

# Spring Classes

## ACCOUNTING

CRN Type Room Instructor Units Days Times Dates

### ACCT 20 Financial Accounting

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

An introduction to accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system including the process, purpose, concepts, rules, and theory. The course will include the application of accounting principles, concepts, and theory used to accumulate and summarize financial data into financial statements. The course will include issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. The course will include the critical analysis and interpretation of financial information and financial statements. This course has the option of a letter grade or pass/no pass. (C-ID: ACCT 110) ADVISORY: Intermediate Algebra (Math 233 or Math 240), English College Reading (English 260), English Practical Writing (English 250), and basic computerized spreadsheet knowledge.

40605	Online		J Wolowitz	4.0		
40606	Lec	BU118	J Wolowitz	4.0	TR	0900-1105

### ACCT 21 Managerial Accounting

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

This course will study how managers use accounting information for decision making, planning, directing and controlling. Topics will include managerial control methods, cost terms, cost concepts, cost behaviors, cost accounting, cost-volume-profit analysis, variable costing, budgeting, decision making concepts and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Intermediate Algebra (Math 233 or Math 240), English College Reading (English 260), English Practical Writing (English 250), and basic computerized spreadsheet knowledge.

40607	Lec	BU118	J Wolowitz	4.0	TR	1120-1240
	Online		J Wolowitz			
40613	Lec	BU118	J Wolowitz	4.0	W	0300-0550
	Online		J Wolowitz			

### ACCT 23 Independent Study

**Transferable:** CSU

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

40614	Ind	BU118	J Wolowitz	2.0		
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### 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.

40544	Lec	BU103	T Ratchford	3.0	W	0220-0525
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THIS SYMBOL MEANS IT IS A **HYBRID**  
LECTURE / ONLINE CLASS, THAT WILL  
BE PARTIALLY OVER THE INTERNET.

VISIT [WWW.GAVILAN.EDU/DISTED/](http://WWW.GAVILAN.EDU/DISTED/) FOR DETAILS.

CRN Type Room Instructor Units Days Times Dates

### 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.

40545	Lec	MHG12 R	Hermerding	3.0	T	0600-0905
						Above class meets at Morgan Hill Community site.

### ACCT 120 Computerized Accounting - QuickBooks

**Transferable:** CSU

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

40583	Lec	BU110	T Ratchford	3.0	W	0600-0905
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### ACCT 121 Spreadsheet - MS Excel

**Transferable:** CSU

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

40555	Lec	BU111	F Mendez	2.0	W	0600-0805
40579	Lec	HOL3	M Bryson	2.0	MW	1120-0125
						Above class meets at the Hollister Briggs site. 03/17/14 - 05/14/14
40836	Lec	HOL3	F Mendez	2.0	M	0600-0805
						Above class meets at the Hollister Briggs site. This is an ROP course.

### 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.

40601	Wrk Ex	LI101A	S Sweeney	1.0		
40602	Wrk Ex	LI101A	S Sweeney	2.0		
40603	Wrk Ex	LI101A	S Sweeney	3.0		
40604	Wrk Ex	LI101A	S Sweeney	4.0		

## ADMINISTRATION OF JUSTICE

### AJ 5 Introduction to Modern International Terrorism

**Transferable:** CSU, UC; CSU-GE:D8, IGETC:4H; GAV-GE:D2

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

40074	Lec	SS210	M Turetzky	3.0	M	0600-0905
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**CRN Type Room Instructor Units Days Times Dates**

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

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

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

40327	Lec	BU120	S Smith	3.0	MW	1120-1240
40328	Lec	BU120	S Smith	3.0	TR	0800-0920
40329	Lec	MHG10	D Pulido	3.0	T	0630-0935

Above class meets at Morgan Hill Community site.

**AJ 12 Criminal Procedures**

**Transferable:** CSU

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

40330	Lec	BU120	S Smith	3.0	MW	0800-0920
40346	Lec	MHG13	E Campos	3.0	TR	0945-1105

Above class meets at Morgan Hill Community site.

**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.

40331	Lec	BU120	S Smith	3.0	MW	1250-0210
40332	Lec	BU120	S Smith	3.0	TR	0945-1105

**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.

40333	Lec	MHG4	E Campos	3.0	TR	1120-1240
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Above class meets at Morgan Hill Community site.

**AJ 18 Community Policing**

**Transferable:** CSU, UC

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


40344	Lec	BU120	L Jones	3.0	M	0300-0555
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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.

40345	Lec	BU120	L Jones	3.0	M	0610-0915
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 **ONLINE CLASSES:** You must have an email account to take this course. Start your course by going to <http://www.gavilan.edu/disted>. Unless you have made prior arrangements with the instructor, you **MUST** log on by 11:59 pm on the first day of the course. Late adds must login within 24 hours of adding this course. If you miss the deadline you may be dropped. For help, contact your instructor or email [disted@gavilan.edu](mailto:disted@gavilan.edu).

