



Art 14 Mural Painting class

# FALL CLASSES

CRN Type Room Instructor Hrs. Units Days Begin-End

## ACCOUNTING

### ACCT 20 Financial Accounting

Transferable: CSU, UC; CAN:BUS2, BUS SEQ A

An introduction to accounting principles and concepts. The course includes the application of accounting theory to accumulate and summarize financial data. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250, English 260 and Mathematics 233. Microsoft Excel or other computer spreadsheet knowledge.

10473	Lec	BU120	J Wolowitz	4.6	4.0	TR	0900-1105
10474	Lec	BU120	J Wolowitz	3.0	4.0	W	0300-0550
	Online	TBA		1.0			

**H** This HYBBID lecture/online class will be delivered partially over the Internet. See the online syllabus for details. <http://www.gavilan.edu/disted/>

10570	Online		J Wolowitz		4.0		
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You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you MUST log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email [disted@gavilan.edu](mailto:disted@gavilan.edu).



## Classes

BIO 13	Marine Biology
GUID 560	Individualized Learning Skills Development
GUID 562	Directed Study Lab in Pre-Algebra
GUID 563	Directed Study Lab in Algebra
GUID 565	Directed Study Lab in Intermediate Algebra
MGMT 104	Leadership/Human Relations in Business
MGMT 120	Human Resource Management

CRN Type Room Instructor Hrs. Units Days Begin-End

### ACCT 21 Managerial Accounting

Transferable: CSU, UC; CAN:BUS4, BUS SEQ A

This course covers internal uses of accounting information for managerial decision making. Includes coverage of managerial control methods, cost accounting, cost-volume-profit relationships, variable costing, budgeting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Accounting 20. Microsoft Excel or other computer spreadsheet knowledge.

10569	Online		J Wolowitz	1.0			
	Lec	BU120	J Wolowitz	3.2	4.0	TR	1120-1240

**H** This HYBRID lecture/online class will be delivered partially over the Internet. See the online syllabus for details. <http://www.gavilan.edu/disted/>

### ACCT 23 Independent Study

Transferable: CSU

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

10571	Ind	BU123	J Wolowitz		1.0		
10572	Ind	BU123	J Wolowitz		2.0		

### ACCT 103 General Office Accounting

Transferable: CSU

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

10667	Lec	MHG10	R Brown	3.3	2.0	R	0600-0905
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Above class meets at Morgan Hill Community site. ROP class.

### ACCT 105 Payroll Accounting

Transferable: CSU

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

10668	Lec	PB13	R Brown	3.3	3.0	T	0630-0935
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ROP class

### ACCT 120 Computerized Accounting - QuickBooks

Transferable: CSU

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. 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.

10468	L/L	MHG8	R Brown	3.0	2.0	R	0230-0520
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Above class meets at Morgan Hill Community site. ROP class

CRN	Type	Room	Instructor	Hrs.	Units	Days	Begin-End
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**ACCT 121 Spreadsheet - MS Excel**

Transferable: CSU

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

10471	Lec	BU111	J Conrey	3.0	2.0	W	1120-0210
09/15/10 - 11/24/10							

10669	Lec	MHG8	F Mendez	3.3	2.0	F	0900-1205
10/01/10 - 12/17/10 Above class meets at Morgan Hill Community site. ROP class.							

10671	Lec	HOL3	F Mendez	3.3	2.0	F	0600-0905
10/01/10 - 12/10/17 Above class meets at the Hollister Briggs site. ROP class.							

**ACCT 190 Occupational Work Experience/Accounting**

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.

Mandatory course orientation for the following classes will be conducted Tuesday, Sept 28, 8-9 am, Wednesday, Sept. 29, 530-630 pm and Thursday, Sept. 30, 430-530 pm in the North/South Lounge, Students need to attend one of the three meetings. Please contact Susan Sweeney, CWE Coordinator at 408-848-4813 or ssweeney@gavilan.edu.

10847	Wrk Ex	LI101A	S Sweeney	1.0			
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10848	Wrk Ex	LI101A	S Sweeney	2.0			
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10849	Wrk Ex	LI101A	S Sweeney	3.0			
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10874	Wrk Ex	LI101A	S Sweeney	4.0			
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**Acting: see Theatre Arts**

**ADMINISTRATION OF JUSTICE****AJ 6 Introduction to Conflict Resolution**

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

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

10102	Lec	PB8	L Halper	3.2	3.0	TR	1250-0210
This service learning course section involves community work							

**AJ 10 Introduction to the Administration of Justice**

Transferable: CSU, UC; 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.

10679	Lec	BU118	S Smith	3.2	3.0	MW	1120-1240
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10680	Lec	MHG13	S Smith	3.3	3.0	T	0250-0555
Above class meets at Morgan Hill Community site.							

**AJ 12 Criminal Procedures**

Transferable: CSU

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

10681	Lec	BU118	S Smith	3.2	3.0	MW	0230-0350
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CRN	Type	Room	Instructor	Hrs.	Units	Days	Begin-End
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**AJ 14 Criminal Law**

Transferable: CSU, UC; CAN:AJ4

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

10682	Lec	BU118	S Smith	3.2	3.0	MW	0945-1105
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**AJ 16 Introduction to Evidence**

Transferable: CSU

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies viewed from a conceptual level. ADVISORY: Eligible for English 250 and English 260.

10683	Lec	MHG4	E Campos	3.2	3.0	TR	0945-1105
Above class meets at Morgan Hill Community site.							

**AJ 18 Community and Human Relations**

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.

10685	Lec	BU120	W Jones	3.3	3.0	M	0630-0935
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**AJ 19 Introduction to Investigation**

Transferable: CSU

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

10689	Lec	BU120	W Jones	3.3	3.0	W	0630-0935
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**AJ 20 Juvenile Law and Procedure**

Transferable: CSU

Techniques of handling juvenile offenders and victims; prevention and repression of delinquency; diagnosis and referral; organization of community resources. Juvenile law and juvenile court procedure. ADVISORY: Eligible for English 250 and English 260.

10686	Lec	MHG4	E Campos	3.2	3.0	TR	1120-1240
Above class meets at Morgan Hill Community site.							

**AJ 21 Narcotics and Drug Abuse**

Transferable: CSU

Designed to explore the Administration of Justice system and drug problems: drug identification, drug user recognition, drug effects, narcotic enforcement, drug prosecution, drug treatment, rehabilitation and education. ADVISORY: Eligible for English 250 and English 260.

10687	Lec	BU118	S Smith	3.2	3.0	MW	0400-0520
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**AJ 32 Crime and Delinquency**

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.

10688	Lec	MHG11	D Pulido	3.3	3.0	R	0600-0905
Above class meets at Morgan Hill Community site.							

**AJ 173 Fundamentals of Probation and Parole**

Transferable: CSU

Theory and techniques of probation/parole supervision, including historical development with emphasis on recent programs, research, and development in the field. ADVISORY: Eligible for English 250 and English 260.

10684	Lec	MHG10	D Pulido	3.3	3.0	T	0600-0905
Above class meets at Morgan Hill Community site.							

CRN Type Room Instructor Hrs. Units Days Begin-End

**AJ 190 Occupational Work Experience/Administration of Justice**

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.

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10690	Wrk Ex	LI101A	S Sweeney	1.0
10691	Wrk Ex	LI101A	S Sweeney	2.0
10692	Wrk Ex	LI101A	S Sweeney	3.0
10693	Wrk Ex	LI101A	S Sweeney	4.0

**ALLIED HEALTH**

**AH 3 The Person in the Life Cycle**

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

Interaction of social, emotional, intellectual, and physical attributes related to the development and realization of human potential across the life span. PREREQUISITE: Eligible for English 250 and English 260.

