### ALLIED HEALTH (NURSING)

**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.

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<tr>
<th>CRN</th>
<th>Course</th>
<th>Type</th>
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### BUSINESS

**BUS 100: Effective Written and Oral Business Communication**  
Transferable: CSU; GAV-GE:F  
This course teaches the principles of effective communication as it is applied to the creation of business letters, memos, emails, resumes, and written and oral reports for a variety of business situations. Students will plan, organize, compose, and revise a variety of business documents using word processing software for written documents and presentation graphics software to create and deliver professional level oral reports for a variety of business situations. Also listed as BOT 100. **PREREQUISITE:** ENGL 1A.

<table>
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**BOT 100: Effective Written and Oral Business Communication**  
Transferable: CSU; GAV-GE:F  
Using word processing software, students will plan, compose, and revise a variety of business documents including letters, emails, reports, and memos. Messages will be analyzed to develop correspondence that is appropriate to the target audience and that is effective and professional. Using presentation graphics software, students will prepare professional level oral reports for a variety of business situations. Also listed as BUS 100. **ADVISORY:** Eligible for ENGL 250 and ENGL 260.

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**BOT 291A: Power Skills for the Workplace**  
Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191A.
CHILD DEVELOPMENT

CD 291A: Power Skills for the Workplace

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191A.

COMMUNICATION STUDIES

CMUN 10: Small Group Communication


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

CMUN 12: Business Communication

Transferable: CSU

Applies business communication concepts where students create effective documents and visual aids using current technology, present individual and team oral presentations, assess interpersonal and intercultural environments and evaluate common controversial issues within the workplace. ADVISORY: Eligible for ENGL 250.

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.

COMPUTER SCI & INFO SYSTEMS

CSIS 8: Introduction to the Internet

Transferable: CSU; GAV-GE:E2

Topics include networking fundamentals, webpages and HTML, online security basics, and business email etiquette. Students will learn techniques to search efficiently for information and evaluate its credibility. This is a pass/no pass course.
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**CSIS 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 CMUN 129. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 126 or word processing skills in the Windows environment.

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**COOPERATIVE WORK EXPERIENCE**

**CWE 190: Occupational Work Experience**

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. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

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**CWE 192: General Work Experience Education**

Transferable: CSU

General work experience for students who have a job unrelated to their major. General work experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. 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. Student repetition is allowed per Title 5 Section 55253. Minimum 2.0 GPA.

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**COSMETOLOGY**

**COS 203: Practicum**

Advanced techniques in tinting, lightening, hair and design and cosmetic chemistry. PREREQUISITE: Completion of COS 200, 201 and 202. ADVISORY: Eligible for English 250, 260 and Mathematics 205.
Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

ENGLISH

ENGL 1A: Composition and Reading
Transferable: CSU, UC; CSU-GE:A2, IGETC:1A, GAV-GE:A2

English 1A is a composition course which focuses on the development and application of the academic writing process. Students read and assess models of expository, analytical, and argumentative prose to learn techniques of effective writing. Students practice strategies for planning, drafting, sharing, and revising essays in a variety of rhetorical modes. Students apply critical reading skills to the evaluation of source material. Students apply techniques in organizing, developing, and crafting prose that supports their arguments and balances outside sources with their own voice as writers. To achieve this end, students will write a minimum of 6,000 words and read book-length works, articles, model essays, and other writings. (C-ID: ENGL 100). PREREQUISITE: English 280 or equivalent with grade of 'C' or better or informed self placement via multiple measures.

Online Classes - To start your course, go to: https://my.gavilan.edu. You must login by 11:59 p.m. the 1st day of the course and late adds must login within 24 hours of adding or you may be dropped. For help, email your instructor.
GUIDANCE

GUID 1: Self-Assessment and Career Development
Transferable: CSU; CSU-GE:E, GAV-GE:E2

This course is designed to assist the student in learning more about personal values, personality, interests, exploration of career choice, and occupational opportunities through the use of various personal assessment instruments. The delivery options for this course also include online and self-paced formats. This course is also listed as PSYC 5.