**CRN Type Room Instructor Units Days Times Dates**

**AJ 100A Basic Police Academy**

**Transferable:** CSU

This 884 - 1062 variable unit course satisfies required training mandates governed by the Commission on Peace Officer Standards and Training (POST) entry level Peace Officers. The course includes principles, procedures and techniques of law enforcement, including: Criminal Justice Law, Patrol and Investigation procedures, Defensive Tactics, Firearms/Chemical Agents, Leadership, Ethics, Community Relations, Police Vehicles Operations, Traffic Enforcement, Cultural Diversity, Report Writing, and First Aid/CPR. Course requires significant time commitment and outside course work including uniform preparation, homework assignments and equipment maintenance. **PREREQUISITES:** 1) Completion of POST approved pre-entry English skills assessment examination and physical agility test. 2) Medical clearance by a licensed physician. 3) Penal Code Section 13511.5 requires that each applicant for admission to the Basic Police Academy course shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her, from owning, possessing, or having under his or her control a firearm.

40045	L/L	HHJTC1C	Fontis	22.5	MTWRF	0800-0500
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Above class meets off-campus. **08/20/13 - 02/14/14**

**AJ 176 Criminal Street Gangs**

**Transferable:** CSU

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

40338	Lec	BU120	D Pulido	3.0	R	0630-0935
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**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.

40347	Wrk Ex	LI101A	S Sweeney	1.0		
40348	Wrk Ex	LI101A	S Sweeney	2.0		
40349	Wrk Ex	LI101A	S Sweeney	3.0		
40350	Wrk Ex	LI101A	S Sweeney	4.0		

**Gavilan College Public Safety Careers**



*Gavilan College is a member of the South Bay Regional Public Safety Training consortium providing quality Administrative of Justice Education and training for over 40 years. The Consortium is funded regionally to provide vocational specific training which may require special facilities, training conditions or is presented outside regular college class schedules.*

**CAREERS IN:**

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**CRN Type Room Instructor Units Days Times Dates**  
**ALLIED HEALTH**

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

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

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

40041	Lec	HOB102A	Dufresne	3.0	R	0410-0715
40043	Lec	LS106	D Reid	3.0	R	1250-0355

**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.

40030	Online		MAkrop	3.0		
40032	Online		MAkrop	3.0		
40035	Lec	LS106	MAkrop	3.0	T	1250-0355

**AH 16B IV Therapy / Blood Withdrawal / B**

**Transferable:** CSU

Theoretical application and clinical techniques required for safe administration of IV therapy and withdrawal of blood for testing. (Approved by the Board of Vocational Nursing for certification in IV Therapy and Blood Withdrawal. Approved for continuing education credit BRN #00892). Previously listed as AH 16. **COREQUISITE:** Enrollment in AH 52 or current active LVN licensure in California. \$50.00 course materials fee payable at registration.

40175	Lec	HOB114	D Amaro	1.0	F	0900-0600
\$50.00 course materials fee payable at registration. <b>03/14/14 - 03/21/14</b>						

**AH 16D IV Therapy / Blood Withdrawal / D**

**Transferable:** CSU

Theoretical application and clinical techniques required for safe administration of IV therapy and withdrawal of blood for testing. (Approved by the Board of Vocational Nursing for certification in IV Therapy and Blood Withdrawal. Approved for continuing education credit BRN #00892). Previously listed as AH 16. **COREQUISITE:** Enrollment in AH 54 or current active LVN licensure in California. \$50.00 course materials fee payable at registration.


40201	Lec	HOB114	D Amaro	1.0	F	0900-0600
\$50.00 course materials fee payable at registration. <b>03/28/14 - 04/11/14</b>						


**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.

40391	Ind	HOB114	K Bedell	1.0		
40392	Ind	HOB114	K Bedell	2.0		

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**CRN Type Room Instructor Units Days Times Dates**

**AH 52 Medical-Surgical Nursing**

**Transferable:** CSU

Course is designed to provide both theoretical and clinical experience in the care of adult, medical-surgical clients. This course will further refine basic nursing skills and introduce more complicated nursing situations. Content includes pre-operative and post-operative care of the client with pain, cancer, and care of the client with disorders of musculoskeletal, integument, gastrointestinal, and respiratory systems. Related pharmacology is included. \$100 course material fee, payable at registration. **PREREQUISITE:** Completion of AH 51. **COREQUISITE:** AH 16B.

40417	L/L	HOB102	L Stubblefield K Bedell	11.0	MT	0600-0200
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40417	L/L	HOB102	K Bedell L Stubblefield		WR	0710-1000
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\$100 Course materials fee payable at registration.

**AH 54 Medical-Surgical / Pediatric Nursing**

**Transferable:** CSU

Course contains two components to provide theoretical and clinical experience in medical surgical and pediatric nursing. Content includes care of clients with disorders of the endocrine and neurosensory systems, mental health, emergency nursing and care of the child, including preventative measures and health teaching. A leadership component is included to prepare the student for the realistic work assignment of the nurse. \$100 course material fee, payable at registration. **PREREQUISITE:** Completion of AH 51, 52 and 53. **COREQUISITE:** AH 16D.

40433	L/L	HOB114	D Amaro K Bedell	11.0	MT	0600-0200
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40433	L/L	HOB114	D Amaro K Bedell		WR	0710-1000
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\$100 Course materials fee payable at registration

**AH 56 Compensatory Nursing Practice**

**Transferable:** CSU

Concepts and principles of the nursing process applied to preventative, remedial, supportive, rehabilitative, and teaching aspects in meeting the health needs of the patient requiring compensatory nursing interventions. Incorporates nursing concepts and experiences with all age groups, including senior adults. \$100 course material fee, payable at registration. **PREREQUISITE:** Successful completion of AH 55 and an active valid, unrestricted California LVN.

