



<b>AJ 5</b>	10992	Introduction to Modern International Terrorism
<b>AJ 184</b>	80189	Computer Forensics (offered during summer session)
<b>ANTH 6</b>	10113	Culture and Politics of Africa
<b>CSIS 184</b>	80122	Computer Forensics (offered during summer session)
<b>KIN 82</b>	10712	Circuit Training
<b>MUS 7</b>	10515	Songwriting and Composition
<b>POLS 5</b>	10143	Introduction to Modern International Terrorism

# 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.

10608 Lec BU118 J Wolowitz 4.6 4.0 TR 0900-1105

10610 Lec BU118 J Wolowitz 3.0 4.0 W 0300-0550

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

10633 Online J Wolowitz 4.0

See information above about online classes.

### 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.

10634 Lec BU118 J Wolowitz 3.2 4.0 TR 1120-1240

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

### 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.

10598 Lec LS106 R Brown 3.3 2.0 W 0220-0525  
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.

10599 Lec BU120 R Brown 3.3 3.0 T 0600-0905  
ROP class

CRN Type Room Instructor Hrs. Units Days Begin-End

**ONLINE CLASSES:** You must have an email account to take an online course. 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).

### ACCT 111 Introduction to Income Tax

Transferable: CSU

A study of theory, philosophy, and principles of income tax law and procedures for computing the tax liability. It includes practice in solving typical individual tax problems. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250, English 260 and Mathematics 205.

10640 Lec BU118 Staff 3.3 3.0 R 0630-0935

### 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.

10604 L/L MHG8 R Brown 3.3 2.0 W 0600-0905  
Above class meets at Morgan Hill Community site. ROP class.

### 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.

10701 Lec MHG8 F Mendez 3.3 2.0 F 0900-1205  
09/23/11 - 12/16/11 Above class meets at Morgan Hill Community site. ROP class

10606 Lec BU111 J Conrey 3.0 2.0 W 1120-0210  
09/14/11 - 12/07/11

10703 Lec HOL3 F Mendez 3.3 2.0 W 0600-0905  
09/23/11 - 12/16/11 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 on Sept 9: noon-1 pm, Oct 11: 4:30-5:30 pm, Nov 8: 8-9 am. Meetings will be held in the Student Center-North/South Lounge. Students must attend one of the three meetings. The last day to add a 4 unit class: 10-14, 3 units: 11/4, 2 units: 11/21, 1 unit: 12/1. Go to [www.gavilan.edu/cwe](http://www.gavilan.edu/cwe) for assignments and details. Contact Susan Sweeney, CWE Coordinator at [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu) for more information.

10911	Wrk Ex	LI101A	S Sweeney	1.0
10912	Wrk Ex	LI101A	S Sweeney	2.0
10913	Wrk Ex	LI101A	S Sweeney	3.0
10914	Wrk Ex	LI101A	S Sweeney	4.0

Acting: see Theatre Arts

CRN Type Room Instructor Hrs. Units Days Begin-End

**ADMINISTRATION OF JUSTICE**



**AJ 5 Introduction to Modern International Terrorism**

Transferable: CSU, UC; CSU-GE:D8; IGETC:4H

This course centers on conceptually defining terrorism (all types-foreign and domestic, left and right wing, religious, environmental, and political, state and non-state), tracing the history and beginnings of modern international and domestic terrorism, critically examining the various U.S.-global responses to the 9-11-01 attacks, as well as generally evaluating and assessing how countries and peoples around the world try to cope with, prevent and/or respond to attacks by terrorist organizations, groups, or acts of terrorism perpetrated by nation-states or groups working with nation-states. This course has the option of a letter grade or pass/no pass. This course is also listed as POLS 5.

10992	Lec	SS210	M Turetzky	3.3	3.0	T	0600-0905
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**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.

10690	Lec	SS205	L Halper	3.2	3.0	TR	1250-0210
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This service learning course involves community work. See page 20 for more information.

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

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

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

10586	Lec	BU120	S Smith	3.2	3.0	MW	0800-0920
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10587	Lec	BU120	S Smith	3.2	3.0	TR	0230-0350
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**AJ 12 Criminal Procedures**

Transferable: CSU

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

10588	Lec	BU120	S Smith	3.2	3.0	MW	0230-0350
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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: AJ 10; Eligible for English 250 and English 260.

10589	Lec	BU120	S Smith	3.2	3.0	MW	1120-1240
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**AJ 16 Introduction to Evidence**

Transferable: CSU

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

10590	Lec	MHG4	E Campos	3.2	3.0	TR	0600-0720
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Above class meets at Morgan Hill Community site.

CRN Type Room Instructor Hrs. Units Days Begin-End



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**AJ 18 Community Policing**

Transferable: CSU, UC

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

10592	Lec	BU120	L Jones	3.3	3.0	M	0600-0905
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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.

10593	Lec	BU120	L Jones	3.3	3.0	W	0600-0905
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**AJ 20 Juvenile Law and Procedure**

Transferable: CSU

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

10594	Lec	MHG4	E Campos	3.2	3.0	TR	0740-0900
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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 the development of drug policy and drug problems. This will include drug identification, drug user recognition, drug effects, narcotic enforcement, drug prosecution, and drug treatment, rehabilitation and education. ADVISORY: Eligible for English 250 and English 260.

