of students with physical disabilities. Develops an appreciation of physical activity as a regular planned contribution to one's overall well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass. Previously known as PE 36.

APE 38 Adapted Cardiovascular Conditioning and Training**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:E1; GAV-GE:E1

An individualized program of adapted exercises in weight training, stretching and cardiovascular conditioning for those individuals who have been disabled through stroke, cardiovascular accident, arthritis, multiple sclerosis, or other condition. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course has the option of a letter grade or pass/no pass. Previously known as PE 38.

APE 534 Adapted Aquatic Exercise**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** No

Designed to help individuals who by the nature of their disability such as wheelchair use, back injury, cardiovascular impairment, multiple sclerosis or other disabling condition require a specific aquatic exercise program that will contribute to their physical well being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This is a pass/no pass course. Previously known as PE 534.

APE 535 Adapted Swimming for Total Fitness**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** No

An individualized program of activities designed for students with physical disabilities to improve flexibility and range-of-motion, increase joint movement, improve circulation, and improve control over body movement through water adjustment and activities. Develops an appreciation of physical activity as a regular planned contribution to one's overall well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This course is pass/no pass. Previously known as PE 535.

APE 536 Adapted Physical Education**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** No

An individualized program of adaptive physical education activities designed to meet the needs of students with physical disabilities. Develops an appreciation of physical activity as a regular planned contribution to one's physical well-being. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This is a pass/no pass course. Previously known as PE 536.

APE 538 Adapted Cardiovascular Conditioning and Training**Units:** .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory**Transferable:** No

An individualized program of adapted exercises in weight training, stretching and cardiovascular conditioning for those individuals who have been disabled through stroke, cardiovascular accident, arthritis, multiple sclerosis, or other condition. May be repeated as necessary based on measurable progress as documented in the student's educational contract. This is a pass/no pass course. Previously known as PE 538.

APE 637 Wheelchair Basketball**Units:** .0 **Hours:** 1.0 TO 6.0 Laboratory**Transferable:** No

This course is an adaptive physical education activity designed for wheelchair athletes who are seeking to participate in competitive wheelchair basketball. Fundamentals, strategy and rules of wheelchair basketball will be covered. This is a non credit course.

All courses listed here are part of Gavilan College's approved curriculum. All courses are not offered every semester. Check the Class Schedule for current offerings.

PHYSICAL SCIENCE

PSCI 1 Principles of Physical Science

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:B1, IGETC:5A; GAV-GE:B1

An introduction to the physical sciences for the non-science major. Attention is focused on fundamental laws of nature, their development and relation to the physical world. **ADVISORY:** Mathematics 205 and eligible for English 250 and 260.

PSCI 2 Introduction to Meteorology

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:B1, IGETC:5A; GAV-GE:B1

An introductory course in Meteorology that is both descriptive and analytical on the physical principles affecting the earth's weather. Topics covered include the nature of the atmosphere, solar energy, heat, temperature, pressure, stability, moisture, wind, storms, severe weather and forecasting. The course introduces climatology as a scientific study and will look at the earth's climatic history, current research in climate modeling and the possibility of global climate change. **ADVISORY:** MATH 205.

PSCI 3 Ocean Studies

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU

Online Ocean Studies is a an introductory oceanography course provided by the American Meteorological Society to undergraduates. The course is prepared by an experienced team of oceanographers and science educators. AMS Ocean Studies is produced in cooperation with the National Oceanographic and Atmospheric Administration. AMS Ocean Studies examines the world ocean from an Earth system perspective. The course emphasizes (1) the flow and transformations of water and energy into and out of the ocean, (2) the physical and chemical properties of seawater, (3) ocean circulation, (4) marine life and its adaptations, (5) interactions between the ocean and the other components of the Earth system (i.e., hydrosphere, atmosphere, geosphere, and biosphere), and (6) the human/ societal impacts on and response to those Earth system interactions. AMS Ocean Studies is modeled after the highly successful AMS Weather Studies course. **ADVISORY:** MATH 205.

PHYSICS

PHYS 1 Introduction to Physics

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory

Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3

This course is an introduction to the fundamental physical principles that control the world around us. Students will explore the fundamental principles of physics, their historical development, their application to everyday phenomena, and their impact upon political, social, and environmental issues. Laboratory exercises will explore the everyday world. **ADVISORY:** Mathematics 205.

PHYS 2A General Physics

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory

Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:PHYS2, PHYS SEQ A

An introduction to the principles of physics using algebra and trigonometry. Topics include kinematics in one and two dimensions, vectors, equilibrium and non-equilibrium applications of Newton's Laws, work and energy, momentum, rotational kinematics and dynamics, simple harmonic motion, elasticity, thermal physics, thermodynamics, and waves. **PREREQUISITE:** MATH 8A or MATH 9. **ADVISORY:** Eligible for English 250 and English 260.

PHYS 2B General Physics

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory

Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:PHYS4, PHYS SEQ A

An introduction to the principles of physics using algebra and trigonometry. Topics include electricity and magnetism, light and optics, modern physics, and an introduction to relativity. **PREREQUISITE:** Physics 2A **ADVISORY:** Eligible for English 250 and English 260

PHYS 4A Physics for Scientists and Engineers - Mechanics/ Fluids/Wave

Units: 4.0 **Hours:** 4.0 Lecture and 2.0 Laboratory

Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:PHYS SEQ

An introduction to the principles of physics using calculus. Topics include kinematics in one, two and three dimensions, vectors, equilibrium and non-equilibrium applications of Newton's Laws, work and energy, momentum, systems of particles, rotational kinematics and dynamics, simple harmonic motion, elasticity, and waves. **PREREQUISITE:** Physics 2A and Mathematics 1A **ADVISORY:** Eligible for English 250 and English 260.

PHYS 4B Physics for Sci/Engr--Electromagnetism

Units: 4.0 **Hours:** 4.0 Lecture and 2.0 Laboratory

Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:PHYS SEQ

Fundamental principles of electricity and electromagnetism. Electric and magnetic fields, AC/ DC circuits, Maxwell's equations, and electromagnetic waves. Students gain experience in the application of computers in science. **PREREQUISITE:** Physics 4A **ADVISORY:** Mathematics 1B

PHYS 4C Physics for Sci/Engr--Thermodynamics/Optics/ Modern Physics

Units: 4.0 **Hours:** 3.0 Lecture and 3.0 Laboratory

Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3; CAN:PHYS SEQ

An introduction to the principles of physics using calculus. Topics include light, optics, interference, diffraction, thermal energy, the Laws of Thermodynamics, the kinetic theory of gases, and an introduction to relativity and modern physics. **PREREQUISITE:** Physics 4A.

Physiology: see Biological Sciences

POLITICAL SCIENCE

POLS 1 Introduction to American Government

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:D8, IGETC:4H, 7A; GAV-GE:D1, D2; CAN:GOVT2

Explores the development of American political institutions and their utilization in dealing with issues arising at the international, national and state levels. Emphasis is placed on those problems which have defined our federal system of government. California government and appropriate state institutions will be included as a vital part of our federal system of government. **ADVISORY:** Eligible for English 250 and English 260.

POLS 3 Introduction to Comparative Politics

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:D8, IGETC:4H; GAV-GE:D2, F

Comparative survey of political institutions and processes around the globe. Selected nations may include, but are not restricted to: the United Kingdom, France, Germany, Japan, Russia, India, Nigeria, and Mexico. **ADVISORY:** Eligible for English 250 and English 260.

POLS 4 Introduction to International Relations

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:D8, IGETC:4H; GAV-GE:D2, F

This course provides an introduction to key contemporary international problems and the means to analyze them. Major parts of the course cover such topics as war and peace, foreign policymaking, the international economy, and future trends in world politics.

General Education Requirements, pages 48-56

POLS 5 Introduction to Modern International Terrorism**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D8, IGETC:4H; GAV-GE:D2

This course centers on conceptually defining terrorism (all types-foreign and domestic, left and right-wing, religious, environmental, and political, state and non-state), tracing the history and beginnings of modern international and domestic terrorism, critically examining the various U.S.- global responses to the 9-11-01 attacks, as well as generally evaluating and assessing how countries and people around the world try to cope with, prevent and/or respond to attacks by terrorist organizations, groups, or acts of terrorism perpetrated by nation-states or groups working with nation-states. This course has the option of a letter grade or pass/no pass. This course is also listed as AJ 5.

POLS 6 Introduction to Conflict Resolution**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; CSU-GE:D7; GAV-GE:D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as PSYC 6 and CMUN 6. ADVISORY: English 250 and English 260.

POLS 8 Field Work in Politics**Units:** 1.0 TO 6.0 **Hours:****Transferable:** CSU

An intern program in practical politics and government administration offering students an opportunity to learn by doing. Interns are placed in the offices of public officials, government agencies, or political campaigns on the local, state and national levels. This is a pass/no pass course. ADVISORY: Consent of instructor. This is essential due to the necessity of screening intern applicants; completion of Political Science 1 or Political Science 3.

POLS 27 Contemporary Leadership**Units:** 2.0 TO 4.0 **Hours:** 1.5 TO 3.0 Lecture, 1.5 TO 3.0 Laboratory**Transferable:** CSU; GAV-GE:E2

A cross-disciplinary approach to the theory and practice of leadership. Includes effective communication styles including issues related to gender and culture. Class includes topics on ethics, power, and how to run effective meetings including the use of parliamentary procedure. Skills directly applicable to work, personal and college environments. May be repeated for a maximum of 10 units. Also listed as PSYC 27. ADVISORY: Eligible for English 250 and English 260.

PSYC 2 Early Child Development**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D9, E, IGETC:4I; GAV-GE:D2

This course examines typical and atypical development within the psychosocial, cognitive, and physical domains from conception through the preschool years. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. This course is also listed as CD 2. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 1A; transfer student consult with advisor.

PSYC 3 Child Growth and Development During the School Years**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D9, E, IGETC:4I; GAV-GE:D2

This course examines typical and atypical development within the psychosocial, cognitive and physical domains from middle childhood through adolescence. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. This course has the option of a letter grade or pass/no pass. This course is also listed as CD 3. ADVISORY: Eligible for English 1A; transfer students consult with advisor.

PSYC 5 Self-Assessment and Career Development**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; CSU-GE:E2; GAV-GE:E2

A course designed to assist the student in learning more about personal values, personality, interests, exploration of career choice, and occupational opportunities through the use of various personal assessment instruments. The delivery options for this course include online and self-paced formats. This course is also listed as GUID 1. ADVISORY: Eligible for English 250 and English 260. \$12 fee will be charged for career assessment materials.

PSYC 6 Introduction to Conflict Resolution**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; CSU-GE:D7; GAV-GE:D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as POLS 6 and CMUN 6. ADVISORY: English 250 and English 260.

PSYC 7 Cultural Context of Child and Family in a Diverse Society**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; CSU-GE:D7; GAV-GE:D2, F

Examines cultural influences on child-rearing practices, family values, and human development. Perspectives from social sciences are used to critique and review theoretical and practical implications of oppression and privilege as they apply to families, schools, and communities, including historical and socio-cultural factors. The processes of socialization and identity development, and the importance of respectful, reciprocal relationships that support and empower families. Self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. Also listed as CD 7 and ANTH 9. ADVISORY: Eligible for English 250 and English 260.

PSYC 27 Contemporary Leadership**Units:** 2.0 TO 4.0 **Hours:** 1.5 TO 3.0 Lecture, 1.5 TO 3.0 Laboratory**Transferable:** CSU; GAV-GE:E2

A cross-disciplinary approach to the theory and practice of leadership. Includes effective communication styles including issues related to gender and culture. Class includes topics on ethics, power, and how to run effective meetings including the use of parliamentary procedure. Skills directly applicable to work, personal and college environments. May be repeated for a maximum of 10 units. Also listed as POLS 27. ADVISORY: Eligible for English 250 and English 260.

PSYCHOLOGY**PSYC 1A Introduction to Psychology****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D9, IGETC:4I; GAV-GE:D2; CAN:PSY2

The nature, scope, methods, presuppositions, history, and fields of psychology together with the scientific study of factors influencing human behavior, human development, perception, learning, memory, emotion, personality, frustration, and psychotherapy. ADVISORY: Eligible for English 250 and English 260. C-ID: PSY 110

PSYC 1B Introduction to Psychology**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D9, IGETC:4I; GAV-GE:D2

Continuation of Psychology 1A. This course stresses the biological basis of behavior including: neuroanatomy, the senses, perception, learning, thinking, and psychological disorders. PREREQUISITE: Completion of Psychology 1A with a grade of 'C' or better.

PSYC 52 Peer Counseling

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

An overview of the principles, skills, and methods used in peer counseling. Course emphasizes using communication skills, goal setting, intervention techniques and evaluation for peer counselors and others. **ADVISORY:** Eligible for English 250 and English 260.

PSYC 98 Special Topics

Units: .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture
Transferable: CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topic content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. This course may have the option of a letter grade or pass/no pass.

Public Speaking: see Communication Studies

RE 165 Legal Aspects of Real Estate

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

A study of California real estate law, including rights incident to property ownership and management, agency contracts, transfer of interest, liens and their foreclosure, encumbrances, and recent legislation relating to the foregoing. This course meets a requirement for the California Broker's License. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Real Estate 160

RE 166 Property Management

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

A study of techniques and practices in the management of income property from acquisition to disposal. The course will cover neighborhood analysis, rent schedules, rental finance, collections, eviction, maintenance and rehabilitation, tax considerations, depreciation and the pitfalls in the purchase of income property. This course may be used for the California Broker's License. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. **ADVISORY:** Real Estate 160

RE 167 Real Estate Economics

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

An introduction to the causes and effects of value fluctuations in real estate, the nature of land economics and development of residential, commercial, industrial, recreational and special purpose properties. The student will study the principles of capitalism, community growth patterns, taxes, and other related economic concepts. This course may be used for the California Broker's License. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. **ADVISORY:** Real Estate 160

RE 168 Real Estate Escrow

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This is an introductory course to escrow procedures and title insurance. The course will cover the general facets of escrow, title examination, preliminary report preparation and the factors upon which title insurance is based. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. **ADVISORY:** Real Estate 160

RE 190 Occupational Work Experience/Real Estate

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

Skin Care: see COS 220, 221

SOCIOLOGY**SOC 1A Introduction to Sociology**

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU, UC; CSU-GE:D0, IGETC:4J; GAV-GE:D2; CAN:SOC2

Analysis of the structure and dynamics of human society focusing on the development of culture, the socialization process, group behavior, social inequality, deviance, sexism, racism, and ageism, major social institutions, and human ecology. Emphasizes contemporary American society. **ADVISORY:** Eligible for English 250 and English 260. C-ID: SOCI 110

REAL ESTATE**RE 160 Real Estate Principles**

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

The fundamental course covering an introduction to the field of real estate. Provides understanding, background and terminology necessary for advanced specialized courses. Will meet requirements for the Real Estate Sales License. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250, English 260 and Mathematics 205.

RE 162 Real Estate Practice

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Introduction to the practice of real estate in California; emphasis on the practical application of listings, selling, advertising, financing, escrow, taxation, and valuation of real estate. This course meets a requirement for the California Broker's License. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. **ADVISORY:** Real Estate 160

RE 163 Real Estate Finance

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

This course covers an analysis of real estate financing transactions in residential, apartment, commercial, and special purpose properties. Various methods of financing properties are emphasized in the course. This course meets a requirement for the California Broker's License. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. **ADVISORY:** Real Estate 160

RE 164 Real Estate Appraisal

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

An introductory course covering the purpose of appraisals, the appraisal process, and the different approaches, methods and techniques used to estimate the value of various types of property, with a special emphasis on single-family residential properties. This course meets a requirement for the California Broker's License. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. **ADVISORY:** Real Estate 160

SOC 1B Introduction to Sociology: Social Problems**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D0, IGETC:4J; GAV-GE:D2; CAN:SOC4

This course provides an overview of how sociologists understand, identify, and address social problems. Students will be introduced to and critically evaluate various theories to explain and analyze social problems, their presence in our lives, and the extent to which they can be defined as social problems. In addition to identifying contemporary social problems, students will explore the root causes of these social problems and search for potential solutions. Some issues that may be examined are: economic globalization, immigration, poverty, inequalities in educational and employment opportunities, race and gender inequality, and the decline in social connections. **ADVISORY:** Sociology 1A. C-ID: SOCI 115

SOC 3 Sociology of Race, Ethnicity and Cultural Identity**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D0, D3, IGETC:4J; GAV-GE:D2, F

This course is designed to introduce students to the basic sociological concepts and theories of race, ethnicity and cultural identity in U.S. society. Students will examine race, ethnicity and cultural identity as social constructs that permeate social structures and institutions, and how they change over time and space. Over the semester students will critically analyze the ways which race, ethnicity, class, and gender/sexuality continually shape people's lives and experiences. While the class focuses on U.S. societies, students will also critically compare and contrast race and ethnicity in other societies. **ADVISORY:** Eligible for English 250 and English 260.

SOC 4 Sociology of Women and Men**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:D0, D4, IGETC:4J; GAV-GE:D2

This course is designed to introduce students to gender as a basic organizing principle of social life. Students will examine how gender is socially constructed and how these constructions affect self identity, interpersonal interactions, and inequality in society. Students will critically analyze the interactions of gender with race, class, and sexuality. **ADVISORY:** Eligible for English 250 and English 260.

SOC 10 Mass Media and Society**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, D0, IGETC:4J; GAV-GE:C2, D2

This course helps us understand the 20th century revolution in mass media by focusing on the history, economics and social impact of the newspaper, book publishing, magazine, film, television, public relations, advertising and music industries. We will study audience, propaganda and mass communication theory; we will discuss new technology, ethnic media in the U.S., ethical issues and attempts to regulate or control the media. Honors students will complete more in-depth analysis of media issues, and will finish a media-related research project. This course is also listed as JOUR 10. This course has the option of a letter grade or pass/no pass. **ADVISORY:** English 250, English 260

SOC 21 Marriage and the Family**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; CSU-GE:E2; GAV-GE:E2

Survey of information for preparation for marriage, including dating, courtship, engagement, mate selection, gender roles and rules, adjustment and parenthood. The course will also cover the study of families and how they function. Special attention will be given to how our changing culture and work demands bring about added stress and change to the family, causing increased dysfunction and crisis. **ADVISORY:** Eligible for English 250 and English 260.

SPAN 1B Elementary Spanish**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:6A; GAV-GE:C2, F; CAN:SPAN4, SPAN SEQ A

Continuation of Spanish 1A. Further development of the four skills of understanding, speaking, reading and writing Spanish. This course will continue to emphasize the study of Hispanic culture and institutions. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Spanish 1A or equivalent.

SPAN 2A Intermediate Spanish**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B, 6A; GAV-GE:C2, F; CAN:SPAN8, SPAN SEQ B

Review of basic structures through conversation and selected works of literature. Further expansion of patterns, vocabulary and idioms. Creative expression through discussion and composition. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Spanish 1B or equivalent.

SPAN 2B Intermediate Spanish**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:3B, 6A; GAV-GE:C2, F; CAN:SPAN10, SPAN SEQ B

Review of basic structures and grammar with greater emphasis on vocabulary and idioms. Introduction to literature as it reflects the characteristics of Hispanic societies. Greater emphasis on composition as a medium of expression. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Spanish 2A or equivalent.

SPAN 8A Conversational Spanish**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C2

This course is a beginning Spanish course, focusing on the Spanish sound system, basic grammar and vocabulary, and cultural elements. Although emphasis is on listening and speaking, basic reading and writing skills will be developed. This course has the option of a letter grade or pass/no pass.

SPAN 8B Conversational Spanish**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C2

This course requires knowledge of Spanish pronunciation, basic vocabulary, and present tense grammar. More advanced grammar and vocabulary, and cultural elements will be taught in the development of listening, speaking, basic reading and writing skills. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Spanish 8A or equivalent.

SPAN 8C Conversational Spanish**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C2

This course requires considerable knowledge of Spanish pronunciation, vocabulary, grammar and syntax. More advanced grammar and vocabulary will be taught in the development of listening, speaking, reading and writing skills. **ADVISORY:** Spanish 8B or equivalent.

SPAN 8D Conversational Spanish**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU; GAV-GE:C2

This course requires fluency in spoken and written Spanish. Advanced grammar and vocabulary will be presented while the course concentrates on polishing the student's oral and written skills and develops a sense of style. **ADVISORY:** Spanish 8C or equivalent.

SPAN 12A Spanish for Spanish Speakers**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:6A; GAV-GE:C2, F

Through comparative analysis of selected literary works, the course develops an awareness of cultural and literary contributions from Mexico and other Spanish speaking societies. The course is taught in Spanish with emphasis on composition as a medium of expression. **ADVISORY:** Basic Spanish reading and writing skills.

SPANISH**SPAN 1A Elementary Spanish****Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2; GAV-GE:C2, F; CAN:SPAN2, SPAN SEQ A

Beginning course with emphasis on understanding and speaking Spanish; introduction to reading and writing Spanish. This course will also introduce students to Hispanic culture and institutions. This course has the option of a letter grade or pass/no pass.

SPAN 12B Spanish for Spanish Speakers**Units:** 5.0 **Hours:** 5.0 Lecture**Transferable:** CSU, UC; CSU-GE:C2, IGETC:6A; GAV-GE:C2, F

Continuation of 12A; through comparative analysis of selected literary works, the course develops an awareness of cultural and literary contributions from Mexico and other Spanish speaking societies. The course is taught in Spanish with emphasis on composition as a medium of expression. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Basic Spanish speaking skills.

SPAN 98 Special Topics**Units:** .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture, .5 TO 3.0 Laboratory**Transferable:** CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topical content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. May be repeated for credit with different topics. This course may have the option of a letter grade or pass/no pass.

Speech: see Communications**Statistics: see Mathematics****Television: see Mass Media, Theatre Arts****THEATRE ARTS / DRAMA / TELEVISION****THEA 1 Theatre History****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F

A survey of the history of theatrical performance, production and dramatic literature, including: early Greek, Roman, Asian, the Renaissance, Italian, English, modern European to contemporary American theatre. **ADVISORY:** Eligible for English 250 and English 260.