40440	L/L	HOB114	S Turner K Bedell	10.0	WR	1010-0100
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40440	L/L	HOB114	S Turner K Bedell		MT	0600-0200
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40440	L/L	HOB114	S STAFF		MT	0205-0930
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\$100.00 Course materials fee payable at registration.

**AH 171 Advanced Clinical Medical Assisting**


**Transferable:** CSU

Course provides instruction and clinical experience in advanced concepts of clinical medical assisting including specialty procedures and treatments. **PREREQUISITE:** AH 170 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.

40385	Lec	HOB114	D Comella-Hild	6.0	MTW	0100-0430
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## Santa Clara County



*GAVILAN COLLEGE, IN PARTNERSHIP WITH THE COUNTY OF SANTA CLARA OFFERS PUBLIC SAFETY TRAINING FOR CAREERS IN LAW ENFORCEMENT AND PROBATION. CLASSES ARE HELD AT THE HAROLD HOLDEN JUSTICE TRAINING CENTER IN MORGAN HILL.*

*FOR MORE INFORMATION CONTACT:*

CLAY FONTES, SR., AT 408.808.5789 OR  
 CARL TADEMARU, 408.201.7696

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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**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 and eligible for MATH 205 or MATH 430. 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.

40202	L/L	HOB114	M Machado	8.0	MT	0900-1200	
	L/L	HOB114	M Machado		W	0630-0130	
This is an ROP course.							
40370	L/L	HOB114	M Machado	8.0	MT	0900-1200	
	L/L	HOB114	M Machado		R	0630-0130	
This is an ROP course.							
40371	L/L	HOB114	M Machado	8.0	MT	0900-1200	
	L/L		D Reid		F	0630-0130	
This is an ROP course.							

**AH 182 Home Health Care****Transferable:** CSU

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

40407	Lec	HOB114	D Reid	2.0	MWF	0900-0430	
						01/06/14 - 01/10/14	
	Lab	HOB114	D Reid		MWF	0630-0130	
						01/13/14 - 01/17/14	
This is an ROP course.							
40408	Lec	HOB114	D Reid	2.0	MWF	0900-0430	
						01/06/14 - 01/10/14	
	Lab	HOB114	D Reid		TWR	0630-0130	
						01/21/14 - 01/23/14	
This is an ROP course.							

**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.

40204	Wrk Ex	HOB114	K Bedell	1.0			
40212	Wrk Ex	HOB114	K Bedell	2.0			
40213	Wrk Ex	HOB114	K Bedell	3.0			
40214	Wrk Ex	HOB114	K Bedell	4.0			

**AH 191A Workplace Skills****Transferable:** CSU

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

40618	Lec	HOL3	F Mendez	1.0	S	0130-0320	
						03/01/14 - 04/12/14	
Above class meets at the Hollister Briggs site.							
40832	Lec	HOL3	F Mendez	1.0	S	0100-0350	
						04/19/14 - 05/24/14	
Above class meets at the Hollister Briggs site.							

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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**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.

40020	Online		D Klein	3.0			
40021	Online		D Klein	3.0			
40022	Lec	SS205	G Michaels	3.0	W	0230-0350	
	Online		G Michaels				

**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.

40023	Lec	SS205	G Michaels	3.0	TR	0945-1105	
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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 ethno-graphic readings, class discussions, films, short papers and a final research paper based on original fieldwork in a local community. ADVISORY: Eligible for English 250 and English 260.

40024	Lec	SS205	D Klein	3.0	MW	0945-1105	
40025	Lec	HOL1	S Salinas	3.0	R	0600-0905	
Above class meets at the Hollister Briggs site.							

**ANTH 5 Magic, Witchcraft, and Religion****Transferable:** CSU, UC; CSU-GE:D1, IGETC:4A; GAV-GE:D2, F

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

40047	Lec	SS205	D Klein	3.0	W	1250-0210	
	Online		D Klein				

**ART****ART 1A Art History****Transferable:** CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F; CAN:ART2, ART SEQ A

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

40111	Lec	MHG4	C Cortez	3.0	M	0600-0905	
Above class meets at Morgan Hill Community site.							

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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**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.

40112	Lec	MU101	P Hulin	3.0	TR	0810-0930	
40113	Lec	HOL4	W Angel	3.0	W	0600-0905	Above class meets at the Hollister Briggs site.

**ART 2A Two-Dimensional Design**

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

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

40128	L/L	AR103	J Edberg	3.0	TR	0810-1115	
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**ART 3A Drawing and Composition**

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

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

40130	L/L	AR102	A Rosette	3.0	MW	0810-1115	
40131	L/L	AR102	A Rosette	3.0	MW	1120-0225	
40132	L/L	AR102	J Adkins	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. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 2A or 3A.

40134	L/L	AR102	A Rosette	3.0	TR	0810-1115	
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**ART 6 Art Appreciation**

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

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

40133	Lec	MU101	D Gustlin	3.0	MW	1120-1240	
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**ART 7A Beginning Ceramics**

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

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

40551	L/L	AR101	J Rekedal	3.0	MW	1120-0225	
40552	L/L	AR101	K Gonzales	3.0	TR	0600-0905	

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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**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.

