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.
REQURED: The study outline prepared by the student and the instructor must be filed with the department and the dean.

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<th>CRN</th>
<th>Course</th>
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<th>Units</th>
<th>Time</th>
<th>Days/Dates</th>
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ATHLETICS

ATH 10A: Fundamentals of Softball
Transferable: CSU, UC
Basic theory, strategies, technique, practice and conditioning of softball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

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<th>Course</th>
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ATH 10B: Fundamentals of Softball
Transferable: CSU, UC
This course offers review and advanced instruction in the theory, strategies, and techniques of softball for the purposes of preparing the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: PE 10A or KIN 10A or ATH 10A.

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<td>ATHFLD-SFTBLL</td>
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ATH 75: Sports Conditioning
Transferable: CSU, UC; CSU-GE:E, GAV-GE:E1
This activity class is designed to improve the physical condition of our male and female student-athletes. It includes strength training, cardiovascular endurance, plyometric training, and sport specific techniques through an open lab format. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.
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. (C-ID BUS 115.) PREREQUISITE: ENGL 1A.

BUSINESS OFFICE TECHNOLOGY

BOT 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 BUS 100. (C-ID BUS 115.) PREREQUISITE: ENGL 1A.

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 1A: Introduction to Public Speaking

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.

CMUN 5: Fundamentals of Communication Studies

This course provides an overview of the history of the communication studies field and areas of specialization with the field as well as communication research methods. 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. (C-ID: COMM 180) ADVISORY: English 250 and English 260.

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.
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.

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.

COSMETOLOGY

COS 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.

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.
ENGL 1C: Critical Reasoning and Writing
Transferable: CSU, UC; CSU-GE:A3, IGETC:1B, GAV-GE:C2

This course is designed to develop critical thinking skills and information literacy and the ability to apply these skills to reading and writing. The emphasis is on developing analytical and argumentative academic essays based on reading of complex texts and the use of outside research leading to a documented research paper. Students will write a minimum of 6,000 words. (C-ID: ENGL 105). PREREQUISITE: English 1A with a grade of "C" or better.

GUIDANCE

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.

HEATING, VENTILATION, AIR COND

HVAC 202: Basic Refrigeration

Students will study concepts of the vapor compression refrigeration system. The course includes both the theory and practice applicable to the mechanical function of air conditioning and refrigeration systems. The student will learn the major components and accessories of the sealed system including metering devices, evaporators, compressors and condensers. The practices for oxy-acetylene torch safety are emphasized along with different techniques for connecting tubing such as brazing and soldering copper refrigerant lines and the proper procedures for cutting, bending, swaging and flaring.
HIST 2: United States History Reconstruction to the Present
Transferable: CSU, UC; CSU-GE:C2, D1, D2, IGETC:3B, 4F, 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          Location  Instructor  Open Seats
10183  HIST 2    Online  3.0  10/18/2021 - 12/10/2021  ONLINE  Allen, Daniel  1

This is a late start 8 week accelerated course.

JPA LAW ENFORCEMENT

JLE 110: CIT Academy
Transferable: CSU

This course will provide students with the proper techniques for safe and secure contact, detainment and transport of individuals with mental disorders (Welfare and Institution Code section 5150) to appropriate designated mental health facilities. This is a pass/no pass course ADVISORY: JLE 100

CRN  Course       Type  Units  Time          Location  Instructor  Open Seats
11639  JLE 110  Lec  1.0  9/13/2021 - 9/16/2021  OFFSTE-SNJOSE  Vaughan, Linda  FULL
       CIT Academy at San Carlos
       JLE 110  Lab  9/13/2021 - 9/16/2021  OFFSTE-SNJOSE  Vaughan, Linda

11745  JLE 110  Lec  1.0  11/15/2021 - 11/19/2021  OFFSTE-  Vaughan, Linda  FULL
       CIT Academy 9 (@San Carlos)
       JLE 110  Lab  11/15/2021 - 11/19/2021  OFFSTE-  Vaughan, Linda

JLE 111: Background Investigation
Transferable: CSU

This course is designed to give students the skills necessary to become an accomplished Background Investigator. This course applies the fundamentals of background investigation, interviewing, the use of psychological screening, polygraphs, legal aspects of background investigation, and verbal/non-verbal communication. This course is certified by POST. PREREQUISITE: POST Certificate or Equivalent, Valid California Driver's License.