THEA 2A Children's Theatre Repertory**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

This course focuses on formal dramatic presentations for child audiences. Activities will include acting, set design, costuming and makeup. **ADVISORY:** None. May be taken out of sequence.

THEA 2B Children's Theatre Repertory**Units:** 2.0 **Hours:** 1.0 Lecture and 3.0 Laboratory**Transferable:** CSU; GAV-GE:C1

Preparation and performance of touring plays for young audiences. Special activities in creative dramatization, improvisation and script development will be studied. **ADVISORY:** None. May be taken out of sequence.

THEA 3 El Teatro Campesino**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F

Reading, viewing and discussing the work of writer/director Luis Valdez and El Teatro Campesino (The Farmworkers Theatre) is the focus of this course. It traces the historical development of the theatrical company from its creation in 1965 to the present. Students will read actos, plays and view theatrical productions performed by El Teatro Campesino. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

THEA 4 Oral Reading**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1; GAV-GE:C1

An introduction to the analysis, preparation and dramatic reading of literature, including classical and contemporary prose, poetry and drama. Students prepare, analyze and orally present and interpret great works of drama and literature for an audience. This course is also listed as CMJN 2. **ADVISORY:** Eligible for English 250 and English 260.

THEA 6 Introduction to Audio Production**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU

The theory and practice of audio techniques in radio, television, film and multimedia; including acoustics, audio language and terms, signal flow, use of microphones, use of mixers and related production equipment and the aesthetic aspects of sound mixing. Student will apply the learned materials to actual audio production. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. This course is also listed as MCTV 6.

THEA 7 Theatre Appreciation**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1

This learning experience examines how theatre productions are staged and created. Elements of theatrical production including: writing, producing, directing, designing, and acting will be explored.

THEA 10 Television/Film and Stage Make-up**Units:** 2.0 **Hours:** 1.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Straight, corrective, character and prosthesis make-up application techniques will be discussed and demonstrated. Basic differences in make-up for television, film and stage will be introduced through individual projects. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

THEA 11 Dance and Movement for the Theatre**Units:** 2.0 **Hours:** 1.0 Lecture and 2.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Introduction to basic dance, period movement, stage combat and mime techniques suitable for the performing arts. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

THEA 12A Fundamentals of Acting and Performance**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; CSU-GE:C1; GAV-GE:C1; CAN:DRAM8

This course explores the physical and psychological resources of the actor. Students achieve proficiency in individual and group contact, collaboration, theatre games, improvisation, basic theatre vocabulary, and sound and movement dynamics. Students emerge in formal scene presentations as well as critique live theatrical productions.

THEA 12B Fundamentals of Acting and Performance**Units:** 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

This course explores the physical and psychological resources of the actor. Students achieve proficiency in individual and group contact, collaboration, theatre games, improvisation, basic theatre vocabulary, and sound and movement dynamics. Students engage in formal scene presentations as well as critique live theatrical productions. This course has the option of a letter grade or pass/no pass. May be repeated two times for credit. **ADVISORY:** Theatre Arts 12A.

THEA 13A Actor's Workshop**Units:** 1.0 TO 3.0 **Hours:** 3.0 TO 9.0 Laboratory**Transferable:** CSU, UC; GAV-GE:C1

Audition, rehearsal and performance of a theatrical production for public performance.

All courses listed here are part of Gavilan College's approved curriculum. All courses are not offered every semester. Check the Class Schedule for current offerings.

THEA 13B Actor's Workshop

Units: 1.0 TO 3.0 **Hours:** 3.0 TO 9.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

Audition, rehearsal and performance of a theatrical production for public performance.

THEA 13C Actor's Workshop

Units: 1.0 TO 3.0 **Hours:** 3.0 TO 9.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

Audition, rehearsal and performance of a theatrical production for public performance. ADVISORY: THEA 13B.

THEA 13D Actor's Workshop

Units: 1.0 TO 3.0 **Hours:** 3.0 TO 9.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

Audition, rehearsal and performance of a theatrical production for public performance. ADVISORY: Theatre Arts 13C

THEA 14 Stage Production

Units: 1.0 TO 3.0 **Hours:** 3.0 TO 9.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

An individualized course in technical theatre production for the performing arts. Areas of study include: scenery, lighting, props, costumes, sound, make-up, public relations/box office management or stage management. May be repeated until a maximum of 9 units are accrued. ADVISORY: Eligible for English 250 and English 260.

THEA 15 Introduction to Design for Stage, Film, and Television

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; GAV-GE:C1

An introductory course in design and technical production for stage, film, and television. Areas of study will include scenery, lighting, costumes, and make-up. ADVISORY: Eligible for English 250 and English 260.

THEA 16 Television History and Practice

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; GAV-GE:C1

This course examines theories, history and development of television technology and current distribution practices. Programming genres and production techniques are analyzed, evaluated and compared with other societies as tools of mass communication. This course is also listed as MCTV 16. ADVISORY: Eligible for English 250 and 260.

THEA 17A Television and Video Workshop

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

An introduction to television and video technology, including pre-production, production and post-production techniques such as: camera work, studio equipment, lighting, audio plus off-line and on-line editing. This course is also listed as MCTV 17A. ADVISORY: Theatre Arts 16 Intro to TV or consent of instructor.

THEA 17B Television and Video Workshop

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU; GAV-GE:C1

Emphasis placed on production and post-production techniques in video production. Student knowledge and skills are increased by participating in live to tape projects. May be repeated twice for credit. This course is also listed as MCTV 17B. ADVISORY: Completion of Theatre Arts 17A.

THEA 19 Television and Film Acting

Units: 3.0 **Hours:** 2.0 Lecture and 3.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1

Theory and practice of acting for film and television. Students will learn basic performance techniques for the camera. Learning experiences include projects in broadcasting, reporting, commercials, public service announcements (PSA), comedy and drama. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. This course is also listed as MCTV 19.

THEA 20 Introduction to Scriptwriting

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; CSU-GE:C1

An introductory course on script development, writing and formatting for broadcast television and film production. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: English 250

THEA 21 Mexican Dance and Folklore

Units: 1.0 TO 2.0 **Hours:** 1.0 Lecture and .0 TO 3.0 Laboratory
Transferable: CSU, UC; GAV-GE:C1, F

Selected regional dances of Mexico, taught for technical and cultural understanding. Emphasis is given to the origin, development and styling of the material. Students are afforded the opportunity of appearing in performances. May be repeated until a maximum of 8 units are accrued.

THEA 98 Special Topics

Units: .5 TO 3.0 **Hours:** .5 TO 3.0 Lecture
Transferable: CSU

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topical content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. This course may have the option of a letter grade or pass/no pass.

Word Processing: see CSIS

WORK EXPERIENCE

CWE 190 Occupational Work Experience

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

CWE 192 General Work Experience Education

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA.

CWE 290 Occupational Work Experience

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: No

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

CWE 292 General Work Experience Education**Units:** 1.0 TO 4.0 **Hours:****Transferable:** No

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA.

NONCREDIT CLASSES

All courses are free of charge. There are no tests, no quizzes and no letter grades. Registration will take place in the Admissions and Records Office or on site at the first class meeting.

For more information see page 222 or contact the Noncredit Office directly at (408) 852-2824 with any questions.

ALLIED HEALTH

VOCATIONAL PREP STUDENTS: DISABILITY

AE 600 Vocational Training I**Units:** .0 **Hours:** .0 Lecture and 30.0 Laboratory**Transferable:** No

Prevocational skills for adults with impaired cognitive functioning. Entry level work preparation is emphasized. Skills taught include basic work routine orientation, communication skills, job ability assessment, and self-management skills.

AE 602 Vocational Training III**Units:** .0 **Hours:** .0 Lecture and 30.0 Laboratory**Transferable:** No

Practical training and on-the-job work experience for students with disabilities. This course also provides preparation for entry level employment utilizing a number of work alternatives and settings.

AE 603 Vocational Training IV**Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

AE 603 is a job readiness course which provides opportunities for individuals with disabilities to participate in service-learning activities and job readiness training leading to job development and placement in a community setting.

AE 605 Vocational Training VI**Units:** .0 **Hours:** .5 Lecture and 1.0 Laboratory**Transferable:** No

This course is designed for students with disabilities. The purpose of this course is to improve the student's ability to participate in the community, by increasing independence through acquisition of survival vocabulary, structured practice in functional reading utilizing phonics and content recognition, and increased enjoyment in reading for pleasure. Students will read stories written or revised specifically for adults with limited reading skills.

AE 613 Independence Training IV**Units:** .0 **Hours:** .5 Lecture and 1.0 Laboratory**Transferable:** No

This course is designed for students with disabilities. The purpose of this course is to improve the student's ability to build math competencies related to independence in daily living and the work site. The focus of the class is basic computation, consumer awareness, money management, banking and purchasing.

AE 636 Adapted Physical Education**Units:** .0 **Hours:** .0 Lecture and 3.0 Laboratory**Transferable:** No

An individualized program of adapted physical education activities designed to meet the needs of students who have physical limitations or disabilities. The course assists in the development and appreciation of physical activity as a regular planned contribution to one's overall well-being. This course is for the non-matriculating student, is not graded and is without college credit. ADVISORY: Students must be able to document a physical disability.

AH 740 Tai Chi for Arthritis and Other Related Illnesses**Units:** .0 **Hours:** 1.0 Laboratory**Transferable:** No

This course is designed for the maintenance of the physical and mental well-being of an older adult with arthritis and other related illnesses. Instruction will focus on the postures and movements of Tai Chi, a Chinese exercise regimen that has a slow paced movement that improves balance, coordination, breathing and builds strength and stamina. Activities are included that promote self-care and health awareness.

AH 741 Body Dynamics and Aging**Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

This course is designed for the 55+ adult student to provide awareness and knowledge of physical fitness, stress management and nutrition to personal health. Discussions will focus on nutrition, sleep disorders, depression, leisure/social activities and chronic conditions that effect the body as aging occurs.

AH 742 Coping with Loss**Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

In this course, the older adult will learn that grief and loss are an integral part of the human experience and they are not alone and that grief is universal. Specific topics will include: the process of normal grieving, tools for effective coping, signs of depression, resiliency skills, and resources available in the community and redefining one's life after a loss.

AH 793 Personal and Career Development**Units:** .0 **Hours:** 42.0 Laboratory**Transferable:** No

A wide variety of lectures on general themes offered to students throughout the academic year who want short-formatted content to augment their personal, academic and career development. General themes to be explored are: Communication, Interpersonal Skills, Pre-employment, Decision-Making, Financial Literacy, Career and Personal Development and Self-Management with Nutrition. This noncredit course is a combination of lecture, self-assessments, group activities and individual modules.

All courses listed here are part of Gavilan College's approved curriculum. All courses are not offered every semester. Check the Class Schedule for current offerings.

ART

ART 760 Arts and Crafts I for Older Adults**Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

A general survey of arts and crafts with an emphasis on exercises and experiments with methods and materials, including: painting, drawing, color theory, composition and rendering, batik or tie-dye, quilting or needlepoint, crocheting or knitting and block printing.

ART 761 Arts and Crafts II for Older Adults**Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

A general survey of arts and crafts with an emphasis on exercises and experiments with methods and materials, including: Metal, leather, fibers, glass, wood, and paper crafts. The crafts will be for both decorative or utilitarian.

COMPUTER SCIENCE & INFORMATION SYSTEMS

CSIS 638 Assistive Technology Lab**Units:** .0 **Hours:** 1.0 TO 6.0 Laboratory**Transferable:** No

Under the direction of the faculty in the High Tech Center, students will receive assistance with the application of their specialized software, and/or hardware to the classes in which they are currently enrolled. This course is designed for students with disabilities. Open entry/Open exit.

CSIS 728 Windows for the Older Adult**Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

This course is designed as an introductory course for the older adults to learn Windows operations, file management and other Windows Fundamentals.

CSIS 729 Word Processing-MS Word for the Older Adult**Units:** .0 **Hours:** 3.0 Lecture**Transferable:** No

A course designed for older adults (55+) to develop word processing skills to write and edit simple documents, format text, use bullets, create tables, insert clipart and use other features of the toolbar.

ENGLISH

ENGL 747 Film and Literacy**Units:** .0 **Hours:** 3.5 Lecture**Transferable:** No

This course utilizes film to build college-level reading, writing, and critical thinking skills.

ENGL 748 Development of Writing Skills**Units:** .0 **Hours:** 1.0 Laboratory**Transferable:** No

A series of workshops and directed learning activities allowing individuals to study specific writing strategies and points of grammar and punctuation use. Individuals develop a plan of study as suggested by instructor recommendation and diagnostic assessment.

ENGL 749 Writers' Workshop**Units:** .0 **Hours:** 1.5 Lecture**Transferable:** No

Writers' Workshop is an open enrollment class that allows community members and students from all disciplines to participate in a regularly scheduled, instructor-facilitated writing response group. Activities include focused response to participants' writing, generative writing games and prompts and interaction with visiting writers and scholars.

ENGL 750 Creative Writing Workshop for Older Adults**Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

A class designed for older adults to develop their writing skills in a peer support group. They are guided in creative expression through prose and poetry. Older adults are encouraged to read their works in class and learn how to respond to writing, guided creative exercises and assignments, sentence and story structure.

ENGL 752 Journal Writing for Older Adults**Units:** .0 **Hours:** 2.0 Laboratory**Transferable:** No

A class for older adults that will assist them in developing their writing skills through journal keeping. The students will discover the process of using structured exercises to write about their thoughts, feelings and stress responses in an effort to increase self-awareness and healthier living. This course may be repeated three times.

ENGL 753 Writing Your Autobiography**Units:** .0 **Hours:** 2.0 Laboratory**Transferable:** No

This class in creative writing for older adults will explore autobiography as a form of personal expression. Participants will put their experiences on paper. Learn the skills of autobiography including narrative structure, style, vocabulary, event recording and interpretation. This course may be repeated three times.

ENGL 754 Discover Your Family History for Older Adults**Units:** .0 **Hours:** 2.0 Laboratory**Transferable:** No

This class will assist older adults in the research and writing of their family histories. They will collect names of relatives and establish relationships through primary, secondary and/or circumstantial evidence and/or documentation. Various sources for researching including Internet use will be encouraged.

ENGL 755 Art of Storytelling for Older Adults**Units:** .0 **Hours:** 2.0 Laboratory**Transferable:** No

Bridge the generational gap and learn the ancient time-honored way of sharing cultural values and passing down history from one generation to the next. Storytelling is a valuable way to increase intergenerational understanding and unity and creates an opportunity for children and adults in the community to have their lives enriched by this creative activity. The class will provide training tips and the opportunity for older adults to volunteer their new skills in a community setting.

ENGL 756 GED Preparation**Units:** .0 **Hours:** 1.0 TO 8.0 Laboratory**Transferable:** No

This course is designed to prepare the student to pass the five General Education Development (GED) tests in Writing, Social Studies, Science, Literature and Mathematics. English grammar and usage, reading comprehension, writing, vocabulary and computational skills are emphasized. The course is designed for students who are 18 years of age or older and elect to take the High School Equivalency Examination. This course may be repeated three times.

ENGL 758A CAHSEE Preparation A English-Language Arts**Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

This course is designed to prepare non-high school graduates for the successful completion of the CAHSEE (California High School Exit Examination) English-Language Arts by providing them study skill and test taking strategies for answering multiple choice questions and tips on essay writing. This course will focus on word analysis, reading comprehension, literary response, writing strategies, writing conventions and writing applications.

ENGLISH AS A SECOND LANGUAGE

Credit ESL classes are listed beginning on page 183.

See also: ESL Overview on page 117.

ESL 702A ESL Citizenship**Units:** .0 **Hours:** 3.0 Lecture**Transferable:** No

This course is designed for second language learners that want to prepare for the United States Citizenship test given by the Department of Immigration and U. S. Naturalization Services. The focus will be on communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States. Readings are at the high-beginning/low-intermediate ESL level and will focus on the historical period beginning in the 1600's on through to 1980.

ESL 702B ESL Citizenship**Units:** .0 **Hours:** 3.0 Lecture**Transferable:** No

This course is designed for second language learners that want to prepare for the United States Citizenship test given by the Department of Immigration and Naturalization Services. The focus will be on communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States. Readings are at the high-beginning/low intermediate ESL level and will focus on American Government with the review of the Constitution, the study of the branches of government and state/local governments.

ESL 704A ESL for the Workplace**Units:** .0 **Hours:** 10.0 Laboratory**Transferable:** No

This is part A of a content-based integrated skills course for ESL students who want to prepare for immediate entry into the job force. Students expand their language skills within the realm of the work world and specific vocational career of interest while also developing the soft skills needed in the workplace. This course is a combination of lecture, lab, and self-paced instruction. This course may be repeated three times.

ESL 704B ESL in the Workplace**Units:** .0 **Hours:** 10.0 Laboratory**Transferable:** No

This is a content-based integrated skills course for ESL students who want to prepare for immediate entry into the job force. Students expand their language skills within the realm of the work world and specific vocational career of interest while also developing the soft skills needed in the workplace. This course is a combination of lecture, lab, and self-paced instruction. ADVISORY: ESL 704A

ESL 775 ESL Literacy I**Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is a pre-ESL survival course that is designed for students with very limited reading/writing skills. The focus is on letter formation, sight-sound recognition and decoding skills. ADVISORY: Placement by the CASAS test.

ESL 776 ESL Literacy II**Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the second part of a pre-ESL survival course that is designed for students with very limited reading/writing skills. The focus is on letter formation, sight-sound recognition and decoding skills. ADVISORY: Placement by the CASAS test or by successful completion of ESL 775.

ESL 777 ESL Lifeskills 1**Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the first course in a series of survival English classes for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as the family, food, health, and occupations to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. ADVISORY: Placement into ESL Lifeskills by the CASAS placement test.

ESL 778 ESL Lifeskills 2**Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the second course in a series of classes in survival English for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as the family, food, health, and occupations to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. ADVISORY: Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 777.

ESL 779 ESL Lifeskills 3**Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the third in a series of classes in survival English for students with little oral or written English competency. It will give students expanded basic vocabulary and familiarity in life skill areas such as the weather, transportation, employment, and American holidays and customs to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. ADVISORY: Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 778.

ESL 780 ESL Lifeskills 4**Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the fourth course in a series of survival English for students with little oral or written English competency. It will give students expanded basic vocabulary and familiarity in life skill areas such as weather, transportation, employment, and American holidays and customs to manage in the real world. The course emphasizes oral communication and integrates listening, reading, writing. ADVISORY: Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 779.

ESL 781 ESL Lifeskills 5**Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the fifth course in a series of survival English for students with beginning oral or written English competency. It will reinforce basic skills learned and continue to develop vocabulary and ease of communication in life skill areas such as the family, the larger community, health, employment, and leisure activities to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. ADVISORY: Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 780.

All noncredit classes are open entry/exit and free of charge. For more information about the Noncredit Program see page 222.

ESL 782 ESL Lifeskills 6**Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the sixth and final course in a series of survival English for students with beginning oral or written English competency. It will reinforce basic skills learned and continue to develop vocabulary and ease of communication in life skill areas such as the family, the larger community, health, employment, and leisure activities to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 781.

GUIDANCE**GUID 700 Online Basic Academic Skills****Units:** .0 **Hours:** 1.0 TO 6.0 Lecture**Transferable:** No

This course is designed for elementary students who want to improve their basic academic skills through the use of appropriate online software. The online program is a comprehensive resource for diagnosing and remediating students' basic skill. Modules include: Reading (Comprehension and Vocabulary), Language Arts, Math, Science, and Writing. Course content is based on individual student need. This course may be repeated.

GUID 710 Parent Advocacy**Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

This course is designed to help parents understand the transition from high school to college. Parents will develop techniques on how to better support their college student at home by creating a college going environment and increase potential involvement to enhance academic achievement. Parents will also develop a general understanding of the challenges and obstacles students face on a daily basis.

HUMANITIES**HUM 767 Film Classics****Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

This class is designed to study the facts, fantasy, history and trivia of classic and modern films. The background and history of each film and its performance will be compared and contrasted.

LIBRARY**LIB 730 Internet Literacy for Older Adults****Units:** .0 **Hours:** 1.0 Lecture**Transferable:** No

A class for older adults to learn email techniques, how to find information on their interests, news sources, and the skill of browsing online, as well as how best to use the local public library online services, online shopping, search strategies, and interactive games.

LIB 731 Finding Book Treasures in Literature for Older Adults**Units:** .0 **Hours:** 1.0 Lecture**Transferable:** No

Older adults are guided in the reading of selected quality fiction and nonfiction to promote discussions of theme development, narrative techniques, social context and what makes good writing. Content varies from semester to semester and may include fiction, drama, poetry, essay, and biography. Readings selected may have particular relevance to older adults.

LIB 732 Introduction to Online Gavilan**Units:** .0 **Hours:** 18.0 Laboratory**Transferable:** No

Introduction to the online classes and student services at Gavilan College. This course will show students how to log into their online courses, find lectures, assignments and exams, take part in online class discussions, submit attachments, and view their grades. The course will also cover all the online student services available to the distant student, including counseling, library resources, records and grades, financial aid, tutoring and technical support.

LIB 733 Exploring the Web for Older Adults**Units:** .0 **Hours:** 3.0 Lecture**Transferable:** No

Introduction to address the interests of older adults, students will learn about the web's rich offering in graphics, sharing digital pictures, and downloading audio files and audiobooks after paying your bills online. Students will learn online techniques to take advantage of all the latest tools, such as wikis, blogs, search techniques and great travel destinations. **ADVISORY:** LIB 730, Internet Literacy for Older Adults.

LIB 735 Library Research - Research Basics**Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

Students jump start their research skills with this introductory course and learn to supplement their basic course readings with the library's extensive array of materials, including electronic books, print materials, audio books, and specialized magazine databases. Students save time, learn to be information literate, and be able to mine for quality information.

LIB 736 Library Research: Develop a Topic**Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

Designed for entry-level students, this introductory course provides bite-sized exercises using a variety of library sources to show effective methods for developing quality research papers. These include brainstorming a topic, concept mapping, evaluating the validity of a topic for a paper, finding supporting evidence for a thesis statement, making effective use of evidence from online and print sources and established citation style rules regarding use published materials.