40102	L/L	AR103	J Edberg	3.0	TR	1120-0225	
40129	L/L	AR103	J Edberg	3.0	MW	1120-0225	

**ART 10A Cultural History of Ceramics**

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

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

40093	L/L	AR101	J Rekedal	3.0	MW	0810-1115	
40094	L/L	AR101	K Gonzales	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. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 10A

40095	L/L	AR101	J Rekedal	3.0	MW	1120-0225	
40097	L/L	AR101	K Gonzales	3.0	TR	0600-0905	

**ART 11 Creativity / Imagination and Innovation**

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

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

40098	Lec	AR103	J Eastburn	3.0	R	0600-0905	
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**ART 12B Sculpture**

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

Continued sculptural development of form and technique using a variety of selected media such as welded and cast metal, ceramics and wood. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 12A

40099	L/L	AR101	P Hulin	3.0	TR	1120-0225	Material fee of \$45 payable at registration.
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**ART 13 Three-Dimensional Design**

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

A fundamental course focused on the conceptual, technical and historical aspects of three dimensional design and related fields such as: sculpture, architecture and industrial design. Development of personal artistic expression and visual perception through the use of various media such as plaster, paper, wood, clay, metal, etc. Introduction to the design elements and principles as they relate to space and form in visual art and design will be studied. (C-ID: ARTS 101) ADVISORY: English 250 and English 260.

40101	L/L	AR101	P Hulin	3.0	TR	1120-0225	Material fee of \$15 payable at registration.
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**GRADUATION INFORMATION**

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

The deadline for filling out a petition for graduation for spring is Wednesday, April 16, 2014.



CRN	Type	Room	Instructor	Units	Days	Times	Dates
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**ART 15A Beginning Painting: Form and Composition****Transferable:** CSU, UC; GAV-GE:C1

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

40104	L/L	AR102	C Canepa	3.0	MW	0230-0535	
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**ART 15B Beginning Painting: Imagination and Expression****Transferable:** CSU, UC; GAV-GE:C1

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

40105	L/L	AR102	C Canepa	3.0	MW	0230-0535	
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**ART 22 Field Work and Service****Transferable:** CSU

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

40114	Fld Ex	AR101	K Gonzales	1.0			
40115	Fld Ex	AR101	J Rekedal	1.0			
40837	Fld Ex	AR101	P Hulín	1.0			

**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.

40116	Ind	AR101	K Gonzales	1.0			
40117	Ind	AR101	J Rekedal	1.0			
40599	Ind	AR101	P Hulín	1.0			

**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.

40123	Lab	AR103	D Gustlin	3.0	F	0900-0105	
	Online		D Gustlin				

40124	Lab	HOL1	R McGinnis	3.0	F	0400-0805	
	Online		R McGinnis				

Above class meets at the Hollister Briggs site.

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

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

40125	Lab	HOL1	R McGinnis	3.0	F	0400-0805	
	Online		R McGinnis				

Above class meets at the Hollister Briggs site.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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**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.

40814	Wrk Ex	LI101A	S Sweeney	1.0			
40819	Wrk Ex	LI101A	S Sweeney	2.0			
40820	Wrk Ex	LI101A	S Sweeney	3.0			
40821	Wrk Ex	LI101A	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.

40431	Lec	LS101	J Beck	3.0	T	0230-0535	
40432	Lec	MHG11	J Beck	3.0	T	0630-0935	

Above class meets at Morgan Hill Community site.

## AVIATION MAINTENANCE TECHNOLOGY

**AMT 101 General Aircraft Technology****Transferable:** CSU

This course will provide the student with a thorough understanding of the use of maintenance publications, maintenance forms and records with emphasis on A & P Mechanic Privileges and Limitations. Basic electricity for aircraft from Ohm's Law through transistor theory will be taught as well as ground operation and servicing of aircraft. ADVISORY: Mathematics 205 Basic hand tools required. Details at the first class meeting.

40785	L/L	MP102	H Spenner	7.5	MTWR	0800-1025	01/09/14 - 05/23/14
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**AMT 111 Airframe Structures****Transferable:** CSU

This course will cover aircraft wood, fabric covering, test and repair, aircraft inspection, painting techniques and procedures. Also the study of basic hydraulic systems of anti-skid systems, pneumatic, fixed landing and retractable landing gear systems. Basic aircraft systems familiarization along with advanced laboratory projects from topics covered in AMT 110 are a part of this course. Basic hand tools required. Details at the first meeting.

40786	L/L	MP102	H Spenner	13.5	MTWR	1030-0330	01/09/14 - 05/23/14
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**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.

40787	L/L	MP129	J Wanzer	14.0	TWRF	0830-0300	01/09/14 - 05/23/14
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THIS SYMBOL MEANS IT IS A **HYBRID** LECTURE / ONLINE CLASS, THAT WILL BE PARTIALLY OVER THE INTERNET.

VISIT [WWW.GAVILAN.EDU/DISTED/](http://WWW.GAVILAN.EDU/DISTED/) FOR DETAILS.