10595	Lec	BU120	S Smith	3.2	3.0	TR	1120-1240
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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.

10596	Lec	MHG11	D Pulido	3.3	3.0	R	0600-0905
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Above class meets at Morgan Hill Community site.

**AJ 173 Fundamentals of Probation and Parole**

Transferable: CSU

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

10591	Lec	MHG10	D Pulido	3.3	3.0	T	0600-0905
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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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10915	Wrk Ex	LI101A	S Sweeney	1.0		
10916	Wrk Ex	LI101A	S Sweeney	2.0		
10917	Wrk Ex	LI101A	S Sweeney	3.0		
10918	Wrk Ex	LI101A	S Sweeney	4.0		



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 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!

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

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



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

**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.

10074	Lec	LS106	C Logan	3.3	3.0	R	1250-0355
10075	Lec	HOB102	A Dufresne	3.3	3.0	R	0410-0715

**AH 11 Nutrition**

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

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

10067	Lec	LS106	M Akrop	3.3	3.0	T	1250-0355
10069	Online		M Akrop		3.0		See information on page 56 about online classes.
10852	Online		M Akrop		3.0		See information on page 56 about online classes.

**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.

10076	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.

10800	L/L	HOB102	L Stubblefield Staff	15.6	11.0	MT	0630-0200
			L Stubblefield K Bedell	6.0		WR	0710-1000



**CMAP CHANNELS**  
CITYVIEW 17  
GAV-TV 18  
ED-TV 19  
PUBLIC ACCESS 20

CMAP is a non-profit community media center and cable access television station located at Gavilan College in L-139 in Gilroy.

CMAP offers:

- Free professional equipment checkout and free or low-cost classes in Video Production, Filmmaking, Digital Storytelling, Green Screen and Editing in Final Cut Pro/ to document your life, your community and your stories in multimedia.
- Local Government, Education and Community TV
- Job training programs

We can train you how to make your own TV & YouTube videos and offer ongoing K-12 digital media classes and camps for kids.

For more information or to get involved, stop by CMAP in L-139, or visit [www.cmap.tv](http://www.cmap.tv) for our orientation and class schedule or call 408.846.4983.

Available to residents of Gilroy, Hollister, San Juan Bautista and Morgan Hill and GAV students.

CRN Type Room Instructor Hrs. Units Days Begin-End

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

Transferable: CSU

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

10801	L/L	HOB102	D Amaro	15.6	11.0	MT	0630-0200
	L/L		Staff	15.6		MT	0200-0930
	L/L		D Amaro	6.0		WR	0110-0400
			K Bedell				

**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.

10802	L/L	HOB102	K Bedell	6.0		WR	1010-0100
			S Turner				
			Staff	13.8	10.0	MT	0130-0815
			S Turner				

**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.

10071	L/L	HOB114	D Comella-Hilde	11.4	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.

10072	L/L	HOB114	M Machado	6.0	8.0	MT	0900-1200
	L/L	HOB114	M Machado	6.8		W	0630-0100
							ROP Course
10073	L/L	HOB114	M Machado	6.0	8.0	MT	0900-1200
	L/L	HOB114	M Machado	6.8		R	0630-0100
							ROP Course
10850	L/L	HOB114	M Machado	6.0	8.0	MT	0900-1200
	L/L	HOB114	D Reid	6.8		F	0630-0100

CRN Type Room Instructor Hrs. Units Days Begin-End

**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.

10919	Wrk Ex	HOB114	K Bedell		1.0		
10920	Wrk Ex	HOB114	K Bedell		2.0		
10921	Wrk Ex	HOB114	K Bedell		3.0		
10926	Wrk Ex	HOB102	K Bedell		4.0		

**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.

10103	Lec	PB5	D Etlar	3.2	3.0	MW	0230-0350
10105	Lec	MHG4	D Etlar	3.3	3.0	W	0600-0905
							Above class meets at Morgan Hill Community site.

10104	Online	CLASS	D Klein		3.0		
							See information above about online classes.

**ANTH 2 Introduction to Archaeology**

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

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

10109	Lec	PB5	G Michaels	3.2	3.0	TR	1120-1240
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**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.

10110	Lec	SS205	G Michaels	3.2	3.0	TR	0945-1105
10111	Lec	SS205	D Klein	3.2	3.0	MW	0230-0350

**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.

10112	Lec	PB5	G Michaels	3.2	3.0	TR	1250-0210
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CRN Type Room Instructor Hrs. Units Days Begin-End



**ANTH 6 Culture and Politics of Africa**

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

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

10113 Lec SS203 D Klein 3.2 3.0 MW 1250-0210

**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.

10378 Lec MU101 P Hulin 3.2 3.0 TR 0945-1105

10377 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.

10379 Lec MHG3 B Thomas 3.3 3.0 W 0600-0905  
Above class meets at Morgan Hill Community site.

**ART 2A Two-Dimensional Design**

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

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

10399 L/L AR103 J Edberg 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.

10402 L/L AR102 A Rosette 6.6 3.0 MW 0810-1115

10403 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.