LIB 737 Library Research: Avoid Plagiarism**Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

Designed for entry-level student research. Beginners are introduced to rules of college research, strategies to avoid accidental plagiarism, Gavilan's plagiarism policy, best methods of planning and organizing notes and supporting your research topic.

LIB 740 Information Competency for Nursing Assistants**Units:** .0 **Hours:** 1.0 TO 8.0 Lecture**Transferable:** No

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH 180 (Fundamentals of Nursing - Convalescent).

LIB 741 Information Competency for the Life Cycle**Units:** .0 **Hours:** 1.0 TO 8.0 Lecture**Transferable:** No

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH3 (The Person in the Life Cycle).

LIB 742 Information Competency for Nutrition**Units:** .0 **Hours:** 1.0 TO 8.0 Lecture**Transferable:** No

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH11 (Nutrition).

MATHEMATICS

MATH 758B CAHSEE Preparation B Mathematics

Units: .0 Hours: 3.0 Laboratory

Transferable: No

This course is designed to prepare non-high school graduates for the successful completion of the CAHSEE (California High School Exit Examination) Mathematics Test by providing them with study skills and test taking strategies for answering multiple choice questions. The course will focus on basic arithmetic, statistics, data analysis, measurement, Geometry, Algebra, and mathematical reasoning.

MUSIC

MUS 762 Joy of Listening to Music

Units: .0 Hours: 2.0 Lecture

Transferable: No

This class is designed to give older adults the opportunity to study eras, styles, composers and components of music. Listening to music with group discussion is an integral part of the class.

MUS 763 Music Encounters

Units: .0 Hours: 2.0 Lecture

Transferable: No

A class for older adults that provides musical activities to stimulate and sustain their auditory function, discernment of sounds and manual dexterity. Students will enjoy music, new and old, by listening, singing, playing and creating music in a group setting.

PHYSICAL EDUCATION

PE 701 Tai Chi for Wellness

Units: .0 Hours: 1.0 Laboratory

Transferable: No

This course will introduce the student to the thirty seven posture forms and movements of Tai Chi, an ancient Chinese practice that focuses on slow paced coordinated movements that improve balance, coordination, mobility and breathing. The students will also learn how to use this non-contact exercise program to reduce stress in their daily lives.

PE 716 Music/Movement and Health

Units: .0 Hours: 1.0 Laboratory

Transferable: No

This course is designed to assist older adults in improving overall health through movement, music and relaxation techniques. Rhythmical movement will be adjusted to suit individual students mobility needs.

All noncredit classes are open entry/exit and free of charge.

COMMUNITY EDUCATIONAL RESOURCES

Community Education

Contract Education

Gavilan College Educational Foundation

Gilroy Early College Academy (GECA)

High Step

Noncredit Program

Regional Occupational Programs (ROP)

Community Education

Community Education is designed to meet the lifelong learning needs of the community. Short-term, not-for-credit classes for adults and children provide fun and enrichment in a number of areas.

For adults, we offer business, management, career training, arts and hobbies classes, programs to improve health and fitness, computer applications to enhance school and work skills, classes to help you make money and much more. Our College for Youth Program includes classes and camps in math, English, study skills, science, sports and more. If you or your children can't get to campus, we have online classes to help you meet your personal or professional needs. You'll find something for everyone here at Gavilan. Check out our website at www.GavilanCE.com for our current classes.

Community Education classes are not supported by taxpayers. Fees are charged to cover program expenses.

Contract Education

If your organization needs training, Contract Education can help. We can train your employees at your site or ours, at a time that is convenient for you and targeted to your business needs. From leadership to customer service or English as a Second Language to supervision, we have trainers that are experts in the field and can bring real-world experience to your organization.

If your employees are too busy to leave the office for training, our top-of-the-line online classes can fit your needs.

Call 408-852-2801 to find out how we can help you positively impact employee performance and improve the bottom line of your business.

Gavilan College Educational Foundation (GCEF)

This nonprofit organization exists to raise money and enhance community support for college programs, often generating private support for needs which cannot be met through the general fund. GCEF raises money for student scholarships, which are distributed each year at a Scholarship Awards Ceremony. In recent years, they have brought in sponsorships and raised money for athletics and the Puente program through Golf Tournaments, Casino Nights, an annual Dinner-Dance, and other events.

Gilroy Early College Academy (GECA)

The Gilroy Early College Academy (GECA) at Gavilan College is an innovative, highly supportive and academically challenging program designed to serve strongly motivated high school students with high potential for future academic and career success.

The Academy is an educational partnership between Gilroy Unified School District and Gavilan Community College District, and is one of the cutting-edge Early College High Schools that are being envisioned and funded all across the United States through the Bill and Melinda Gates Foundation.

Students who qualify will attend four years of high school on the Gavilan College campus and may receive both their high school diploma and an Associate of Arts Degree or 60 transferrable units at the end of 4 years. Students may take up to 11 units per semester of college classes for which they receive both college and high school credit. Tuition and books are free.

Applicants are not required to be in a Gilroy Unified school or live in the Gilroy Unified District. For additional information, contact MaryAnn Boylan, Principal of The Gilroy Early College Academy at Gavilan College, by email at mboylan@gavilan.edu or by telephone at 408-846-4909.

High Step Program High School Enrichment Opportunity

Gavilan College, in conjunction with area high school districts, offers transfer level courses each fall and spring semester at the area high schools. In recent semesters this has included course offerings at Gilroy, Christopher and San Benito high schools. All courses offered in the High Step program are transfer-level courses accepted at most any university or college. This program is coordinated through the office of Outreach and Recruitment. For general information contact this office at 408-846-4993. The courses selected for offering at the high school campuses varies by semester,

The High Step program is designed for high school juniors and seniors. All students are required to take the placement assessment prior to enrolling. All concurrent enrollment documents (high school contract forms and requirements) are required. Please contact the Gavilan Assessment Office at 408-848-4992 or your high school counselor for information or a schedule of the placement assessment tests offered at the high school campuses.

There are many reasons to enroll in the High Step program which include:

- starting college while enrolled in high school!
- earning a maximum of 12 college units in two years.
- courses conveniently offered at the high school.
- meeting college and university requirements while still in high school.

The Benefits:

- It's FREE! The enrollment fee, campus center use fee, health fee and student representation fee are waived for High Step students.
- Experience college level work.
- Reduce four-year university expense.
- Advance academically.
- Be competitive in the 4-year college and university admission process.

While courses offered through this program are open to all college-aged students, High Step benefits are only included for those who apply through their area high school.

Students must purchase their own textbooks. Check out the Gavilan College bookstore website at www.gavilan.bkstr.com. If you are unable to afford your textbook please see your high school principal.

Noncredit Program

Noncredit courses are offerings designed to meet the special needs and capabilities of those students who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities. These courses and programs are further defined categorically under the Education Code, Section 84711, whereby state funding is authorized for ten specific categories.

All courses are free of charge. There are no tests, no quizzes and no letter grades. Registration will take place in the Admissions and Records Office or on site at the first class meeting. Students should contact the Noncredit Office directly with any questions or for further information at (408) 852-2824.

Basic Skills Program: Instruction in elementary and secondary basic skills and other courses such as remedial academic courses in reading, mathematics and language arts. Instruction serves adults with limited or no formal education, native and non-native speakers of English who wish to improve their basic skills; adults with difficulties in learning; unemployed or displaced workers who lack skills required for entry-level jobs or job training programs; persons referred by mandated programs and adults unable to read, write or compute.

ESL Program: Courses are designed to meet the needs of students whose first language is other than English. The mission of ESL programs for adults in California is to equip students with the language and cultural proficiencies required for the eventual fulfillment of personal, vocational, academic, and citizenship for participation in American Society.

Health and Safety Program: Instruction in health and safety are designed to both prolong life and add to the quality of living. Courses in this category emphasize the positive aspects of maintaining physical, mental and emotional well being.

Home Economics Program: This category of instruction offers courses that prepare individuals for entry and/or advanced training in home occupational areas. Courses may also be designed to help individuals and families meet the challenges of daily living and develop the resources for lifelong growth.

Immigrant Program: Courses are provided to persons eligible for educational services in citizenship, English as a Second Language (ESL), and work force preparation courses in the basic skills of speaking, listening, reading, writing, mathematics, decision making and problem solving skills, and other courses required for preparation to participate in job-specific training.

Older Adults Program: Older Adults Courses are designed for individuals that are 55 years and older. These are special interest courses for older adults in the community and are held at a variety of locations throughout the college district. These noncredit courses meet at convenient senior citizen centers and other easily accessible places. Students may register with the course instructor at any time during the semester, space permitting. Courses that meet in health-care centers are designed for geriatric adults.

Parenting Program: Parenting courses include parent cooperative preschools, courses in child growth and development and parent-child relationships. Education in parenting and child rearing skills can have a significant positive effect on family life and can contribute to the development of healthy families and children.

Short-Term Vocational Program: Noncredit and adult education programs in vocational education consist of organized educational programs directly related to the preparation of individuals for paid or unpaid employment, additional preparation for a career, upgrading needed skills and retraining for new jobs and careers.

MATRICULATION SERVICES

Matriculation is a process that enhances student access to California Community Colleges and promotes and sustains the efforts of students to be successful in their educational goals. Noncredit matriculation services include:

- Assessment (English, math skills or career interests)
- Orientation (for noncredit programs and procedures)
- Counseling (to assist students in identifying educational and career goals and developing an appropriate program of study)

ADMISSIONS POLICY

Anyone 18 years or older can enroll in a noncredit course. Students may enroll in most courses by attending the first class meeting, space permitting and throughout the semester because these courses are designed to be open entry-open exit. Course and program information is published in the Gavilan College Schedule, other publications and through the off-site locations. There are no fees for noncredit courses.

GRADING

Grades are not issued for any of the Older Adults, Home Economics, ESL or Parenting classes that are not vocational/occupational in nature and non high school diploma Transitional Studies.

COURSES

A noncredit course is designed to meet the special needs and capabilities of those student populations who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities. Noncredit courses offered in the following noncredit categories are listed beginning on page 216:

- Basic Skills Courses
- ESL Courses
- Health and Safety Courses
- Home Economics Courses
- Immigrants Courses
- Older Adults Courses
- Parenting Courses
- Short-Term Vocational Classes

Regional Occupational Programs (ROP)

Mission Statement - ROP training is offered to residents of Santa Clara and San Benito Counties by the Santa Clara County Office of Education. Some classes are offered at Gavilan College. In some of the classes, students may earn high school or college credit*, and upon completion they may be eligible for advanced placement at Gavilan College. ROP provides students with training to secure jobs, upgrade skills, or prepare for advanced career education. Students must be 16 years of age or older to participate. Classes are free for both high school students and adults.

Gavilan College Regional Occupational Program (ROP) provides career development and workforce preparation opportunities. ROP offers classes in diverse areas such as: accounting, business, CISCO Networking Academy, computer science, health careers, public safety, and public and human services. ROP courses focus on the training that students need to compete in today's technical job market. The skills acquired help students attain employment, upgrade their skills, and/or pursue higher levels of education in their chosen occupation. Following completion of classes, students receive an ROP Certificate of Completion. ROP classes may have additional fees for textbooks and supplies.

*Gavilan College fees are charged for Gavilan College credit. For most current course listings, contact the ROP Specialist.

ROP CLASSES

Accounting

General Office Accounting

This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. For college credit, enroll in Gavilan's ACCT 103.

Advisory: Eligible for Mathematics 205

Hours: 1.5 Lecture, 1.5 Laboratory

Computerized Accounting - QuickBooks

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. For college credit, enroll in Gavilan's ACCT/CSIS 120.

Advisory: CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.

Hours: 1 Lecture, 3 Laboratory

Payroll Accounting

An introduction to the calculating, journalizing, paying and reporting of employee earnings, employee withholding and employer payroll tax expenses. The course emphasizes procedures which conform to federal and state legal requirements. For college credit, enroll in Gavilan's ACCT 105.

Advisory: Eligible for Mathematics 205, completion of Accounting 101.

Hours: 2 lecture

ROP Computer Classes

Computer Literacy - MS Office

An introduction to terminology, design, operation for the novice user. Student will gain experience using the Internet for searches and email. They will complete projects using various software including word processing, spreadsheets, database, presentation graphics, and integration. This course has the option of a letter grade or pass/no pass. For college credit, enroll in Gavilan's CSIS 1.

Advisory: Eligible for English 250 and English 260; completion of CSIS 122.

Hours: 2 lecture

Word Processing - MS Word

This introductory course for word processing with Windows is designed for business and non-business majors. Students will develop word processing skills to create a document, select and edit text, move and copy text, use the spelling, grammar and thesaurus features, format text and create headers and footnotes for a research paper. This course has the option of a letter grade or pass/no pass and may be repeated for credit when the software changes. For college credit, enroll in Gavilan's CSIS 126.

Advisory: Eligible for English 260 and basic keyboarding skills.

Hours: 2 lecture

Spreadsheet - MS Excel

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands and applications of a spreadsheet program. This course will help prepare students for taking the Excel MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass and may be repeated for credit when the software changes. For college credit, enroll in Gavilan's CSIS 121.

Advisory: CSIS 1 or CSIS 2 or equivalent computer experience.

Hours: 2 lecture

ROP Computer Repair Technician

Operating Systems

This course will survey current computer operating systems such as Microsoft Windows 98, NT, 2000 and XP. Linux will also be covered. Topics include file system management, systems requirements, network systems integration, security, and regular maintenance procedures. For college credit, enroll in Gavilan's CSIS 182.

Advisory: CSIS 1 or CSIS 2 or equivalent computer experience

Hours: 3 Lecture, 3 Laboratory

PC Hardware

This course examines computing hardware, operating systems, and software applications from a technical side to enable students to select, install, maintain and optimize a computer system. This course will help prepare students to pursue the A+ Hardware Certification. For college credit, enroll in Gavilan's CSIS 181.

Advisory: CSIS 124, CSIS 1 OR CSIS 2, or equivalent computer experience.

Hours: 3 Lecture, 3 Laboratory

ROP Clinical Medical Assisting

Basic Clinical Medical Assisting

Course provides a basic introduction to clinical medical assisting. Emphasizes principles, understanding of skills necessary to perform basic clinical medical assisting procedures safely and effectively. For college credit, enroll in Gavilan's AH 170.

Prerequisites: Eligible for English 250, English 260 and Math 205

Hours: 4 Lecture, 6 Laboratory

Advanced Clinical Medical Assisting

Course provides instruction and clinical experience in advanced concepts of clinical medical assisting including specialty procedures and treatments. For college credit, enroll in Gavilan's AH 171.

Prerequisites: AH 170 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.

Hours: 4 Lecture, 6 Laboratory

ROP Home Health Aide

Home Health Care

Course is designed to prepare students to provide basic health care in the home. Includes interpretation of medical/social needs, personal care services, cleaning tasks, nutrition, and the scope of limitations of a home health aide. All students who achieve a grade of "C" or better will be eligible for a Home Health Aide certificate from the State of California. For college credit, enroll in Gavilan's AH 182.

Prerequisite: California CNA certification or concurrent enrollment in AH 180 or equivalent. Equivalency determined by written and performance exams. Also, eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement.

Hours: 1.5 Lecture, 1.5 Laboratory

ROP Medical Office Procedures

Medical Billing - MediSoft

This course in computerized billing procedures for a medical office uses MediSoft software. Students will learn the patient billing features of this software and complete a capstone simulation giving them hands-on realistic medical front office practice. For college credit, enroll in Gavilan's BOT 181.

Advisory: Eligible for English 250. Some computer experience.

Hours: 1 Lecture, 3 Laboratory

Medical Coding

This course will introduce the student to the theory and procedure of coding for medical diagnoses, an increasingly essential and specialized healthcare communication system. The course is not a certification course. CPT coding is covered, with an overview of ICD-9 coding. For college credit, enroll in Gavilan's BOT 183.

Advisory: BOT 180

Hours: 1 Lecture, 3 Laboratory

Medical Office Procedures

This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. For college credit, enroll in Gavilan's BOT 182.

Prerequisites: BOT 180 and CSIS 126 with credit or a grade of C or better or experience using Microsoft Word.

Advisory: Eligible for English 250 and Mathematics 402.

Hours: 2 Lecture, 3 Laboratory

Medical Terminology for the Office

This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. For college credit, enroll in Gavilan's BOT 180.

Advisory: Eligible for English 250 and English 260.

Hours: 3 Lecture

ROP Networking

Applied Networking

This course covers fundamental networking concepts and develops the skills and knowledge to set up and maintain small business/home networks. The course is not hardware or vendor specific. It helps students prepare for the "Network +" certification exam, an industry-wide, vendor-neutral certification program developed and sponsored by the Computing Technology Industry Association (CompTIA). For college credit, enroll in Gavilan's CSIS 178.

Advisory: CSIS 124

Hours: 3 Lecture, 3 Laboratory

ROP Nursing Assistant

Fundamentals of Nursing - Convalescent

A course to provide a basic introduction to patient care in the convalescent setting. Emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. Includes introduction to health care, planning, safety, infection control, personal care, basic procedures, rehabilitation, nutrition and clients' rights and needs. At the completion of this course students will qualify for state certification as a nursing assistant. For college credit, enroll in Gavilan's AH 180.

Prerequisites: Eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement.

Hours: 6 Lecture, 7 Laboratory

GLOSSARY



OF COMMON COLLEGE TERMS

Ability to Benefit

In order to apply for federal financial aid, a student who has not graduated from high school or does not have a GED or the equivalent must take an “ability to benefit” assessment. The government believes that students who score at a certain level are probably more serious about college and, therefore, better choices for receiving financial aid.

Add

The act of adding a course or courses to your enrollment for any single semester or term

Advisory

A strongly suggested recommendation for you to consider before registering for a particular class. The chances of success in a desired class are significantly better when you have mastered the skills in a preparatory class. See the course listings in this catalog for additional information.

Application for Admission

Is a document required to establish your status as a student at the college. This form is available online and at the Admissions and Records Office. Completing and submitting an application is the first step in becoming a student.

Articulation

To help make the transfer process smoother, Gavilan College has an articulation agreement with many four-year colleges and universities which benefits students who are going to transfer. The four-year/receiving colleges have agreed in writing that a variety of Gavilan courses will fulfill many or all of the lower division requirements at the four-year school. The articulation officer, counselors and the Career Center staff have lists of participating institutions.

Assessment Evaluation

Also called the Assessment Program or Assessment Test, this is an evaluation of skill levels in math and English.

Associate’s Degree

The Associate of Arts (A.A.) degree or Associate of Science (A.S.) degree is a college degree awarded to a student when 60 units have been completed within a specific major program. These degrees can be in a career and technical area or in a transfer area. This is commonly referred to as a “two-year college degree” although it is common for a student to take more than two years to complete the program. The catalog lists about 60 A.A. and A.S. degrees available to Gavilan College students.

Associated Student Body (ASB)

The ASB is the official student organization on campus. It represents the student body and student issues to the board of trustees, administration, faculty and staff. This representative group of students provides leadership opportunities to students through the weekly student senate, a leadership course (Poli Sci/Psychology 27), and through participation on campus committees. Through the fees collected on student body card sales, student representatives plan educational, cultural, political, and social events for the student body. For additional information, see the Student Activities section in this catalog.

Bachelor's Degree

The Bachelor of Arts (B.A.) degree and the Bachelor of Science (B.S.) degree are awarded by four-year colleges and universities upon successful completion of an organized program of study. This is commonly referred to as a "four-year college degree" although it is common for students to take more than four years to earn it. Many students begin their college education at a community college and transfer to a four-year college for their junior and senior years.

Basic Skills

Students whose skills in reading, writing, language or mathematics are below college level may be required to take foundational, skill-building courses to improve mastery of basic skills in these areas.

Catalog

The book (also found on the web) that contains course descriptions, certificate and degree requirements, and general information about the college and being a student.

Career and Technical Courses

Courses that are designed to aid the student in developing entry-level skills to be used in the job market.

Certificate

A certificate is awarded to a student who completes a planned course of study in a technical or occupational area. The certificate requires fewer units than an A.A. degree and verifies competence in a specialized area of study without the general education requirements. A student can complete a certificate program and then continue on for an A.A. or A.S. in some areas. There are approximately 50 certificates available at Gavilan College.

Challenge

A student can petition to enroll in a class where there are prerequisites and corequisites. A challenge is a college process where a student provides evidence that he/she has satisfactorily met the necessary prerequisite. The Admissions and Records Office has the required forms.

Community College

A community college provides a variety of educational opportunities to community members. Admission is open to all people 18 years or older. Students can select technical and vocational programs that provide or upgrade job skills (certificate programs); transfer programs that provide the general education or the first two years of a four-year education; and the Associate of Arts (A.A.) two-year degree programs. Others return to a community college for personal enrichment. Community colleges were informally referred to as "junior colleges" when their scope was narrower.

Concurrent Enrollment

Courses that are designed to aid the student in developing entry-level skills to be used in the job market.

Corequisite

A course which must be taken at the same time as another because the skills and the content in one are needed for success in the other.

Counselors

Faculty members who provide a variety of counseling services, including academic, personal and career counseling for new and continuing students. Students can schedule appointments at the kiosks outside the Counseling Office, Student Center 113, or call 408-848-4723.

Course

A prescribed series of classes; a number of classes in a particular field of study. Sometimes "course" is used interchangeably with "class."

DegreeWorks

A web-based degree planning and progress system where students have 24/7 access to their educational plan.

Disruptive Behavior

Willful disobedience, habitual profanity or vulgarity or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

Drop

The act of officially removing a course from your enrollment. It is the student's responsibility to "drop" any courses that are not desired or where a student has ceased to attend.

Educational Goal

An educational outcome identified by the student. Examples: A.A. degree, certificate, general education for transfer, etc.

Educational Plan

A multi-semester academic plan, designed by a student with a counselor, which moves a student towards his/her educational goal in an efficient yet flexible manner.

Exemption

The right of a student to seek self-initiated exclusion from orientation or assessment testing services. This, however, does not allow a student to be exempt from prerequisites.