**CRN Type Room Instructor Units Days Times Dates**

**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.

40792	Ind	MP129	T Flippen	1.0		
40793	Ind	MP129	T Flippen	2.0		

**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.

40788	Wrk Ex	LI101A	S Sweeney	1.0		
40789	Wrk Ex	LI101A	S Sweeney	2.0		
40790	Wrk Ex	LI101A	S Sweeney	3.0		
40791	Wrk Ex	LI101A	S Sweeney	4.0		

**BIOLOGICAL SCIENCE**

**BIO 1 Cell and Molecular Biology**

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

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

40434	L/L	LS102	J Kurushima	4.0	MW	0230-0535
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**BIO 5 General Botany**

**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIOL6, BIOL SEQ A

This course is designed for students majoring in botany and/or its related disciplines. The course includes the study of the ecology, evolution, anatomy, physiology and systematics of plants as well as the use of plants in biotechnology and agriculture. **PREREQUISITE:** Mathematics 233 with a grade of 'C' or better. **ADVISORY:** Biological Science 10, eligible for English 250 and English 260.

40444	Lec	LS102	R Morales	4.0	TR	0810-0930
	Lab	LS102	R Morales		R	0945-1250

**BIO 7 Human Anatomy**

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

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

40447	L/L	LS103	R Malley	4.0	MW	1120-0325
40448	L/L	LS103	T Robinson	4.0	FS	0945-0150

**CRN Type Room Instructor Units Days Times Dates**

**BIO 8 General Microbiology**

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

40449	L/L	LS103	M Lilles	5.0	FS	0230-0635
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**BIO 9 Human Physiology**

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

40450	Lec	LS101	P Yuh	5.0	MWF	1120-1240
	Lab	LS103	P Yuh		R	1120-0225
40451	Lec	LS101	P Yuh	5.0	MWF	1120-1240
	Lab	LS103	M Smith		R	0600-0905
40452	Lec	LS101	P Yuh	5.0	MWF	1120-1240
	Lab	LS103	M Smith		R	0230-0535

**BIO 10 Principles of Biology**

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


40435	Lec	SS214	S Keys	4.0	MW	0230-0350
	Lab	LS102	S Keys		M	1120-0125
40436	Lec	SS214	S Keys	4.0	MW	0230-0350
	Lab	LS102	S Keys		W	1120-0125
40437	Lec	SS214	S Keys	4.0	MW	0230-0350
	Lab	LS102	S Keys		F	1120-0125
40438	L/L	LS102	J Taylor	4.0	MW	0630-0855


**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

40031	Online		MAkrop	3.0		
40033	Online		MAkrop	3.0		
40036	Lec	LS106	MAkrop	3.0	T	1250-0355

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

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

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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**BIO 15 Survey of Human Anatomy and Physiology****Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3

An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as Allied Health 15. ADVISORY: Biology 10 or Biology 12 with a grade of 'C' or better. Eligible for English 250, English 260 and Mathematics 205. Course will include the viewing of a cadaver.

40439	Lec	LS101	S STAFF	5.0	MW	0910-1105	
	Lab	LS103	S STAFF		T	1120-0225	
40441	Lec	LS101	S STAFF	5.0	MW	0910-1105	
	Lab	LS103	S STAFF		T	0230-0535	
40443	Online		L Bach	5.0			
	Lab	LS103	L Bach		T	0600-0905	

**BIO 21 Field Ecology****Transferable:** CSU

Introduces concepts in ecology, plant and animal identification, natural history, and habitat assessment in a field setting. The class will have a two hour preliminary meeting to prepare for two successive meetings to local habitats. Camping is not required. Outings will be rescheduled in the case of inclement weather. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and Math 205.

40582	Lec	HOL4	R Morales	4.0	W	1120-1240	
							01/08/14 - 01/08/14
	Lec		R Morales		WRFS	0600-0300	
							01/15/14 - 01/19/14
	Lec	HOL4	R Morales		U	0600-0200	
							01/19/14 - 01/19/14

Above class meets off-campus: 01/08/14-01/19/14 The above short term class meets off-campus: Everyone must attend a one hour orientation on January 8th in Hollister before our departure date of 01/15/14 to return on 01/19/14. This class will leave from Hollister on Wednesday, January 15th at 6:00 am and return Sunday afternoon around 3:00 pm. If weather permits, Wednesday afternoon will be spent in Sequoias National Forest and Thursday thru Sunday morning will be spent working on a restoration project with the High Sierra Volunteer Trail Crew. Fees may be required for food, transportation and lodging. This service learning course involves community work.

## BIOTECHNOLOGY

**BIOT 104 Seminar in Biotechnology****Transferable:** CSU

This course will survey careers in biotechnology and ethical issues in biotechnology.

40453	Lec	LS102	L Bach	1.0	F	0810-0900	
							02/07/14 - 02/07/14
40453	Lec	LS102	L Bach		F	0810-1115	
							02/14/14 - 03/07/14

## BUSINESS OFFICE TECHNOLOGY

**BOT 112 Business Computations with Machines****Transferable:** CSU

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

40615	Lab	BU110	S Gaffney	.5			
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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.

40546	Lec	BU120	D Knapp	3.0	T	0600-0905	
40549	Lec	MHG4	D Knapp	3.0	W	0300-0555	

Above class meets at Morgan Hill Community site. This is an ROP course.

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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**BOT 181 Medical Billing****Transferable:** CSU

This course is an introduction to computerized billing procedures for the medical front office. Students will learn the patient billing features of the software and complete a capstone simulation project. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250. Some computer experience.