10404 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.

10406 Lec AR103 E Martinez 3.2 3.0 TR 1250-0210

10407 Online J Edberg 3.0

See information above about online classes.

**Learn to dance with fire!**

**ART 10A/B**

**CERAMICS**



CRN Type Room Instructor Hrs. Units Days Begin-End

**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.

10409 L/L AR103 J Edberg 3.2 3.0 TR 1120-1240  
L/L LI128 J Edberg 3.2 TR 1250-0210

**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.

10367 L/L AR101 J Rekedal 6.6 3.0 MW 0810-1115

10368 L/L AR101 J Rekedal 6.6 3.0 MW 1120-0225

10369 L/L AR101 K Gonzales 6.6 3.0 TR 0600-0905

**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

10370 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.

10371 Lec AR103 E Martinez 3.2 3.0 TR 0230-0350


**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.

10372 L/L AR101 P Hulin 6.6 3.0 TR 1120-0225

CRN Type Room Instructor Hrs. Units Days Begin-End

 **ONLINE CLASSES:** You must have an email account to take an online course. 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 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.

10373 L/L AR101 P Hulin 6.6 3.0 TR 1120-0225

**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.

10374 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.

10375 L/L AR102 C Canepa 6.6 3.0 TR 1120-0225

**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

10376 L/L AR102 C Canepa 6.6 3.0 TR 1120-0225

**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.

10380 Fld Ex AR104 J Edberg 1.0  
10381 Fld Ex AR101 K Gonzales 1.0  
10382 Fld Ex AR102 A Rosette 1.0  
10383 Fld Ex AR101 J Edberg 1.0  
10979 Fld Ex AR101 J Rekedal 1.0

CRN Type Room Instructor Hrs. Units Days Begin-End

**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.

10384 Ind AR104 C Canepa 1.0  
10385 Ind AR104 J Edberg 1.0  
10386 Ind AR110 J Rekedal 1.0  
10387 Ind AR109 A Rosette 1.0  
10388 Ind AR101 K Gonzales 1.0  
10389 Ind AR110 P Hulin 1.0  
10390 Ind AR104 C Canepa 2.0  
10391 Ind AR104 J Edberg 2.0  
10392 Ind AR110 J Rekedal 2.0  
10393 Ind AR109 A Rosette 2.0  
10394 Ind AR110 K Gonzales 2.0  
10395 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.

10396 L/L AR102 A Rosette 4.6 3.0 TR 0810-1015  
ARR TBA 2.0  
10397 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.

10398 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.

10400 L/L AR102 J Adkins 6.6 3.0 TR 0600-0905

**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.

10401 L/L AR102 J Adkins 6.6 3.0 TR 0600-0905



**GavALERT** is the new Emergency Alert System to help Gavilan College communicate with you in the event of an emergency. You may choose to receive GavALERT notifications by text, email, and phone. This service will start Fall 2011. For more information contact the Public Information Office, [pio@gavilan.edu](mailto:pio@gavilan.edu).

CRN Type Room Instructor Hrs. Units Days Begin-End

**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.

10405 Fld Ex AR102 C Canepa 1.0

**ART 74 Advanced PhotoShop**

Transferable: CSU; GAV-GE:C1

This course is for the PhotoShop-experienced student and explores PhotoShop's advanced features in depth. Students work on projects, which challenge their creativity and technical ability, and will be encouraged to develop complex projects for the web and for the printed page. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 74 and DM 74. ADVISORY: CSIS 75 PhotoShop I

10881 Lec MHG5 R Grzan 3.3 3.0 R 0600-0905  
Above class meets at Morgan Hill Community site.

**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

10864 L/L LI128 K Powers 3.0 3.0 M 0400-0655

10861 L/L MHG5 R Grzan 3.3 3.0 T 0600-0905  
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.

10870 L/L LI128 V Fainshtein 2.3 3.0 R 0330-0635

**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.

10875 L/L LI128 R Beede 3.2 3.0 MW 0945-1105

10879 L/L LI128 V Fainshtein 3.0 3.0 W 0400-0655

**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.

10408 L/L LI128 J Edberg 3.3 3.0 M 1250-0355  
L/L AR103 TBA 3.3 W 1250-0355

**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 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.

10884 Lec LI128 V Fainshtein 2.6 2.0 W 1250-0310  
09/14/11 - 12/07/11

10882 Online S Lawrence 2.0  
08/31/11 - 11/09/11 See information on page 60 about online classes.

**ART 108 Digital Media Lab**

Transferable: CSU; GAV-GE:C1

Supervised practice and individualized computer assisted learning of software applications and techniques commonly found in the design and production of digital media (e.g., digital art and imaging, digital photography, digital print, digital audio/video, web design/authoring, DVD/CD ROMs, animation). Supplements lecture courses. Open entry/exit, so may be added at anytime during the semester. This is a pass/no pass course. May be repeated three times for credit. Also listed as DM 108 and CSIS 108. ADVISORY: CSIS 1 or CSIS 2/2L or equivalent computer experience.