GUID 6: Life Skills for Higher Education
Transferable: CSU, UC; CSU-GE:E, GAV-GE:E2

Evaluation and application of academic study methods to achieve subject matter mastery. Development of critical thinking skills, and application of reading, writing, note taking and test taking methods to improve personal strategies. Exploration of personal lifestyle and health factors, including the causes and management of stress, as it relates to academic success. Assessment of academic and career goals, selection of majors, and development of education plans. Topics covered include creative and realistic goal setting, academic and life management, college and community resources, library and Internet use, time management, and techniques to reduce math and science anxiety. This class will address a multitude of cultural learning styles, with emphasis on attaining professional, personal and academic goals in a diverse society. Topics from developmental psychology, learning theory and personality theory. ADVISORY: Eligible for English 250 and English 260.

GUID 600: Introduction to Job Coaching

This introductory course identifies the responsibilities of a job coach assisting individuals with disabilities in an employment setting. This course is intended for individuals who would like to pursue careers in the vocational and rehabilitative fields and assist people with disabilities to join or re-enter the workforce.

HISTORY

HIST 2: United States History Reconstruction to the Present
Transferable: CSU, UC; CSU-GE:C2, D1, D2, IGTC:C3B, F, GAV-GE:C2, D1, D2, F

History of the United States from Reconstruction to the present. Emphasis will be placed on distinctive patterns of political, economic, social, intellectual, and geographic developments within their global context. At the conclusion of the course, the student should understand major themes in the history of the United States, and be able to explain various ways in which ideas about federal vs. state power, ethnicity, class, and gender divisions have influenced the nation's development. This course has the option of a letter grade or pass/no pass. (C-ID: HIST 140)
CRN  Course    Type    Units    Time    Days/Dates    Location    Instructor    Open Seats
40395  HIST 2    Online    3.0    Fully online with no virtual scheduled meeting times.    ONLINE    Allen, Daniel    FULL

JPA LAW ENFORCEMENT

JLE 107: Basic Academy Requalification
Transferable: CSU
The Commission on Peace Officer Standards and Training (POST) certifies this 144 hour course of training. It meets the content and hour requirement established by POST for re-qualification of former officers who have not been working as full time enforcement officers in California for a period exceeding three (3) years.
PREREQUISITE: JLE 100 or Equivalent

CRN  Course    Type    Units    Time    Days/Dates    Location    Instructor    Open Seats
40785  JLE 107    Lec    4.0    4/7/2021 - 4/30/2021    COY-E106    Vaughn, Linda    FULL
JLE 107    Lab    4/7/2021 - 4/30/2021

JLE 132: PC 832 - Laws of Arrest, Search and Seizure
Transferable: CSU
This 40 hour course curriculum covers professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does not include the firearms portion. This course may be offered as a component of Correctional Officer Core Course or as part of an 18 unit approved certificate for Reserve Police Officer.

CRN  Course    Type    Units    Time    Days/Dates    Location    Instructor    Open Seats
40786  JLE 132    Lec    1.0    3/22/2021 - 3/26/2021    COY-E106    Vaughn, Linda    FULL
JLE 132    Lab    3/22/2021 - 3/26/2021

JLE 164: Crime Scene Investigation
Transferable: CSU
This course is designed for students who desire an introduction to the basic tasks and responsibilities of an Evidence Technician. Students will be provided with the basic knowledge and skills needed to identify, process, collect and preserve various types of physical evidence. This is a pass/no pass course. PREREQUISITE: POST Basic Certificate or Equivalent.

CRN  Course    Type    Units    Time    Days/Dates    Location    Instructor    Open Seats
40776  JLE 164    Lec    1.0    2/22/2021 - 2/26/2021    COY-C101    Vaughn, Linda    FULL
JLE 164    Lab    2/22/2021 - 2/26/2021

JLE 175: Basic Public Safety Dispatcher Academy
Transferable: CSU
This 120 hour Basic Course satisfies the Commission on Peace Officers Standards and Training (POST) minimum training requirements for entry level dispatchers. The course also prepares each student for the fundamental principles, procedures, techniques, and duties of a public safety dispatcher within the law enforcement agency including: Ethics and Professionalism, Criminal Justice System, Workplace Communication, Telephone Technology and Procedures, Missing Persons, Domestic Violence, Community Policing, Cultural Diversity, Law enforcement Technologies, Radio Technologies and Procedures, Critical Incidents, and an overview of many other aspects of public safety. ADVISORY: Eligible for English 250 and English 420

