## Gavilan College Catalog Addendum (2009-2011)

PDFs of each of these revised pages are viewable on the web. Visit [www.gavilan.edu/catalog/index.html](http://www.gavilan.edu/catalog/index.html). If you have any questions or would like hard copy catalogs, please email Cindy Starr at cstarr@gavilan.edu.

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Degree/Certificate</th>
<th>Change</th>
<th>Page #</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>8/09</td>
<td>Gavilan GE pattern Area F Note added</td>
<td>A Note regarding double sharing within the GE pattern was added to AREA F</td>
<td>49</td>
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<tr>
<td>2</td>
<td>11/13</td>
<td>Degree and Certificate Chart</td>
<td>Delete some pending statements, minor changes</td>
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<tr>
<td>3</td>
<td>8/09</td>
<td>General Business Degree &amp; Cert.</td>
<td>title should be just “Business”</td>
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<td>4</td>
<td>8/09</td>
<td>Retail Management AA Degree &amp; Cert. of Achievement</td>
<td>Change MGMT 100 to MKTG 100. Course title is correct.</td>
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<tr>
<td>5</td>
<td>11/16</td>
<td>Child Dev - Early Interventionist Cert of Ach</td>
<td>Delete Pending Statement – Cert. of Ach has been approved</td>
<td>90</td>
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<td>6</td>
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<td>Communication Studies AA Degree &amp; Cert. of Achievement</td>
<td>Add POLS 27. Course cross-listed w/ PSYC 27</td>
<td>93</td>
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<td>7</td>
<td>11/16</td>
<td>CGD Adv Tech Comp Graphics Option</td>
<td>Change units for CGD 6 from 3-4 to 4</td>
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<td>8</td>
<td>8/09</td>
<td>Computational Prep for Bioinformatics AS Degree &amp; Cert. of Achievement</td>
<td>Should be: choose CSIS 18/18L or 45. Add CSIS 151. Delete pending statement. Cert of Ach has been approved.</td>
<td>101</td>
</tr>
<tr>
<td>9</td>
<td>8/09</td>
<td>UNIX Operating System AS Degree &amp; Cert. of Achievement</td>
<td>Revise 7-8 range on last “choose two” list to say 8.</td>
<td>105</td>
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<tr>
<td>10</td>
<td>10/09</td>
<td>Digital Print Production Specialist Cert. of Proficiency</td>
<td>Requirements revised. See attached PDF</td>
<td>111</td>
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<tr>
<td>11</td>
<td>8/09</td>
<td>Liberal Arts, all options</td>
<td>Change statement on page 119 (2nd bullet) to include all three GE patterns, not only IGETC or CSU</td>
<td>119</td>
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<tr>
<td>12</td>
<td>8/09</td>
<td>Liberal Arts, Social Science Emphasis</td>
<td>POLS 2 should be POLS 12</td>
<td>123</td>
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<tr>
<td>13</td>
<td>8/09</td>
<td>Social Science AA Degrees and Certificate of Achievement</td>
<td>Options have been approved by the Chancellor’s Office. Remove “pending approval” disclaimers.</td>
<td>133, 134, 135</td>
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<td>14</td>
<td>8/09</td>
<td>Theatre – Acting Option</td>
<td>Correct last unit range (s.b. 2-8) and unit total (s.b. 24).</td>
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<tr>
<td>15</td>
<td>8/09</td>
<td>Theatre – Technical Production Option</td>
<td>Change CMUN/THEA 2 to CMUN 2/THEA 4 Add x-listed option - THEA 19 s.b. THEA/MCTV 19</td>
<td>148</td>
</tr>
<tr>
<td>16</td>
<td>10/09</td>
<td>ENGL 2A, 2D, 2H have been inactivated (will not be offered for a while) They are found in all Gen. Ed. Patterns (pgs 28-9, 53-4 &amp; 56-7), the General Education CSU and IGETC certificates (pgs 117 &amp; 118), the Liberal Arts Language Arts/Humanities Emphasis AA (pg 122) and Multiple Subjects AA (pg 125)</td>
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<td>17</td>
<td>1/7/10</td>
<td>Retail Management Degree and Certificate approved by Chancellor’s Office effective Spring 2010</td>
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<td>18</td>
<td>2/28/10</td>
<td>Broadcast TV Degree name change approved</td>
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### AREA C cont.

<table>
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<th>C - 2 Humanities (continued)</th>
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<tr>
<td>PHIL 6 Comparative Religions (3)</td>
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<tr>
<td>PHIL 7A Hist of Phil: Ancient to Medieval (3)</td>
</tr>
<tr>
<td>PHIL 9 Philosophy of Religion (3)</td>
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<tr>
<td>SOC 10 Mass Media and Society (3)</td>
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<tr>
<td>Any Foreign Language Course (3)</td>
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### AREA D

#### SOCIAL SCIENCES

Two requirements: select one course from D-1, and select 2 courses from D-2.