10931 Lab LI128 R Beede .5 Day/Time See instructor

**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.

10887 L/L LI128 R Beede 3.2 3.0 MW 1120-1240


**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

10891 L/L LI128 R Beede 3.2 3.0 TR 0945-1105

CRN Type Room Instructor Hrs. Units Days Begin-End

 **ONLINE CLASSES:** You must have an email account to take an online course. 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 117 Visual Effects-Motion Graphics**

Transferable: CSU, UC; GAV-GE:C1


Study of the design of visual effects and motion graphics used in digital video, film, web, multimedia, and interactive games. Includes video/graphics compositing techniques, 2D animation, basic 3D animation, and effects commonly done in digital post-production. Software such as Adobe After Effects and Apple's Motion and Shake will be used. May be repeated 3 times for credit. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 117 and DM 117. ADVISORY: DM/ART/CSIS 113 or DM/ART/CSIS 140 or DM/ART/CSIS 77 or THEA 17A or basic knowledge of digital video/film editing.

10889 L/L LI128 R Beede 3.2 3.0 TR 1120-1240

**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 DM 140 and CSIS 140.

 10892 Online R Beede 1.0  
See information above about online classes.

**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 on Sept 9: noon-1 pm, Oct 11: 4:30-5:30 pm, Nov 8: 8-9 am. Meetings will be held in the Student Center-North/South Lounge. Students must attend one of the three meetings. The last day to add a 4 unit class: 10-14, 3 units: 11/4, 2 units: 11/21, 1 unit: 12/1. Go to [www.gavilan.edu/cwe](http://www.gavilan.edu/cwe) for assignments and details. Contact Susan Sweeney, CWE Coordinator at [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu) for more information.

10927 Wrk Ex LI101A S Sweeney 1.0  
10928 Wrk Ex LI101A S Sweeney 2.0  
10930 Wrk Ex LI128 S Sweeney 4.0

**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.

10299 Lec MA103 J Bumgarner 3.3 3.0 T 0230-0535  
10300 Lec MHG3 J Bumgarner 3.3 3.0 T 0630-0935  
Above class meets at Morgan Hill Community site.

CRN Type Room Instructor Hrs. Units Days Begin-End

**Athletics: see Kinesiology (KIN)**

**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

10765 L/L MP129 Staff 13.5 7.5 MTWRF 0800-1025  
08/10/11 - 12/17/11

**AMT 110 Airframe Maintenance Technology**

Transferable: CSU

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

10766 L/L MP129 Staff 25.0 13.5 MTWRF 1030-0330  
08/10/11 - 12/17/11

**AMT 121 Aviation Powerplant Systems Technology**

Transferable: CSU

The theory of operation, maintenance, repair, and trouble-shooting procedures of powerplant systems and their relationship to the total powerplant package. To include lubrication, electrical, instrument, fuel metering, fire protection, starting, control systems, and the aerodynamics, theory and maintenance of propellers and their control systems. ADVISORY: Successful completion of AMT 120. Basic hand tools required. Details at the first class meeting.

10767 L/L PB15 T Flippen 27.2 14.0 TWRF 0830-0300  
08/10/11 - 12/17/11

**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.

10768 Ind PB15 T Flippen 1.0

**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 on Sept 9: noon-1 pm, Oct 11: 4:30-5:30 pm, Nov 8: 8-9 am. Meetings will be held in the Student Center-North/South Lounge. Students must attend one of the three meetings. The last day to add a 4 unit class: 10-14, 3 units: 11/4, 2 units: 11/21, 1 unit: 12/1. Go to [www.gavilan.edu/cwe](http://www.gavilan.edu/cwe) for assignments and details. Contact Susan Sweeney, CWE Coordinator at [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu) for more information.

10933 Wrk Ex LI101A S Sweeney 1.0  
10934 Wrk Ex LI101A S Sweeney 2.0  
10935 Wrk Ex LI101A S Sweeney 3.0  
10936 Wrk Ex LI101A S Sweeney 4.0

Please help protect Gavilan's park-like setting by properly disposing of litter and recycling.



CRN Type Room Instructor Hrs. Units Days Begin-End

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.

10301	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 involves community work. See page 20 for more information.

**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.

10324	L/L	LS102	R Morales	3.2	4.0	TR	0945-1105
	L/L	LS102	R Morales	3.3	M		0130-0435

This service learning course involves community work. See page 20 for more information.

**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.

10325	L/L	LS103	M McKenna	8.6	4.0	TR	0945-0150
10326	L/L	LS103	T Robinson	4.0	4.0	S	0800-1200
	L/L	LS101	T Robinson	4.5	S		0100-0515

**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.

10327	L/L	LS103	M McKenna	3.2	5.0	WF	0810-0930
	L/L	LS101	M McKenna	4.6	WF		0945-1150
10328	L/L	LS101	M McKenna	4.6	5.0	WF	0945-1150
	L/L	LS103	M McKenna	3.2	WF		1250-0210

**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.

10329	Lec	LS101	T Robinson	4.3	5.0	W	0550-0955
	Lab	LS103	L Bach	3.3	M		0600-0905
10330	Lec	LS101	T Robinson	4.3	5.0	W	0550-0955
	Lab	LS103	M Smith	3.0	R		0400-0654

The Final Word!