10394	Lec	LS106	C Logan	3.3	3.0	R	1250-0355
10395	Lec	HOB102	A Dufresne	3.3	3.0	R	0400-0705

**AH 11 Nutrition**

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

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

10014	Lec	LS106	M Akrop	3.3	3.0	T	1250-0355
10047	Online		M Akrop		3.0		

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**AH 23 Independent Study**

Transferable: CSU

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

10649	Ind	HOB107	K Bedell	1.0
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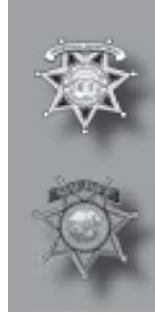
**AH 51 Medical-Surgical Nursing**

Transferable: CSU

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

10650	L/L	HOB102	L Stubblefield	15.6		MT	0630-0200
			K Bedell				
			K Bedell	6.0		WR	0710-1000
			L Stubblefield				

\$100 course materials fee; paid at registration



Gavilan College in partnership with the County of Santa Clara offers public safety training for careers in Law Enforcement and Probation. Classes are held at the Harold Holden Justice Training Center in Morgan Hill.

For more information contact:

Linda Mirch, Sr. Training & Staff Development Specialist  
Santa Clara County Probation Department  
(408) 435-2144

Clay Fontes, Sr. Training Specialist  
Santa Clara County Sheriff's Office  
(408) 201-7643



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

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

Careers in:

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



[www.gavilan.edu/aj](http://www.gavilan.edu/aj)  
or call (408) 270-6458

CRN Type Room Instructor Hrs. Units Days Begin-End

**AH 53 Medical-Surgical - Maternal-Neonatal Nursing**

Transferable: CSU

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

10651	L/L	HOB102	D Amaro	15.6		MT	0630-0200
	L/L	HOB102	J Yanda	15.6	11.0	MT	0200-0930
			K Bedell				
		HOB102	D Amaro	6.0		WR	0110-0400

\$100 course materials fee; paid at registration

**AH 55 Interactive and Mental Health Nursing**

Transferable: CSU

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

10652	L/L	HOB102	S Turner	13.8	10.0	SM	0130-0815
			K Bedell				
		HOB102	S Turner	4.0		WR	1110-0100

\$100 course materials fee; paid at registration

CRN Type Room Instructor Hrs. Units Days Begin-End

**AH 170 Basic Clinical Medical Assisting**

Transferable: CSU

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

10049 L/L HOB114 D Comella-Hilde 15.2 6.0 TWR 1250-0420  
ROP Course

**AH 180 Fundamentals of Nursing--Convalescent**

Transferable: CSU

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

10643 L/L HOB114 M Machado 6.0 8.0 MT 0900-1200  
L/L HOB114 TBA 7.0 W 0630-0130  
ROP class

10644 L/L HOB114 M Machado 6.0 8.0 MT 0900-1200  
L/L HOB114 TBA 7.0 R 0630-0130  
ROP class

**AH 190 Occupational Work Experience/Allied Health**

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.

10645 Wrk Ex HOB114 K Bedell 1.0  
10646 Wrk Ex HOB114 K Bedell 2.0  
10647 Wrk Ex HOB114 K Bedell 3.0  
10648 Wrk Ex HOB114 K Bedell 4.0

**AH 191A Workplace Skills**

Transferable: CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

10879 Lec MHG8 F Mendez 4.3 1.0 F 0900-0105  
09/03/10 - 09/24/10 Above class meets at Morgan Hill Community site.

10881 Lec HOL3 F Mendez 4.3 1.0 W 0530-0935  
09/01/10 - 09/22/10 Above class meets at the Hollister Briggs site.

**Anatomy: see Biological Sciences**

**ANTHROPOLOGY**

**ANTH 1 Introduction to Physical Anthropology**

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

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

10037 Lec PB13 D Etlar 3.2 3.0 MW 0230-0350

10041 Lec MHG4 D Etlar 3.3 3.0 W 0600-0905  
Above class meets at Morgan Hill Community site.

10038 Online D Klein 3.0

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



CRN Type Room Instructor Hrs. Units Days Begin-End

**ANTH 2 Introduction to Archaeology**

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

Introduction to history and development of the concepts and methods of anthropological archaeology, a survey of selected prehistoric cultures, and some training in archaeological survey methods, site recognition, recordation and preservation as well as cultural resource management. ADVISORY: Recommended English 250 and English 260.

10042 Lec PB13 G Michaels 3.2 3.0 TR 1120-1240

**ANTH 3 Introduction to Cultural Anthropology**

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

The comparative study of human societies and cultures. Emphasis is placed on the analysis of small scale non-western societies. Specific topics include: the relationship between culture and power; ideas of progress and the nation-state; immigration, kinship, and identity; race and gender; inequality and structural violence; and cross-cultural analysis of religious, political and economic institutions. This course interrogates the relevance of anthropology for understanding the processes of development and globalization. Exploration of the above through ethnographic 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.

10043 Lec PB8 G Michaels 3.2 3.0 TR 0945-1105

10044 Lec PB8 D Klein 3.2 3.0 MW 0230-0350  
This service learning course involves community work.

**ANTH 5 Magic/Witchcraft and Religion**

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

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.

10045 Lec PB8 D Klein 3.2 3.0 MW 1250-0210

**ANTH 9 Cultural Context of Child and Family in a Diverse Society**

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

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

10421 Lec MHG4 M Bumgarner 3.3 3.0 T 0600-0905  
Above class meets at Morgan Hill Community site.

**ART**

**ART 1A Art History**

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

10129 Lec MU101 P Hulin 3.2 3.0 TR 0945-1105

10128 Lec HOL4 R McGinnis 3.3 3.0 M 0600-0905  
Above class meets at the Hollister Briggs site.

**ART 1B Art History**

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

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

10130 Lec MHG3 S Cole 3.3 3.0 W 0600-0905  
Above class meets at Morgan Hill Community site.

CRN Type Room Instructor Hrs. Units Days Begin-End

**ART 2A Two-Dimensional Design**

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

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

10147 L/L AR103 B Thomas 6.6 3.0 TR 0810-1115

**ART 3A Drawing and Composition**

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

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

10150 L/L AR102 A Rosette 6.6 3.0 MW 0810-1115

10151 L/L AR102 J Adkins 6.6 3.0 TR 0230-0535

**ART 3B Drawing and Composition**

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.

10152 L/L AR102 A Rosette 6.6 3.0 MW 1120-0225

**ART 6 Art Appreciation**

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

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

10154 Lec AR103 J Edberg 3.2 3.0 MW 1120-1240

10155 Online J Edberg 3.0

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

**ART 8A Beginning Photography from Analog to Digital**

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

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

10156 L/L AR103 J Edberg 6.6 3.0 TR 1120-0225

**ART 10A Cultural History of Ceramics**

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

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

10113 L/L AR101 J Rekedal 6.6 3.0 MW 0810-1115

10114 L/L AR101 J Rekedal 6.6 3.0 MW 1120-0225

10115 L/L AR101 K Gonzales 6.6 3.0 TR 0600-0905

**Learn to dance with fire!**

**ART 10A/B CERAMICS**



MW	CRN 10113	Art 10A	8:10-11:15am	Jane Rekedal	AR101
MW	CRN 10114	Art 10A	11:20-2:25pm	Jane Rekedal	AR101
TTH	CRN 10115	Art 10A	6-9:05pm	KC Gonzales	AR101
TTH	CRN 10116	Art 10B	6-9:05pm	KC Gonzales	AR101

**GET INVOLVED!**

Help paint murals in your own community!