<table>
<thead>
<tr>
<th>9 Semester Units</th>
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<tbody>
<tr>
<td>D - 1</td>
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<tr>
<td>HIST 1 U.S. Hist through Reconstruction (3)</td>
</tr>
<tr>
<td>HIST 2 U.S. Hist Reconst to the Present (3)</td>
</tr>
<tr>
<td>HIST 5 Womens Lives in Early U.S. (3)</td>
</tr>
<tr>
<td>POLS 1 Intro to American Government (3)</td>
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<tr>
<td>D - 2</td>
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<tr>
<td>AJ 6 Intro to Conflict Resolution (3)</td>
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<td>AJ 10 Intro to Administration of Justice (3)</td>
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<td>ANTH 2 Introduction to Archeology (3)</td>
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<tr>
<td>ANTH 3 Intro to Cultural Anthropology (3)</td>
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<tr>
<td>ANTH 5 Magic, Witchcraft and Religion (3)</td>
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<tr>
<td>ANTH 8 Intro to New World Archeology (3)</td>
</tr>
<tr>
<td>ANTH 9 Cultural Context of Child and Family in a Diverse Society (3)</td>
</tr>
<tr>
<td>ANTH 10 Native American Culture (3)</td>
</tr>
<tr>
<td>BUS 1 Fundamentals of Business (3)</td>
</tr>
<tr>
<td>CD 2 Early Childhood Development (3)</td>
</tr>
<tr>
<td>CD 3 Child Growth and Development (3)</td>
</tr>
<tr>
<td>CD 7 Cultural Context of Child and Family in a Diverse Society (3)</td>
</tr>
<tr>
<td>CMUN 4 Intercultural Communication (3)</td>
</tr>
<tr>
<td>CMUN 6 Intro to Conflict Resolution (3)</td>
</tr>
<tr>
<td>ECON 1 Principles of Macroeconomics (3)</td>
</tr>
<tr>
<td>ECON 2 Principles of Microeconomics (3)</td>
</tr>
<tr>
<td>ECON 10 Fundamentals of Economics (3)</td>
</tr>
<tr>
<td>GEOG 2 Cultural Geography (3)</td>
</tr>
<tr>
<td>HIST 1 U.S. Hist through Reconstruction (3)</td>
</tr>
<tr>
<td>HIST 2 U S Hist - Reconst to the Present (3)</td>
</tr>
<tr>
<td>HIST 3 History of California (3)</td>
</tr>
<tr>
<td>HIST 4A Hist of World Societies Before 1500 (3)</td>
</tr>
<tr>
<td>HIST 4B History of World Societies (3)</td>
</tr>
<tr>
<td>1500 to Present (3)</td>
</tr>
<tr>
<td>HIST 5 Women’s Lives in Early U.S. (3)</td>
</tr>
<tr>
<td>HIST 6 Women’s Lives in Recent U.S. (3)</td>
</tr>
<tr>
<td>HIST 10 African American History (3)</td>
</tr>
<tr>
<td>HIST 12 Cult Hist of the Mexican American (3)</td>
</tr>
<tr>
<td>HIST 14 U.S. in the 20th Century (3)</td>
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<tr>
<td>An Oral History Approach (3)</td>
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### AREA E

#### LIFE-LONG LEARNING AND SELF-DEVELOPMENT

<table>
<thead>
<tr>
<th>3 Semester Units</th>
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<tbody>
<tr>
<td>1. Select one unit of Physical Education activity class or intercollegiate sport.</td>
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<tr>
<td>2. Select Two units from:</td>
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<tr>
<td>AH 3 The Person in the Life Cycle (3)</td>
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<tr>
<td>AH 11 Nutrition (3)</td>
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<tr>
<td>AH 30 Standard First Aid and Cardiopulmonary Resuscitation (3)</td>
</tr>
<tr>
<td>BIO 4 Nutrition (3)</td>
</tr>
<tr>
<td>CD 2 Early Childhood Development (3)</td>
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<tr>
<td>CD 3 Child Growth and Development (3)</td>
</tr>
<tr>
<td>During the School Years</td>
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<tr>
<td>BIO 11 Nutrition (3)</td>
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<tr>
<td>CD 7 Cultural Context of Child and Family in a Diverse Society (3)</td>
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<tr>
<td>CMUN 4 Intercultural Communication (3)</td>
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<tr>
<td>CMUN 6 Intro to Conflict Resolution (3)</td>
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<tr>
<td>ECON 1 Principles of Macroeconomics (3)</td>
</tr>
<tr>
<td>ECON 2 Principles of Microeconomics (3)</td>
</tr>
<tr>
<td>ECON 10 Fundamentals of Economics (3)</td>
</tr>
<tr>
<td>GEOG 2 Cultural Geography (3)</td>
</tr>
<tr>
<td>HIST 1 U.S. Hist through Reconstruction (3)</td>
</tr>
<tr>
<td>HIST 2 U S Hist - Reconst to the Present (3)</td>
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<tr>
<td>HIST 3 History of California (3)</td>
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<td>HIST 4A Hist of World Societies Before 1500 (3)</td>
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<tr>
<td>HIST 4B History of World Societies (3)</td>
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<tr>
<td>1500 to Present (3)</td>
</tr>
<tr>
<td>HIST 5 Women’s Lives in Early U.S. (3)</td>
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<tr>
<td>HIST 6 Women’s Lives in Recent U.S. (3)</td>
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<td>HIST 10 African American History (3)</td>
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<td>HIST 12 Cult Hist of the Mexican American (3)</td>
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<td>HIST 14 U.S. in the 20th Century (3)</td>
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<td>An Oral History Approach (3)</td>
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### AREA F