Look for the Final Exams schedule on page 109.

The Sky is the Limit!

at the Gavilan  
Aviation Maintenance  
Technology Program



Unlimited employment opportunities  
Graduates can earn up to \$30/hour  
Internships available  
Accredited by the Federal Aviation Administration  
Receive both Airframe and Powerplant Licenses in 4 semesters  
Fast and easy commute to training program

For complete program information please contact the Aviation Dept. at the Gavilan College main campus, 5055 Santa Teresa Blvd. (408-852-2861) or contact the Career Technical Education Division at 408-848-4719.



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!

CRN Type Room Instructor Hrs. Units Days Begin-End

**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.

10310	L/L	LS101	L Bach	3.2	4.0	TR	0810-0930
	L/L	LS102	L Bach	2.0	M		0810-1000
10311	L/L	LS101	L Bach	3.2	4.0	TR	0810-0930
	L/L	LS102	L Bach	2.0	W		0810-1000
10312	Lec	SS214	S Keys	3.2	4.0	MW	0230-0350
	Lab	LS102	S Keys	2.3	M		1120-0125
10313	Lec	SS214	S Keys	3.2	4.0	MW	0230-0350
	Lab	LS102	S Keys	2.3	W		1120-0125
10314	Lec	SS214	S Keys	3.2	4.0	MW	0230-0350
	Lab	LS102	S Keys	2.3	M		0500-0705
10315	Lec	SS214	S Keys	3.2	4.0	MW	0230-0350
	Lab	LS102	S Keys	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

10068	Lec	LS106	M Akrop	3.3	3.0	T	1250-0355
10070	Online		M Akrop		3.0		

See information on page 62 about online classes.

CRN Type Room Instructor Hrs. Units Days Begin-End

**BIO 13 Marine Biology**

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

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

10316	L/L	LS102	R Morales	3.3	4.0	S	1000-0105
	L/L	LS102	R Morales	3.3		S	0130-0435

This service learning course involves community work. See page 20 for more information.

**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.

10317	Lab	LS103	R Malley	3.3		W	0400-0705
	Online		R Malley		5.0		

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

10318	L/L	LS103	W Johnson	4.0	5.0	T	0555-1000
	L/L	LS103	W Johnson	3.0		R	0655-1000

**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.

10319	Ind	LS116	M McKenna		1.0		
10320	Ind	LS116	R Morales		1.0		
10321	Ind	LS116	M McKenna		2.0		
10322	Ind	LS116	R Morales		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.

10332	L/L	LS102	R Nguyen	8.6	4.0	TR	0530-0935
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CRN Type Room Instructor Hrs. Units Days Begin-End

**Business Accounting: see Accounting**

**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.

10636	Lab	BU110	S Gaffney		.5		Self paced, see instructor
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**BOT 180 Medical Terminology for the Office**

Transferable: CSU

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

10637	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

10923	Lec	BU120	D Knapp	3.3	3.0	R	0600-0905
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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.

10638	L/L	BU110	D Knapp	3.3	2.0	W	0600-0905
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ROP Course

**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 on Sept 9: noon-1 pm, Oct 11: 4:30-5:30 pm, Nov 8: 8-9 am. Meetings will be held in the Student Center-North/South Lounge. Students must attend one of the three meetings. The last day to add a 4 unit class: 10-14, 3 units: 11/4, 2 units: 11/21, 1 unit: 12/1. Go to [www.gavilan.edu/cwe](http://www.gavilan.edu/cwe) for assignments and details. Contact Susan Sweeney, CWE Coordinator at [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu) for more information.

10937	Wrk Ex	LI101A	S Sweeney		1.0		
10938	Wrk Ex	LI101A	S Sweeney		2.0		
10939	Wrk Ex	LI101A	S Sweeney		3.0		
10940	Wrk Ex	LI101A	S Sweeney		4.0		

**Looking for a Job?**

Gavilan College has a new Career Center Web Interface



**Career Connections**

Free for Gavilan College students and community. New listings every week.

CRN Type Room Instructor Hrs. Units Days Begin-End

**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.

10798	Lec	MHG5	F Mendez	4.3	1.0	F	0900-0105
09/02/11 - 09/23/11 Above class meets at Morgan Hill Community site.							
10797	Lec	HOL3	F Mendez	4.3	1.0	W	0530-0935
08/31/11 - 09/21/11 Above class meets at the Hollister Briggs site.							

**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.

10706	Lec	BU118	D McCormick	3.2	3.0	MW	0945-1105
10705	Lec	MHG12	D McCormick	3.2	3.0	TR	1120-1240
Above class meets at Morgan Hill Community site.							

10707	Lec	PB5	S Kurtz	3.3	3.0	W	0600-0905
This service learning course involves community work. See page 20 for more information.							