Fee

A monetary charge, in addition to enrollment fee (tuition) charges, that the college requires for service.

Full-Time Student

A student who is enrolled for at least 12 units during a long semester (fall and/or spring) or for at least 5 units for a summer term.

"G" Number

An identification number assigned when a student enrolls. This number is utilized for all registration activities, access to certain college web functions, and when accessing certain services on campus.

General Education Requirements

An educated person has been exposed to wide range of subjects and ideas in a lifetime. Within the educational system, general education classes provide a foundation for this exposure. Approximately 40 units of coursework in the areas of written and oral communication, math, physical and natural sciences, social science, arts, humanities, and personal development comprise general education requirements. All associate degrees require general education, in addition to the student's major course of study. Certificate programs do not require general education, only the specific area of study.

GPA

Grade Point Average. A system to compute grades earned in your courses. (see grades and transcripts).

Lecture/Lab

In the schedule of classes, the abbreviation L/L appears as part of the description of many classes. This means that there are required hours in a lecture or classroom setting and additional hours in a lab setting (computer, language, science, etc.)

Lower Division

The classes taken during the first and second years of college are referred to as "lower division" classes. Community colleges only offer lower division classes. When a student transfers to a four-year college, the third and fourth-year courses are referred to as "upper division." In the Gavilan College catalog, lower division classes that transfer to a four-year college are numbered 1-99. (Always check with the transferring school for confirmation on the acceptance of particular classes at their four-year institution.)

Major

A group or series of courses in a specific area that is designed to provide an intensive education or study in that area. A major in a technical or career area prepares a student for employment after community college. A transfer major at the community college begins the specialized area of study that will continue at the four-year level. Transfer students are expected to declare a major in order to transfer, as they apply to both the four-year college and a particular department at that college as upper division students.

MyGav

Is a web portal where students can access their course and registration information, financial aid status, register for courses, pay fees, and obtain unofficial transcripts. Many other web-based functions are available 24/7..

Noncredit Course

A noncredit course is designed to meet the special needs and capabilities of those student populations who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities.

Orientation

An important part of the matriculation process which increases a student's comfort and familiarity with the academic environment and programs. Orientation may be done in a group, one-to-one or through specific programs or delivery models (i.e., online, video).

Part-Time Student

A student who is enrolled for less than 12 units in a long semester (fall and/or spring) or less than 5 units in a summer term.

Payment Deadline

Dates established on the registration calendar when enrollment and other fees are due to the Admissions and Records Office. These dates are published each semester in the Schedule of Classes. Failure to pay all fees due on your payment deadline will result in you being de-registered from all of your courses.

Placement Assessment

A standardized assessment (test) is given by the college to assist a student in selecting the most appropriate math and English courses. It is administered throughout the school year. It is one measure for placement.

Prerequisite

A course that must be completed in order for a student to advance to another course. The material and skill achieved in the previous course (with a "C" grade or equivalency) are the signs that a student is ready for the following course. The prerequisite must be validated through research to be used.

President's Council

Community colleges are required by Assembly Bill 1725 to practice shared governance. Gavilan College has a college council made up of representatives from the students, faculty, staff and administration. This group recommends actions on policies and practices that affect students, faculty and staff to the president/superintendent.

Probation

A warning for students who academic work is unsatisfactory. Students on academic probation will be required to work with a counselor to plan for improved academic performance.

Registration

The official process for enrolling in courses. This involves selecting courses with the help of a counselor, completing all registration forms, enrolling either in person or on myGav/Self-Service Banner, and paying fees.

Semester

Colleges divide the academic year into either semesters, quarters or sessions. Gavilan has two semesters: fall and spring. Winter intersession and summer session may also be offered. If a student has attended colleges which use different systems, the units are recalculated for consistency. To learn about semester to quarter conversions, refer to page 37.

Senator (student)

A student who has chosen to become a voting member of the student body government. The student represents student opinion in the senate, allocates money for campus events and services and participates on campus-wide committees as the student voice.

Syllabus

A course syllabus is an outline of expectations, major projects, test and assignment due dates, attendance policies, and other pertinent information established for an individual course by the instructor. Students should read and review their course syllabus for each course and keep it handy throughout the semester for quick reference. Course syllabi are available online at Self-Service Banner. Log on from the Gavilan homepage at <http://www.gavilan.edu>.

Transcript

The official record of a student's academic coursework. If a student has attended any other colleges, a transcript must be requested from each college previously attended so that Gavilan College has the student's complete academic history. Transcripts showing academic work at Gavilan are sent to four-year colleges at a student's request. The first two transcripts are free of charge.

Unit

The measurement of college credit given for each course. In general, one unit of credit, or one unit, requires one hour of lecture per week for each week of the semester. For example, an English class that meets one hour, three times per week is awarded three units of credit. Courses with lab sections are calculated differently. The unit value for each course is listed in the college catalog and Schedule of Classes as part of the course description.

Upper Division

These are the courses that are part of the junior and senior years of college and are provided by the four-year institutions.

Waiver

A student may formally decide not to participate in Matriculation services by filing a "waiver." Obtain the form from the Admissions and Records Office.

Withdrawal

The act of ending enrollment in classes. A student withdrawing must go through a formal process to relinquish enrollment. Dates are established each term defining when courses are eligible for withdrawal. See the college's Schedule of Classes for withdrawal deadlines. It is the student's responsibility to officially withdraw.

ESL (English as a Second Language)

New students who want to take ESL classes at the Gilroy campus will register at the Admissions & Records Office for a placement assessment appointment when completing an application. Call 408-848-4737 or 408-848-4751 to make an appointment or come into Admissions & Records at the Gilroy main campus.

Students interested in taking ESL courses in Hollister should contact Judy Rodriguez at (831) 636-3783 or go to the Briggs Building in Hollister to schedule an assessment appointment.

WHO SHOULD TAKE THE ESL ASSESSMENT?

- Students who do not know any English.
- Students who know some English but have not received formal classes in the English language or who took ESL classes more than three years ago.
- Students who attended high school in this country for less than a year.
- Students who attended high school in this country for a few years but are unsure about their level of proficiency in English.

PLACEMENT ASSESSMENT AND ORIENTATION FOR ESL APPLICANTS

Students who want to enroll in ESL classes must:

- Complete a Gavilan College application at Admissions & Records or at the sites.
- Sign up for a testing appointment at Admissions & Records (Gilroy).
- Return for testing, which includes oral and written exams.

The interview information and the test results will be used to advise and place students into the ESL classes that best match their needs. Students will be ready to register for ESL classes at the end of this three-hour placement assessment appointment.

Orientation for new ESL students will be offered several times during the first two weeks of the semester and will be given in English and Spanish in the classroom setting. New students will be contacted for orientation by their ESL instructors.

ESL (Inglés como Segunda Lengua)

Los nuevos estudiantes que deseen tomar clases de Inglés como Segunda Lengua (ESL) en Gilroy deben inscribirse en la Oficina de Admisiones y Archivos para hacer una cita y tomar la evaluación apropiada después de llenar una solicitud. Llame al teléfono 408-848-4737 o 408-848-4751 para hacer una cita o venga a la Oficina de Admisiones y Archivos en Gilroy.

Aquellos estudiantes que desean estudiar en Hollister, deberán hacer una cita para tomar el examen de colocación en la oficina en Hollister en el Briggs Building o llamar al 831-636-3783.

¿QUIÉN NECESITA TOMAR EL EXAMEN DE EVALUACIÓN DE ESL?

- Los estudiantes que no saben nada de inglés.
- Los estudiantes que saben un poco de inglés pero que no han tomado clases formalmente o que tomaron clases hace más de tres años.
- Los estudiantes que asistieron a la secundaria (high school) en este país por menos de un año.
- Los estudiantes que asistieron a la secundaria (high school) en este país por algunos años pero que no están seguros de su nivel de proficiencia en el inglés.

ASESORAMIENTO, COLOCACIÓN Y ORIENTACIÓN PARA ESTUDIANTES ESL

Los estudiantes que deseen inscribirse en clases de ESL (Inglés como Segundo Idioma) deben hacer lo siguiente:

- Completar una solicitud de admisión en la Oficina de Admisiones y Archivos.
- Obtener una cita para el examen de colocación en la Oficina de Admisiones y Archivos (Gilroy).
- Presentarse al examen de colocación de acuerdo con la cita obtenida para tomar el examen escrito y oral.

Los resultados del examen y la información de la entrevista serán usados para recomendar y colocar a los estudiantes en las clases de Inglés como Segunda Lengua (ESL) más apropiados. Los estudiantes estarán listos para inscribirse en las clases adecuadas al final de esta evaluación de tres horas. Los nuevos estudiantes en el Programa de Inglés como Segunda Lengua (ESL) recibirán una orientación sobre los servicios y regulaciones del Colegio Gavilán en sesiones ofrecidas durante las primeras dos semanas del semestre. Las orientaciones serán dadas en inglés y en español y los maestros se comunicarán con los nuevos estudiantes para asistirlos en seleccionar la sesión más apropiada.

INFORMACIÓN EN ESPAÑOL

NUESTRA MISIÓN

En un ambiente que cultiva la creatividad, estimula la curiosidad y hace énfasis en el aprendizaje del estudiante, Gavilán College sirve a su comunidad, ofreciendo servicios de gran calidad y apoyo, que preparan a los estudiantes para carreras de transferencia a la universidad o técnicas y de servicio público, educación para toda la vida y la participación en una sociedad global y diversa.

¿QUIERE TOMAR CLASES DE INGLÉS?

¿Quién necesita tomar el examen de evaluación de ESL (Inglés como Segunda Lengua)?

- Los estudiantes que no saben nada de inglés.
- Los estudiantes que saben un poco de inglés pero que no han tomado clases formalmente o que tomaron clases hace más de tres años.
- Los estudiantes que asistieron a la secundaria (high school) en este país por menos de un año.
- Los estudiantes que asistieron a la secundaria (high school) en este país por algunos años pero que no están seguros de su nivel de proficiencia en el inglés.
- Para revisar los horarios de las sesiones CELSA, vea la columna opuesta.

Los nuevos estudiantes que deseen tomar clases de Inglés como Segunda Lengua (ESL) deben inscribirse en la Oficina de Admisiones y Archivos para hacer una cita y tomar la evaluación apropiada después de llenar una solicitud. Cuando los estudiantes se presenten en la oficina de Inglés como Segunda Lengua (ESL) de acuerdo con su cita, tomarán un examen escrito y sostendrán una entrevista oral. Los resultados del examen y la información de la entrevista serán usados para recomendar y colocar a los estudiantes en las clases de Inglés como Segunda Lengua (ESL) que mejor les convengan. Los estudiantes estarán listos para inscribirse en las clases adecuadas al final de esta evaluación de tres horas. Los nuevos estudiantes en el Programa de Inglés como Segunda Lengua (ESL) recibirán una orientación sobre los servicios y regulaciones del Colegio Gavilán en sesiones ofrecidas durante las primeras dos semanas del semestre. Las orientaciones serán dadas en inglés y en español y los maestros se comunicarán con los nuevos estudiantes para asistirlos en seleccionar la sesión más conveniente.

Reglas y Procedimientos

Estacionamiento Estudiantil

Hay dos tipos de permisos de estacionamiento - diario y por semestre.

Se pueden comprar permisos diarios de estacionamiento en las máquinas ubicadas en los solares de estacionamiento "A" y el estanque al sur.

Los estudiantes deberán estacionarse solamente en áreas designadas. Las reglas de tráfico se pueden conseguir en el Departamento de Seguridad de Gavilán "College". Las reglas de estacionamiento son impuestas estrictamente. El "College" cobra una cuota para un Permiso de Estacionamiento semestral.

El Colegio también reserva el derecho de cambiar la cuota y las regulaciones sobre estacionamiento.

Formas Alternativas

El Catálogo y el Horario de Clases de Gavilán College está disponible en formato de medios alternos.

Por favor comuníquese con El Centro de Recursos para Personas Inhabilitadas al teléfono (408) 848-4865 o a la Oficina del Vicepresidente de Servicios de Estudiante al teléfono (408) 848-4738.

Inhabilidades

SERVICIOS PARA ESTUDIANTES CON INHABILIDADES

El Centro de Recursos de Inhabilidades (DRC) provee servicios y cursos que igualan las oportunidades académicas de estudiantes con inhabilidades durante su jornada para adquirir sus metas educacionales o vocacionales.

Aquellos estudiantes que requieran acomodaciones académicas o físicas a causa de inhabilidades visuales, de aprendizaje y/o otras inhabilidades verificadas, deberán comunicarse con la oficina de DRC, al número (408) 848-4865

Los servicios incluyen ayuda para tomar notas en clase, consejos académicos y de carreras vocacionales, referencia para servicios, evaluación de habilidades de aprendizaje, cursos vocacionales, tutoría especializada, asistencia para registrarse, asistencia para movilidad, preparación vocacional y colocación de trabajo, facilitación para tomar exámenes, interpretación de lenguaje de señales, captación de tiempo-real, instrucción para preparación para entrevistas de trabajos, tecnología y entrenamiento de computadora asistiva, y servicios de medio alternativo.

DE ACUERDO A LA LEY DE AMERICANOS CON INHABILIDADES (ADA)

Si usted tiene una inhabilidad y necesita materiales académicos en un formato alternativo o otros servicios, comuníquese con la oficina de DRC llamando al teléfono 408-848-4865 o con el Vice Presidente de Servicios Estudiantiles para asistencia.

Discriminación

AVISO DE NO DISCRIMINACIÓN

El Distrito está comprometido a proveer igualdad de oportunidades en programas educativos, empleo, y acceso a programas y actividades de la institución.

PROHIBICIÓN DE ABUSO Y OFENSAS POR DISCRIMINACIÓN

Referencia: Secciones 212.5; 66252; 66281.5 del Código Educativo

El Distrito está comprometido a proveer un ambiente de enseñanza y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de ofensa y persecución sexual y todas las formas de intimidación sexual y abuso. También estará libre de otros abusos y ofensas por discriminación incluyendo aquellas ofensas basadas en cualquiera de los siguientes estados: raza, religión, ancestro, origen, impendimiento, sexo (género), orientación sexual, o la percepción de que una persona tenga alguna de las características mencionadas.

TÍTULO VI, TÍTULO IX, Y NORTEAMERICANOS CON IMPEDIMENTO/SECCIÓN 504/508

Para presentar una queja en cualquiera de las siguientes áreas, por favor comuníquese con el Oficial de Igualdad de Oportunidades, Joseph D. Keeler, Vicepresidente de Servicios Administrativos, HR 101 al teléfono (408) 848-4715 o con Jim Bowers, Director de Recursos Humanos, HR103 al teléfono (408) 848-4753.

Las áreas son las siguientes:

- Quejas por violación de derechos civiles (Título VI)
- Quejas por violación de igualdad de género, discriminación sexual, o abuso (Título IX)
- Quejas por violación contra personas con impedimentos (ADA/Sección 504/508)

Derechos Educativos y Privacidad

Gavilan College está en cumplimiento de los Derechos Educativos Federales y Acto de 1974 (también llamado el Buckley Amendment) y las regulaciones del Título V de California (SB 182). Las siguientes reglas están en efecto:

1. Toda la documentación académica, documentación relacionada con problemas disciplinarios, y cualquiera otra documentación oficial es mantenida para todos los estudiantes que han solicitado admisión a Gavilan College.
2. La documentación oficial es mantenida por y localizada en la Oficina de Admisiones y Registros.
3. La documentación oficial será proveída únicamente cuando la solicitud o permiso sea hecha por escrito por parte del estudiante previo pago de cualquier cargo o costo a la institución, excepto en los casos provistos en ley.
4. La siguiente información puede ser proveída por Gavilan College sin consentimiento escrito por parte del estudiante:

- a. el nombre del estudiante
- b. las fechas de matriculación/asistencia a Gavilan College
- c. la fecha de graduación y título o certificado recibido

La entrega de cualquier otra información requerirá consentimiento escrito del estudiante, excepto en los casos previstos en ley. Los estudiantes que no desean que los puntos ennumerados en a), b) y c) sean distribuidos, pueden notificar su deseo por escrito a la Oficina de Admisiones y Registros durante la primera semana de cada sesión de estudios.

5. Los estudiantes tienen derecho a revisar sus propios archivos y la documentación que esté en ellos. Cualquier objeción a éstos archivos debe ser presentada por escrito al Vicepresidente de Servicios al Estudiante. Las objeciones serán resueltas por dicho vicepresidente, y la resolución será inserta en el archivo del estudiante pero no entregada con el resto de la documentación. En caso de desacuerdo sobre éste punto, la Política de Quejas de la institución estará en efecto.

Copias de las regulaciones federales y estatales y del Proceso de Resolución de Problemas Estudiantiles son disponibles a través de la Oficina de Admisiones y Registros y pueden ser revisadas por los estudiantes haciendo una cita con el Vicepresidente de Instrucción y Servicios Estudiantiles o el Director de Admisiones y Registros. El Proceso de Resolución de Problemas Estudiantiles también está disponible en éste catálogo, en línea, y en el Manual Estudiantil.

Política para Niños Visitantes en el Campo Colegio

El Colegio Gavilan les da la bienvenida a los niños a nuestro campus, cuando se encuentran inscritos en algún curso o estén acompañados por uno de los padres, un tutor o un adulto a su cargo y bajo supervisión apropiada. Nuestras instalaciones están abiertas al público, cuya situación puede presentar un riesgo para los niños. Es la meta del Colegio mantener un ambiente de bienvenida y seguro, tanto para los niños como para los adultos.

Tenemos la siguiente guía en existencia:

- Un niño quien todavía no se encuentre en la preparatoria deberá estar bajo la supervisión de un adulto quien a su vez asuma su responsabilidad, a menos que el niño se encuentre oficialmente inscrito o participando en un curso o programa en Gavilan.
- A excepción de las situaciones en las que los jóvenes se encuentren oficialmente inscritos o participando, los padres, tutores y adultos a su cargo serán los responsables de mantener a los niños a su lado en todo momento y deberán vigilar todas las actividades y conducta de sus niños mientras se encuentren dentro del campus.
- Cualquier niño que se encuentre sin atención, será reportado a la Oficina de Seguridad de Gavilan y/o a la Oficina del Sheriff.
- Los estudiantes adultos y los empleados deberán planear por el cuidado de sus niños puesto que no se intenta que estos sean parte del ambiente de aprendizaje del salón de clases o lugar de trabajo en el Colegio Gavilan.

Habilidad en inglés para la Estudios Vocacionales

Habilidad limitada en Inglés no será obstáculo para ser admitido y participante en programas educativos vocacionales.

Política de Anuncios en el Campus

Referencia: AP 5550

A los estudiantes se les proporcionarán pizarrones para que lo utilicen para sus anuncios y se encontrarán en ubicaciones convenientes. Todos los materiales exhibidos deberán indicar claramente el autor o la agencia responsable de su producción y la Oficina del Vicepresidente de Servicios estudiantiles, el asesor ASB o la persona designada, deberán poner la fecha del día en que fué colocado. Los anuncios deberán ser removidos después de haber pasado diez (10) días.

Honestidad Academica

La honestidad académica depende de la integridad de los estudiantes y de la facultad. El Colegio por si mismo es defraudado si su facultad y/o sus estudiantes a sabiendas o inconcientemente permiten que actos deshonestos sean premiados académicamente. Es la responsabilidad de la facultad el hacer todo esfuerzo razonable para promover una conducta académica que sea honesta. Si un miembro de la facultad considera que hay suficiente evidencia de que un estudiante está siendo académicamente deshonesto es la responsabilidad del miembro de la facultad el tomar la acción apropiada según lo que indiquen estos procedimientos.

Los estudiantes de Gavilan College tienen el derecho de saber que es lo que constituye el ser deshonestos académicamente en el colegio y en cada clase que están inscritos.

- Los miembros de la facultad deberán informar a sus alumnos sobre el estándar de ética requerido en sus clases y de los procedimientos permitidos en el salón durante horas de clases y pruebas.
- Una declaración escrita relacionada a esta póliza y su relación con cada clase será incluida en el resumen de la clase (hoja verde)* y/o en la prueba individual.
- Se informará a los estudiantes sobre las consecuencias de violar estos estándares y de su derecho a apelar, así como de los procedimientos que deben seguirse durante la apelación.

PROCEDIMIENTOS PARA HONESTIDAD ACADEMICA

Referencia: BP 5500

El propósito de estos procedimientos es ampliar, clarificar y fijar niveles claros de autoridad y de protocolos de disciplina en respuesta a violaciones en contra del Estándar de Conducta Estudiantil, específicamente de su relación con la deshonestidad académica. Estos procedimientos garantizan que el estudiante o estudiantes hagan valer sus derechos legales que les concede las protecciones de la constitución estatal y federal. Estos procedimientos se utilizarán de forma

justa y equitativa y no para propósitos de represalia.

Definición de Dishonestidad Académica: El acto de deliberadamente exhibir una serie de comportamientos inaceptables que atentan en contra de los estándares de ética y de becas. Los ejemplos incluyen, pero no se limitan a:

- El permitir deliberadamente que un estudiante copie de otro durante una prueba.
- El dar tareas, ensayos de fin de semestre, o cualquier otro trabajo académico a otro estudiante para que lo plagie
- El someter el trabajo de otra persona a nombre de otra persona.
- Mentir a un instructor o empleado de la Universidad para mejorar una calificación.
- Alterar un trabajo que ya ha sido regresado, y después volverlo a entregar con una calificación para ser archivado, (sin el consentimiento del instructor)
- Remover prueba (s) del salón de clases o de cualquier otro lugar sin el consentimiento del instructor.
- Robarse pruebas o llaves de acceso a las pruebas.
- Falsificar firmas en los formularios de salirse/agregar clases o en otros documentos del colegio.