**ART 14 Beginning Mural Painting**



This class offers studio practice in the design, methods and production of individual and collaborative murals and a historical survey of mural painting.

Satisfies CSU General Education (Area C-1) and the ARTS Gavilan College graduation requirement (AREA C-1)

CRN Type Room Instructor Hrs. Units Days Begin-End

**ART 10B Ceramics**

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

10116 L/L AR101 K Gonzales 6.6 3.0 TR 0600-0905

**ART 11 Creativity/Imagination and Innovation**

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

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

10117 Lec AR103 J Edberg 3.2 3.0 TR 0230-0350

**Go Social!**

Stay connected with Gavilan College!

Facebook: <http://www.facebook.com/pages/Gilroy-CA/Gavilan-College/22761589838>

MySpace: <http://www.myspace.com/gavpio>

Twitter: <http://www.twitter.com/GavilanCollege>



CRN	Type	Room	Instructor	Hrs.	Units	Days	Begin-End
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**ART 12A Sculpture****Transferable:** CSU, UC; GAV-GE:C1; CAN:ART12

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

10118	L/L	AR101	P Hulin	6.6	3.0	TR	1120-0225
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**ART 13 Three-Dimensional Design****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.

10119	L/L	AR101	P Hulin	6.6	3.0	TR	1120-0225
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**ART 14 Beginning Mural Painting****Transferable:** CSU, UC; CSU-GE:C1; GAV-GE:C1

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

10121	L/L	AR102	A Rosette	4.3	3.0	F	0900-0105
	ARR		TBA	2.3			

**ART 15A Beginning Painting: Form and Composition****Transferable:** CSU, UC; GAV-GE:C1

This is an introductory painting course. Students will study traditional, contemporary and experimental painting techniques using acrylics and/or oils as the primary media. Emphasis will be placed on foundational concepts and approaches including color, form and composition. 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.

10125	L/L	AR102	C Canepa	6.6	3.0	TR	0810-1115
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**ART 15B Beginning Painting: Imagination and Expression****Transferable:** CSU, UC; GAV-GE:C1

This is an introductory painting course. Students will study traditional, contemporary and experimental painting techniques and media. Social, cultural and historical awareness are integrated with classroom explorations of expressive painting. Students develop a variety of painting approaches and a greater understanding of personal expression. 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

10126	L/L	AR102	C Canepa	6.6	3.0	TR	0810-1115
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**ART 22 Field Work and Service****Transferable:** CSU

Supervised field work within the college and with local agencies. Students serve in useful group activities in leadership roles prescribed for them by faculty or community agencies. A maximum of six units may be completed. This is a pass/no pass course. REQUIRED: Learning contracts must be filled out and signed by the student and the supervising instructor.

10132	Fld Ex	AR104	J Edberg		1.0		
10133	Fld Ex	AR101	K Gonzales		1.0		
10134	Fld Ex	AR102	A Rosette		1.0		
10136	Fld Ex	AR101	J Rekedal		1.0		

**New! Liberal Arts Associate's Degree Areas of Emphasis**

Check out the updated Catalog online - [www.gavilan.edu/catalog](http://www.gavilan.edu/catalog) - click on Liberal Arts.

CRN	Type	Room	Instructor	Hrs.	Units	Days	Begin-End
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**ART 23 Independent Study****Transferable:** CSU

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

10137	Ind	AR104	J Edberg		1.0		
10138	Ind	AR104	J Edberg		2.0		
10139	Ind	AR110	J Rekedal		1.0		
10140	Ind	AR110	J Rekedal		2.0		
10141	Ind	AR109	A Rosette		1.0		
10142	Ind	AR109	A Rosette		2.0		
10143	Ind	AR110	K Gonzales		2.0		
10782	Ind	AR101	K Gonzales		1.0		
10797	Ind	AR110	P Hulin		1.0		
10798	Ind	AR110	P Hulin		2.0		

**ART 25A Art Methods****Transferable:** CSU; CSU-GE:C1; GAV-GE:C1

Art methods and learning theory for those planning to work with preschool, elementary and secondary school students. Includes art therapy as well as gifted and special learner projects. Two dimensional work in printing, drawing, collage. Also listed as CD 25A.

10144	L/L	HOL1	R McGinnis	4.3	3.0	F	0400-0805
	ARR		TBA	2.0			

Above class meets at the Hollister Briggs site.

**ART 25B Art Methods****Transferable:** CSU; GAV-GE:C1

Art methods, creativity and learning theory for those planning to work with preschool, elementary, and secondary school students. Includes art therapy as well as gifted and special learner projects. Three dimensional work in sculpture, bas relief, mobiles, paper mache', plaster, and various 3-D materials. Also listed as CD 25B.

10146	L/L	HOL1	R McGinnis	4.3	3.0	F	0400-0805
	ARR		TBA	2.0			

Above class meets at the Hollister Briggs site.

**ART 34A Life Drawing****Transferable:** CSU, UC; GAV-GE:C1; CAN:ART24

Fundamentals of anatomy and representation of the human figure. Drawing from life. 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.

10148	L/L	AR102	J Adkins	6.6	3.0	TR	1120-0225
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**ART 34B Life Drawing****Transferable:** CSU, UC; GAV-GE:C1

Further studies of the fundamentals of anatomy and representation of the human figure. Emphasis is placed on personal expression; abstract and experimental processes. 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.

10149	L/L	AR102	J Adkins	6.6	3.0	TR	1120-0225
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**ART 40 Art Gallery Assistance****Transferable:** CSU; GAV-GE:C1

Individualized course in art gallery exhibition techniques and procedures. Students assist in design, installation, publicity, cataloguing and removal of exhibitions in the college gallery. May be taken until 4 units are accrued.

10153	Fld Ex	AR102	S STAFF		1.0		
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CRN Type Room Instructor Hrs. Units Days Begin-End

**ART 75 Photoshop I**

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

10811	L/L	LI128	K Powers	3.3	3.0	M	0330-0635
10799	L/L	MHG5	R Grzan	3.3	3.0	T	0630-0935

Above class meets at Morgan Hill Community site.

**ART 76 Digital Illustration**

Transferable: CSU; GAV-GE:C1

Illustration techniques using computer Bezier curve-based illustration software tools to do diagrams and graphics for use in art, desktop publishing, web graphics, multimedia, and computer presentations. This basic Illustrator course is focused on the technical and historical aspects of digital design and illustration as well as the development of personal artistic expression and visual perception through the use of the digital illustration medium. The course will include lectures and discussions about color, composition and content, computer and illustration program use, printing and presentation techniques. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 76 and DM 76. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

10826	L/L	LI128	V Fainshtein	3.3	3.0	R	0330-0635
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**ART 77 Introduction to Digital Media**

Transferable: CSU, UC; GAV-GE:C1

An introduction to the field of digital media, including history, social impact, concepts, career options and industry trends. Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and production of digital media by creating and editing digital images, sounds, video, animation and text. A comprehensive term project for publication on the web or CD ROM will be required. This course is also listed as CSIS 77 and DM 77. This course has the option of a letter grade or pass/no pass. 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.