#### CULTURAL DIVERSITY

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<thead>
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<th>6 Semester Units</th>
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<tr>
<td>NOTE: Courses in this area will “double count” to meet other GE requirements.</td>
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<td>AH 3 The Person in the Life Cycle (3)</td>
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<td>AH 11 Nutrition (3)</td>
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<td>ANTH 3 Intro to Cultural Anthropology (3)</td>
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<tr>
<td>ANTH 5 Magic, Witchcraft and Religion (3)</td>
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<td>ANTH 10 Native American Culture (3)</td>
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<tr>
<td>ART 10A Cultural History of Ceramics (3)</td>
</tr>
<tr>
<td>ART 11 Creativity, Imagination, &amp; Innovation (3)</td>
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<tr>
<td>ART 21 Ancient Americas: A History Through Art (3)</td>
</tr>
<tr>
<td>CD 7 Cultural Context of Child and Family in a Diverse Society (3)</td>
</tr>
<tr>
<td>CMUN 4 Intercultural Communication (3)</td>
</tr>
<tr>
<td>CMUN 6 Intro to Conflict Resolution (3)</td>
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<tr>
<td>ENGL 2B Intro to Multi-Cultural Literature (3)</td>
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<tr>
<td>ENGL 2E Introduction to Women Writers (3)</td>
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<tr>
<td>ENGL 2H Mexican-American Literature (3)</td>
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<tr>
<td>GEOG 2 Cultural Geography (3)</td>
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<tr>
<td>HE 2 Human Sexuality (3)</td>
</tr>
<tr>
<td>HIST 3 History of California (3)</td>
</tr>
<tr>
<td>HIST 5 Women’s Lives in Early U.S. History (3)</td>
</tr>
<tr>
<td>HIST 6 Women’s Lives in Recent U.S. History (3)</td>
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<tr>
<td>HIST 10 African American History (3)</td>
</tr>
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<td>HIST 12 Cultural Hist of the Mexican American (3)</td>
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<tr>
<td>HIST 21 Ancient Americas: A History Through Art (3)</td>
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<td>PHIL 6 Comparative Religions (3)</td>
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<td>POLS 3 Intro to Comparative Politics (3)</td>
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<td>PSYC 7 Cultural Context of Child and Family in a Diverse Society (3)</td>
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<tr>
<td>SOC 3 Sociology of Race, Ethnicity, and Cultural Identity (3)</td>
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<tr>
<td>SPAN 1A Spanish for Native Speakers (3)</td>
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<tr>
<td>SPAN 12A Spanish for Span Speakers (5)</td>
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<tr>
<td>SPAN 12B Spanish for Span Speakers - Intermediate / Advanced (5)</td>
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<tr>
<td>THEA 1 Theater History (3)</td>
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</table>
Acting Option **A.A. Degree**  

**CORE COURSES** (listed on page 146): 
- 13-14 units

**ADDITIONAL REQUIREMENTS** (11 unit minimum):
- THEA 13 B-D Actor's Workshop: 3-9 units

Choose two of the following four courses:
- CMUN 2/THEA 4 Oral Reading: 3 units
- THEA 2B Children's Theatre Repertory: 2-3 units*
- THEA 12B Acting Techniques: 2 units
- THEA/MCTV 19 Television and Film Acting: 3 units
- 4-6 units

Choose additional units from the courses listed below to complete the unit minimum requirement:
- MUS 8A-D Beginning/Intermediate Voice: 2-2-2-2 units
- THEA 7 Theatre Appreciation: 3 units
- THEA 11 Dance and Movement for the Theatre: 2 units
- THEA 78 Dance Repertory: .5-1 units
- 0-4 units

Total Units Required: minimum of 23-24 UNITS

Plus completion of general education requirements: units vary

Total Units Required: minimum of 60 UNITS

* Pending Curriculum Committee approval THEA 2B will be a 3 unit class effective spring 2010.

The Acting Option is designed to give a sound basic knowledge in acting and public performance. Students take a variety of courses including Theatre History (THEA 1) and Stage Production (THEA 14). Gavilan offers a variety of performance related courses including Acting (THEA 12 a/b), Children's Theatre (THEA 2A/B) and Actor's Workshop (THEA 13) – our spring production course. For those interested in educational theatre, the program also offers hands on experience through the spring Arts Back in the Classroom (ABC) Internship Program.