Definición de hacer trampa: El acto de obtener o intentar obtener crédito para trabajos académicos a través de medios deshonestos, engañosos, o fraudulentos. Los ejemplos incluyen, pero no se limitan a:

- Copiar en parte o completamente, la prueba de otra persona, o cualquier instrumento de evaluación o el obtener respuestas de otra persona para estos fines sin el consentimiento del instructor.
- Someter trabajos previamente entregados en otra clase, si así lo indican los reglamentos por escrito de esa clase.
- Utilizar o consultar, durante una prueba, con fuentes o materiales que no haya previamente autorizado el instructor.
- Intencionalmente alterar, cambiar, mal usar documentos o archivos. Deliberadamente otorgar información falsa o de forma habitual interferir en los procedimientos de calificaciones o en la instrucción de la clase.
- Cualquier otro acto cometido por el estudiante (s) durante su trabajo académico, que defraude o mal represente, incluyendo ayudar o encubrir cualquiera de las acciones descritas arriba.

Definición de Plagio: El acto de incorporar ideas, palabras, oraciones, párrafos, o partes de éstos, que pertenezcan a otros trabajos sin dar crédito apropiado al autor, y presentar el trabajo como propio. Ejemplos incluyen, pero no están limitados a:

- Representar el trabajo artístico/académico tal como composiciones musicales, escrituras, programas de cómputo, pinturas, dibujos, escrituras, o trabajos similares como propios.

PROCEDIMIENTOS PARA EL REPORTE

Cuando un miembro de la facultad de Gavilan, responsable de la clase, tiene razón para creer, y cuenta con evidencia para sustanciar, que el comportamiento de un estudiante o estudiantes caen en una o en dos de las definiciones descritas arriba, es la responsabilidad del instructor el tomar las siguientes acciones:

1. Hacer una cita para una conferencia en la oficina con el estudiante y durante esa reunión informar al estudiante de las acusaciones y asegurarse que él o ella estén conscientes de la evidencia que sustenta la acusación, y de las consecuencias probables. Cualquier confrontación que se pudiera dar en la clase debe ser lo más discreta posible. Si como resultado de la reunión, el instructor considera que la respuesta por parte del estudiante es insuficiente para contrarrestar los cargos de deshonestidad académica a un nivel que el estudiante pudiera ser disculpado, el instructor le informará al estudiante de las sanciones que recomendará o que serán asesoradas según lo dicta esta póliza.
2. A la discreción del instructor, un reporte escrito de dicha infracción y de la sanción tomada puede ser sometido al Vicepresidente de Instrucción con una copia al decano del departamento apropiado.
3. Cuando un estudiante, que ha sido informado de una conferencia pendiente para hablar sobre la supuesta deshonestidad, falla y no asiste a la reunión, o cuando una aparente deshonestidad es detectada al final del semestre y el instructor hace un intento de buena fe para contactar al estudiante pero no lo logra, el instructor puede imponer sin haber tenido la conferencia, las sanciones recomendadas y archivar un reporte escrito al decano del área en cuestión y al Vicepresidente de Instrucción. En cualquiera de los casos, el derecho de apelación del estudiante permanece vigente.

SANCIÓNES

Debe de haber dos tipos de clasificaciones principales para las sanciones que puedan ser impuestas por Violaciones a la Honestidad Académica: Académica y Administrativas. La imposición de un tipo de sanción (Académica o Administrativa) no impide la imposición de la otra.

- Sanciones Académicas serán definidas como todas aquellas acciones relacionadas con los trabajos de clases y calificaciones. La facultad es responsable de los tipos de sanciones académicas que se apliquen a los estudiantes involucrados en incidentes relacionados con hacer trampa o de plagio. Usualmente, se utilizará una "modificación de calificación".
- Sanciones Administrativas son aquellas que tienen que ver con el estado del estudiante en el colegio, y éstas son aplicadas por el Vicepresidente de Instrucción.

Discreción de la Facultad: Los casos que tengan que ver con una actitud irresponsable o el uso descuidado de trabajos de autoría, pero que no caen dentro de la definición de hacer trampa/plagio como se define en esta póliza, pueden ser manejados a la discreción del miembro de la facultad afectado.

Sanciones Académicas: Antes de que se pueda aplicar una sanción, el miembro de la facultad debió de haber verificado el hecho (s) de la deshonestidad académica ya sea a través de la observación y/o con documentación. En todos

los casos, la violación se debe de reportar al decano del área en cuestión. Un estudiante está sujeto a ser:

1. Fustigado verbalmente. Un estudiante puede ser recomendado para recibir una consejería, pero no puede ser obligado a participar en una consejería.
2. Reprobado en su evaluación de la clase (ensayo o prueba).
3. Que su calificación sea reducida, incluyendo probablemente el ser reprobado de la clase.
4. Recomendar una sanción administrativa. Un miembro de la facultad puede seleccionar el recomendar a un estudiante al Vicepresidente de Instrucción para que se le aplique una acción disciplinaria como la sanción académica única o como una adición a la acción que el miembro de la facultad ya ha tomado.

Sanciones Administrativas: Tal como lo estipula el Código Administrativo de California, Sanción 41301, el hacer trampa o el plagiar en un programa académico en el colegio puede llevar a la expulsión, suspensión, libertad condicional o una sanción menor. Acciones administrativas relacionadas con la deshonestidad académica en Gavilan son la responsabilidad del Vicepresidente de Instrucción según lo estipulan los Estándares de Conducta Estudiantil (Procedimientos de Disciplina Estudiantil, AP5520). El Vicepresidente de Instrucción notificará al miembro de la facultad una vez que se haya tomado la acción.

El Vicepresidente de Instrucción responderá a:

1. recomendaciones giradas por los decanos
2. violaciones claras de los estándares académicos; y
3. violaciones repetidas que sean reportadas a él o ella por la facultad o a través de reportes escritos que han sido archivados con anterioridad con el Vicepresidente de Instrucción y Servicios Estudiantiles.

PROTECCIÓN DE LOS DERECHOS

No hay nada en estos procedimientos que pretenda negar a los estudiantes que se encuentren en esta situación su derecho legal de defenderse. Los estudiantes tienen el derecho de ser informados de los cargos, la naturaleza de la evidencia que sustenta los cargos, y de tener una reunión con el miembro de la facultad, Vicepresidente de Instrucción, o con cualquier otra persona con autoridad. Los estudiantes tienen el derecho de apelar cualquier decisión que resulte de dicha reunión.

1. Las sanciones académicas pueden ser apeladas a través del Vicepresidente de Instrucción y de acuerdo al Proceso de Resolución para Problemas con Estudiantes.
2. Cuando una suspensión disciplinaria o expulsión se recomienda como una sanción administrativa, el estudiante tiene el derecho a una audiencia formal tal y como lo indica el Código de Conducta Estudiantil (Procedimientos de Disciplina Estudiantil, AP5520) (Código de Educación 66017).

Las sanciones administrativas que resulten de una suspensión disciplinaria o de una expulsión pueden ser apeladas a través del Procedimiento de Disciplina Estudiantil.

Estandares De Conducta Estudiantil

Gavilan College está comprometido a promover un ambiente social y de aprendizaje que sea armonioso y que esté caracterizado del respeto mutuo para todos los estudiantes, personal y miembros de la comunidad. Un estudiante que se inscriba en Gavilan College asume la obligación de actuar de una manera que sea compatible con la función del colegio como una institución educativa. Los estudiantes y las visitas deben de comportarse y obedecer todas las leyes federales relacionadas con el comportamiento en un colegio, o en eventos patrocinados por un colegio.

Los siguientes estándares de conducta representan un comportamiento inapropiado de los estudiantes y cualquier violación puede constituir una causa para una acción disciplinaria, incluyendo pero no limitadas a la remoción, suspensión o expulsión de un estudiante.

1. Causar, intentar causar, o amenazar con causar un daño físico a otra persona.
2. Posesión, venta, facilitar un arma de fuego, cuchillo, explosivo o cualquier otro objeto peligroso, incluyendo pero no limitado a, cualquier arma de fuego que no sea verdadera, cuchillo o explosivo, al menos que en cualquier caso de posesión de estos objetos, el estudiante haya con anterioridad obtenido permiso por escrito para poseer estos objetos por parte de un empleado del distrito, que a su vez haya sido autorizado por el Superintendente/Presidente del Colegio.
3. La manufactura, posesión, uso, venta, oferta de venta, o facilitar, estar bajo la influencia de cualquier sustancia controlada que esté en la lista del capítulo 2 (comenzando con la Sección 11053) de la División 10 del Código de Salud y Seguridad de California, una bebida alcohólica, cualquier intoxicante, o posesión ilegal de, o ofrecer, arreglar, o negociar la venta de cualquier instrumento para el uso de estupefacientes, tal y como lo define la Sección 11014.5 del Código de Salud y Seguridad de California.
4. Cometer o intentar cometer un robo o extorsión.
5. Causar o intentar causar un daño a la propiedad del distrito o a una propiedad privada que se encuentre en el colegio.
6. Robar o intentar robar propiedad del distrito o una propiedad privada que se encuentre en el colegio, o deliberadamente recibir propiedad privada robada del distrito o propiedad privada que se encuentra en el colegio.
7. Deliberadamente y persistentemente fumar en áreas en donde se prohíbe fumar por ley, o por reglamentos del colegio o del Distrito.
8. Cometer hostigamiento sexual como lo define la ley, o las pólizas y procedimientos del Distrito.
9. Participar en comportamientos de hostigamiento o discriminatorios basados en la raza, sexo (género) religión, edad, origen de nacionalidad, incapacidad, o cualquier otra categoría protegida por la ley.
10. Conducta deliberada que resulte en daños o en la muerte de un estudiante o del personal del colegio, o que resulte en cortar, desfigurar, o cualquier otro daño a propiedad real o personal que pertenezca al Distrito o que se encuentre en el colegio.

11. Comportamiento de Interrupción, desobediencia deliberada, profanidad habitual o vulgaridad, desafiar persistentemente y abiertamente a la autoridad, o el abuso persistente del personal del colegio.
12. Hacer trampa, plagiar (incluyendo el plagio de una publicación estudiantil), o participar en otros actos de deshonestidad académica.
13. Deshonestidad; falsificación; alteración o el mal uso de documentos del colegio, archivos o identificaciones; o deliberadamente otorgar información falsa al Distrito.
14. Entrada sin autorización, o uso no autorizado de las instalaciones del colegio.
15. Conducta Lasciva, indecentes u obscena dentro de la propiedad del Distrito o que controle el distrito, y en eventos patrocinados o supervisados por el Distrito.
16. Hacer expresiones que sean obscenas; difamatorias; o que inciten a los estudiantes a crear un peligro real y verdadero al cometer algún acto ilegal en la propiedad del colegio, o violar los procedimientos administrativos del Distrito, o interrumpir de forma sustancial las operaciones ordenadas del Distrito.
17. Mala conducta persistente y preocupante en la cual otros medios disciplinarios para corregirla han fallado.

Los estudiantes que adopten los comportamientos descritos arriba estarán sujetos a los Procedimientos para la Disciplina Estudiantil. (Procedimientos Administrativos 5520, Sección del Código de Educación 66300, 72122, 76030.)

Procedimientos Para La Disciplina Estudiantil

El propósito de estos procedimientos es ofrecer los medios rápidos y apropiados para tratar con violaciones al Estándar de Conducta Estudiantil (BP5500). El procedimiento garantiza que el estudiante o estudiantes hagan valer sus derechos legales para defenderse que les otorga las protecciones constitucionales estatales y federales. Estos procedimientos serán utilizados de una forma equitativa y justa, pero no se aplica para reemplazar los procedimientos civiles o criminales que pudieran ser iniciados por otras agencias.

Violaciones en contra del Estándar de Conducta Estudiantil (BP 5500) son sujetos a acciones disciplinarias y procedimientos que tome el distrito. En todas las acciones disciplinarias, el estudiante será notificado de la naturaleza de los cargos en contra de él o de ella, para que él o ella puedan tener la oportunidad de defenderse, y para que la institución no sea arbitraria en la ejecución de la acción.

ACCIONES DISCIPLINARIAS Y PROCEDIMIENTOS

El tipo de sanción que se aplique por haber violado el Estándar de Conducta deberá ser determinada por los representantes apropiados del colegio o por un comité. Las penalidades están enumeradas dependiendo del grado de severidad, y no por orden administrativo. Estas son:

1. Amonestación: Una amonestación verbal en contra del estudiante que ha violado las leyes del colegio.
2. Aviso: Una notificación entregada al estudiante, ya sea por escrito o verbal, en la que se le indica que de continuar con la conducta indebida podría ser causa para una acción disciplinaria. Los avisos escritos se pueden considerar en los casos de futuras violaciones.
3. Reprimenda: Declaración escrita que especifica la violación de una regulación específica, incluyendo la posibilidad de acciones disciplinarias más severas. Las reprimendas pueden considerarse en los casos de futuras violaciones.
4. Acción Disciplinaria: La exclusión de participar en ciertos privilegios o actividades recreacionales tal y como se indique en la notificación de la acción disciplinaria.
5. Restitución: Reembolso por parte del estudiante por el mal uso de propiedad. El reembolso puede ser en servicio especificado para reparar o para compensar por daños.
6. Remoción de la Clase: [Sección del Código de Educación 76032] Un instructor puede retirar de la clase a su estudiante en los casos que él o ella haya interrumpido el proceso de instrucción. El término de la remoción será por el día de la clase en cuestión y para la siguiente clase.
 - a. El instructor debe de completar la forma de Remoción del Estudiante de la Clase y someterla al decano de su departamento.
 - b. El decano/a debe de hacer una cita para una reunión entre el estudiante y el instructor para hablar sobre la remoción. Ante la petición del instructor o del estudiante, el decano puede asistir a la conferencia.
 - c. El estudiante no debe regresar a la clase durante el periodo indicado de remoción de la misma, sin que el instructor así lo autorice. Nada previene al decano a recomendar acciones disciplinarias adicionales que estén de acuerdo con estos procedimientos y que estén basadas en los hechos que llevaron a la remoción.
7. Suspensión Corta: Una suspensión corta tiene el propósito de dar tiempo para investigar. A través de este medio, el colegio podrá librarse de tensiones debido a la mala conducta de la persona, el retiro de una amenaza en contra del bienestar de los estudiantes, o remoción de un estudiante o estudiantes cuya presencia previene la continuación de una conducta normal dentro del colegio. Una suspensión corta está limitada a un periodo de tiempo necesario para realizar la investigación. La suspensión corta no debe de exceder los diez (10) días escolares.
8. Suspensión Disciplinaria: Exclusión de las clases y de otros privilegios o actividades indicadas en la notificación de suspensión por tiempo definido. Las condiciones para ser readmitido serán descritas en la notificación de suspensión.
 - Una suspensión de corto tiempo de una o más clases es por un periodo de diez (10) días de escuela consecutivos.
 - Una suspensión de largo tiempo es una exclusión de una o más clases por lo que resta del semestre o de las clases y actividades del colegio por uno o más semestres.
9. Expulsión: La terminación del estado de un estudiante por tiempo indefinido. Las condiciones para ser readmitido, deben ser indicadas en la orden de expulsión

MEDIDAS ADMINISTRATIVAS DE CORRECCIÓN PARA LA MALA CONDUCTA

1. Suspensión Inmediata Interina [Sección del Código de Educación 66017]: El Presidente del Colegio o persona designada puede ordenar la suspensión inmediata de un estudiante cuando él o ella concluye que se requiere de una suspensión inmediata para proteger la vida de otras personas, o de propiedad y para asegurarse que se mantenga el orden. En los casos que se ha ordenado una suspensión inmediata, los límites de tiempo descritos en estos procedimientos no se aplican. El derecho a una Audiencia de Apelación Disciplinaria (cuando se recomienda una suspensión o expulsión de largo tiempo) se le otorgará al estudiante dentro de un término de diez (10) días escolares.
2. Renuncia del Consentimiento de Permanecer en el Colegio. El Vicepresidente de Servicios Estudiantiles o su designado, pueden notificar a cualquier persona de la cual se cree que hay una creencia razonable de que está interrumpiendo deliberadamente las operaciones ordenadas en el colegio, que el consentimiento para permanecer en el colegio se le ha sido retirado. Si la persona se encuentra en el colegio en ese momento, él o ella debe abandonarlo rápidamente o ser escoltado fuera del colegio. Si el consentimiento fue retirado por el Vicepresidente de Servicios Estudiantiles, se debe de elaborar un reporte escrito dirigido al Presidente del Colegio. La persona que le fue retirado el consentimiento puede someter una petición escrita para una Audiencia de Apelación Disciplinaria dentro de un término de diez (10) días escolares a partir de la fecha en que se le retiró el consentimiento.

La audiencia será conducida de acuerdo a las provisiones de estos procedimientos relacionadas con la Inmediata Suspensión Interina. En ningún caso, el consentimiento para permanecer en el colegio puede ser negado por más de veinte (20) días escolares a partir de la fecha en que el permiso fue negado originalmente. Cualquier persona que se le haya negado el consentimiento para estar en el colegio y que deliberadamente vuelva a ingresar al colegio durante el periodo de tiempo en el cual el consentimiento fue retirado, excepto para asistir a una reunión o audiencia, está sujeto a ser arrestado [Sección del Código Penal 626.4]

PROCEDIMIENTOS PARA LA AUDIENCIA DE APELACIÓN DISCIPLINARIA

1. Petición de la Audiencia. Dentro de cinco (5) días escolares a partir de la fecha en que recibió la decisión relacionada con la suspensión o expulsión por largo tiempo, el estudiante puede solicitar una audiencia formal. La petición por escrito tiene que ser dirigida al Presidente del Colegio o su designado. Las apelaciones solamente se llevan a cabo en los casos de suspensión o expulsión por largo tiempo.
2. Fecha de la Audiencia. La audiencia formal debe llevarse a cabo dentro de cinco (5) días escolares a partir de la fecha en la que se recibió la petición para la audiencia.
3. Selección de los Miembros del Panel de la Audiencia. El Presidente del Colegio, el Presidente del Senado Académico, y el Presidente de la Junta Estudiantil ASB, deben cada uno al principio de cada año académico, establecer una lista de por lo menos cinco (5) personas que puedan

participar en el panel de audiencias de disciplina estudiantil. El Presidente del Colegio debe nombrar a los miembros del panel de la audiencia de la lista de nombres proporcionados. Sin embargo, ningún administrador, miembro de la facultad, o estudiante que tenga un interés personal en el asunto en cuestión a decidirse, quien podría ser un testigo necesario, o que bien no pudiera actuar de manera neutral puede participar en el panel de la audiencia.

4. Composición del Panel de la Audiencia. El panel de la audiencia para cualquier acción disciplinaria debe de estar compuesto de un administrador, un miembro de la facultad, y un estudiante.
5. Presidente del Panel de la Audiencia. El Presidente del Colegio debe nombrar a un miembro del panel para que funja como presidente del mismo. La decisión del presidente del panel en todos los asuntos relacionados con la conducta en cuestión será la decisión final, al menos de que haya una votación por los otros dos miembros del panel que indique lo contrario.
6. Proceso de la Audiencia. Los miembros del panel de la audiencia deben recibir antes de que inicie la audiencia una copia de la acusación en contra del estudiante y cualquier respuesta escrita que haya entregado el estudiante. Un representante del colegio, que debe ser el Vicepresidente de Servicios Estudiantiles, debe de presentar los hechos que apoyan la acusación.
 - a. El Vicepresidente de Instrucción y Servicios Estudiantiles pueden llamar a testigos e introducir testimonio oral y escrito que sea relevante al asunto en cuestión.
 - b. No aplican las reglas formales de evidencia. Cualquier evidencia que sea relevante al caso debe ser permitida. Al menos que el panel de la audiencia determine lo contrario, el representante del colegio y el estudiante deben ser permitidos a presentar sus argumentos de apertura. El Vicepresidente de Servicios Estudiantiles deberá hacer la primera presentación, seguido del estudiante. El Vicepresidente de Instrucción y Servicios Estudiantiles puede presentar evidencia contraria una vez que el estudiante haya terminado de presentar su evidencia. La responsabilidad recae en el representante del colegio al tener que comprobar con evidencia sustancial que los hechos argumentados son verdaderos.
7. Representación. El estudiante puede representarse a él o a ella, o también tiene el derecho de ser representado por una persona de su elección. El estudiante no puede ser representando por un abogado, al menos que en la opinión del panel de la audiencia, el caso incluya temas legales complejos. Si el estudiante opta por ser representando por un abogado, debe hacer una petición por escrito no menos de cinco (5) días escolares antes de la fecha de la audiencia. Si se le permite al estudiante ser representando por un abogado, el representante del colegio puede también solicitar asistencia legal. El panel de la audiencia también puede solicitar asistencia legal; cualquier asesor legal que sea proporcionado para el panel, puede sentarse con ellos, con el fin de servir como asesor y ofrecer consejos legales, pero no debe de ser miembro del panel, ni tampoco votar dentro de éste.
8. Confidencialidad. Las audiencias deben ser cerradas y confidenciales, al menos que el estudiante solicite que sean abiertas al público. Cualquier

petición de este tipo debe ser sometida no menos de cinco (5) días escolares antes de la fecha de la audiencia.

- a. En una audiencia cerrada, los testigos no deben de estar presentes durante la audiencia mientras no estén testificando, al menos que ambas partes y el panel acuerden lo contrario.
 - b. La audiencia debe ser grabada por el Distrito, ya sea en grabación de audio, o por estenógrafo, y debe ser el único tipo de grabación. Ningún testigo que se rehúsa a ser grabado, debe ser permitido a dar su testimonio. En caso de que la audiencia sea grabada en audio, el presidente del panel debe, al principio de la audiencia, pedirles a las personas presentes que se identifiquen con su nombre, y después hacer lo mismo con los testigos. Las grabaciones en audio deben de permanecer bajo custodia del Distrito en todo momento, al menos que sean entregadas a una compañía de servicios de transcripción profesional. El estudiante puede solicitar una copia de la grabación.
 - c. Todo testimonio debe ser tomado bajo juramento; el juramento debe ser administrado por el presidente del panel de la audiencia. Las declaraciones por escrito de testigos bajo juramento de perjurio no deben de ser utilizadas al menos que al testigo no le sea posible testificar. Un testigo que se rehúsa a ser grabado, no es una persona que no esté disponible.
9. Decisión. Dentro de un lapso de diez (10) días escolares después de que haya concluido la audiencia, el panel de la audiencia debe preparar y enviar al Presidente del Colegio una decisión por escrito. La decisión debe incluir hechos verídicos que fueron encontrados en relación a la acusación, y debe incluir conclusiones específicas sobre las secciones del Estándar de Conducta Estudiantil que fueron violadas. La decisión también debe incluir las recomendaciones específicas relacionadas con la acción disciplinaria impuesta, de ordenarse una. La decisión debe permanecer sólo para el expediente de dicha audiencia y no utilizarse para ningún otro asunto fuera de ese archivo. El expediente consiste de la acusación original, la respuesta por escrito, de existir, del estudiante, y la evidencia oral y escrita que fue producida durante la audiencia.