CRN  Course       Type  Units  Time          Location  Instructor  Open Seats
11731  JLE 111  Lec  0.5  8/30/2021 - 9/2/2021  COY-D103  Vaughan, Linda  FULL
       JLE 111  Lab  8/30/2021 - 9/2/2021  COY-D103  Vaughan, Linda

JLE 114: Child Abuse Investigation
Transferable: CSU

An intensive study in causes, recognition, identification of abuse, neglect and sexual exploitation of children. Emphasis will be placed on laws, procedure of handling cases, effective interviewing/investigative techniques and action/referral. This is a pass/no pass course. PREREQUISITE: Basic Police Academy or equivalent; JLE 100

CRN  Course       Type  Units  Time          Location  Instructor  Open Seats
11643  JLE 114  Lec  1.0  9/27/2021 - 10/1/2021  OFFSTE-SNJOSE  Vaughan, Linda  FULL
       ICI- Child Abuse (@Monterey)
       JLE 114  Lab  9/27/2021 - 10/1/2021  OFFSTE-SNJOSE  Vaughan, Linda

For help, email your instructor.

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.
JLE 118: Field Training Officer

This course will develop student proficiency in adult learning theory, evaluation and documentation, leadership, remedial training and other skills necessary to become a qualified Field Training Officer. This course meets minimum California Commission on Peace Officer Standards and Training requirements for Field Training Officers and follows the guidelines and standards under 832.3 of the Penal Code. (POST Certified) PREREQUISITE: POST Basic Certificate of Equivalent.

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JLE 132: PC 832 - Laws of Arrest, Search and Seizure

This 40 hour course curriculum covers professional orientation, laws of arrest, search, seize, 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.

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JLE 150: Traffic Investigations

This course is designed to provide students with necessary investigative skills which will enable them to properly conduct thorough preliminary and follow-up investigations of vehicular collisions. The course is structured to augment training in vehicle accident investigation which students have already received and to provide specialized, advanced training in more sophisticated concepts and techniques of vehicle collision investigation which are applicable to follow-up investigations. This is a pass/no pass course. PREREQUISITE: POST Basic Certificate or Equivalent, Valid California Driver's License.

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JLE 175: Basic Public Safety Dispatcher Academy

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.

For help, email your instructor.
JLE 206: Human Trafficking Investigation Course
Transferable: CSU

Students are taught that human trafficking is one of the most horrific crimes committed in our society today. It involves the recruitment, abduction, transport, sale, or receipt of persons, through force, coercion, fraud, or deception. In other words, human beings are being bought and sold, sometimes repeatedly, for profit. Students will learn about the California Human Trafficking Victims Protection Act enacted in late 2005 by statute (Penal Code (PC) §13519.14) and required the Commission to prepare guidelines for law enforcement response to human trafficking. These guidelines are presented in a format that will allow the student to follow a systematic process when conducting human trafficking investigations. Pass/No Pass, Prerequisite Basic Police Academy or equivalent

KINESIOLOGY

KIN 7: Theory of Sports Management
Transferable: CSU

This course introduces the theory of organizing, planning, directing and controlling a sports program. Areas such as budgeting, fundraising, advertising, marketing, and studying contract law will also be included.

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.