**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

10645	Lec	MHG5	Staff	3.3	3.0	F	0530-0835
Above class meets at Morgan Hill Community site.							

**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.

10708	Lec	LS106	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 on Sept 9: noon-1 pm, Oct 11: 4:30-5:30 pm, Nov 8: 8-9 am. Meetings will be held in the Student Center-North/South Lounge. Students must attend one of the three meetings. The last day to add a 4 unit class: 10-14, 3 units: 11/4, 2 units: 11/21, 1 unit: 12/1. Go to [www.gavilan.edu/cwe](http://www.gavilan.edu/cwe) for assignments and details. Contact Susan Sweeney, CWE Coordinator at [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu) for more information.

10941	Wrk Ex	LI101A	S Sweeney	1.0			
10942	Wrk Ex	LI101A	S Sweeney	2.0			
10943	Wrk Ex	LI101A	S Sweeney	3.0			
10944	Wrk Ex	LI101A	S Sweeney	4.0			

**Ceramics: see Art**

**Learn Skills in Biotechnology**

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

**Biotechnology**

Certificate of Achievement (17 units)

**BIOT 103 (4 units)**

Biotechnology Lab Skills & Instrumentation

**BIOT 104 (1 unit)**

Seminar in Biotechnology

**BIO 10 (4 units)**

Principles of Biology

**CHEM 30A (4 units)**

Elementary Chemistry

**CHEM 30B (4 units)**

Elementary Organic & Biochemistry

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

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

CRN Type Room Instructor Hrs. Units Days Begin-End

**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.

10334	L/L	PS105	D Clark	4.2	5.0	MWF	0945-1055
	L/L	PS101	D Clark	3.2		R	0945-1249
10335	L/L	PS105	D Clark	4.2	5.0	MWF	0945-1055
	L/L	PS101	D Clark	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

10333	L/L	LS102	D Clark	3.2	5.0	TR	1250-0210
	L/L	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.

10336	Ind	PS105	D Clark	1.0			
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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.

10337	L/L	PS105	G Burce	3.2	4.0	MW	0810-0930
	L/L	PS101	G Burce	3.2		T	0945-1250
10338	L/L	PS105	G Burce	3.2	4.0	MW	0810-0930
	L/L	PS101	D Clark	3.3		T	0600-0905
10339	L/L	PS105	R Nguyen	3.5	4.0	TR	0230-0359
	L/L	PS101	R Nguyen	3.3		F	0945-1250

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

**Transferable:** CSU

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

10106	Lec	BU103	P Henrickson	3.3	3.0	T	0600-0905
10107	Lec	CDC100	J Hori-Garcia	3.3	3.0	T	0600-0905

This class will be taught in Spanish. Esta clase se enseña en Español.

**CD 2 Early Child Development**

**Transferable:** CSU, UC; CSU-GE:D9, E, IGETC:4; 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.

10154	Lec	MHG4	M Bumgarner	3.2	3.0	MW	0945-1105
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Above class meets at Morgan Hill Community site.

10163	Lec	CHSB101	J Weiler	3.0	3.0	M	0330-0630
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This class is part of the High Step Program. It will be offered at San Benito High School. This class is open to all students. For more information, see a Gavilan counselor.

10161	Online		M Bumgarner	3.0			
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See information above about online classes.

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

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

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

10527	Lec	MHG4	M Bumgarner	3.2	3.0	MW	1120-1240
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Above class meets at Morgan Hill Community site.


10525	Lec	GHSB1	J Weiler	3.0	3.0	R	0330-0630
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This class is part of the High Step Program. It will be offered at Gilroy High School. This class is open to all students. For more information, see a Gavilan counselor.

10523	Online		M Bumgarner	3.0			
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See information above about online classes.

CRN	Type	Room	Instructor	Hrs.	Units	Days	Begin-End
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 **ONLINE CLASSES:** You must have an email account to take an online course. 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 4 Observing and Assessing Children**

**Transferable:** CSU

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

10896	Lec	CDC100	J Perez	3.3	3.0	W	0600-0905
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**CD 5 Child/Family and Community**

**Transferable:** CSU

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

10581	Lec	CDC100	Staff	3.0	3.0	M	0630-0930
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**CD 7 Cultural Context of Child and Family in a Diverse Society**

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

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

10582	Online		M Bumgarner	3.0			
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See information above about online classes.

**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.

10583	Lec	MHG4	B Malstina	3.3	3.0	M	0600-0905
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Above class meets at Morgan Hill Community site.

**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.

10585	Lec	CDC100	Staff	3.2	3.0	MW	1120-1240
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CRN Type Room Instructor Hrs. Units Days Begin-End

**CD 10 Children with Special Needs**

Transferable: CSU

An introductory course in special education, which includes a survey of special needs such as learning disabilities, emotional disturbances, developmental delays, physical limitations, cognitive differences, and giftedness. Students will study the history of special education and legislation in the USA, ethical assessment and family-based intervention techniques, diversity and family issues, advocacy for special needs children, and the use of technology in special education environments. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260. Completion of CD 2.

10108	Lec	HOL1	R Brown	3.3	3.0	R	0600-0905
Above class meets at the Hollister Briggs site.							

**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.

10114	Lec	CDC100	S Alonzo	7.8	3.0	S	0900-0430
09/03/11 - 12/17/11 This class meets on specific dates, 7 Saturdays from 9AM - 4:30PM. Sept. 3 & 17, Oct. 1 & 15, Nov. 5 & 19 and Dec. 17.							