PROCESO DE APELACIÓN DESPUES DE LA DECISIÓN DEL PANEL DE LA AUDIENCIA

Suspensión por largo-tiempo. Dentro de un período de diez (10) días escolares después de la fecha en que se recibió la decisión recomendada por el panel de la audiencia, el Presidente del Colegio debe emitir una decisión final por escrito. El Presidente del Colegio puede aceptar, modificar o rechazar los resultados, decisiones y recomendaciones del panel de la audiencia. Si el Presidente del Colegio modifica o rechaza la decisión del panel de la audiencia, el Presidente del Colegio debe revisar el expediente de la audiencia, y debe preparar una nueva decisión por escrito, que contenga resultados específicos y conclusiones. La decisión del Presidente del Colegio será final y absoluta.

Expulsión. Dentro de un período de diez (10) días escolares después de la fecha en que se recibió la decisión recomendada por el panel de la audiencia, el Presidente del Colegio debe presentar a la Junta de Fideicomisarios del Colegio su decisión por escrito. El Presidente del Colegio puede aceptar, modi-

ficar, o rechazar los resultados, decisiones y recomendaciones del panel de la audiencia. Si el Presidente del Colegio modifica o rechaza la decisión del panel de la audiencia, él o ella deben revisar el expediente de la audiencia, y debe preparar una nueva decisión por escrito, que contenga los resultados verídicos y conclusiones. La decisión emitida por el Presidente del Colegio debe ser remitida a la Junta de Fideicomisarios.

La Junta de Fideicomisarios debe considerar cualquier recomendación por parte del Presidente del Colegio para una expulsión en la siguiente reunión programada de la Junta a partir de la fecha en que se haya recibido la decisión recomendada.

- La Junta debe considerar una recomendación para una expulsión en reunión a puerta cerrada, al menos que el estudiante haya solicitado que el asunto se trate en una reunión pública de acuerdo a estos procedimientos. (Sección del Código de Educación 72122)
- El estudiante debe recibir notificación por escrito, ya sea por correo verificado o certificado o por servicio de entrega personal, al menos tres (3) días antes de la reunión, información sobre la fecha, horario y lugar de la reunión de la Junta.
- El estudiante puede, dentro de un período de cuarenta y ocho horas después de que se haya recibido la notificación, solicitar que la reunión se sostenga como reunión pública.
- Aún cuando el estudiante le solicite a la Junta tratar la recomendación para una expulsión en una reunión pública, la Junta sostendrá a puerta cerrada cualquier discusión que esté en conflicto con el derecho de privacidad de cualquier otro estudiante, aparte del estudiante que solicitó la reunión pública.
- La Junta puede aceptar, modificar, rechazar los resultados, decisión y recomendaciones del Presidente del Colegio y/o de la audiencia del panel. Si la Junta modifica o rechaza la decisión, la Junta debe revisar el expediente de la audiencia, y debe preparar una nueva decisión por escrito, que contenga los resultados verídicos y conclusiones. La decisión de la Junta es final y absoluta.

La Junta debe tomar su acción final en relación a la expulsión en una reunión pública, y el resultado de la acción debe ser tratado como archivo público del Distrito.

Proceso De Resolución Para Problemas De Estudiantes

Los conflictos y la mala comunicación, son desafortunadamente parte de la vida cotidiana. El seleccionar la manera en que reaccionaremos a situaciones difíciles se convierte en una decisión personal que todos debemos tomar en cualquier momento. En un ambiente educacional, también hay ocasiones en que los estudiantes y personal del colegio (facultad/maestro/instructor/ empleado de apoyo o administrador) pueden presentar problemas o diferencias que necesitan ser aclaradas y solucionadas. Por esa razón, Gavilan College cuenta con un procedimiento para asistir a los estudiantes a solucionar sus problemas y buscar soluciones que ojala sean para el beneficio de todas las personas involucradas.

El siguiente proceso para resolver problemas se llama EL PROCESO DE RESOLUCIÓN PARA PROBLEMAS DE ESTUDIANTES y se aplica a situaciones específicas que se presentan en el colegio.

También suele haber situaciones en que los intentos de un estudiante por querer resolver problemas deben adherirse a los reglamentos que ha determinado la Oficina Federal sobre Derechos Civiles.

Estas situaciones incluyen supuestas discriminaciones u hostigamientos relacionados con la raza/etnicidad, hostigamiento sexual, incapacidad, religión, género, color de piel, origen nacional y edad. Si usted considera que ha sido víctima de discriminación por cualquiera de estas razones, usted debe de seguir ciertos procedimientos que están disponibles vía el oficial de acción afirmativa de Gavilan College. Consulte al personal de la oficina del Vicepresidente de Negocios, ubicada en HR 101.

Las áreas que cubre EL PROCESO DE RESOLUCIÓN PARA PROBLEMAS DE ESTUDIANTES pueden incluir inconformidad con una calificación (dentro de los límites del Código de Educación 76224), mala comunicación, o comportamiento negativo entre usted y un miembro del personal del colegio, etc. Le pedimos que hable con un consejero para recibir asistencia en aclarar las diferencias y entender mejor el proceso adecuado que debe seguir.

Si su problema surge con un miembro de la facultad, usted debe de estar consciente de los conceptos y derechos relacionados con la "libertad académica".

LIBERTAD ACADEMICA

La política del Colegio debe ser el mantener y promover una total libertad para que la facultad pueda enseñar, investigar y promover el aprendizaje dentro de las provisiones aplicables de la ley.

En la ejecución de esta libertad, el miembro de la facultad puede, tal y como lo indica las Constituciones de los EEUU y de California y otras leyes que se aplican, discutir su área de especialización y de competencia en el salón, así como otros temas relacionados, incluyendo temas controversiales, siempre y cuando él o ella, haga la distinción entre su opinión personal e información verídica.

La facultad debe estar libre de hostigamiento ilegal o de interferencia ilegal o de restricciones basadas en sus creencias políticas.

La facultad debe ser libre de cualquier o de todas formas de métodos electrónicos de grabación, excepto con su permiso expreso y específico, al menos que la ley dicte lo contrario.

La Junta no debe ilegalmente indagar, ni predicar cualquier acción adversa en contra de un miembro de la facultad debido a sus creencias personales, políticas o actividades en organizaciones o preferencias.

La Junta no debe intervenir con el derecho de expresión de cualquier miembro de la facultad o en contra de los materiales de instrucción que utilice en su enseñanza, excepto en casos que lo permita la ley.

La intención es permitir aquellas actividades que están protegidas por el derecho constitucional a la libre expresión y por la libertad académica que está protegida por las leyes del Estado de California y por las leyes de los Estados Unidos. (Contrato de Facultad de Gavilan College, Artículo VII, Libertad Académica.)

El colegio reconoce y entiende las dudas que usted pueda tener al momento de considerar dar a conocer algún problema. Usted puede tener miedo a que su calificación en su clase sea afectada, o que usted tenga en un futuro que tener que tomar otra clase con el mismo instructor, o que piense que nada va a cambiar, entonces, ¿por qué molestarse a hacer algo?.

Por estas percepciones equivocadas, usted puede llegar a pensar que no vale la pena intentar aclarar un malentendido o resolver un conflicto. Esperamos que usted sí intente resolver cualquier problema, ya que los problemas no solucionados pueden restarle energía a otros aspectos de su vida.

La premisa básica para resolver cualquier problema es el hablar sobre el problema con la persona que está directamente involucrada. Aunque, esto a veces suele ser difícil, es la mejor manera de resolver un problema.

Este PROCESO DE RESOLUCIÓN DE PROBLEMAS también requiere de este primer paso:

La preparación para su sesión de resolución de problemas incluye el preguntarse a si mismo lo siguiente:

1. ¿Cuál fue el comportamiento específico con el que tengo un problema?
2. ¿Cómo me hizo sentir este comportamiento?
3. ¿Qué acciones específicas quiere ver como parte de una posible resolución?

Muy frecuentemente, nuestras reacciones emocionales a un incidente empañan el comportamiento actual al que estamos reaccionando. Estas reacciones comunes también pueden prevenir que no podamos especificar lo que deseamos como parte de la resolución.

Usted puede identificar el problema por si sólo o tratar de hacerlo con la ayuda de un consejero, miembro del personal o una amistad. Este razonamiento preliminar debe de ayudarlo a presentar sus preocupaciones de una manera clara y concisa.

Pasos Del Proceso De Resolución Para Problemas De Estudiantes

El propósito de este procedimiento es ofrecer los medios adecuados y equitativos para poder emitir quejas relacionadas con asuntos académicos, administrativos, y de instrucción relacionadas con los estudiantes, e incluyendo, pero sin estar limitadas, a cualquier queja que tenga que ver con personal certificado, clasificado o empleados supervisores de Gavilan College.

Las áreas que cubren estos procedimientos pueden incluir, pero no están limitadas a mala comunicación, o comportamientos negativos entre el estudiante y un representante del colegio. Los estudiantes que tengan inconformidades con sus calificaciones deben de estar conscientes de la Sección del Código de Educación 76224 (a), el cual dicta los reglamentos relacionados con las calificaciones. El código especifica: "Cuando se otorga una calificación por cualquier curso de instrucción impartido en un distrito de colegio comunitario, la calificación que se otorga a cada estudiante debe de ser la que haya determinado el instructor de la clase, y la determinación que hace el instructor de la calificación del estudiante, en la ausencia de errores, fraude, mala fe, o incompetencia debe ser final y absoluta".

Este procedimiento no es apropiado en las situaciones relacionadas con discriminación o con hostigamiento por raza/ etnicidad, hostigamiento sexual, incapacidad, religión, género, color de piel, origen nacional y edad (por favor referirse a AP 5530).

Este procedimiento garantiza al estudiante o estudiantes involucrados su derecho a defenderse que les concede las protecciones de la constitución del estado y del gobierno federal. Estos procedimientos serán aplicados de una manera justa y equitativa, y no para propósitos de represalia. No se intenta sustituir los procedimientos penales criminales o civiles que pudieran ser entablados por otras agencias.

PASO 1. Dentro de un periodo de diez (10) días escolares de haber ocurrido el incidente, el estudiante debe reunirse con la persona con la que tiene el problema. El estudiante puede traer a un acompañante a la reunión, (por ejemplo, personal del colegio, amistad, otro estudiante). Esta persona no podrá opinar en nombre del estudiante y sólo jugará el rol de apoyo al permanecer en silencio.

Si el estudiante aún está inconforme, el estudiante debe notificar al personal del colegio que desea abordar el problema en el siguiente paso.

PASO 2. Dentro de un periodo de diez (10) días escolares de que se haya realizado el paso 1, el estudiante se debe reunir con el director del departamento o con el supervisor de la persona con la cual tiene el problema. El director del departamento o supervisor puede pedirle al estudiante, a su acompañante, y al miembro del personal del colegio que se reúnan juntos o por separado con el estudiante o con el empleado con el cual surgió el problema. El director del departamento/supervisor pueden reunirse con el estudiante una vez más para hablar sobre el problema, revisar lo ocurrido en la junta anterior, (Paso 1) y discutir la resolución propuesta por el estudiante. El estudiante puede traer como acompañante para apoyo moral a la misma persona que lo acompañó para este fin en la primera reunión.

Si el estudiante aún permanece insatisfecho, el estudiante podrá avanzar al Paso 3 del proceso.

PASO 3. El estudiante debe reunirse con el decano del departamento afectado en un periodo de diez (10) días escolares desde el paso 2. Esta reunión debe incluir al estudiante, director del departamento/supervisor, al decano del departamento afectado. Durante esta reunión, los resultados de las reuniones anteriores se discutirán así como las resoluciones recomendadas.

Si el estudiante aún permanece insatisfecho, el estudiante podrá avanzar al Paso 4 del proceso.

PASO 4. Dentro de un periodo de diez (10) días, el estudiante debe reunirse con el Vicepresidente de la área en cuestión. Durante esta reunión, los resultados de las reuniones anteriores se discutirán así como las resoluciones recomendadas.

Si el estudiante aún está insatisfecho, dentro de un periodo de cinco (5) días escolares, el estudiante debe notificar al Vicepresidente con el cual se reunió en el paso 4, que solicita que se lleve a cabo una revisión por el comité de audiencias para poder resolver el caso. Esta solicitud será enviada al Superintendente/Presidente del Colegio, el cual dentro de un lapso de cinco (5) días de

haber recibido la petición, convocará un comité de audiencia en una fecha que será determinada por el Presidente del Colegio.

PASO 5. Dentro de un periodo de cinco (5) días de haber recibido la petición, el Superintendente/Presidente del Colegio convocará a un comité de audiencia para escuchar el problema.

El comité estará compuesto:

- a) Un estudiante nombrado por la Junta Estudiantil ASB
- b) Un miembro de la facultad de una disciplina no relacionada nombrado por el Senado de la Facultad
- c) Un miembro de la facultad nombrado por el Director del Departamento de Consejería
- d) Un miembro del personal clasificado de un área no relacionada nombrado por el Presidente del Personal de Apoyo Profesional
- e) Un decano de un departamento o vicepresidente de un departamento no relacionado que sea nombrado por el Superintendente/Presidente del Colegio.
- f) El director del departamento o supervisor del área involucrada.

El Comité de la Audiencia conducirá la audiencia en privado. Ellos llamarán al estudiante o al personal involucrado si consideran que ayudará a resolver el problema. El comité hará una recomendación que sea satisfactoria para todas las partes, y enviará estas recomendaciones a todas las partes involucradas y al Superintendente/Presidente del Colegio.

Si el estudiante o el miembro del personal del colegio no están satisfechos con las recomendaciones del Comité de la Audiencia, el siguiente paso, una apelación, le seguirá. El estudiante debe solicitar una apelación dentro de un periodo de cinco (5) días escolares a partir de la fecha en que el estudiante y el miembro del personal del colegio recibieron la recomendación por parte del Comité de la Audiencia. De no ser así, el proceso de resolución se da por cerrado y no hay apelación.

PASO 6. Se puede hacer una apelación al Superintendente/Presidente del Colegio.

Este paso requiere que el estudiante o el otro miembro del personal involucrado escriban una carta especificando la acción que se ha tomado y la resolución que esperaban. El Superintendente/Presidente del Colegio revisará esta carta y las recomendaciones hechas por el Comité de la Audiencia. El o ella fijarán y tendrán una reunión privada con el estudiante para hablar y tratar de resolver el problema satisfactoriamente.

Si el estudiante o el miembro del personal no se sienten satisfechos con la resolución del Presidente, se puede recurrir al paso final.

PASO 7. Una apelación por escrito se puede hacer a la Junta de Fideicomisarios del colegio.

La Junta debe responder por escrito dentro de treinta y cinco (35) días escolares a partir de haber recibido la apelación escrita. Este es el último paso del Proceso que tiene el colegio para la Resolución de Problemas. Las decisiones de este nivel son finales y absolutas.

Matriculación

La “matriculación” significa el registrarse como estudiante con el intento de graduarse o terminar un programa de estudio. Como parte del esfuerzo estatal de mejorar el éxito estudiantil e incrementar la transferencia a universidades de 4 años, el Colegio Gavilan ofrece una gran variedad de servicios de matriculación, los cuales ayudarán a los estudiantes a identificar y terminar con éxito sus metas educativas.

Los servicios de matriculación incluyen:

- Un claro y accesible proceso de ADMISIÓN y
- Una ORIENTACIÓN del colegio y a los servicios que ofrecemos.
- EVALUACIÓN de su nivel académico a través de un examen de colocación y la consideración a otros factores relacionados
- SERVICIOS DE CONSEJERÍA Y ASESORIA para que así puedan terminar su programa lo más pronto posible y con los requisitos correctos
- UN SEGUIMIENTO de su progreso para que sientan y tengan éxito

Lo anterior es nuestro compromiso con ustedes. Su parte en el equipo es:

- Identificar y declarar una meta educativa y una especialidad
- Reunirse con un consejero para formular y actualizar su plan educativo para mantenerse en el camino
- Buscar los servicios dentro del plantel que lo apoyaran y mantendrán en la escuela
- Hacer el progreso debido hacia su meta

ORIENTACIÓN

La Orientación en línea a través del Internet es una manera fácil, conveniente y productiva de familiarizarse con el Colegio Gavilan. Dicha orientación le mostrará lo que es diferente en el colegio – las expectativas y los retos a los que se enfrentarán. Ya sea que su plan sea transferirse a una universidad de cuatro años o que se encuentre en el camino hacia su carrera; existen cosas importantes que usted debe saber antes de iniciar. Los patrones de educación general, los asuntos de transferencia, los requisitos para un certificado o para una especialidad, las expectativas de tareas y los servicios de apoyo, son solamente algunos de los aspectos incluidos. Aquellos que terminan una orientación tienen un inicio más fácil en el colegio y avanzarán hacia su meta con más confianza y en una cantidad de tiempo razonable. Para acceder la orientación en línea, vaya a la página de Internet del colegio: <http://www.gavilan.edu/orientación>.

Puede usted escoger el no participar en una orientación: sin embargo, no será elegible para prioridad en su registro.

EVALUACIÓN Y COLOCACIÓN DE CURSO

Las incapacidades de lenguaje y matemáticas serán medidas por un examen de colocación. Los resultados del examen junto con indicadores adicionales de las incapacidades del estudiante, serán utilizados por los consejeros y asesores para recomendar la colocación apropiada en cursos de inglés y matemáticas y en otros cursos transferibles a la universidad que requieran lectura, escritura y incapacidades de matemáticas.

Los estudiantes deberán haber terminado el octavo grado para obtener los servicios de evaluación.

SESIONES DE RE-EVALUACIÓN:

Los estudiantes que ya tomaron el examen de asesoramiento, pueden repetir el examen una vez mas, entre 15 a 90 días después de haber tomado el primer examen. Bajo circunstancias especiales, peticiones para tomar exámenes adicionales, podrían ser consideradas. Visite a un consejero si quiere someter una petición para repetir el examen, a la Oficina de Admisiones y Archivos.

CONSEJERÍA Y PLANES EDUCATIVOS

Antes de que se matricule, los consejeros se encuentran disponibles para reunirse con los estudiantes e interpretar los resultados de las evaluaciones, hablar sobre la selección de un curso y ayudar con el desarrollo de un plan educativo. Dicho plan es un factor importante para promover el progreso a tiempo, hacia la terminación de un certificado, un grado o un programa de transferencia. Los estudiantes desarrollan un plan educativo con un consejero, cuando se matriculan por primera vez en Gavilan y después, se reúnen regularmente con el/ella, para actualizar su plan y revisar su progreso. Los consejeros se encuentran disponibles para reunirse con los estudiantes durante todo el año, para hablar sobre inquietudes académicas y personales y para referir a los estudiantes a otro tipo de ayuda necesaria.

SERVICIOS DE APOYO PARA UN SEGUIMIENTO

Ayudarle a que se mantenga en el colegio es muy importante para nosotros. Sabemos que existen muchas razones por las cuales los estudiantes se retrasan en su trabajo, dejan sus clases y su desempeño se encuentra por debajo de las normas académicas aceptables. Los consejeros y el demás personal de apoyo trabajarán con los estudiantes quienes experimenten alguna dificultad. Otros programas especiales (TRIO, EOPS, DRC, MESA, etc.) les ayudarán a mantenerse en el camino hacia alcanzar sus metas educativas.

Pero habrá algunas ocasiones en las que los estudiantes se queden abajo del nivel académico o del progreso requerido - 2.0 de GPA (Promedio) y terminar por lo menos el 50% de las unidades que se intentaron. Las normas del periodo de prueba y salida serán revisadas con los estudiantes y se desarrollará un plan para volver a obtener una buena posición en el plantel. Múltiples visitas con un consejero proveerán las estrategias y el apoyo necesario para alcanzar esto. El tomar ventaja de servicios de apoyo adicional, puede ser incluido dentro del plan, como: ayuda financiera, cuidado de niños, asesoría personal, tutoría, laboratorios de escritura y matemáticas, laboratorio de computadoras, etc.

EXCEPCIONES EN LOS SERVICIOS

Algunas veces un estudiante no desea tomar ventaja de los servicios de matriculación. Ese es un derecho que usted tiene. Para poder estar exento de la evaluación y de la orientación, usted deberá satisfacer uno de los siguientes criterios:

- Tener un grado de asociado o mayor
- Haber acumulado menos de 12 unidades en cursos de transferencia

- Estar actualmente matriculado en menos de seis unidades
- No tener planes de obtener un certificado o un grado
- Formalmente estar exento de sus derechos para evaluación y orientación, en la Oficina de Admisiones y Récords. Si usted esta exento del derecho de evaluación y orientación, no será elegible para la prioridad de matriculación temprana.

Aun así, todavía tendrá el derecho de utilizar los otros servicios de matriculación y les sugerimos que lo hagan.

Servicios Estudiantiles y Programas de Apoyo para la Instrucción

Resultados Del Aprendizaje Estudiantil

La División de Servicios Estudiantiles ofrece numerosos programas y servicios para ayudar a los estudiantes a tener éxito. Tomando ventaja de estos servicios, los estudiantes podrán:

- Puedan identificar y utilizar los programas de apoyo y servicios apropiados.
- Se fijen una meta educativa que puedan lograr.
- Puedan identificar y abogar por sus necesidades personales y educativas.