40547	Lec	BU111	P Maroudas	3.0	F	0200-0500	
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This is an ROP course.

**BOT 182 Medical Office Procedures****Transferable:** CSU

This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. This course has the option of a letter grade or pass/no pass. PREREQUISITE: BOT 180 and CSIS 126 with credit or a grade of C or better or experience using Microsoft Word. ADVISORY: Eligible for English 250 and Mathematics 402.

40548	Lec	BU111	P Maroudas	3.0	W	0600-0905	
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**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.

40550	Wrk Ex	LI101A	S Sweeney	1.0			
40553	Wrk Ex	LI101A	S Sweeney	2.0			
40554	Wrk Ex	LI101A	S Sweeney	3.0			
40823	Wrk Ex	LI101A	S Sweeney	4.0			

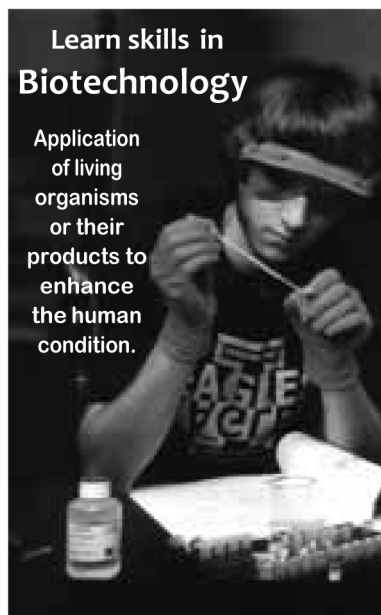
**BOT 191A Workplace Skills****Transferable:** CSU

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

40616	Lec	HOL3	F Mendez	1.0	S	0900-1200	
							Above class meets at the Hollister Briggs site. 03/01/14 - 04/12/14
40830	Lec	HOL3	F Mendez	1.0	S	0900-1200	
							Above class meets at the Hollister Briggs site. 04/19/14 - 05/24/14

## 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 &amp; 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 &amp; Biochemistry

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

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



CRN	Type	Room	Instructor	Units	Days	Times	Dates
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**BUSINESS, GENERAL**

**BUS 1 Fundamentals of Business**

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

A survey in business providing a multidisciplinary examination of how culture, society, the economic system, the legal environment, international and political issues, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and abroad. Demonstrate how these influences impact the primary areas of business including: organizational structure and design, leadership, human resources management, organized labor practices; marketing; organized communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities markets; and therefore affect a business's ability to achieve its organizational goals. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 1. (C-ID: BUS 110) ADVISORY: Eligible for English 250 and English 260.

40559	Lec	PB7	D McCormick	3.0	TR		0945-1105
40560	Lec	BU118	S Kurtz	3.0	T		0600-0905
40561	Lec	MHG3	D McCormick	3.0	TR		1250-0210 Above class meets at Morgan Hill Community site.
40829	Lec	MHG13	T Farr	3.0	R		0600-0905 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.

40562	Lec	LS106	S Banks	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.

40569	Wrk Ex	LI101A	S Sweeney	1.0			
40571	Wrk Ex	LI101A	S Sweeney	2.0			
40575	Wrk Ex	LI101A	S Sweeney	3.0			
40577	Wrk Ex	LI101A	S Sweeney	4.0			

**CHEMISTRY**

**CHEM 1B General Chemistry**

**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:CHEM4, CHEM SEQ A

This is the second semester of a year-long general chemistry course designed as a continuation of Chemistry 1A. Topics include solutions, thermodynamics, chemical kinetics, the equilibria of acids and bases, solubility systems, complex ions, electrochemistry, the chemistry of metals and nonmetals, as well as nuclear chemistry. (C-ID: CHEM 120S: Chem 1A + Chem 1B) PREREQUISITE: Chemistry 1A with a grade of C or better.

40455	Lec	PS105	D Clark	5.0	MWF		0945-1055
	Lab	PS101	D Clark		T		0945-1250
40456	Lec	PS105	D Clark	5.0	MWF		0945-1055
	Lab	PS101	D Clark		T		0600-0905



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

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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**CHEM 12B Organic Chemistry**

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

This is the second semester of a year-long organic chemistry course designed as a continuation of Chemistry 12A. Topics include nomenclature, stereochemistry, mechanism, reactions, and spectroscopic studies of the various organic functional groups. Lecture and laboratory methods will focus on synthesis, isolation, purification, elucidation and identification of organic structures as well as instrumental methods and data interpretation. (C-ID: CHEM 160S) PREREQUISITE: Chemistry 12A

40454	Lec	LS102	D Clark	5.0	TR		0100-0220
	Lab	PS101	D Clark		TR		0230-0535

**CHEM 30A Elementary Chemistry**

**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; 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.

40457	Lec	PS105	G Burce	4.0	WF		0810-0930
	Lab	PS101	G Burce		F		0230-0535

40458	Lec	PS105	G Burce	4.0	WF		0810-0930
	Lab	PS101	G Burce		F		0945-1250

**CHEM 30B Elementary Organic and Biochemistry**

**Transferable:** CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:CHEM8, CHEM SEQ B

This is the second semester of a year-long elementary chemistry course designed as a continuation of Chemistry 30A. It is designed for science majors, nursing and allied health students. The course will cover the principles of organic and biochemistry including hydrocarbons, alcohols, aldehydes and ketones, carboxylic acids, amines and amides, carbohydrates, lipids, proteins and their functions in physiological systems, as well as organic chemical reactions. PREREQUISITE: Chemistry 30A with a grade of C or better.