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.
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Fully online with no virtual scheduled meeting times. Students must check-in with their instructors online via iLearn. For assistance with online courses please visit: http://www.gavilan.edu/student/online/index.php

**KIN 24C: 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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**KIN 24D: 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 ball 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. Students must check-in with their instructors online via iLearn. For assistance with online courses please visit: http://www.gavilan.edu/student/online/index.php

**KIN 64A: Individualized Cardiovascular Fitness - Level 1**

Transferable: CSU, UC; CSU-GE:E, GAV-GE:E1

An open laboratory for those who desire an individualized cardiovascular fitness training program of moderate exertion 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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<tr>
<th>CRN</th>
<th>Course</th>
<th>Type</th>
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Fully online with no virtual scheduled meeting times. Students must check-in with their instructors online via iLearn. For assistance with online courses please visit: http://www.gavilan.edu/student/online/index.php

**KIN 64B: Individualized Cardiovascular Fitness - Level 2**

Transferable: CSU, UC; CSU-GE:E, GAV-GE:E1

An open laboratory for those who desire an intermediate level fitness program utilizing an individualized cardiovascular training approach. 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.

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<tr>
<th>CRN</th>
<th>Course</th>
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</table>

Fully online with no virtual scheduled meeting times. Students must check-in with their instructors online via iLearn. For assistance with online courses please visit: http://www.gavilan.edu/student/online/index.php
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.

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<tr>
<th>CRN</th>
<th>Course</th>
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</tbody>
</table>

Fully online with no virtual scheduled meeting times. Students must check-in with their instructors online via iLearn. For assistance with online courses please visit: http://www.gavilan.edu/student/online/index.php

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>
<th>Type</th>
<th>Units</th>
<th>Time</th>
<th>Days/Dates</th>
<th>Location</th>
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</table>

Fully online with no virtual scheduled meeting times. Students must check-in with their instructors online via iLearn. For assistance with online courses please visit: http://www.gavilan.edu/student/online/index.php

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.

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Units</th>
<th>Time</th>
<th>Days/Dates</th>
<th>Location</th>
<th>Instructor</th>
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</table>

This class has 3 asynchronous lecture hours and 1 asynchronous lab hour per week.

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 toward an Associate's Degree or certain certificate requirements.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Type</th>
<th>Units</th>
<th>Time</th>
<th>Days/Dates</th>
<th>Location</th>
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<td>0.5</td>
<td>09:00 am - 10:05 am</td>
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</tbody>
</table>

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. Math 412A is STRONGLY RECOMMENDED for students enrolled in Math 11.
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.

MATH 412B: Math Refresher Part 2

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Type</th>
<th>Units</th>
<th>Time</th>
<th>Days/Dates</th>
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</table>

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. Math 412B is STRONGLY RECOMMENDED for students enrolled in Math 11.

REAL ESTATE

RE 162: Real Estate Practice

Transferable: CSU

Introduction to the practice of real estate in California; emphasis on the practical application of listings, selling, advertising, financing, escrow, taxation, and valuation of real estate. This course meets a requirement for the California Broker's License. This course has the option of a letter grade or pass/no pass. ADVISORY: Real Estate 160

<table>
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<tr>
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<th>Days/Dates</th>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
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<th>Days/Dates</th>
<th>Location</th>
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<td>ONLINE</td>
<td>Park, Nicholas</td>
<td>29</td>
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</tbody>
</table>

This is a late start 8 week accelerated course.

ENGLISH AS A SECOND LANGUAGE

ESL 706: NC Computer and Internet Basics for ESL Students

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

<table>
<thead>
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<th>Days/Dates</th>
<th>Location</th>
<th>Instructor</th>
<th>Open Seats</th>
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<td>F</td>
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<td>Rodriguez, Raquel</td>
<td>11</td>
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</tbody>
</table>

| 8/27/2021 - 9/10/2021 |

ESL 707: NC Presentation Basics for ESL Students

This course introduces ESL students to presentation graphics using presentation software to create a computerized slide show with text and objects.

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.
ESL 707: NC Excel Basics for ESL Students

This course provides ESL students with an introduction to the terms, commands, and applications of a spreadsheet program.

ESL 709: 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.

ESL 744: NC Culture Through Film

This course is designed to practice listening and speaking skills through the use of selected films. The course highlights different intercultural issues and aspects of American culture, and students enhance their listening and speaking skills by means of authentic discourse. Because film provides a real sample of speech in a multidimensional experience, ESL learners can experience the language in a more complete manner while analyzing cultural issues. ADVISORY: ESL 738, or ESL Assessment Recommendation.