Servicios de Asesoría

Inscribirse y tener éxito en clases a nivel post-secundario requieren dedicación y tiempo. A veces ocurren problemas personales y familiares que distraen a los estudiantes de sus tareas y clases y en estos casos, la única solución parece ser abandonar los estudios. Antes de tomar esta decisión tan difícil, por favor consulte a un consejero. Una buena plática puede ayudar a poner la situación en perspectiva, identificar posibles soluciones, y dar el apoyo necesario para hacer modificaciones necesarias en el horario y las clases. Gavilán College provee consejeros que hablan español y las citas con ellos pueden ser hechas para el día o para la tarde. No hay que pagar por este servicio. Por favor llame al (408) 848-4723 para hacer una cita.

Servicios para Carreras

Los servicios están a la disposición de los estudiantes y de la comunidad para ayudar a investigar las diferentes posibilidades de carreras, planificar una carrera, obtener entrenamiento especializado, entrar en un programa académico o vocacional. El Centro para Carreras ofrece una biblioteca sobre carreras que incluye libros y videos de carreras, información acerca de los varios elementos de la exploración de carreras, tendencias en el mercado del trabajo y las técnicas de buscar un empleo.

Centro de Desarrollo Infantil/Programa Preescolar

El Centro de Desarrollo Infantil ofrece cuidado de niños en edad preescolar, en dos programas financiados por el estado y para familias cuyo ingreso mensual va de acuerdo al criterio establecido. Además, ofrecemos un programa preescolar, disponible a todos los padres, a bajo costo. Estos programas sirven a niños con necesidades especiales o con alguna incapacidad, así como a niños que no hablan inglés.

Servicios De Salud

El Colegio Gavilan cuenta con una Enfermera de tiempo completo quien provee servicios de salud, información y referencias a los estudiantes que se encuentran tomando clases con créditos. El Servicio de Salud es un centro extenso que ofrece varios servicios de salud y se encuentra localizado en el Centro Estudiantil 118. Estos servicios son gratuitos y están disponibles de lunes a viernes.

Los estudiantes reciben de una Enfermera Titulada, asesoría sobre salud personal en numerosos problemas de salud, por ej. Control de la Natalidad, enfermedades de transmisión sexual, hábitos saludables, cambios de estilo de vida, etc. Los Servicios de Salud ofrecen tratamiento de primeros auxilios, exámenes de presión arterial, prueba de tuberculosis para estudiantes participando en el programa estudio/trabajo, referencias para la prueba del SIDA, condones y medicamentos que no requieran receta medica, como la aspirina.

El Centro ofrece folletos de salud con más de 100 tópicos. Se ofrecen clases y talleres sobre nutrición, hepatitis, manejo del estrés, SIDA y otros temas de salud, presentados en pequeños grupos. También se ofrecen referencias para problemas de salud incluyendo intervención contra el alcoholismo y la drogadicción. En la página de Internet <http://www.gavilan.edu/health> encontrarán un Centro para Enfermedades Virales.

El Servicio de Salud ofrece equipos de primero auxilios para uso de los estudiantes y responde a las llamadas de emergencia del colegio. También se ofrece información referente a seguro médico a bajo costo para estudiantes del colegio. Se recomienda que los estudiantes hagan uso del Centro de Salud.

La cuota de salud pagada como parte de la cuota de inscripción apoya estos servicios, además de ofrecer un seguro contra accidentes para los estudiantes.

PROGRAMAS DE PREVENCIÓN E INTERVENCIÓN CONTRA EL USO DE DROGAS

Gavilan College, en colaboración con agencias de servicios en contra del consumo del alcohol y drogas de los condados de Santa Clara County y San Benito County ofrecen a los estudiantes programas de educación y prevención en contra del uso de las drogas.

Mediación Estudiantil

Servicios de Mediación ayudan a que los estudiantes tengan una oportunidad de resolver sus problemas dentro de un ambiente seguro. Estudiantes que están capacitados como mediadores ayudarán a dos o más estudiantes que tienen problemas entre ellos a resolver sus conflictos para llegar a una solución mutuamente acordada. Los servicios de mediación son gratuitos y confidenciales. La mediación no es apropiada para los siguientes casos: problemas con personal del colegio, comportamiento criminal, abuso infantil, amenazas de violencia, hostigamiento sexual, discriminación sexual o racial.

Los estudiantes que desean ser mediadores pueden inscribirse en la clase Introducción a la Resolución de Conflicto (Psicología 6). Para obtener servicios de mediación, favor de contactar al Departamento de Consejería.

Servicios de Transferencia

El Centro de carreras/transferencia ofrece servicios para apoyar a estudiantes interesados en transferirse a colegios y universidades de cuatro años. Los servicios incluye: requerimientos específicos para transferirse, información acerca de carreras ofrecidas en universidades, y requerimientos de graduación, asistencia para llenar aplicaciones, y un número de talleres.

Ayuda Financiera

El Colegio Gavilan participa en varios tipos de programas de ayuda financiera. Estos programas están diseñados para asistir a los estudiantes que necesitan apoyo financiero para poder continuar su educación universitaria. Se encuentran financiados a través de varias fuentes: federal, estatal y agencias privadas.

PROCEDIMIENTO PARA LA SOLICITUD

La Solicitud Gratuita para Ayuda Financiera Federal (FAFSA) determina su elegibilidad para los siguientes programas. Los estudiantes pueden llenar y presentar la solicitud a FAFSA por escrito o en línea a www.fafsa.ed.gov. Asegúrense de incluir el código escolar del Colegio Gavilan en su FAFSA para que la Oficina de Ayuda Financiera pueda recibir una copia de su solicitud procesada. Nuestro código es 001202.

La solicitudes para cada ciclo escolar están disponibles en enero. La fechas de entrega para los diferentes programas varían considerablemente. Para mas información comuníquese con o visite la Oficina de Ayuda Financiera.

BECAS

- Beca Federal Pell
- Beca Federal de Oportunidad de Ayuda Educativa Suplementaria
- Beca Federal por Trabajo en el Estudio
- Beca Cal B
- Beca Cal C
- Beca Chafee
- Beca para la Carrera de Desarrollo Infantil

EXCLUSIÓN DE CUOTA DE LA MESA DIRECTIVA (BOG)

La Mesa Directiva (BOG) no requerirá el pago de matriculación de los residentes de California quienes satisfagan las reglas del programa. Si desea mayores informes, los puede encontrar en la página de Internet: <http://www.gavilan.edu/finaid/apply/waiver.html>.

PRÉSTAMOS

- Préstamos Otorgados
- Préstamos no subsidiados
- Prestamos para los Padres (Parent Plus)

EVALUACIÓN DE HABILIDAD DE BENEFICIO (ATB) Y EVALUACIÓN DE INCAPACIDADES COMBINADAS DE LENGUAJE (CELSA)

Los reglamentos federales para los estudiantes que no tengan un diploma de preparatoria, un certificado de educación general (GED) o que no hayan hecho el Exámen de Proficiencia de Preparatoria de California (CHSPE), deberán tomar y pasar una evaluación que satisfaga los requisitos y ser elegibles para ciertos programas de ayuda financiera.

A los estudiantes que hablan inglés de nacimiento y que no tengan un diploma de la preparatoria, un GED o el CHSPE, se les requiere que tomen una evaluación ATB. Deberán comunicarse a la Oficina de Ayuda Financiera y hacer una cita para tomar el exámen.

A los estudiantes con incapacidades limitadas del Lenguaje Inglés, quienes se encuentren registrados en los cursos de Inglés como Segunda Lengua y no tengan el diploma de la preparatoria, un GED o el CHSPE, se les requerirá que tomen y pasen el exámen CELSA. Deberán comunicarse a la Oficina de Ayuda Financiera para programar una cita para tomar el exámen CELSA.

PROCESO DE REVISIÓN

En cuanto se revisa el progreso académico del estudiante, la Oficina de Ayuda Financiera determina si el estudiante está alcanzando los requisitos establecidos en la Política de SAP. Los estudiantes quienes no alcanzan los tres requisitos son descalificados y se les notifica por escrito acerca del Proceso de Apelación para Ayuda Financiera.

BECAS PRIVADAS

Las becas privadas están financiadas por muchas organizaciones y requieren una solicitud por separado. Las becas privadas se otorgarán basadas en el aprovechamiento académico o la necesidad financiera del estudiante. La información sobre las oportunidades para obtener una beca privada se encuentra disponible en la Oficina de Ayuda Financiera así como en su página de Internet: <http://www.gavilan.edu/finaid/>. El Colegio Gavilan ofrece becas a través de la Solicitud de Becas Privadas de la Fundación Educativa la cual es publicada en el otoño.

Programas De Exito Estudiantil y Servicios

CaWORKs

CaWORKs ayuda a los estudiantes que reciben asistencia pública, a llegar a ser autosuficientes a través de obtener educación, empleo y servicios de apoyo. Los programas ocupacionales para estudiantes de CaWORKs responden a las demandas del mercado laboral y apoyan a los estudiantes a obtener una carrera para poder lograr eventualmente el poder obtener un ingreso para el sostenimiento de su familia. Los servicios de apoyo que CaWORKs ofrece incluyen, asesoría personal y académica, libros de texto, ayuda paratrabajo, colocación de trabajo y sirven de enlace con los departamentos de servicios sociales del condado. CaWORKs 75/25, es un programa de empleos subsidiados disponible para ayudar a los estudiantes a obtener incapacidades relacionadas con un trabajo.

CARE

Las Agencias de Cooperación de Recursos para la Educación (CARE por sus siglas en inglés) es un programa especial diseñado para asistir a los padres solteros que asisten o desean asistir a Gavilan College. CARE es un esfuerzo conjunto entre el Departamento de Servicios Sociales, EOPS y Gavilan College. Para ser elegible para CARE, el estudiante debe de tener por lo menos 18 años de edad, ser padre soltero a cargo del hogar, recibir asistencia monetaria y tener por lo menos un hijo que sea menor de 14 años de edad.

Los servicios incluyen transferencia, educación vocacional, consejería, prioridad para la inscripción, asesoría académica, ayuda financiera, guardería, ayuda para la compra de libros, útiles escolares, gastos de transportación y otros servicios de apoyo.

Los estudiantes que estén interesados en participar en el programa EOPS o en CARE deben de contactar a la oficina de EOPS de Gavilan College para reunirse con personal de la oficina. Hay personal bilingüe disponible.

El Centro de Recursos para Personas Inhabilitadas (DRC)

El Centro de Recursos para Personas Inhabilitadas provee una variedad de servicios para igualar las oportunidades educacionales de estudiantes con inhabilidades temporales o permanentes. Los servicios incluyen consejos académicos, vocacionales y de carreras, orientación del colegio, tutorial especializado, asistencia para transferirse a universidades, preparación y colocación de trabajo, evaluación de habilidades de aprendizaje, persona relacionada con el Departamento de Rehabilitación Del Estado, asistencia de movilidad, ayuda para tomar notas en el salon, servicios de referencia, interpretación de lenguaje de señas, capción de tiempo-real, clases de apoyo, ayuda para tomar exámenes y entrenamiento de tecnología de computadora asistiva, y servicios de medio alternativo.

ACCESIBILIDAD

El Colegio Gavilan es un colegio accesible. Todos los edificios de los salones, la biblioteca, el centro de tutoría, los edificios de la administración y el Centro Estudiantil son accesibles para las personas con inhabilidades físicas. Las rampas proveen acceso a los niveles superiores e inferiores. Se proporciona ayuda con la movilidad para los estudiantes Inhabilitados, el estacionamiento se ofrece a vehículos mostrando el permiso o placa para Inhabilitados autorizada por el estado. Llame al (408) 848-4823 o al (408) 848-4865 para servicio de transporte.

CLASES Y PROGRAMAS

Educación Física Adaptada - Una gran cantidad de clases son específicamente diseñadas para los estudiantes con inhabilidades, para incrementar su flexibilidad y fuerza, facilitar el movimiento y ayudar a mejorar la condición física relacionada con varios movimientos y la flexibilidad de las articulaciones y ayudarles a mejorar su condición cardiovascular y con asuntos de salud relacionados. Estas clases son ofrecidas por instructores calificados a través de un número de actividades acuáticas y en el gimnasio. Vea el horario de las clases para las fechas y horas.

Entrenamiento en Tecnología de Computadoras Asistiva – El Centro de Tecnología ofrece entrenamiento de tecnología avanzada de computadora asistiva para aquellos estudiantes de inhabilidades verificadas. El equipo avanzado y un personal competente ayuda a los estudiantes a lograr sus metas educacionales. Las habilidades y conocimientos que aprende el estudiante en el centro de tecnología avanzada, le ayudaran a ser exitoso en futuros esfuerzos educacionales o profesionales.

Preparación para una Carrera - Este programa esta ofrecido dentro del colegio, para los estudiantes graduados de preparatoria y de educación especial quienes requieran educación especial adicional y entrenamiento vocacional para el nivel apropiado, para el ingreso al mercado laboral en la comunidad. Se le da énfasis a las inhabilidades prácticas de trabajo así como a las inhabilidades interpersonales, en una serie de clases diseñadas para el progreso individual.

Evaluación para Acceso a la Computadora - El curso CSIS 570 ofrece al estudiante una evaluación profunda para el acceso a la computadora, para poder determinar un ambiente de acceso apropiado para un estudiante con una o múltiples inhabilidades.

Evaluación de Habilidades de Aprendizaje – El curso numero GUIA 557 (GUID 557) provee una evaluación individual de las fuerzas y debilidades del estudiante en las areas de lectura, matematicas, razonamiento en escritura de lenguaje, lenguaje oral, percepción, y memoria. Los resultados son usados para determinar la eligibilidad para servicios del laboratorio de habilidades de aprendizaje y otras acomodaciones de DRC.

Laboratorio de Aprendizaje de Habilidades - Este laboratorio ofrece servicios de apoyo e instrucción a los estudiantes con inhabilidades verificadas. Instrucción individualizada y en pequeños grupos, tutoría y apoyo para los estudiantes quienes estén tomando cursos de universidad en Library 116.

Habilidades de Desarrollo Vocacional para Adultos con Inhabilidades Intelectual – Este programa promueve la autodependencia en actividades de

máxima independencia y trabajo. Las clases son ofrecidas en las instalaciones de Rehabilitación HOPE en Gilroy y en Hollister en conjunto con un programa de actividades de trabajo.

El Programa "WorkAbility III" – Centro de Colocación de Empleos - Este programa provee preparación para el trabajo y colocación de estudiantes elegibles para los Servicios del Departamento de Rehabilitación. El programa responde a las necesidades de los patrones locales igualando los intereses y habilidades para trabajos específicos.

Programas y Servicios de Oportunidad Adicional (EOPS)

La oficina de Programas y Servicios de Oportunidad Adicional (EOPS) provee apoyo a estudiantes que experimentan desafíos económicos, sociales, y educativos. La intención del programa es asistir a éstos estudiantes a alcanzar sus metas educativas incrementando el acceso, la retención, y la transferencia a otras instituciones de enseñanza. Para calificar para el programa de EOPS, los estudiantes deben demostrar necesidad financiera y educativa y matricularse en un mínimo de 12 unidades.

Hay consejeros que proveen asistencia académica con la elección de clases, carreras, programas vocacionales, problemas personales, e intervención en situaciones de crisis. El programa de EOPS incluye servicios de orientación de los recursos educativos de la institución, ayuda para libros de texto, servicio de préstamo de libros, prioridad en la inscripción, visitas a universidades de cuatro años y seminarios para estimular el éxito estudiantil.

La oficina de EOPS está localizada en Library 101A. Hay personal de habla hispana.

Estudiantes De Primer Año

Gavilan College ofrece el programa "primera vez" para los estudiantes nuevos que desean reforzar su lectura, escritura, y hábitos de estudio a la vez que se familiarizan con el colegio y sus recursos. Maestros y consejeros trabajan conjuntamente para ayudar a que los estudiantes desarrollen una conexión entre sus clases y su experiencia colegial. La meta es que los estudiantes construyan una fundación sólida para dirigirse hacia el camino del éxito en el colegio.

Comunidades De Aprendizaje

Los estudiantes aprenden mejor cuando aprenden juntos. En los cursos de comunidades de aprendizaje (learning communities), el estudiante trabaja y estudia con otros estudiantes para poder tener más éxito en la clase. Además, al juntar dos o más clases, el estudiante empezará a notar la conexión entre las diversas disciplinas. Los estudios señalan que cuando el estudiante toma unas clases de aprendizaje comunitario, el estudiante aprende mejor y como resultado tiende a hacer mejor en sus otras clases en el colegio.



Realización en Matemáticas, Ingeniería y Ciencias (MESA)

El programa de Realización en Matemáticas, Ingeniería, y Ciencias (MESA) es un programa académico que provee servicios de apoyo a estudiantes elegibles que desean transferirse a una universidad y tengan intención de especializarse en las ciencias o matemáticas (química, ciencia en computación, e ingeniería.) Los estudiantes interesados en MESA deben calificar para el programa. MESA ofrece un Centro de Estudio, talleres académicos, visitas a universidades, y consejeros académicos.

Para más detalles visítenos en el Centro de Estudio (PH 115), o visita nuestra página en <http://www.gavilan.edu>.

Proyecto PUENTE - El PUENTE Hacia el Exito

La misión del Proyecto Puente es incrementar el número de estudiantes quienes no tienen los servicios educativos adecuados y que planean transferirse a una universidad o colegio de cuatro años, obtener un título y regresar a su comunidad como líderes y mentores para futuras generaciones. Las investigaciones indican que los estudiantes de Puente se transfieren en un porcentaje mayor y tiene más éxito académico. El programa está abierto para todos los estudiantes.

Instrucción en Inglés: Los estudiantes de Puente toman dos clases consecutivas de escritura, English 250 (Escritura Práctica) e English 1A (Composición). Estas clases ofrecen un ambiente de apoyo y de estímulo la cual está basada en la confianza de sus habilidades de escritura, explorando la experiencia Latina/México-Americana.

Consejería: Los estudiantes Puente trabajan muy de cerca con su consejero hasta que se gradúan, explorando opciones de carreras, desarrollando un plan académico e identificando sus metas a largo plazo. Los estudiantes visitan los campus de la Universidad de California y de la Universidad Estatal de California y asisten a una conferencia anual de transferencia de estudiantes Puente. Se requiere que todos ellos se inscriban en las clases de Guidance 6 (Habilidades para una Mayor Educación) y Guidance 1 (Auto evaluación y Desarrollo de una Carrera).

Mentores: A cada estudiante de Puente se le asigna un mentor de la comunidad empresarial o profesional. Los mentores comparten sus experiencias personales, académicas y de la carrera y les ofrecen una ventana hacia los ambientes de trabajo en la "vida real". La red de mentores entrenados de Puente, ofrece muchos recursos a los estudiantes, sus familias, sus colegios y sus comunidades.

Programa de TRIO

TRIO es un programa de Servicios de Apoyo para Estudiantes, financiado por el estado federal, diseñado para asistir a 160 personas de primera generación, de ingresos bajos, y/o estudiantes inhabilitados, mientras se preparan para obtener un diploma asociado y/o transferirse a la Universidad. TRIO esta cometido a crear un ambiente amigable y seguro para aquellos estudiantes que se sientan aislados o desconectados durante su estancia en el colegio, y en esta forma, aumentar el numero de estudiantes que logren graduarse y/o transferirse.

TRIO provee una variedad de servicios, incluyendo consejos academicos, de carreras y personales, ayuda financiera suplemental, prestamo de computadoras y calculadoras, programa de Puente de Verano, talleres informativos, actividades sociales y culturales, lugar para descansar o estudiar y mucho mas.

Apoyo Para La Instrucción

Laboratorio de Computadoras de ESL

El programa de ESL tiene su propio laboratorio de computadoras con una variedad de programas para todos los niveles y clases. Los programas de software permiten a los estudiantes practicar y mejorar el language aprendido en clase. El ambiente amistoso les permite obtener práctica adicional cuando es conveniente. Trabajar con programas de software en las computadoras estimula la auto-confianza porque los estudiantes trabajan independientemente e interactúan con una computadora en vez de hacerlo con una persona, y además porque tienen múltiples oportunidades de ver un punto de language específico para mejorar habilidades de comprensión auditiva, comprensión de lectura, gramática, escritura, y pronunciación. Somos afortunados de poder ofrecer éste maravilloso recurso a nuestros estudiantes del programa de ESL.

Biblioteca y Recursos Electrónicos

La Biblioteca de Gavilán "College" ofrece varios recursos electrónicos y de imprenta para la comunidad universitaria. Además de la colección de 60,000 libros, la biblioteca cuenta con 24,000+ libros electrónicos, y 2,500 revistas que son disponibles bajo el control de una computadora central. Los empleados de la biblioteca están orgullosos de su liderazgo en proyectos de instrucción en el uso de acceso a información electrónica. La biblioteca ha recibido varias becas del estado para apoyar este esfuerzo. Los estudiantes llegan al recinto universitario con diversos niveles de experiencia en el uso de computadoras

e informática, y la facultad de la biblioteca está dispuesta a proveer asistencia personal en todo momento. La facultad de la biblioteca también enseña varios cursos y trabaja con otros instructores en la planificación y revisión de cursos con el componente de información electrónica. El "website" de la Biblioteca de Gavilán tiene una descripción detallada de todos sus recursos y provee un catálogo de libros conectados a varias de las clases que se ofrecen en el colegio Gavilán. El sitio es <http://www.gavilan.edu/library>.

Laboratorio de Matemáticas

El laboratorio ofrece tutoría, programa de computadora de matemáticas, y ayuda con computadoras.

Servicios De Tutoria

Los Servicios de Tutoría están diseñados para ayudar a los estudiantes a incrementar su éxito en los cursos universitarios y en el desarrollo de sus habilidades de aprendizaje. Esto se logra a través de ofrecer a los estudiantes, oportunidades para trabajo con tutores entrenados quienes los involucran en el examen de conceptos y procesos; en discusión de ideas y teorías; en practicas manuales y resumen de los resultados. Es en el ambiente de colaboración en donde los estudiantes desarrollan su confianza e independencia como estudiantes. Los servicios de tutoría son gratuitos a todos los estudiantes de Gavilan.