Online Classes - To start your course, go to: https://my.gavilan.edu. You must login by 11:59 p.m. the 1st day of the course and late adds must login within 24 hours of adding or you may be dropped. For help, email your instructor.
### KINESIOLOGY

#### KIN 17A: Golf - Beginning
Transferable: CSU, UC; CSU-GE:E, GAV-GE:E1

Coeducational activity stressing the basic rules and etiquette with emphasis on the 7 iron, putting, and the 3 wood. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 17. Courses should be taken in sequential order.

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Meeting days/times will be announced shortly.

#### KIN 17B: Golf - Intermediate
Transferable: CSU, UC; CSU-GE:E, GAV-GE:E1

Coeducational activity with emphasis on low iron play, wedge play, and the driver. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 17. Courses should be taken in sequential order.

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Meeting days/times will be announced shortly.

#### KIN 17C: Golf - Advanced
Transferable: CSU, UC; CSU-GE:E, GAV-GE:E1

Coeducational activity with emphasis on all irons, wedges, and woods. Includes course play. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 17. Courses should be taken in sequential order.

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Meeting days/times will be announced shortly.

#### KIN 24A: Individualized Weight Training - Level 1
Transferable: CSU, UC; CSU-GE:E, GAV-GE:E1

An open laboratory for those who desire an individualized strength training program using the stations from the resistance machines. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 24. Courses should be taken in sequential order.

<table>
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Fully online with no virtual scheduled meeting times.

#### KIN 24B: Individualized Weight Training - Level 2
Transferable: CSU, UC; CSU-GE:E, GAV-GE:E1

An open laboratory for those who desire an individualized strength training program using the stations from the resistance machines and hand weights as well as body weight exercises using stability equipment. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 24. Courses should be taken in sequential order.

Online Classes - To start your course, go to: https://my.gavilan.edu. You must login by 11:59 p.m. the 1st day of the course and late adds must login within 24 hours of adding or you may be dropped. For help, email your instructor.
### KIN 24B: Individualized Weight Training - Level 3
Transferable: CSU, UC; CSU-GE:E, GAV-GE:E1

An open laboratory for those who desire an individualized strength training program using strength and strength endurance training including plyometrics. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 24. Courses should be taken in sequential order.

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Fully online with no virtual scheduled meeting times.

### KIN 24C: Individualized Weight Training - Level 4
Transferable: CSU, UC; CSU-GE:E, GAV-GE:E1

An open laboratory for those who desire an individualized strength training program using Olympic lifts and the kettle bell to develop maximum strength, hypertrophy, and power. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 24. Courses should be taken in sequential order.

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Fully online with no virtual scheduled meeting times.

### KIN 64C: Individualized Cardiovascular Fitness - Level 3
Transferable: CSU, UC; CSU-GE:E, GAV-GE:E1

An open laboratory for those who desire an individualized cardiovascular fitness training program of high intensity activities using the FITTE principles. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 64. Courses should be taken in sequential order.

<table>
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Fully online with no virtual scheduled meeting times.

### KIN 64D: Individualized Cardiovascular Fitness - Level 4
Transferable: CSU, UC; CSU-GE:E, GAV-GE:E1

An open laboratory for those who desire an individualized cardiovascular fitness program utilizing the FITTE principles. High intensity training programs such as stage training and circuit training will be included. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 64. Courses should be taken in sequential order.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
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Fully online with no virtual scheduled meeting times.