Acting students perfect teamwork skills and gain self confidence through projects and public performances. Acting and theatre shows one how to take risks, how to focus and concentrate, and the tremendous power of commitment to a project or a play. Studying acting allows one to change themselves, using their own personal experiences to create new characters and existences.

The Acting option prepares students for a career in the public eye, whether onstage, in front of a classroom or television camera, or making presentations for large groups or conventions. Students completing the Acting Option are also prepared to transfer to a four year B.A. program in Acting or Performing Arts. Gavilan theatre art students have recently been accepted for transfer to San Jose State, Cal State Hayward, U.C. Davis and U.C. Berkeley.

**Program Learning Outcomes:** after completing this degree the student will be able to:
- describe significant movements or genres in theatre history, and to elaborate on their social and cultural significance.
- work effectively in a team, having developed collaboration and teamwork skills through class exercises, assignments and performances.
- articulate the differences in theatrical styles and modes of creation. Students participate in both the organic creative process (in which the students participate in the creation of the performance or play) and the more traditional approaches to theatre and performance using an established or already created text.
- discuss and critique theatrical performances, articulating the playwright’s view and director’s interpretation of the text. Students can evaluate the various technical elements of the production (costume, sets, lights & sound), to determine whether they support or detract from the production and text.
- demonstrate practical knowledge regarding the responsibilities of the different technical and creative jobs related to theatre and theatre production.
- master fundamental concepts and vocabulary relating to acting through class exercises and public performances.

**General Education Requirements:** A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 47-57 or see a counselor for details.

**NOTE:** A course may be used to satisfy both general education and major courses. See “Double Counting Rule” on page 41.
Below is a quick reference of degrees and certificates available at Gavilan College. For more information, call the Counseling Office at (408) 848-4723 or the related department. See program listings beginning on page 66. Regional Occupational Programs (ROP) certificates are listed on pages 228-229.

### Program

<table>
<thead>
<tr>
<th>Program</th>
<th>Certificate of Achievement</th>
<th>Certificate of Proficiency</th>
<th>Transfer Program and/or Gavilan AA/AS Degree</th>
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<td>Administration of Justice</td>
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<td>Law Enforcement Opt 1</td>
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<td>Law Enforcement Opt 2 (Police Academy)</td>
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<td>Corrections</td>
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<td>Allied Health</td>
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<td>Nursing: Registered Nursing</td>
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<td>Art</td>
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<td>Aviation Maintenance Technology</td>
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<tr>
<td>Business Computer Applications</td>
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<tr>
<td>Computerized Accounting</td>
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<td>Economics</td>
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<td>Retail Management</td>
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<td>Carpentry Apprenticeship</td>
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<td>Computer Science &amp; Information Systems</td>
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<td>Business Computer Applications</td>
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<td>Computational Prep for Bioinformatics</td>
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<td>Computer Hardware</td>
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<td>Computer Networking</td>
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<td>Programming for the Internet</td>
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<td>Scientific Programming</td>
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<tr>
<td>UNIX Operating System</td>
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</table>

- Associate's Degree or Certificate
- Represents an option within a program
- Pending approval - see Pending Approval Statements on previous page.

### Degree and Certificate Titles (effective fall of 2008): All certificates previously called "Certificates of Completion" are now called "Certificates of Achievement" and certificates previously called "Certificates of Achievement" are called "Certificates of Proficiency". These are title changes only and do not affect certificate requirements nor certificates previously awarded.

* Not all courses required for these majors/certificates may be offered during this catalog cycle. Please contact a counselor for current information - (408) 848-4723.
Biological Science  

**A.S. Degree**

**Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<td>CHEM 1A/B</td>
<td>General Chemistry</td>
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<td>BIO 1</td>
<td>General Biology</td>
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<td>BIO 4</td>
<td>General Zoology</td>
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<td>BIO 5</td>
<td>General Botany</td>
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<tr>
<td>PHYS 2A/B</td>
<td>General Physics</td>
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**Total Units Required:** 30 UNITS

**Plus completion of general education requirements:** units vary

**Total Units Required:** minimum of 60 UNITS

**Recommended Electives:**

- BIO 7, AH/BIO 8, 9, AH 13, AH/BIO 15 (AH/BIO 15 may only be taken before BIO 7 and AH/BIO 9), BIO 21; BIOT 105; ECOL 1; MATH 1A/B

Students completing the courses will have satisfied requirements for physical and biological sciences. See the Gavilan general education requirements on page 47.

Recommended preparation for the major requirements listed.

1. One year of high school chemistry or CHEM 30A (Elementary Chemistry) or equivalent, and/or Bio 10 or equivalent.
2. At a minimum be eligible to enter ENGL 250 and ENGL 260.
3. Two years of high school math or MATH 233.