Centro de Escritura

El Centro de Escritura de Gavilan College sirve a la comunidad escolar a través de fomentar, felicitar y animar a los escritores en los múltiples y variados propósitos y las audiencias a las que sirve.

Vengan al centro para consultar con nuestros ayudantes quienes están especialmente entrenados. Ellos les ayudarán a los escritores a iniciar y a reforzar toda clase de trabajos, poesía y pequeñas historias, letras de canciones, cartas empresariales y curriculums. Gocen de una taza de café o té en la reconfortante atmósfera del centro y conozcan a otros escritores de todo el campus. El centro también ofrece espacio para discusiones sobre la escritura, juntas, talleres y grupos de estudio. Los eventos especiales incluyen actividades con aclamados escritores y maestros en los programas de residencia. Llamen o pasen al centro de información para conocer los horarios. También podemos ofrecer mini lecciones autodirigidas y temas para escritura. Trabajen a su propio paso y aprendan como plasmar sus ideas en una hoja. Escriban con más poder, sean creativos, gocen de la escritura y practiquen usando gramática, ortografía y puntuación correctas.

El centro también colabora con los maestros en todo el programa educativo, para incrementar las oportunidades de hablar con el personal sobre el progreso académico del estudiante, proporcionándoles las ligas de las tareas, la investigación efectiva y las estrategias de escritura. Ofrecemos talleres de apoyo con asistencia especial como usted lo solicite. Encuéntrenos en la página de Internet en: <http://www.gavilan.edu/writing/>.

Actividades Estudiantiles

Gavilan College provee oportunidades para estudiantes que participen en el gobierno estudiantil, gobierno colegial, clubs del colegio, y actividades atléticas intercolegiales.

EL CUERPO ASOCIADO ESTUDIANTIL (ASB) es una organización oficial estudiantil que provee información de interés para la mayoría de los estudiantes acerca de asuntos críticos del colegio.

Actividades sociales y culturales de todo el colegio son patrocinadas por los fondos coleccionados a través de la venta de tarjetas de descuento de ASB. La compra de la tarjeta de ASB le da derecho a un número de descuentos en el colegio y en varios negocios de la comunidad.

CLUBS EN EL CAMPUS Se han establecido una gran variedad de clubs y organizaciones que ofrecen a los estudiantes la búsqueda de oportunidades escolares, sociales, políticas, culturales y recreativas. Las actividades están coordinadas y apoyadas por un Senado Estudiantil. Recomendamos que los estudiantes inicien un club si es que existe un interés en particular, el cual no esté representado actualmente dentro del campus.

PUBLICACIONES "The Gavilan Press", el periódico estudiantil de Gavilan, provee oportunidades periodísticas para todos los estudiantes interesados. Es también una plataforma para información para estudiantes, opiniones, e ideas. Para más información, llame a la oficina de "The Gavilan Press" al (408) 848-4827.

ACTIVIDADES ATLÉTICAS INTERCOLEGIALES Los equipos atléticos de Gavilan College participan en competencia de juegos atléticos intercolegiales con otros colegios de la comunidad.

PRODUCCIONES TEATRALES El Teatro del Colegio Gavilan ofrece una variedad de producciones desde obras infantiles, musicales y hasta obras de Shakespeare. Además de experimentar la actuación en el escenario, los estudiantes aprenden a trabajar detrás del escenario y adquieren conocimientos sobre producción técnica. Para mayores informes visite la página de Internet: www.gavilan.edu/theatre.

Producciones TADA – El Club Teatral ASB de Gavilan patrocina varios eventos sociales y culturales durante el ciclo escolar., los cuales incluyen: "Fiesta Mexicana", un concierto folklórico; "Historias de mi Madre", un evento de la Agencia "Community Solutions", para el Mes de la Violencia Domestica; Función de una Noche(s), talleres en vivo de otoño y primavera y Noche(s) de Comedia; y otras presentaciones generadas por estudiantes.

En 1985, el Programa del Repertorio Teatral de Verano (STAR), fue creado para ofrecer a los estudiantes de Artes Escénicas del Colegio Gavilan, una oportunidad para compartir su pasión por las artes escénicas con la juventud del Sur del Condado. Los estudiantes del programa académico sirven como líderes de STAR, dirigiendo y produciendo obras continuamente. El Programa de Artes Escénicas ofrece créditos académicos, experiencia en el área de producción y oportunidad para crecimiento individual por medio de las artes. Para mayores informes, llame al 408-848-4764 o visite: www.gavilan.edu.star.

Educación Para la Comunidad

Educación Comunitaria

La Educación Comunitaria esta diseñada para la comunidad. Las Clases cortas o sin créditos para niños y adultos ofrecen enriquecimiento y diversión en muchas áreas.

Para los adultos, ofrecemos entrenamiento empresarial y de manejo de empresas, clases de artes y pasatiempos, programas para mejorar la salud y el acondicionamiento físico, aplicaciones en computadora para mejorar la escuela y habilidades de trabajo, la clase que les ayudará a hacer dinero y mucho más. Nuestro colegio para Programas Juveniles incluye clase y campamentos de matemáticas, ingles, habilidades de estudio, ciencias, deportes y mucho más. Si usted o sus niños no pueden atender el colegio, tenemos clases en línea que le ayudarán a satisfacer su necesidades personales. Ustedes siempre encontrarán algo para todos aquí en Gavilan. Vea nuestra página de Internet en www.Gavilan.CE.com para nuestras clases actuales.

Las clases de Educación Comunitaria no reciben fondos de impuestos locales o estatales. Las cuotas han cambiado para cubrir los gastos del programa.

Programa de No-Credito

Clases de No-Crédito son ofrecidas y diseñadas para responder a las necesidades específicas e intereses de aquellos estudiantes que no desean obtener créditos por unidades. Estas clases ofrecen oportunidades para mejorar en materias, crecimiento del desarrollo, poder aprender ocupaciones y para aprender otras áreas de educación general. Estos cursos y programas están definidos categóricamente bajo el Código de Educación, Sección 84711, mientras que los fondos del estado se permiten en diez categorías específicas.

Programa para Personas Mayores - Este programa ofrece clases de interés especial para adultos mayores de 55 años de edad. La mayoría de nuestras clases se llevarán a cabo en lugares de reuniones de adultos mayores con el fin de promover una inscripción satisfactoria y facilidad para dichos estudiantes.

Todas las clases son gratuitas. No se requieren pruebas, exámenes ni tampoco se otorgan calificaciones. Las inscripciones se realizan a través de la Oficina de Admisiones y Archivos o en el lugar en donde se vaya a impartir la clase, durante la primera sesión de la clase. Los estudiantes deben de contactar directamente a la Oficina de No-Crédito si tienen preguntas o si necesitan más información, telefono numero (408) 852-2824.

SERVICIOS DE MATRICULACIÓN

La matriculación es un proceso que facilita el acceso de los estudiantes a los Colegios Comunitarios de California y promueve y mantiene los esfuerzos de los estudiantes para que puedan tener éxito en sus metas educativas. Los servicios de matriculación para clases de no-crédito incluyen:

- Asesoría (inglés, matemáticas, o intereses de carreras)
- Orientación (para programas de no-crédito y procedimientos)
- Asesoría Académica (asiste a los estudiantes a identificar sus metas educativas y de carreras y desarrollar un programa de estudio apropiado)

POLÍTICA DE ADMISIÓN

Cualquier persona mayor de 18 años puede inscribirse en clases de no-crédito. Los estudiantes pueden inscribirse en la mayoría de las clases con sólo asistir a la primer clase, si hay espacio, y en cualquier momento del semestre ya que estas clases están diseñadas como inscripción abierta/salida abierta. La información de las clases y de los programas se publica en el Horario de Clases de Gavilan Collage, en otras publicaciones y a lo largo de las instalaciones que se encuentran fuera del colegio. No hay cuotas para las clases de no-crédito.

CALIFICACIONES

No se otorgan calificaciones para las clases de Adultos de Edad Mayor, Economía del Hogar, ESL o Parentela, que no sean vocacional/ para carreras técnicas o que no sean parte de un programa de Estudios para el Diploma de Transición de la Preparatoria.

CURSOS

Una clase de no-crédito está diseñada para responder a las necesidades y aptitudes de aquellos grupos de estudiantes que no desean o necesitan obtener unidades de crédito. Las clases de no-crédito se ofrecen en las siguientes categorías de no-crédito:

CURSOS DE CONOCIMIENTOS BÁSICOS

Instrucción de clases de conocimientos básicos de primaria y secundaria así como otros cursos para mejorar materias como lectura, matemáticas e idiomas. La instrucción se ofrece a los adultos que cuenten con poco o nada de estudios, personas cuyo idioma principal es el inglés y también para aquellos que no lo dominan y que desean ampliar sus conocimientos del idioma; adultos con dificultades para el aprendizaje; trabajadores desempleados o desplazados que no cuentan con los conocimientos para obtener empleos de nivel de principiantes o para participar en programas de entrenamiento; personas recomendadas por programas obligatorios y para los adultos que no pueden leer, escribir o hacer cuentas.

CURSOS DE ESL

Las clases están diseñadas para satisfacer las necesidades de los estudiantes cuyo idioma natal es otro que el inglés. La misión del programa de ESL para adultos de California es fortalecer a los estudiantes con los conocimientos del idioma y de la cultura que requieren para que puedan lograr tener una mejor vida personal, vocacional, académica y poder obtener la ciudadanía dentro de la Sociedad Americana.

CURSOS DE SALUD Y SEGURIDAD

La instrucción en el área de la salud y seguridad están diseñados para prolongar y mejorar la calidad de la vida de las personas. Las clases en esta categoría recalcan los aspectos positivos de mantener una buena salud física, mental y emocionalmente.

CURSOS DE LA ECONOMÍA DEL HOGAR

Esta categoría de instrucción ofrece cursos que preparan a las personas para obtener empleos de nivel de principiantes o para entrenamientos avanzados en áreas relacionadas con el hogar. Las clases pueden diseñarse para ayudar

a las personas y a sus familias a superar los desafíos de la vida cotidiana y desarrollar a la vez los recursos para el crecimiento personal.

CURSOS PARA INMIGRANTES

Las clases se ofrecen a personas que son elegibles para recibir servicios educativos en las materias de ciudadanía, Inglés como Segundo Idioma (ESL) y preparación para la fuerza laboral en las áreas básicas de oratoria, escuchar, lectura, escritura, matemáticas, toma de decisión, y resolución de problemas y otros cursos requeridos para poder participar en entrenamientos específicos para ciertos empleos.

CURSOS PARA PADRES

Los cursos para padres incluyen la participación y cooperación de los padres en las escuelas pre-escolares, cursos en desarrollo infantil y crecimiento y de relaciones padres-hijos. La educación para padres y el fortalecimiento de una buena crianza pueden tener un efecto positivo y significativo en la vida familiar y contribuir al desarrollo saludable de las familias y los niños.

PROGRAMAS VOCACIONALES DE CORTO-TIEMPO

Los programas de no-créditos y de educación para adultos en las áreas vocacionales consisten de una serie de programas encaminados a preparar a las personas para que adquieran empleos pagados o no reenumerados, puedan adquirir preparación adicional para incursionar a una carrera, adquirir un nuevo conocimiento o destreza específica para participar en un reentrenamiento laboral para obtener nuevos empleos o empezar carreras nuevas.

Programa de Ocupación Regional (ROP)

Misión –La Oficina de Educación del Condado de Santa Clara ofrece entrenamiento de ROP a los residentes de los condados de Santa Clara y San Benito. Algunas clases se ofrecen en Gavilan College. En algunas clases, los estudiantes pueden obtener créditos para la preparatoria o para el colegio, y una vez que terminen el curso pudieran ser elegibles para inscribirse en clases avanzadas en Gavilan College. ROP ofrece un entrenamiento a los estudiantes para que puedan asegurar empleos, adquirir nuevos conocimientos, o prepararse para una educación en una carrera avanzada. Los estudiantes deben ser mayores de 16 años para participar. Las clases son gratuitas para los estudiantes de preparatoria y para los adultos. El Programa de Ocupación Regional (ROP) de Gavilan College ofrece desarrollo para carreras y oportunidades de preparación para la fuerza laboral. ROP ofrece clases en áreas tan diversas como: contabilidad, negocios, Academia CISCO Networking, ciencias de computación, carreras de salud, seguridad pública y servicios públicos y humanos. Los cursos de ROP se enfocan en el entrenamiento que requieren los estudiantes para poder competir en el mercado laboral técnico de hoy día. Las destrezas adquiridas ayudan a los estudiantes a obtener empleos, reforzar sus conocimientos, y/o buscar una educación superior en el área de su especialización. Una vez que se concluyan los cursos, el estudiante recibirá un Certificado de Constancia de ROP. Las clases de ROP pudieran incluir gastos adicionales para la compra de libros y útiles escolares.

*Las cuotas que cobra Gavilan College son para las clases de crédito de Gavilan College. Para información más actualizada sobre los horarios y clases, favor de contactar a un especialista de ROP.

ADMINISTRATION



To contact the administrators or faculty members by email, the address is as follows:

First initial of first name, followed by last name@gavilan.edu (i.e., contact Debra Amaro at damaro@gavilan.edu)

Superintendent/President

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MAPS



DIRECTIONS TO GAVILAN COLLEGE:

FROM SAN JOSE...Take Highway 101 south.

Exit at Castro Valley Road. At Santa Teresa Blvd., turn right. Gavilan College will be on the left.

FROM SANTA CRUZ, APTOS, WATSONVILLE...The straighter, less mountainous route - Take Highway 1 to the Riverside Drive exit (Highway 129).

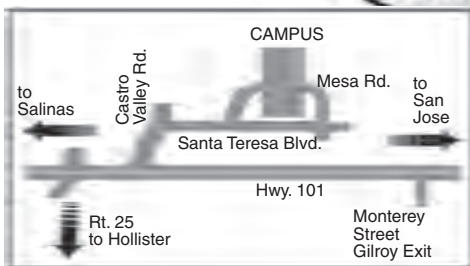
Go east approximately 15 miles to Highway 101, then north to Gilroy. In Gilroy, take the Monterey Road exit. Go left (west) on Monterey Road. After going under the overpass, get back on Highway 101 going south. Exit at Castro Valley Road. At Santa Teresa Blvd., turn right. Gavilan College will be on the left.



SCENIC ROUTE FROM SANTA CRUZ COUNTY...

Take the Airport Blvd. exit off Highway 1. It will become Holohan Road and run into Route 152. Turn left on 152 and go over Hecker Pass.

At the first light, Santa Teresa Blvd., turn right. The College will be approximately two miles on the right.



Parking Fees:

All cars parked on campus must display a parking permit.

Visitors may park in Lot F with a permit issued by the receptionist located next to the Admissions Office. Staff stickers are required for all staff areas.

Student Parking Information:

Student parking is permitted in marked spaces in Lots A, C, E or H, except where restricted to persons with disabilities, staff or visitors.

Day parking permits can be obtained for 75 cents from coin operated machines in Lot A, E, H and at the South entrance to the campus.

Students with Physical Disabilities:

The buildings on campus are accessible. Campus maps indicating the locations of ramps are available in the Student Center near Administrations and Record, the Disability Resource Center Office (LI 117) and on large kiosks located throughout the campus.

MAIN CAMPUS, GILROY

5055 Santa Teresa Blvd.
 Gilroy, CA 95020
 408-848-4800 or
 831-637-1158 (from Hollister)

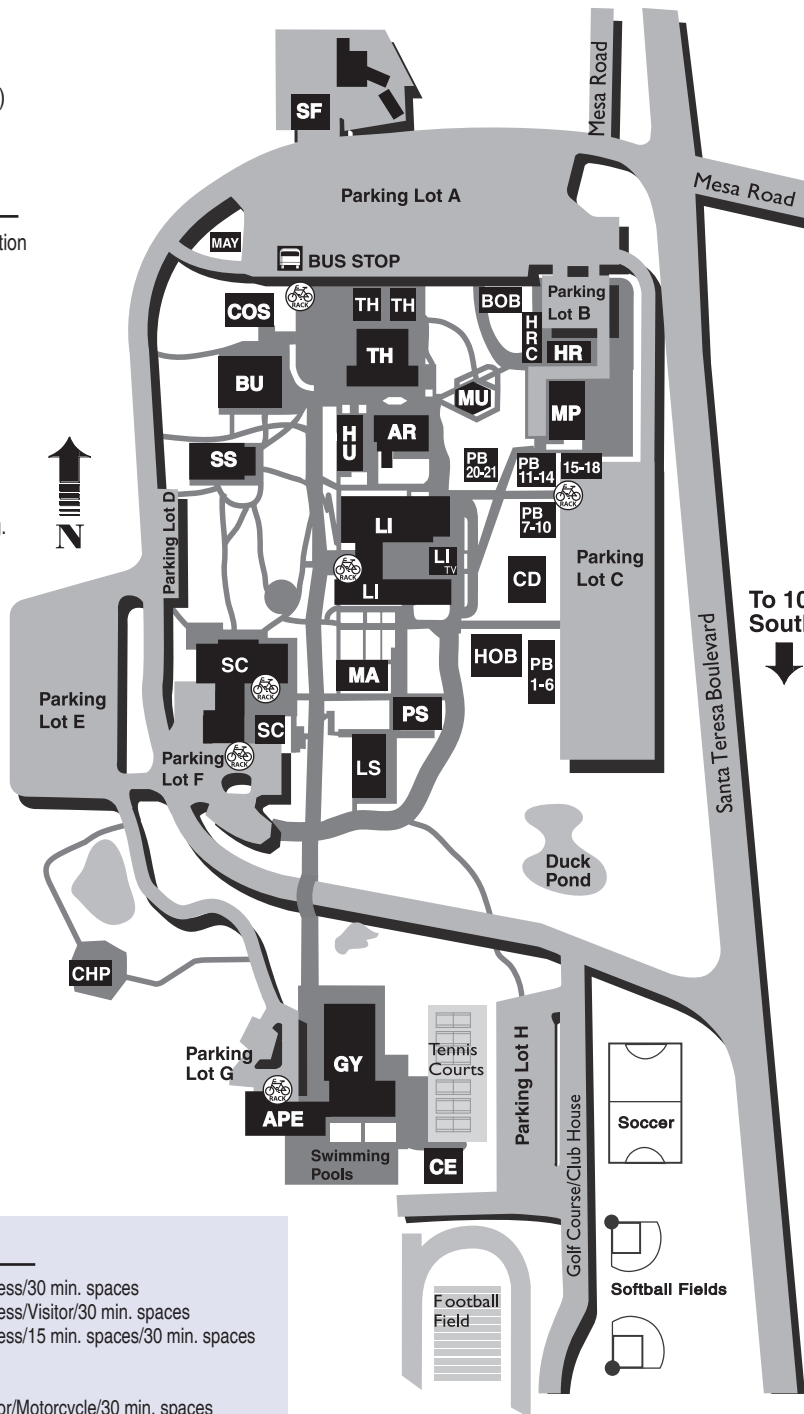
BUILDING GUIDE

- APE Adapted Physical Education
- AR Art
- BOB Business Office Building
- BU Business
- CD Child Development
- CE Community Education/
Classrooms
- CHP Chapel
- COS Cosmetology
- GY Gym
- HOB Health Occupations Bldg.
- HR Human Resources
- HRC Human Resources
Conference Center
- HU Humanities
- LI Library
- LS Life Science
- MA Mathematics
- MAY Mayock House
- MP Multi-Purpose Building
- MU Music Hall
- PB Portable Buildings
- PS Physical Sciences
- SC Student Center/
Administration
- SF Security/Facilities
- SS Social Science
- TH Theater

 Bicycle Racks

PARKING LOTS

- A Student/Staff/Disabled Access/30 min. spaces
- B Student/Staff/Disabled Access/Visitor/30 min. spaces
- C Student/Staff/Disabled Access/15 min. spaces/30 min. spaces
- D Staff/Disabled Access
- E Student/Staff/Motorcycle
- F Staff/Disabled Access/Visitor/Motorcycle/30 min. spaces
- G Staff/Disabled Access
- H Student/Staff/Disabled Access/Motorcycle/30 min. spaces

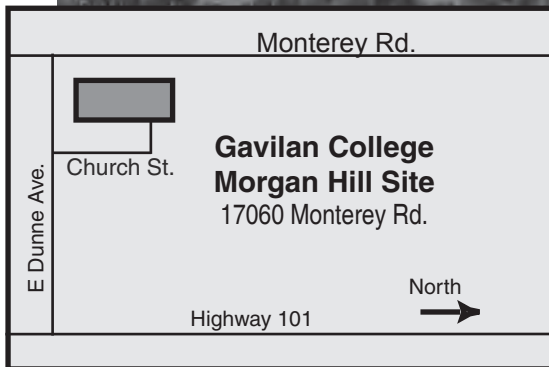


KEY TO GAVILAN COLLEGE

Administration	SC
Admissions & Records	SC
Art Gallery	LI
ASB	SC
Assessment Center	MP100
Athletics/Kinseiology	GY
Bookstore	SC
Business Office	BOB
Cafeteria	SC
CaWORKs	LI
Career/Transfer Resource Center	SC
Cashier	BOB
Cashier (Student Accounts)	SC
Child Development Center	CD
Children's Preschool	CD
CMAP	LI
Community Education	CE
Computer Graphics & Design	LI
Computer Place	LI
Counseling Offices	SC
Disability Resource Center	LI
English/ESL	SS
EOPS/Special Services	LI
Financial Aid Office	SC
GECA-Early College Academy	PB 17
Kinesiology/Athletics	GY
Lounges, North and South	SC
Math Lab	PH101
MESA	PH115
Music	MU
Noncredit Program	PB2
Nursing	HOB
Police Academy	MP
Public Information Office	PB2
Researcher	CH104
ROP	BU
Security	SF
Student Health Nurse	SC
Student Senate Office	SC
TRIO Program	LI
Tutoring Center	LI
TV Studio	LI

MORGAN HILL
COMMUNITY & CULTURAL CENTER

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Statement of Accuracy

The Gavilan Community College District has made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the Gavilan Joint Community College District. The district and the college further reserve the right to add, amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.



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BRIGGS BUILDING

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