### KIN 80A: Ultimate Frisbee - Beginning
Transferable: CSU; GAV-GE:E1

A coeducational course designed for the beginning skill level. Includes instruction in basic throwing, catching, and the passing skills in ultimate Frisbee. Basic rules and introduction to team play will be presented. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

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<tr>
<th>CRN</th>
<th>Course</th>
<th>Type</th>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Open Seats</th>
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Fully online with no virtual scheduled meeting times.
KIN 80B: Ultimate Frisbee - Intermediate
Transferable: CSU; GAV-GE:E1

A coeducational activity designed for the intermediate skill level. Includes instruction in throwing and catching variations and the passing skills in ultimate Frisbee. Team strategy, team play and the rules will be presented. Other disc activities, such as Frisbee golf, may be included. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

MATHEMATICS

MATH 5: Introduction to Statistics
Transferable: CSU, UC; CSU-GE:B4, IGETC:2A, GAV-GE:B4

Descriptive analysis and presentation of either single-variable data or bivariate data, probability, probability distributions, normal probability distributions, sample variability, statistical inferences involving one and two populations, analysis of variance, linear correlation and regression analysis. Statistical computer software will be extensively integrated as a tool in the description and analysis of data. The instructor will be using and supporting a TI-83 Plus graphing calculator in all classroom demonstrations. (C-ID: MATH 110) PREREQUISITE: MATH 233, or MATH 240, or MATH 233A and MATH 233B, or MATH 242 with a grade of "C" or better.

MATH 412A: Math Refresher Part 1

An intensive math course designed to be a refresher for students who wish to review fundamental math concepts to get the support in the current class. The primary focus is on operations with whole numbers, fractions, decimals and percentages. This is a pass/no course. Units earned in this class do not count towards an Associate's Degree or certain certificate requirements.

MATH 412B: Math Refresher Part 2

An intensive math course designed to be a refresher for students who wish to review fundamental math concepts to get the support in the current class. The primary focus is on operations with percentages, proportions, equations, and text problems. This is a pass/no course. Units earned in this class do not count towards an Associate's Degree or certain certificate requirements.
This class has 1 synchronous lecture hour per week. Students must participate in the scheduled lectures online via ZOOM at the days/times/location specified in the schedule of classes. This section of Math 412B is STRONGLY RECOMMENDED for students enrolled in Math 11.

**PSYCHOLOGY**

**PSYC 5: Self-Assessment and Career Development**
Transferable: CSU; CSU-GE:E, GAV-GE:E2

This course is designed to assist the student in learning more about personal values, personality, interests, exploration of career choice, and occupational opportunities through the use of various personal assessment instruments. The delivery options for this course also include online and self-paced formats. This course is also listed as GUID 1.

This class is crosslisted with GUID 1 CRN# 40396. There is a $13.25 materials fee for this course.

**SOCIOLOGY**

**SOC 1A: Introduction to Sociology**
Transferable: CSU, UC; CSU-GE:D, IGETC:4J, GAV-GE:D2

Analysis of the structure and dynamics of human society focusing on basic concepts, theories and methods; the development of culture; the socialization process; group behavior; social inequality, deviance, sexism, racism, and ageism; major social structures and social institutions; human ecology, and global dynamics. Emphasizes contemporary American society. (C-ID: SOCI 110) ADVISORY: Completion of English 280 or equivalent skill level recommended.

**ENGLISH AS A SECOND LANGUAGE**

**ESL 706: NC Computer and Internet Basics for ESL Students**

This course is for ESL students who have little or no experience with computers and navigating the internet. This course will introduce students to parts of a computer, basic desktop tools, browsers, email, security, virus protection, and social media. ADVISORY: ESL 786 or ESL Assessment Recommendation.

**ESL 707: NC Presentation Basics for ESL Students**

This course introduces ESL students to presentation graphics using Microsoft Office's "Power Point" software to create a computerized (slide show) with text and objects. ADVISORY: ESL 786 or ESL Assessment Recommendation, and ESL 705
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<th>Type</th>
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**ESL 709: NC Excel Basics for ESL Students**

This course provides ESL students with an introduction to the terms, commands, and applications of a spreadsheet program. ADVISORY: ESL 786 or ESL Assessment Recommendation, and ESL 705.

**ESL 710: NC Word Processing Basics for ESL Students**

This course introduces ESL students to the basic word processing skills of creating, saving and printing a document. Students will also learn to cut, copy and paste text, change fonts and styles, and use the spelling, grammar and thesaurus features. ADVISORY: ESL 786 or ESL Assessment Recommendation, and ESL 705.

For help, email your instructor.