40459	Lec	PS105	J Puga	4.0	TR		0810-0930
	Lab	PS101	J Puga		R		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. (C-ID: ECE 120) ADVISORY: Eligible for English 250 and English 260.

40226	Lec	CDC100P	Henrickson	3.0	T		0945-1240
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**CD 2 Early Child Development**

**Transferable:** CSU, UC; CSU-GE:D9, E, IGETC:4I; GAV-GE:D2, E2

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.

40274	Lec	MHG4	J Weiler	3.0	MW		0945-1105
							Above class meets at Morgan Hill Community site.

40276	Online		K Sutton	3.0			
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40303	Lec	CHS	L Pulido	3.0	R		0330-0635
							Above class meets off-campus:

40892	Online		M Bumgarner	3.0			02/03/13 - 05/23/13
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**CRN Type Room Instructor Units Days Times Dates**

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

**Transferable:** CSU, UC; CSU-GE:D9, E, IGETC:4I; GAV-GE:D2, E2

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.

40280	Online		K Sutton	3.0		
40289	Lec	CHS	J Weiler	3.0	M	0330-0635
Above class meets off-campus:						
40305	Online		M Bumgarner	3.0		02/03/14 - 05/23/14

**CD 4 Observing and Assessing Children**

**Transferable:** CSU

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

40311	Lec	MHG4	S STAFF	3.0	R	0600-0905
Above class meets at Morgan Hill Community site.						

**CD 5 Child / Family and Community**

**Transferable:** CSU

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

40315	Lec	HOL4	J Hori	3.0	T	0600-0905
Above class meets at the Hollister Briggs site.						

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

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

Examines cultural influences on child-rearing practices, family values, and human development. Perspectives from the social sciences will be used to critique and review theoretical and practical implications of oppression and privilege as they apply to families, schools, and communities, including historical and socio-cultural factors. The processes of socialization and identity development, and the importance of respectful, reciprocal relationships that support and empower families. Self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. Also listed as PSYC 7. (C-ID: ECE 230) **ADVISORY:** Eligible for English 250 and English 260.

40382	Lec	MHG3	J Weiler	3.0	MW	1120-1240
Above class meets at Morgan Hill Community site.						

**CD 8B Teaching Reading and Writing to Children**

**Transferable:** CSU

This course is designed to teach prospective teachers how a child learns to read and write successfully in school. Specific techniques will be taught. Students will be expected to work 20 hours with a child or children in order to practice their skills and techniques. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Completion of English 250, English 260 or equivalent.

40383	Lec	MHG3	B Malaspina	3.0	M	0600-0905
Above class meets at Morgan Hill Community site.						

**CRN Type Room Instructor Units Days Times Dates**

**CD 9 Child Health / Nutrition and Safety**

**Transferable:** CSU

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

40313	Lec	CDC100	P Hendrickson	3.0	W	0845-1140
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**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.

40227	Lec	HOL2	R Brown	3.0	W	0600-0905
Above class meets at the Hollister Briggs site.						

**CD 11C Supervision of Adults: The Mentor Teacher**

**Transferable:** CSU

A study of the methods and principles of supervising adults in early childhood settings. Emphasis is on the role of the experienced classroom teacher who functions as a "mentor/supervisor" to teachers, aides, and other adults. This course meets the requirements for the State Child Development Permit Matrix: "2 unit adult supervision class" and the Mentor Teacher Program. Lectures, discussions, in class and out of class activities, role-play simulations, readings, individual and group assignments as well as videos and guest presenters will be used. **ADVISORY:** Prefer that students meet the requirements for the State Child Development Teacher Permit or completion of a college-level course of study in child development or early childhood education, or equivalent, or permission of instructor.

40237	Lec	CDC127	S Alonzo	2.0	W	0600-0905
01/29/14 - 04/09/14						

**APPRENTICESHIP PROGRAM**



**CARPENTER AND DRYWALL**

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

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

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

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

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

**CRN Type Room Instructor Units Days Times Dates**

**CD 13 Infant and Toddler Development and Care**

**Transferable:** CSU

Students will study the developmental stages of growth specific to infants and toddlers and learn how to foster positive techniques for nurturing infants and toddlers in group settings. Students will study the RIE philosophy and learn how to observe children in child care and home day care settings. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260. Child Development 2.

40238 Lec CDC100 S Alonzo 3.0 M 0600-0905

**CD 14B Behavior Management & Guidance of School Age Children**

**Transferable:** CSU

The nature of children's development stages causes school age children to act in different ways at different ages. This course helps students understand the relationship of development, environment, culture and social circumstances to children's behavior. An overview of guidance theories offers strategies to reinforce positive behaviors, encourage communication & cooperation, and establish age-appropriate and consistent limits in a variety of circumstances. This course has the option of a letter grade or pass/no pass. ADVISORY: English 250, English 260, and CD 3

40241 Online M Hoshiko 3.0

**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.

40380 Lec CDC100 P Henrickson 1.0 W 1255-0240  
01/29/14 - 03/26/14

**CD 17 Exploring Science with Children**

**Transferable:** CSU

Learn to teach a coordinated science curriculum covering life, natural and physical science concepts familiar and interesting to children age 2-8. Using easily found or low-cost materials and the Socratic method of questioning are primary strategies for developing reasoning skills and science concepts in children. ADVISORY: Eligible for English 250 or 260.