**Program Learning Outcomes:** After completing the Biological Science major a student will be able to:

- Use raw experimental data to conduct statistical analysis, and present conclusions in a graphical and narrative form.
- Find, select and evaluate various types of scientific information including primary research articles, mass media sources and world-wide web information.
- Effectively communicate scientific concepts in both written and oral formats.
- Identify the evolutionary processes that lead to adaptation and biological diversity.
- Describe the relationship between life forms and their environment and ecosystems.
- Explain the basic structures and fundamental processes of life at molecular, cellular and organismal levels.
- Demonstrate the correct operating procedures in the use of common lab equipment such as compound microscopes, spectrophotometer, pH meter, electrophoresis gel apparatus, micropipetters, and centrifuges.

**NOTE:** A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.
Biotechnology  Certificate of Achievement *

REQUIREMENTS:
BIOT 103  Biotechnology Lab Skills and Instrumentation .................. 4 units
BIOT 104  Seminar in Biotechnology ............................... 1 unit
BIO 10  Principles of Biology ................................. 4 units
CHEM 30A  Elementary Chemistry .................. 4 units
CHEM 30B  Elementary Organic and Biochemistry ................. 4 units
Total Units Required for Certificate of Achievement: 17 UNITS

* This certificate was formerly a certificate of proficiency. Pending Chancellor’s Office approval it will show on students’ transcripts as a certificate of achievement. Please check the Gavilan College website or consult a counselor to check current status.

Students completing requirements will receive a Certificate of Proficiency if the Chancellor’s Office does not approve as Certificate of Achievement.

This certificate program allows students to attain essential skills in biotechnology and provides opportunities to learn basic laboratory procedures, how to record data, perform basic calculations and write laboratory reports. Students also learn about careers and ethical issues in biotechnology.

Career Options: Careers for those with a Biotechnology Certificate of Achievement would be animal care technician, assay analyst, laboratory assistant or technician, manufacturing technician, QA/QC technician. In addition to the biotechnology industry, jobs for technicians may be found in environmental testing labs, forensic labs, hospitals, plant pathology labs, research labs and wineries.

Health Science  A.S. Degree

REQUIREMENTS:
AH 3  The Person in the Life Cycle ........................................ 3 units
AH/BIO 11 Nutrition ........................................ 3 units

Choose one of the following:
CHEM 1A or 1B General Chemistry (5 units)
CHEM 30A  Elementary Chemistry (4 units)
CHEM 30B  Elementary Organic and Biochemistry (4 units)
BIO 1  General Biology (4 units)
BIO 10  Principles of Biology (4 units)
AH/BIO 15  Survey Human Anatomy and Physiology (5 units) 4-5 units

Choose two of the following:
BIO 7  Human Anatomy (4 units)
AH/BIO 8  General Microbiology (5 units)
AH/BIO 9  Human Physiology (5 units) 9-10 units

Total Units Required: 19-21 UNITS

Plus completion of general education requirements: units vary
Total Units Required: minimum of 60 UNITS

Recommended Electives: AH/BIO 11; MATH 233 or higher; ECOL 1; PSYC 1A

The degree in Health Science is intended for students who plan to pursue a more advanced degree or certificate in a health career.

Career Options: Careers for those with an Associate’s Degree in Health Science will be able to work as a health educator, pre-professional in X-ray technology, dental hygienist, physician’s assistant or in another related health career.

NOTE: A course may be used to satisfy both general education and major courses. See “Double Counting Rule” on page 41.
A.A. Degrees and Certificates of Achievement

Accounting
General Business
General Office Skills
Medical Office
Real Estate
Retail Management*

* This degree is pending Chancellor’s Office approval. Refer to page 64.

A.S. Degrees and Certificates of Achievement

Economics Option
Business Computer Applications**

** Business Computer Applications is an A.S. degree in Computer Science & Information Systems or a Certificate of Achievement in either CSIS or Business

Certificate of Proficiency

Computerized Accounting

ROP Certificates see page 228

Computerized Accounting - Quickbooks
General Office Accounting
Medical Billing
Medical Coding
Medical Office Procedures
Medical Terminology
Payroll Accounting

Contact:
(408) 848-4719
cte@gavilan.edu

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. Pattern requirements are listed on pages 47-57. See a counselor for details.
General Business  

**A.A. Degree or Certificate of Achievement**

To receive an **ASSOCIATE’S DEGREE** complete:

- **REQUIREMENTS** listed below.
- **ELECTIVES** listed below.
- **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

**REQUIREMENTS** (Business Core is not required):

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 20</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 21</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECON 1</td>
<td>Principles of Macroeconomics</td>
<td>0-3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>Principles of Microeconomics</td>
<td>0-3</td>
</tr>
</tbody>
</table>

Choose one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 5</td>
<td>Introduction to Statistics</td>
<td><em>0-3</em></td>
</tr>
<tr>
<td>BUS/ECON 11</td>
<td>Statistics for Business and Economics</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 2</td>
<td>Computers in Business · MS Office (see #4)</td>
<td>4</td>
</tr>
<tr>
<td>CSIS 2L</td>
<td>Computers in Business Lab · MS Office</td>
<td>1</td>
</tr>
</tbody>
</table>

**ELECTIVES**  

Total Units Required: 18-31 UNITS

The **Certificate of Achievement** program is designed for students desiring a broad introduction to business rather than a specialized area of concentration. It should also be considered by students who think they may continue their education as a business major.