10813	L/L	LI128	R Beede	3.2	3.0	MW	0945-1105
10815	L/L	LI128	K Lee	3.3	3.0	W	0330-0635

**ART 80 Digital Photography**

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.

10817	L/L	LI128	J Edberg	5.4	3.0	MW	1250-0315
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**ART 85 Web Design I: Dreamweaver**

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.

10822	Lec	MHG5	K Lee	3.3	2.0	M	0600-0905
09/13/10 - 11/29/10 Above class meets at Morgan Hill Community site.							
10824	Lec	LI128	V Fainshtein	3.3	2.0	R	0640-0935
09/23/10 - 12/16/10							
10875	Online		S Lawrence		2.0		

09/01/10 - 11/09/10 You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you MUST log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email [disted@gavilan.edu](mailto:disted@gavilan.edu).



CRN Type Room Instructor Hrs. Units Days Begin-End

**ART 110 Interactive Animation: Flash**

Transferable: CSU; GAV-GE:C1

The production of vector graphics, animation, and interactive multimedia in Shockwave-Flash format for web pages and other digital media. Design of highly interactive web site interfaces and animated games using Flash actions (scripting). Useful for web designers/developers, animators, and multimedia authors. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 110 and DM 110. May be repeated three times for credit. ADVISORY: CSIS 1, CSIS 2/2L, CSIS 124 or basic computer knowledge.

10746	L/L	LI128	R Beede	3.2	3.0	MW	1120-1240
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**ART 113 Introduction to Digital Video**

Transferable: CSU; GAV-GE:C1

Introduction to the aesthetic and technical aspects of digital video recording, non-linear editing, 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

10711	L/L	LI128	R Beede	3.2	3.0	TR	0945-1105
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**ART 114 Digital Media Production**

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.

10715	Lec	LI128	R Beede	3.2	2.0	TR	1120-1240
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**ART 140 Basic Digital Film/Video Production**

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 CSIS 140 and DM 140.

10902	Online		R Beede		1.0		
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You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you MUST log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email [disted@gavilan.edu](mailto:disted@gavilan.edu).



**ART 190 Occupational Work Experience/Commercial Art**

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.

Mandatory course orientation for the following classes will be conducted Tuesday, Sept 28, 8-9 am, Wednesday, Sept. 29, 530-630 pm and Thursday, Sept. 30, 430-530 pm in the North/South Lounge. Students need to attend one of the three meetings. Please contact Susan Sweeney, CWE Coordinator at 408-848-4813 or [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu).

10843	Wrk Ex	LI101A	S Sweeney		1.0		
10844	Wrk Ex	LI101A	S Sweeney		2.0		
10845	Wrk Ex	LI101A	S Sweeney		3.0		
10846	Wrk Ex	LI101A	S Sweeney		4.0		

CRN Type Room Instructor Hrs. Units Days Begin-End

**ASTRONOMY**

**ASTR 1 Introduction to General Astronomy**

Transferable: CSU, UC; CSU-GE:B1, IGETC:5A; GAV-GE:B1

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

10317 Lec MA103 J Bumgarner 3.3 3.0 T 0230-0535

10318 Lec MHG3 J Bumgarner 3.3 3.0 T 0600-0905  
Above class meets at Morgan Hill Community site.

**Athletics: see Physical Education (PE)**

**AVIATION MAINTENANCE TECHNOLOGY**

*Aviation classes begin early: Check start dates below.*

**AMT 100 General Aircraft Technology**

Transferable: CSU

This course will provide the student with a thorough understanding of the use of basic hand tools and measuring devices, aircraft hardware, materials, and processes, mathematics and physical science for aircraft, aircraft weight and balance, aircraft drawing and blueprint reading. Both theory and practical application to aircraft systems is taught. ADVISORY: Mathematics 205 Meets at Gavilan College Aviation Department, 490 Skylane Drive, Hollister Airport, Hollister. Basic hand tools required. Details at the first class meeting.

10657 L/L AV102 D Connal 14.5 7.5 MTWRF 0800-1025  
08/11/10 - 12/17/10 Above class meets at the Hollister Airport.

**AMT 110 Airframe Maintenance Technology**

Transferable: CSU

Study of aircraft aerodynamics, rigging and assembly, aircraft sheet metal structures and welding technology. Also the study of cabin atmosphere systems, fuel systems, and line maintenance, level information on aircraft instruments. Each of these areas will be accompanied with appropriate laboratory time. Meets at Gavilan College Aviation Department, 490 Skylane Drive, Hollister Airport, Hollister. Basic hand tools required. Details at the first class meeting.

10658 L/L AV102 D Connal 24.0 13.5 MTWR 1030-0330  
C Hall  
08/11/10 - 12/17/10 Above class meets at the Hollister Airport.

**AMT 120 Aviation Powerplant Technology**

Transferable: CSU

This course is part of the curriculum required by the Federal Aviation Administration to obtain certification as an aircraft powerplant maintenance technician. This certificate allows the rated technician to perform maintenance, preventive maintenance repairs and alterations to USA FAA 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.

10659 L/L AV102 T Flippen 31.2 14.0 TWRF 0830-0300  
08/11/10 - 12/17/10 Above class meets at the Hollister Airport.

**AMT 123 Independent Study**

Transferable: CSU

Designed to afford selected students specialized opportunities for exploring areas at the independent study level. The courses may involve extensive library work, research in the community, or special projects. May be repeated until six units of credit are accrued. This course has the option of a letter grade or pass/no pass. REQUIRED: The study outline prepared by the student and the instructor must be filed with the department and the dean. Meets at Gavilan College Aviation Department, 490 Skylane Drive, Hollister Airport, Hollister.

10662 Ind AV102 T Flippen 1.0  
08/11/10 - 12/18/10 Above class meets at the Hollister Airport.

CRN Type Room Instructor Hrs. Units Days Begin-End

**AMT 190 Occupational Work Experience/Aviation**

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.

Mandatory course orientation for the following classes will be conducted Tuesday, Sept 28, 8-9 am, Wednesday, Sept. 29, 530-630 pm and Thursday, Sept. 30, 430-530 pm in the North/South Lounge, Students need to attend one of the three meetings. Please contact Susan Sweeney, CWEE Coordinator at 408-848-4813 or ssweeney@gavilan.edu.

10694 Wrk Ex LI101A S Sweeney 1.0  
10695 Wrk Ex LI101A S Sweeney 2.0  
10696 Wrk Ex LI101A S Sweeney 3.0  
10697 Wrk Ex LI101A S Sweeney 4.0

**Beauty School: see Cosmetology**

**BIOLOGICAL SCIENCE**

**BIO 1 General Biology**

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

A general biology course with an emphasis on the structure and function of cells, 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.

10319 L/L LS102 R Morales 3.2 4.0 TR 0230-0350  
L/L LS102 R Morales 3.3 F 0810-1115

This service learning course section involves community work

**BIO 4 General Zoology**

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

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

10327 L/L LS102 R Morales 3.2 4.0 TR 0945-1105  
L/L LS103 R Morales 3.3 M 0230-0535

**BIO 7 Human Anatomy**

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

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

10328 L/L LS103 D Maldini 8.6 4.0 TR 0945-0150  
If this class is full, please contact the lecture instructor by email to be added to a wait list.

10329 L/L LS103 T Robinson 4.0 4.0 S 0800-1200  
L/L LS101 T Robinson 4.5 S 0100-0515

If this class is full, please contact the lecture instructor by email to be added to a wait list.