**CD 12 Computer Education for Teachers**

Transferable: CSU

The history, uses and development of computers in education. Basic computer skills and terminology will be taught in the context of teacher education. Students who successfully complete this course will understand general and specific skills and knowledge required to meet the Technology Standard for Multiple and Single Subject Credential Candidates. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 9. ADVISORY: CSIS 122 Computer Keyboarding, or equivalent; English 250 with a grade of C or better.

10122	Lec	MHG8	D Clabaugh	3.3	3.0	R	0600-0905
Above class meets at Morgan Hill Community site.							

**CD 14A Working with School Age Children**

Transferable: CSU

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

10133	Online		M Hoshiko-Hauge		3.0		
See information on page 66 about online classes.							

**CD 15 Music and Movement for Children**

Transferable: CSU

Techniques for the non-musician to incorporate music and movement activities in a variety of curriculum areas and reflecting cultural awareness. Practice building simple rhythm instruments and using rhythm in song instruction and movement activities. An extensive list of children's music CDs and resources will be provided to each student. ADVISORY: Eligible for English 250 and English 260.

10140	Lec	CDC100	D Muscari	3.3	1.0	F	0600-0905
				7.0		S	0900-0400
12/02/11 - 12/10/11 This class meets one Friday, Dec 2 from 6 - 9 PM and two Saturdays Dec 3 & 10 from 9 AM - 4 PM							

**CD 16 Exploring Mathematics with Children**

Transferable: CSU

Introduces the excitement and extensiveness of math experiences for children and presents an organized, sequential approach for developing a math curriculum. Students develop a folder of math activities for children aged 2-8. ADVISORY: Eligible for English 250 and English 260.

10898	Lec	CDC100	D Muscari	3.3	1.0	F	0600-0905
				7.0		S	0900-0400
09/09/11 - 09/24/11 This class meets one Friday, Sept 9 from 6 - 9 PM and two Saturdays Sept 10 & 24 from 9 AM - 4 PM							

**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.



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 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.

10165	Lec	CDC100	Staff	3.4	3.0	MW	0800-0925
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**CD 21 Introduction to Curriculum**

Transferable: CSU

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

10166	Lec	CDC100	Staff	3.2	3.0	TR	0945-1105
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**CD 25A Art Methods**

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

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

10685	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.

10686	L/L	HOL1	R McGinnis	4.3	3.0	F	0400-0805
	ARR		TBA	2.0			
Above class meets at the Hollister Briggs site.							

**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

 **ONLINE CLASSES:** You must have an email account to take an online course. 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 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.

10529	Lec	CDC100	P Henrickson	3.3	3.0	R	0600-0905
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**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.

10580	Lec	CDC100	Staff	3.0	3.0	T	0230-0530
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**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.

10897	Online		D Clabaugh	3.0			
		MHG4	D Clabaugh	1.0		R	0400-0500



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

**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.

10141	Lec	CDC100	S Alonzo	3.3	1.0	F	0600-0905
				7.0		S	0900-0400

10/07/11 - 10/22/11 This class meets one Friday, Oct 7 from 6 - 9 PM and two Saturdays October 8 & 22 from 9 AM - 4 PM

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

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.

10984	Wrk Ex	LI101A	P Henrickson		1.0		
10985	Wrk Ex	LI101A	P Henrickson		2.0		
10986	Wrk Ex	LI101A	P Henrickson		3.0		
10987	Wrk Ex	LI101A	P Henrickson		4.0		

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 speeches to inform and persuade, with special consideration given to fundamental communication skills, including organization, reasoning, explanation, rhetoric and listening. ADVISORY: Eligible for English 250 and English 260.

10420	Lec	PB1	E Waddell	3.2	3.0	TR	0810-0930
10425	Lec	HOL2	A Andrade	3.2	3.0	MW	0810-0930
Above class meets at the Hollister Briggs site.							
10418	Lec	PB1	M Zajac	3.3	3.0	F	0900-1205
10426	Lec	PB1	T Lim	3.2	3.0	MW	0945-1105
10421	Lec	MHG10	D Cowan	3.2	3.0	TR	0945-1105
Above class meets at Morgan Hill Community site.							
10423	Lec	PB1	R Cnudde	3.3	3.0	T	0230-0535
10419	Lec	PB1	Staff	3.3	3.0	M	0600-0905
10424	Lec	MHG 3	D Cowan	3.3	3.0	M	0600-0905
Above class meets at Morgan Hill Community site.							
10422	Lec	HOL5	A Andrade	3.3	3.0	W	0600-0905
Above class meets at the Hollister Briggs 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.

10429	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.

10430	Lec	PB1	R Gutierrez	3.2	3.0	MW	1120-1240
10431	Lec	PB1	R Gutierrez	3.2	3.0	MW	1250-0210

**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.

10432	Lec	PB1	T Lim	3.3	3.0	W	0230-0535
10427	Lec	PB1	M Zajac	3.3	3.0	R	0600-0905

**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.

10433	Lec	SS205	L Halper	3.2	3.0	TR	1250-0210
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This service learning course involves community work. See page 20 for more information.