**Certificate of Achievement Program Learning Outcomes:** After completing the Certificate of Achievement a student will be able to:

- analyze common business transactions and link them to the appropriate financial statements.
- analyze the impact of shifts in supply and demand upon equilibrium price and quantity.

**TRANSFER STUDENTS:**

Four-year colleges differ substantially in their lower division requirements for business transfer majors. Before enrolling you should refer to four-year college catalogs and consult with business faculty or counselor.

The **Associate's Degree** program is designed for students pursuing a four-year degree in business.

**Associate's Degree Program Learning Outcomes:** After completing the degree a student will be able to:

- analyze common business transactions and link them to the appropriate financial statements.
- analyze the impact of shifts in supply and demand upon equilibrium price and quantity.

The student must take additional courses from the Recommended Business Electives list to complete 18 units exclusively in the major if any of the above courses were used to satisfy General Education requirements.

**Recommended Business Electives:** BUS 1, 80; CMUN 11; MATH 1A, 1B, 1C, 2, 2C, 6, 7, 8

**Recommended General Education Electives:** ANTH 3; HIST 7A/B; PHIL 2; PSYC 1; SOC 1A

Consult with a counselor regarding other courses which are appropriate to your major.

**NOTE:** A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

Students are expected to complete the courses or show competency in skill area. See a counselor regarding the course waiver or substitution process.
Retail Management  
*A.A. Degree or Certificate of Achievement*

**Requirements (Business Core is not required):**

**To receive an ASSOCIATE’S DEGREE complete:**

- **Requirements** listed below.
- **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

**To receive a CERTIFICATE OF ACHIEVEMENT complete:**

- **Requirements** listed below.

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**Degree and Certificate approved effective Spring 2010.**

Choose one:

- ACCT 20  Financial Accounting *(4 units)*
- ACCT 21  Management Accounting *(4 units)*

-------------- 4 units

BUS 100  Business Correspondence ................ 3 units
BUS 102  Business Mathematics ...................... 3 units
CMUN 1A  Introduction to Public Speaking .......... 3 units
CSIS 2   Computers in Business - MS Office ........ 4 units
MGMT MKTG 100  Principles of Marketing ............ 3 units
MGMT 101  Introduction to Management .............. 3 units
MGMT 102  Retail Management ....................... 3 units
MGMT 104  Leadership/Human Relations in Business 3 units
MGMT 120  Human Resource Management ............. 3 units

**Total Units Required:** 32 UNITS

*This new degree and certificate are pending Chancellor’s Office approval. Please see a Gavilan counselor or check the college website for current status. Refer to page 64.*

This certificate is developed in cooperation with the Western Association of Food Chains (WAFC). The program has been fully endorsed by the WAFC and its member companies. The certificate’s curriculum was developed out of a collaborative effort between several industry and college professionals and encompasses several business essentials, including the “soft skills” of management and communication required for career success in the retail industry.

Although the program was developed by the food retail industry, its completion will help students to acquire necessary knowledge and skills to manage retail stores of any kind.

**Program Learning Outcomes:** After completing this degree/certificate the student will be able to:

- discuss the purpose, context, concepts, and processes of retailing and the retail environment and the responsibilities of the retail operations function.
- explain the basic terms and concepts of accounting, and the content of financial statements and be able to understand and interpret the information they contain.
- develop a general understanding of retail management/business concepts related to sales and marketing of services and/or products.
- determine appropriate and inappropriate interview, hiring, and employee supervision procedures.

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**NOTE:** A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

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Carpentry Apprenticeship
See Apprenticeships on page 73.
Child Development  A.A. Degree

Child Development  Certificates of Achievement

Early Childhood Education
Early Interventionist*
School Age Child Care
Family Child Care**

* This certificate is pending Chancellor's Office approval. Refer to page 64.
** Name change from Foster/Family Day Care to Family Child Care is pending Chancellor's Office approval. Refer to page 64.

Spanish Language Early Childhood Education  Certificate of Proficiency

The Child Development and Educational Studies Program (CDES) offers students an Associate of Arts degree in two main areas:

1) Child Development: Students completing the Associate's Degree in Child Development may apply to become a teacher, master teacher, or site supervisor within the California Child Development and School Age Matrix.

2) Liberal Arts with Emphasis in Elementary Education: The Associate's Degree in Liberal Arts prepares students to transfer to 4-year colleges and universities, and begins a sequence of classes that leads to careers in child development, and elementary and secondary education. See page 121.

The CDES program also offers Certificates which serve as introductory sequences of classes preparing students to work in the field of early childhood education, recreation, and before and after school age care. Students completing the certificates may be employed as infant toddler, preschool, or school age professionals, as well as tutors, childcare specialists or other paraprofessionals for public and private agencies.

Emphasis in Educational Studies and Emphasis in School Age Care: Associate's Degrees inactivated and replaced by Liberal Arts with Elementary Education Emphasis. See page 121.