**BIO 8 General Microbiology**

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

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

10330 L/L LS103 M McKenna 3.2 WF 0810-0930  
L/L LS101 M McKenna 4.6 5.0 WF 0945-1150

If this class is full, please contact the lecture instructor by email to be added to a wait list.

10331 L/L LS101 M McKenna 4.6 5.0 WF 0945-1150  
L/L LS103 M McKenna 3.2 WF 1250-0210

If this class is full, please contact the lecture instructor by email to be added to a wait list.



CRN Type Room Instructor Hrs. Units Days Begin-End

**BIO 9 Human Physiology**

**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN:BIOL12, BIOL SEQ B  
A study of the functions of the major organs and organ systems of the human body, emphasizing control at the cellular level, integration of systems and homeostasis of the human body. This course is also listed as Allied Health 9. **PREREQUISITE:** Biological Science 7 or 15 with a grade of credit or C or better. **ADVISORY:** Chemistry 30A and Chemistry 30B; eligible for English 250, English 260 and Mathematics 205.

10332	Lec	LS101	T Robinson	4.3	5.0	W	0550-0955
	Lab	LS103	L Bach	3.3		M	0600-0905

If this class is full, please contact the lecture instructor by email to be added to a wait list.

10333	Lec	LS101	T Robinson	4.3	5.0	W	0550-0955
	Lab	LS103	M Smith	3.0		R	0400-0659

If this class is full, please contact the lecture instructor by email to be added to wait list.

**BIO 10 Principles of Biology**

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

An introductory biology course covering functions at the cellular and organismal levels. Includes study of the basic principles of metabolism, heredity, evolution and ecology. Primarily for non-biological science majors. **ADVISORY:** Eligible for English 250, English 260 and Mathematics 205.

10320	L/L	LS101	J Crocker	3.2	4.0	TR	0810-0930
	L/L	LS102	J Crocker	1.6		M	0810-0930

10321	L/L	LS101	J Crocker	3.2	4.0	TR	0810-0930
	L/L	LS102	J Crocker	1.6		W	0810-0930

10322	Lec	PB5	S Keys	3.2	4.0	MW	0230-0350
	Lab	LS102	S Keys	2.3		M	1120-0125

10323	Lec	PB5	S Keys	3.2	4.0	MW	0230-0350
	Lab	LS102	S Keys	2.3		W	1120-0125

10660	Lec	PB5	S Keys	3.2	4.0	MW	0230-0350
	Lab	LS102	A Gemar	2.3		M	0500-0705

10661	Lec	PB5	S Keys	3.2	4.0	MW	0230-0350
	Lab	LS102	A Gemar	2.3		W	0500-0705

**BIO 11 Nutrition**

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

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

10015	Lec	LS106	M Akrop	3.3	3.0	T	1250-0355
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10048	Online		M Akrop		3.0		
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You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you **MUST** log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email [disted@gavilan.edu](mailto:disted@gavilan.edu).



**BIO 13 Marine Biology**

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

An overview of the ocean as an ecosystem. This course will include segments on the ocean as a physical environment; marine ecology; marine habitats, plant and animal taxonomy. There will be an emphasis of evolutionary adaptations which organisms have for their habitat.

10413	L/L	LS102	D Maldini	3.0	4.0	S	1000-0100
	L/L	LS102	D Maldini	3.0		S	0130-0430

The Final Word!

Look for the Final Exams schedule on page 117.

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Receive both Airframe and Powerplant Licenses in 4 semesters  
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GRADUATION INFORMATION



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

The deadline for filling out a petition for graduation for spring is Thursday, April 1, 2010.

Admissions & Records



BIO 13 Marine Biology

Learn about the fantastic marine life of the California coast through field trips and practical laboratories that explore adaptations, behaviors and relationships in the sea!

Dr. Daniela Maldini has been studying marine ecosystems around the world for the past 22 years and is ready to share her adventures with you.

CRN	Type	Room	Instructor	Hrs.	Units	Days	Begin-End
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**BIO 15 Survey of Human Anatomy and Physiology**

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

An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as Allied Health 15. ADVISORY: Biological Science 10, Eligible for English 250, English 260 and Mathematics 205. Course will include the viewing of a cadaver.

10325	Online		R Malley		5.0		
	Lab	LS103	R Malley	3.3		W	0400-0705

**H** This HYBRID lecture/online class will be delivered partially over the Internet. See the online syllabus for details. <http://www.gavilan.edu/disted/>

10326	L/L	LS103	B Johnson	4.0	5.0	T	0600-1000
	L/L	LS103	B Johnson	3.0		R	0700-1000

**BIO 23 Independent Study**

Transferable: CSU

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

10969	Ind	LS116	R Morales/M McKenna	1.0			
10970	Ind	LS116	R Morales/M McKenna	2.0			

**BIOTECHNOLOGY****BIOT 103 Biotechnology Lab Skills and Instrumentation**

Transferable: CSU

Introduction to biotechnology laboratory skills. Techniques will include measuring, aseptic technique and transfer skills, preparation of buffers and other solutions, basic media preparation and dilutions, electrophoresis. Includes use and care of instruments such as microscope, spectrophotometer, centrifuge, pH meter, mechanical and micropipettes, autoclave, and electronic balance. Will also include keeping of a notebook, report writing and calculations. ADVISORY: Completion of any high school science course with a grade of 'C' or better; eligible for English 250; eligible for Math 205.

10334	L/L	LS102	R Nguyen	8.6	4.0	TR	0530-0935
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**BUSINESS OFFICE TECHNOLOGY****BOT 112 Business Computations with Machines**

Transferable: CSU

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

10573	Lab	BU110	S Gaffney		5		
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This is an open-entry self-paced class. Please see instructor for specific instructions.

**BOT 180 Medical Terminology for the Office**

Transferable: CSU

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

10574	Lec	MHG4	D Knapp	3.0	3.0	T	0300-0555
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Above class meets at Morgan Hill Community site. ROP course

**BOT 181 Medical Billing - MediSoft**

Transferable: CSU

This course in computerized billing procedures for a medical office uses MediSoft software. Students will learn the patient billing features of this software and complete a capstone simulation giving them hands-on realistic medical front office practice. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: Eligible for English 250. Some computer experience.

10575	L/L	BU110	D Knapp	3.3	2.0	W	0600-0905
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ROP course

CRN	Type	Room	Instructor	Hrs.	Units	Days	Begin-End
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**BOT 183 Medical Coding**

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.

10577	L/L	BU110	D Knapp	3.3	2.0	R	0600-0950
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ROP class

**BOT 190 Occupational Work Experience/Business Office Technology**

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.

Mandatory course orientation for the following classes will be conducted Tuesday, Sept 28, 8-9 am, Wednesday, Sept. 29, 530-630 pm and Thursday, Sept. 30, 430-530 pm in the North/South Lounge, Students need to attend one of the three meetings. Please contact Susan Sweeney, CWEE Coordinator at 408-848-4813 or [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu).

10839	Wrk Ex	LI101A	TBA				1.0
10840	Wrk Ex	LI101A	TBA				2.0
10841	Wrk Ex	LI101A	TBA				3.0
10842	Wrk Ex	LI101A	TBA				4.0

**BOT 191A Workplace Skills**

Transferable: CSU

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

10876	Lec	MHG8	F Mendez	4.3	1.0	F	0900-0105
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09/03/10 - 09/24/10 Above class meets at Morgan Hill Community site. ROP class

10586	Lec	HOL3	F Mendez	4.3	1.0	W	0530-0935
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09/01/10 - 09/22/10 Above class meets at the Hollister Briggs site. ROP class

**BUSINESS, GENERAL****BUS 1 Fundamentals of Business**

Transferable: CSU, UC; GAV-GE:D2

This course introduces students to business and the array of opportunities that it offers. The course will help students recognize careers that will be of interest to them with consideration of their own skills and aptitudes. Different facets of business will be covered and students will learn about establishing their own business. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 1. ADVISORY: Eligible for English 250 and English 260.