CRN Type Room Instructor Hrs. Units Days Begin-End

**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.

10434	Lec	PB1	R Cnudde	3.2	3.0	TR	1250-0210
10435	Lec	PB1	R Cnudde	3.2	3.0	TR	1120-1240

**CMUN 10 Small Group Communication**

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

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

10410	Lec	PB1	T Lim	3.2	3.0	MW	0810-0930
10415	Lec	PB1	E Waddell	3.2	3.0	TR	0945-1105
10411	Lec	HOL2	A Andrade	3.2	3.0	MW	0945-1105
Above class meets at the Hollister Briggs site.							
10412	Lec	MHG10	D Cowan	3.2	3.0	TR	1120-1240
Above class meets at Morgan Hill Community site.							
10413	Lec	PB1	Staff	3.3	3.0	M	0230-0535
10414	Lec	PB1	M Zajac	3.3	3.0	R	0230-0535
10416	Lec	PB1	C Avila	3.3	3.0	W	0600-0905

**CMUN 11 Business Communication**

Transferable: CSU

This course will explore business communication contexts by examining organizational cultures, strategic vision and goal setting, leadership managerial roles, and team building communication. Emphasis is placed on analytical and organizational skills, listening, nonverbal and verbal communication, public speaking communication methodology, and domestic and international relations through use of hybrid online and classroom environment for lecture and application. PREREQUISITE: English 250. ADVISORY: Communication 1A or English 1A.

10428	Lec	PB1	E Waddell	3.3	3.0	T	0600-0905
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**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 (slide show) with text and objects. This course is also listed as CSIS 129. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: CSIS 126 or word processing skills in the Windows environment.

10993	Lec	BU110	E Venable	1.0			Self-paced, see instructor
10994	Lec	HOL3	M Bryson	4.6	1.0	MW	1120-0125
11/14/11 - 12/07/11 Above class meets at the Hollister Briggs site.							

**Computer Art: see ART 48A/B, CGD, CSIS or Digital Media**

**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.

10807	L/L	LI126	C McLaughlin	3.2	3.0	TR	1250-0210
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Comm Club was formed to meet the growing demand of this great major, ranked the sixth largest major on campus. Communication is key in any field of study, so whether you've decided on another major, are undecided or a declared Communication Studies major, we are here to facilitate growth and invite you to join the Comm Club at Gavilan College.

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*The art of communication,  
Is the language of leadership.*  
James Humes

CRN Type Room Instructor Hrs. Units Days Begin-End

**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.

10808 L/L LI126 C McLaughlin 3.2 3.0 TR 0220-0340

**CGD 9 Advanced Computer Graphics for Design Application II**

Transferable: CSU

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

10809 L/L LI126 C McLaughlin 3.2 3.0 TR 0220-0340

**CGD 160 Technical Desktop Publishing/Graphics**

Transferable: CSU

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

10810 L/L LI126 C McLaughlin 3.2 3.0 TR 0220-0340

**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 on Sept 9: noon-1 pm, Oct 11: 4:30-5:30 pm, Nov 8: 8-9 am. Meetings will be held in the Student Center-North/South Lounge. Students must attend one of the three meetings. The last day to add a 4 unit class:10-14, 3 units: 11/4, 2 units: 11/21, 1 unit: 12/1. Go to [www.gavilan.edu/cwe](http://www.gavilan.edu/cwe) for assignments and details. Contact Susan Sweeney, CWE Coordinator at [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu) for more information.

10945 Wrk Ex LI101A S Sweeney 1.0  
 10946 Wrk Ex LI101A S Sweeney 2.0  
 10947 Wrk Ex LI101A S Sweeney 3.0  
 10948 Wrk Ex LI101A S Sweeney 4.0

CRN Type Room Instructor Hrs. Units Days Begin-End

**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.

10709 Lec BU111 S Gaffney 4.0 2.0 MW 0900-1105  
 08/31/11 - 10/19/11

10710 Lec BU111 S Gaffney 4.6 2.0 MW 0900-1105  
 10/24/11 - 12/07/11 ROP class

10717 Lec HOL3 M Bryson 4.6 2.0 MW 1120-0125  
 09/19/11 - 11/09/11 Above class meets at the Hollister Briggs site.

10718 Lec HOL3 F Thompson 3.3 2.0 R 0600-0905  
 09/22/11 - 12/08/11 Above class meets at the Hollister Briggs site.


10719 Lec BU110 S Gaffney 3.3 2.0 T 0630-0830  
 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

10792 L/L BU111 M Bryson/ E Venable 1.6 4.0 F 0945-1105  
 Online M Bryson/ E Venable

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

10793 L/L BU111 M Bryson/ E Venable 1.6 4.0 T 0945-1105  
 Online M Bryson/ E Venable

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

**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.

10794 Lab BU111 M Bryson 1.6 1.0 T 0945-1105

10795 Lab BU111 M Bryson 1.6 1.0 F 0945-1105

10796 Lab BU111 F Thompson 3.3 1.0 M 0600-0905

**CSIS 3 Research Skills**

Transferable: CSU

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

 10298 Online A Sargent 2.0  
 8/31/11 - 10/25/11 See information on page 71 about online classes.

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