Contact:
408) 848-4719
cte@gavilan.edu

*This certificate is pending Chancellor's Office approval. Refer to page 64.
**Name change from Foster/Family Day Care to Family Child Care is pending Chancellor's Office approval. Refer to page 64.
Early Interventionist Certificate of Achievement

REQUIREMENTS (Core courses not required):
CD1 Principles and Philosophies of Early Childhood Education .......... .3 units
CD2 Early Childhood Development ........................................... .3 units
CD5 Child, Family, and Community .......................................... .3 units
CD9 Child Health, Safety and Nutrition ..................................... .3 units
CD10 Young Children with Special Needs .................................. .3 units
CD13 Infant/Toddler Development ........................................... .3 units
CD19 Introduction to Careers with Children ............................... .2 units
CD35 Positive Behavior for All Children .................................... .3 units
CD36 Curriculum Design for Inclusive Classrooms ....................... .3 units
CD160 Child CPR and First Aid ............................................... .1 unit
CD190 Occupational Work Experience ....................................... .1-4 units

Choose one:
CD30A Teaching Practicum and Techniques (3 units)
CD30B Teaching Practicum and Techniques (3 units)

Total Units Required: 31-34 UNITS

* This certificate is pending Chancellor's Office approval. Please check the Gavilan College website or consult a counselor to check current status.

Family Child Care* Certificate of Achievement

REQUIREMENTS (Core courses not required):
CD 2 Early Child Development ................................................... .3 units
CD 3 Child Growth and Development During the School Years .......... .3 units
CD 5 Child/Family and Community ............................................ .3 units
CD 9 Child Health/Nutrition and Safety ..................................... .3 units
CD 28A Child Dev & Guidance for Family Child Care/Foster Care ...... .1 unit
CD 28B Dev Learning Activities for Family Child Care & Foster Care ... .1 unit
CD 28C Administering a Family Child Care Home ........................ .1 unit

Any Child Development class ................................................... .3 units

Total Units for Certificate of Achievement: 18 UNITS

* Name change from Foster/Family Day Care to Family Child Care is pending Chancellor's Office approval. Please see a Gavilan counselor or check the college website for current status.

The Early Intervention/Special Education Assistant Certificate of Achievement is designed to meet the Early Intervention Assistant II requirements and prepares students to work as early childhood interventionists and special education paraprofessionals at the Early Childhood Intervention Assistant II level. It meets all of California's Prevention and Early Intervention's requirements for state competencies for early childhood paraprofessionals and is appropriate for students who wish to work as an assistant or a paraprofessional in early intervention, early childhood special education, or related child development or special education programs serving children with special needs. The Certificate also meets the requirements for teachers in all child development programs, and is equivalent to the teacher level on the California CTC Child Development Permit Matrix when combined with 16 semester units of General Education.

Completion of this certificate exceeds the licensing requirements for Family Child Care providers, including a variety of topics that are relevant for a provider running a child care business in the home. The certificate is designed to provide a balance of business, curriculum, and child development issues for a new or experienced family child care provider.

Although some Child Development courses are cross-listed with other departments, it is highly recommended that students enroll in coursework under the Child Development (CD) option.
Communication Studies

A.A. Degree and Certificate of Achievement

Interpersonal Communication Certificate of Achievement

Communication is a vital part of today’s world, whether used professionally, socially or in your personal life. We welcome you to explore one of the many areas of Communication Studies by taking a class at Gavilan College.

The Communication Studies Faculty at Gavilan is dedicated to providing students with the knowledge and skills of human communication that can be applied to various contexts in your life. Whether it be improving your public speaking skills, working with a culturally diverse group at work or communicating with family and friends, our curriculum is academically structured to meet your needs based on the specific course that you choose.

Communication scholars and students work in a variety of fields, among them journalism, law, education, film and television, non-profit organizations, marketing, theater, business, and public relations. Effective communication skills are essential for any career and you will learn how to develop your own communication skill set by taking coursework at Gavilan.

Gavilan offers an A.A. Degree in Communication Studies, a Certificate of Achievement in Communication Studies, and a Certificate of Achievement in Interpersonal Communication.

Program Learning Outcomes: After completing an A.A. and/or Certificate(s), a student will be able to:

- Apply theory and research findings in communication studies to their professional and personal relationships.
- Engage in professional public discourse with application of research, organization, reasoning and oral presentation.
- This A.A. and/or certificate(s) will inform future employers, college admission offices and professional institutions that you have received specialized training in communication skills.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. Pattern requirements are listed on pages 47-57. See a counselor for details.