10589	Lec	BU120	D McCormick	3.2	3.0	MW	0945-1105
10588	Lec	BU120	D McCormick	3.2	3.0	MW	1120-1240
10590	Lec	BU120	S Kurtz	3.7	3.0	R	0600-0905

**BUS 14 Personal Finance**

Transferable: CSU

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

10720	Lec	HOL2	J Sandoval-Hern	3.3	3.0	F	0530-0835
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Above class meets at the Hollister Briggs site.

CRN Type Room Instructor Hrs. Units Days Begin-End

**BUS 80 Business Law**

Transferable: CSU, UC; CAN:BUS12

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

10591	Lec	BU117	S Banks	3.3	3.0	T	0600-0905
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**BUS 190 Occupational Work Experience/General Business**

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.

Mandatory course orientation for the following classes will be conducted Tuesday, Sept 28, 8-9 am, Wednesday, Sept. 29, 530-630 pm and Thursday, Sept. 30, 430-530 pm in the North/South Lounge, Students need to attend one of the three meetings. Please contact Susan Sweeney, CWEE Coordinator at 408-848-4813 or ssweeney@gavilan.edu.

10851	Wrk Ex	LI101A	S Sweeney		1.0		
10852	Wrk Ex	LI101A	S Sweeney		2.0		
10853	Wrk Ex	LI101A	S Sweeney		3.0		
10854	Wrk Ex	LI101A	S Sweeney		4.0		

**Ceramics: see Art**

**CHEMISTRY****CHEM 1A General Chemistry**

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

This is the first semester of a year-long general chemistry course designed for science, engineering and pre-professional majors. Topics include properties of matter, atomic structure, the Periodic Table, stoichiometry, elements and compounds, bonding, molecular structure, chemical reactions, states of matter, as well as the properties of gases and solutions.

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.

10336	Lec	PS105	D Clark	4.2	5.0	MWF	0945-1055
	Lab	PS101	D Clark	3.2		R	0945-1249
10337	Lec	PS105	D Clark	4.2	5.0	MWF	0945-1055
	Lab	PS101	D Ndreu	3.3		R	0600-0905

**CHEM 12A Organic Chemistry**

Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A; GAV-GE:B1, B3

This is the first semester of a year-long organic chemistry course designed for chemistry majors, pre-professional medical, biology, and science majors. Topics include nomenclature, stereochemistry, mechanisms, reactions and spectroscopic studies of organic compounds. Lecture and laboratory methods will focus on synthesis, isolation, purification, elucidation, and identification of organic structures, as well as instrumental methods and data interpretation.

PREREQUISITE: Chemistry 1B

10335	Lec	LS102	D Clark	3.2	5.0	TR	1250-0210
	Lab	PS101	D Clark	6.6		TR	0230-0535

**CHEM 23 Independent Study**

Transferable: CSU

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

10338	Ind	PS105	D Clark		2.0		
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**Learn Skills in Biotechnology**

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

A Certificate in Biotechnology may help prepare you for the biotech field which includes:

- ◆ Environmental testing
- ◆ Forensics
- ◆ Hospitals
- ◆ Plant pathology
- ◆ Research

Offered this semester

**BIOT 103**  
Biotechnology Lab Skills and Instrumentation

**Certificate of Achievement in Biotechnology (17 units)**

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)

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**ECON/GBUS 14 Personal Finance**

3 Units, 3 Lec

Learn to analyze your financial affairs for lifelong decision making!



budgets  
taxes  
borrowing  
money management  
insurance  
investments  
retirement  
estate planning

CRN	Type	Room	Instructor	Hrs.	Units	Days	Begin-End
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**CHEM 30A Elementary Chemistry**

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

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

10339	Lec	PS105	D Clark	3.2	4.0	MW	0810-0930
	Lab	PS101	D Clark	3.2		T	0945-1249
10340	Lec	PS105	D Clark	3.2	4.0	MW	0810-0930
	Lab	PS101	D Ndreu	3.3		T	0600-0905
10414	L/L	PS105	R Nguyen	3.6	4.0	TR	0230-0400
	L/L	PS101	S STAFF	3.0		W	0100-0400

**CHILD DEVELOPMENT****CD 1 Principles and Philosophies of Early Childhood Education**

**Transferable:** CSU

An overview of current educational theories and research, as well as an historical perspective on the development of early childhood education. Observations in schools are to be arranged. **ADVISORY:** Eligible for English 250 and English 260.

10378	Lec	BU117	P Henrickson	3.0	3.0	TR	1255-0210
10741	Lec	BU120	STAFF	3.3	3.0	T	0600-0905
This class is taught in Spanish							

**CD 2 Early Child Development**

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

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

10382	Lec	MHG4	M Bumgarner	3.2	3.0	MW	0945-1105
Above class meets at Morgan Hill Community site.							
10425	Lec	CHSB101	J Weiler	6.0	3.0	RS	0330-0630
Above class meets off-campus: This class is part of the High Step Program. It will be offered at Christopher High School, Room B-101. This class is open to all students. For more information, see a Gavilan counselor.							
10387	Lec	HOL4	R Brown	3.3	3.0	W	0600-0905
Above class meets at the Hollister Briggs site.							

**CD 3 Child Growth and Development During the School Years**

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

Continuation of the study of the principles of child development with emphasis on children from six years through adolescence. Includes developmental theories and topics relevant to these ages. This course is also listed as PSYC 3. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260; Child Development 2; transfer students consult with advisor.

10641	Lec	MHG4	M Bumgarner	3.2	3.0	MW	1120-1240
Above class meets at Morgan Hill Community site.							
10625	Lec	GHSB6	D Muscari	3.0	3.0	T	0330-0630
This class is part of the High Step Program. It will be offered at Gilroy High School, room B6. This class is open to all students. For more information, see a Gavilan counselor.							
10423	Online		M Bumgarner	3.0			

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



CRN	Type	Room	Instructor	Hrs.	Units	Days	Begin-End
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**CD 5 Child/Family and Community**

**Transferable:** CSU

Patterns of child-rearing in contemporary society. Interaction of family, school and community. Significance of personal and social values in family life and community action. Individual and social resources for family life including health, welfare and improving child development. **ADVISORY:** Eligible for English 250 and English 260.

10743	Lec	BU117	J Argel	3.2	3.0	MW	1255-0215
10742	Lec	HOL5	D Muscari	3.3	3.0	M	0600-0905
Above class meets at the Hollister Briggs site.							

**CD 7 Cultural Context of Child and Family in a Diverse Society**

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

Examines cultural influences on child-rearing practices, family values, and human development. Perspectives from the social sciences will be used to critique and review theoretical and practical implications of oppression and privilege as they apply to families, schools, and communities, including historical and socio-cultural factors. The processes of socialization and identity development, and the importance of respectful, reciprocal relationships that support and empower families. Self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. Also listed as PSYC 7 and ANTH 9. **ADVISORY:** Eligible for English 250 and English 260.