40381 Lec CDC100 P Henrickson 1.0 W 1255-0220  
04/09/14 - 05/28/14

**CD 19 Introduction to Careers with Children**

**Transferable:** CSU

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

40246 Lec HOL1 S STAFF 2.0 M 0600-0905  
01/27/14 - 04/21/14 Above class meets at the Hollister Briggs site. This is a short term 12 week course.

**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.

40278 Lec CDC100 P Henrickson 3.0 W 0600-0905

**CRN Type Room Instructor Units Days Times Dates**

**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.

40126 Lab HOL1 R McGinnis 3.0 F 0400-0805  
Online R McGinnis  
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.

40127 Lab HOL1 R McGinnis 3.0 F 0400-0805  
Online R McGinnis

**CD 30B Practicum II: Advanced Early Childhood Field Experience**

**Transferable:** CSU

Advance practicum, continuation of CD 30A. Designing, developing and implementing contemporary curriculum and instructional methods for early childhood education. PREREQUISITE: Completion of Child Development CD 30A with a grade of "C" or higher. Concurrent enrollment in at least 2 units of CD 190.

40309 Lec CDC100 P Henrickson 3.0 R 0600-0905

**CD 32 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 an activity folder and participate in demonstrations and observations. Previously listed as CD 21. (C-ID: ECE 130). ADVISORY: Eligible for English 250 and English 260.

40310 Lec CDC100 P Henrickson 3.0 T 0600-0905

**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.

40314 Online M Hoshiko 3.0


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

**Transferable:** CSU

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

40242 Lec CDC100 S Alonzo 1.0 F 0600-0905  
03/07/14 - 03/15/14

40242 Lec CDC100 S Alonzo S 0930-0430  
03/07/14 - 03/15/14 This class meets on one Friday, March 7 and two Saturdays March 8 and 15. There is a \$15.00 course materials fee payable at registration.

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

**CRN Type Room Instructor Units Days Times Dates**

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

**Transferable:** CSU

Occupational work experience for students who have a job related to their work. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

40247	Wrk Ex	CDC130	P Henrickson	1.0		
40248	Wrk Ex	CDC130	P Henrickson	2.0		
40249	Wrk Ex	CDC130	P Henrickson	3.0		
40260	Wrk Ex	CDC130	P Henrickson	4.0		

**COMMUNICATION STUDIES**

**CMUN 1A Introduction to Public Speaking**

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

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

40141	Lec	PB1	C Avila	3.0	W	0600-0905
40142	Lec	PB1	S Giacalone	3.0	T	0600-0905
40144	Lec	PB1	D Besson-Silvia	3.0	W	0230-0535
40143	Lec	PB1	D Besson-Silvia	3.0	M	0230-0535
40145	Lec	HOL2	A Andrade	3.0	MW	0810-0930 Above class meets at the Hollister Briggs site.
40146	Lec	PB1	S Giacalone	3.0	F	1215-0320
40901	Lec	MHG10	D Cowan	3.0	TR	0945-1105 Above class meets at Morgan Hill Community site.

**CMUN 4 Intercultural Communication**

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

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

40147	Lec	PB1	E Waddell	3.0	TR	0810-0930
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**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.

40148	Lec	PB1	E Waddell	3.0	TR	0945-1105
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**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 PSYC 6 and CMUN 6. **ADVISORY:** English 250 and English 260.

40840	Lec	SS205	L Halper	3.0	MW	1120-1240 This service learning course involves community work.
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**CRN Type Room Instructor Units Days Times Dates**

**CMUN 8 Interpersonal Communication**

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

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

40150	Lec	PB1	D Besson-Silvia	3.0	MW	0945-1105
40151	Lec	PB1	D Besson-Silvia	3.0	MW	1250-0210
40152	Lec	PB1	D Besson-Silvia	3.0	MW	1120-1240

**CMUN 10 Small Group Communication**

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

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

40136	Lec	MHG12	D Cowan	3.0	TR	0810-0930 Above class meets at Morgan Hill Community site.
40137	Lec	PB1	S Giacalone	3.0	F	0900-1205 This service learning course involves community work.
40138	Lec	HOL2	A Andrade	3.0	MW	0945-1105 Above class meets at the Hollister Briggs site.
40139	Lec	PB1	E Waddell	3.0	TR	1120-1240 This service learning course involves community work.

**CMUN 129 Presentation Graphics - MS PowerPoint**

**Transferable:** CSU

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

40826	Lec	HOL3	M Bryson	1.0		0900-1105 Above class meets at the Hollister Briggs site. <b>02/12/14 - 03/12/14</b>
40828	Lec	BU110	E Venable	1.0		

**COMPUTER GRAPHICS AND DESIGN**

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

**Transferable:** CSU

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

40902	L/L	LI126	Ndah	3.0	TR	0620-0820 SolidWorks Parametric Computer Aided Design (CAD) software will be taught and used as a tool design consumer products and produce 3D renderings, animations, and technical dimensioned drawings.
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**Get Started Today and Earn a Degree or Certificate in Communication Studies!**



- AA-T degree in Communication Studies (for Transfer to a CSU)
- AA degree in Communication Studies
- Certificate of Achievement in Communication Studies
- Certificate of Achievement in Interpersonal Communication



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