10420	Lec	MHG4	M Bumgarner	3.3	3.0	T	0600-0905
Above class meets at Morgan Hill Community site.							

**CD 8A American Education in a Changing World**

**Transferable:** CSU

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

10428	Lec	LS106	B Malaspina	3.3	3.0	M	0600-0905
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**CD 9 Child Health/Nutrition and Safety**

**Transferable:** CSU

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

10393	Lec	LS106	D Clabaugh	3.2	3.0	TR	1120-1240
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**CD 11B Administration of Publicly Funded Child Care Programs**

**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.

10430	Lec	BU117	S Alonzo	3.3	3.0	W	0600-0905
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**Be Aware** If your goal is a MULTIPLE SUBJECT CREDENTIAL, you may need MATH 12, Math for Elementary Teachers.

CRN Type Room Instructor Hrs. Units Days Begin-End

## CD 14A Working with School Age Children

Transferable: CSU

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

10427 Online M Hoshiko 3.0

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

## CD 20 Children's Language and Literature

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.

10386 Lec MHG4 B Malaspina 3.3 3.0 R 0600-0905

Above class meets at Morgan Hill Community site.

## CD 25A Art Methods

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

Art methods and learning theory for those planning to work with preschool, elementary and secondary students. Includes art therapy as well as gifted and special learner projects. Two dimensional work in printing, painting, drawing, collage. Also listed as ART 25A.

10168 L/L HOL1 R McGinnis 4.3 3.0 F 0400-0805

ARR TBA 2.0  
Above class meets at the Hollister Briggs site.

## CD 25B Art Methods

Transferable: CSU; GAV-GE:C1

Art methods, creativity and learning theory for those planning to work with preschool, elementary, and secondary school students. Includes art therapy as well as gifted and special learner projects. Three dimensional work in sculpture, bas relief, mobiles, paper mache', plaster, and various 3-D materials. Also listed as ART 25B.

10169 L/L HOL1 R McGinnis 4.3 3.0 F 0400-0805

ARR TBA 2.0  
Above class meets at the Hollister Briggs site.

## CD 30A Practicum 1 - Curriculum in the Early Childhood Classroom

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.

10411 Lec BU117 P Henrickson 3.3 3.0 R 0600-0905

## CD 36 Curriculum Strategies for Inclusive Classrooms

Transferable: CSU

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

10392 Lec PB4A D Clabaugh 3.2 3.0 TR 0945-1105



## Begin your year of Organic or General Chemistry here at Gavilan College!

### CHEM 1A General Chemistry

The first semester of a year-long General Chemistry course designed for science, engineering and pre-professional majors.

Chem 1A is a prerequisite for Chem 1B (taught in the spring semester)

### CHEM 12A Organic Chemistry

The first semester of a year-long Organic Chemistry course designed for science, engineering and pre-professional majors.

Chem 12A is a prerequisite for Chem 12B (taught in the spring semester)

The above two courses satisfy Science major prerequisites and the Physical Science requirement for transfer to both the California State University and the University of California systems.

### CHEM 30A Elementary Chemistry

The first semester chemistry course designed for majors preparing to take Chemistry 1A, nursing and allied health students, as well as general education.

Chem 30A is a prerequisite for Chem 30B (taught in the spring semester)

CHEM 30A satisfies the Physical Science requirement for transfer to both the California State University and the University of California systems. It may satisfy Science major prerequisites. See a counselor.

Instructor for all courses: Dr. Dale Clark

All the above courses satisfy Science major prerequisites and the Physical Science requirement for transfer to both the California State University and the University of California systems.



## EARLY INTERVENTION ASSISTANT Certificate of Achievement

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.



This 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. 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.

Work with a counselor to develop an educational plan leading to the completion of this certificate.

CRN Type Room Instructor Hrs. Units Days Begin-End

**CD 97 Introduction to Service Learning with Children**

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.

10968 Online M Bumgarner 3.0

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

**CD 160 Child Care First Aid and CPR**

Transferable: CSU

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

10435	Lec	CDC127	S Alonzo	3.3	1.0	F	0600-0905
	Lec	CDC127	TBA	7.0		S	0900-0400
							10/02/10 - 10/09/10

**CD 190 Occupational Work Experience/Child Development**

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.

10654	Wrk Ex	CDC131	P Henrickson				2.0
10653	Wrk Ex	CDC131	P Henrickson				1.0
10655	Wrk Ex	CDC131	P Henrickson				3.0
10656	Wrk Ex	CDC131	P Henrickson				4.0

**GoPrint** Use the GoPrint system to print documents at all of Gavilan College's computer labs. No need to fumble around with coins! With your GoPrint or ASB card, you're good to go. See ad on page 3.

CRN Type Room Instructor Hrs. Units Days Begin-End

**COMMUNICATION STUDIES**

**CMUN 1A Introduction to Public Speaking**

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

Basic principles of effective human communication and their function in contemporary public settings; emphasis is on the speech to inform, with special consideration given to fundamental communication skills, including organization, reasoning, explanation and listening. ADVISORY: Eligible for English 250 and English 260.

10171	Lec	PB1	C Avila	3.2	3.0	TR	0810-0930
10178	Lec	HOL2	A Andrade	3.2	3.0	MW	0810-0930
							Above class meets at the Hollister Briggs site.
10173	Lec	MHG10	D Cowan	3.2	3.0	TR	0945-1105
							Above class meets at Morgan Hill Community site.
10181	Lec	PB1	C Avila	3.2	3.0	TR	0945-1105
10188	Lec	PB1	D Besson-Silvi a	3.3	3.0	T	0600-0905
10175	Lec	PB1	D Besson-Silvi a	3.3	3.0	R	0600-0905
10176	Lec	HOL1	R Cnudde	3.3	3.0	W	0600-0905
							Above class meets at the Hollister Briggs site.
10177	Lec	MHG13	R Cnudde	3.3	3.0	M	0600-0905
							Above class meets at Morgan Hill Community site.

**CMUN 2 Oral Reading**

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.

10182	Lec	TH125	J Lawton-Haehl	3.2	3.0	TR	1120-1240
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**CMUN 4 Intercultural Communication**

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

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

10184	Lec	PB1	S Giacalone	3.2	3.0	MW	1250-0210
10183	Lec	PB1	S Giacalone	3.2	3.0	MW	0230-0350

**CMUN 8**

**INTERPERSONAL COMMUNICATION**

Study 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 are explored.



Fulfills CSU and UC Oral Communication transfer requirements

Come on a voyage of self-discovery and become more culturally fluent.

Take...

**CMUN 4 Intercultural Communication**

- ☞ Learn about people from different cultures.
- ☞ Increase your awareness and understanding of diversity.
- ☞ Study verbal and nonverbal communication.
- ☞ Become a competent communicator in an intercultural society.

CMUN 4 satisfies the Social Science requirement for the Gavilan AA/AS Degree and for transfer to UC and CSU.

CRN Type Room Instructor Hrs. Units Days Begin-End

**CMUN 5 Fundamentals of Communication Studies**

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

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

10186	Lec	PB1	E Waddell	3.2	3.0	MW	0945-1105
10185	Lec	PB1	E Waddell	3.2	3.0	MW	1120-1240
10174	Lec	PB1	S Giacalone	3.3	3.0	F	1215-0320

**CMUN 6 Introduction to Conflict Resolution**

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

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

10187	Lec	PB8	L Halper	3.2	3.0	TR	1250-0210
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This service learning course section involves community work

**CMUN 8 Interpersonal Communication**

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

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

10190	Lec	PB1	D Besson-Silvi a	3.2	3.0	TR	1120-1240
10189	Lec	PB1	D Besson-Silvi a	3.2	3.0	TR	1250-0210

**CMUN 10 Small Group Communication**

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

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

10158	Lec	PB1	E Waddell	3.2	3.0	MW	0810-0930
10170	Lec	PB1	S Giacalone	3.3	3.0	F	0900-1205
10159	Lec	HOL2	A Andrade	3.2	3.0	MW	0945-1105

Above class meets at the Hollister Briggs site.

10160	Lec	MHG10	D Cowan	3.2	3.0	TR	1120-1240
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Above class meets at Morgan Hill Community site.

10179	Lec	PB1	D Besson-Silvi a	3.3	3.0	T	0230-0535
10180	Lec	PB1	D Besson-Silvi a	3.3	3.0	R	0230-0535
10172	Lec	PB1	S Giacalone	3.2	3.0	MW	0410-0530

**CMUN 129 Presentation Graphics - MS PowerPoint**

Transferable: CSU

This introductory course in presentation graphics will use Microsoft Office's "PowerPoint" software to create a computerized presentation with text and objects. This course has the option of a letter grade or pass/no pass. 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.

10883	Lec	BU110	E Venable		1.0		
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This is an open-entry self-paced class. Please see instructor for specific instructions.

10885	Lec	HOL3	M Bryson	4.6	1.0	MW	1120-0125
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11/10/10 - 12/08/10 Above class meets at the Hollister Briggs site.



Major in Communication

Now Offering!

- Associate of Arts Degree in Communication Studies
- Certificate of Achievement in Interpersonal Communication
- Certificate of Achievement in Communication Studies

Get started today. Call Denise Besson Silvia at 408-848-4831 or visit [www.gavilan.edu/comm](http://www.gavilan.edu/comm).

Expand your horizons!

Take ... **CMUN 5**

Fundamentals of Communication Studies



Learn about various topics in the communication studies field:

- The self concept
- Interpersonal communication
- Interviewing skills
- Small group dynamics
- Public speaking

Satisfies the Social Science requirement for the AA/AS Degree and for transfer to CSU. Also satisfies the Oral Communications requirement for the AA/AS Degree and CSU.

Faculty! Staff! Students!  
Working Parents! Community!



Gavilan College has the only accredited child care facility in Gilroy!

Call the Child Development Center at 408-848-4815 for more information.

NAEYC #430703716

**FEE-BASED SERVICE**  
2-5 yrs 6:30 am - 6:00 pm

**PART-DAY PROGRAM**  
Parents do not have to be students!

Gavilan's Child Development Center will accept payment from other subsidized programs (i.e., 4C's, Choices for Children) Personal payment also accepted.

CRN	Type	Room	Instructor	Hrs.	Units	Days	Begin-End
<b>Computer Art: see ART 48A/B, CGD, CSIS or Digital Media</b>							

CRN	Type	Room	Instructor	Hrs.	Units	Days	Begin-End
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**CGD 190 Occupational Work Experience/Computer Graphics & Design**

**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.

Mandatory course orientation for the following classes will be conducted Tuesday, Sept 28, 8-9 am, Wednesday, Sept. 29, 530-630 pm and Thursday, Sept. 30, 430-530 pm in the North/South Lounge. Students need to attend one of the three meetings. Please contact Susan Sweeney, CWWE Coordinator at 408-848-4813 or [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu).

10702	Wrk Ex	LI101A	S Sweeney		1.0		
10703	Wrk Ex	LI101A	S Sweeney		2.0		
10704	Wrk Ex	LI101A	S Sweeney		3.0		
10705	Wrk Ex	LI101A	S Sweeney		4.0		

**COMPUTER GRAPHICS AND DESIGN**

**CGD 2 2D/3D Technical Computer Graphics I**

**Transferable:** CSU

Introduction to graphic and design competencies architects, engineers, game/simulation developers, industrial designers and other careers use when producing and marketing real and/or virtual 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.

10706	L/L	LI126	C McLaughlin	3.2	3.0	TR	1250-0210
	ROP class						

**CGD 4 2D/3D Technical Computer Graphics II**

**Transferable:** CSU

Intermediate computer graphics design course expands skills and concepts introduced in CGD 2. Develops design and graphic skills required to create, explain, model, render, and animate products using a problem solving process and knowledge of ergonomics, materials, design principles and color theories. Projects assigned integrate technology with design and focus upon creating, developing 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.

10707	L/L	LI126	C McLaughlin	2.8	3.0	TR	0220-0330
	ROP class						

**CGD 8 Advanced Computer Graphics for Design Application I**

**Transferable:** CSU

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

10708	L/L	LI126	C McLaughlin	2.8	3.0	TR	0220-0330
	ROP class						

**CGD 110 Computer Graphics Lab**

**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.

10698	Lab	LI126	C McLaughlin		1.0		
10699	Lab	LI126	C McLaughlin		2.0		
10700	Lab	LI126	C McLaughlin		3.0		
10701	Lab	LI126	C McLaughlin		4.0		

**COMPUTER SCIENCE & INFORMATION SYSTEMS**

**CSIS 1 Computer Literacy - MS Office**

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

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

10593	Lec	BU111	S Gaffney	4.6	2.0	MW	0900-1105
	09/01/10 - 10/20/10 ROP class						
10594	Lec	BU111	S Gaffney	4.6	2.0	MW	0900-1105
	10/25/10 - 12/08/10 ROP class						
10673	Lec	HOL3	M Bryson	4.6	2.0	MW	1120-0125
	09/13/10 - 11/08/10 Above class meets at the Hollister Briggs site.						
10674	Lec	HOL3	F Thompson	3.3	2.0	R	0600-0905
	09/23/10 - 12/09/10						
10675	Lec	BU110	S Gaffney	3.3	2.0	T	0600-0905
	09/28/10 - 12/07/10 ROP class						

**CSIS 2 Computers in Business - MS Office**

**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

10890	L/L	BU111	M Bryson	1.6	4.0	T	0945-1105
	Online		E Venable				
	This HYBRID lecture/online class will be delivered partially over the Internet. See the online syllabus for details. <a href="http://www.gavilan.edu/disted/">http://www.gavilan.edu/disted/</a>						
10722	L/L	BU111	M Bryson	1.6	4.0	F	0945-1105
	Online		E Venable				
	This HYBRID lecture/online class will be delivered partially over the Internet. See the online syllabus for details. <a href="http://www.gavilan.edu/disted/">http://www.gavilan.edu/disted/</a>						
10721	L/L	BU111	F Thompson	3.3	4.0	M	0600-0905
	Online		E Venable				
	This HYBRID lecture/online class will be delivered partially over the Internet. See the online syllabus for details. <a href="http://www.gavilan.edu/disted/">http://www.gavilan.edu/disted/</a>						

**CSIS 2L Computers in Business Lab - MS Office**

**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.

10724	Lab	BU111	M Bryson	1.6	1.0	T	0945-1105
10725	Lab	BU111	M Bryson	1.6	1.0	F	0945-1105
10726	Lab	BU111	F Thompson	3.3	1.0	M	0600-0905

**Less Grade Stress!!** Many CSIS and BUS classes may be taken for either a letter grade or on a pass/no pass basis. Make your choice when registering or until the NRS deadline (September 30). But remember that you cannot change your mind once you're decided. See Pass/No Pass Grading Option on page 28 for more details.