Contact:
(408) 848-4701
las@gavilan.edu

Communication Studies

A.A. Degree

<table>
<thead>
<tr>
<th>CORE COURSES:</th>
<th>3 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMUN 1A Introduction to Public Speaking</td>
<td>3 units</td>
</tr>
<tr>
<td>CMUN 4 Intercultural Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>CUMN 8 Interpersonal Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>CMUN 10 Small Group Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 1A Introduction to Psychology</td>
<td>3 units</td>
</tr>
<tr>
<td>Core Unit Total:</td>
<td>15 Units</td>
</tr>
</tbody>
</table>

| CORE COURSES:                                      | 15 units|
| ADDITIONAL REQUIREMENTS:                           |        |
| Choose one from the following:                     |        |
| CMUN 5 Fundamentals of Communication Studies       | 3 units |
| CMUN 11 Business Communication                     | 3 units |
| JOUR/SOC 10 Mass Media and Society                 | 3 units |
| POLS/PSYC 27 Contemporary Leadership               | 3 units |
| PHIL 4 Critical Thinking and Writing               | 3 units |
| Add POLS 27 crosslisted class                      | 3 units|

Choose one from the following:

| ADDITIONAL REQUIREMENTS:                           | 3 units |
| AJ/CMUN/POLS/PSYC 6 Introduction to Conflict Resolution | 3 units |
| ANTH 3 Introduction to Cultural Anthropology        | 3 units |
| SOC 1A Introduction to Sociology                     | 3 units |
| SOC 21 Marriage and the Family                       | 3 units |
| SOC 4 Sociology of Women and Men                     | 3 units |

Total Units Required:
21 UNITS

Plus completion of general education requirements:  minimum of 60 UNITS
Computer Graphics & Design Options

Completion of the core courses and the additonal requirements in a selected area (below) will qualify students for a Degree or Certificate of Achievement in Computer Graphics & Design.

CORE COURSES:
- CGD 2 2D/3D Technical Computer Graphics I 3 units
- CGD 4 2D/3D Technical Computer Graphics II 3 units
- CGD 8 Advanced Computer Graphics for Design Application I 3 units
- CGD 9 Advanced Computer Graphics for Design Application II 3 units
Core Unit Total: 12 UNITS

ADDITIONAL REQUIREMENTS:
- CGD 6 Advanced Technical Computer Graphics 3-4 units
Choose one:
- CGD 30 Introduction to Environmental Design 3 units
- CGD 160 Technical Desktop Publishing/Graphics 3 units
- CSIS 45 C++ Programming I 4 units
Total Units for Required: 19-20 UNITS

* The requirements for this degree and certificate option have changed and are pending Chancellor's Office approval. Please see a Gavilan counselor or check the college website for current status. Refer to page 64.

Advanced Technical Computer Graphics Option*

A.S. Degree or Certificate of Achievement

To receive an ASSOCIATE’S DEGREE complete:
- CORE COURSES (listed above).
- ADDITIONAL REQUIREMENTS listed below.
- GENERAL EDUCATION REQUIREMENTS (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

This option supports students seeking careers in technical design. Graduates with this degree/certificate produce electronic portfolios that show the ability to design and develop real and virtual world products that are cost effective and functional. Demonstrating knowledge of technical design practices and specialized computer graphics skills helps graduates transfer to universities and obtain entry level technician positions in precision manufacturing, computer aided drafting, and related technical design fields.

Program Learning Outcomes: After completing this degree/certificate the student will be able to:
- describe specialized skills for entry and success in desired technical graphics career and prepare samples of work that demonstrate entry level proficiencies.
- use design problem solving to propose an aesthetically pleasing design that satisfactorily addresses clients’ needs.
- apply design principles and color theory when developing presentations.
- design and present consumer products using 3D graphic models and multimedia applications (audio, video, graphics and text.)
- develop an electronic portfolio to present to potential clients/employers.

To receive a CERTIFICATE OF ACHIEVEMENT complete:
- CORE COURSES (listed above).
- ADDITIONAL REQUIREMENTS listed below.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

Students completing Core Computer Graphics & Design (CGD) courses present real and/or virtual products within electronic portfolios. CGD graduates’ work samples reveal their ability to apply a creative problem solving process to propose, develop, refine and present products associated with their career goal. Freehand sketches combined with SolidWorks or other industry standard CAD drawings and models are used to design aesthetically pleasing functional objects, explain manufacturing processes and support marketing efforts. CGD graduates’ work samples of realistic rendered 3D models of innovative products help make them competitive when transferring to design schools and seeking entry level positions.
Computational Preparation for Bioinformatics

A.S. Degree or Certificate of Achievement*

To receive an ASSOCIATE’S DEGREE complete:

- REQUIREMENTS listed below.
- GENERAL EDUCATION REQUIREMENTS (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

REQUIREMENTS: Choose at least 18 units from the following list of courses:

Choose only one of the following two courses:
- CSIS 18/18L UNIX/C++ Programming (4 units)
- CSIS 45 C++ Programming I (4 units)

Add "Choose only one..."

- CSIS 24 Java Programming I (4 units)
- CSIS 48 UNIX/Linux Operating System (4 units)
- CSIS 54/54L Perl Programming/Perl Programming Lab (3-1 units)
- CSIS 88 PHP Programming (4 units)
- CSIS 78 Web Sites with SQL and PHP (4 units)
- CSIS 151 Introduction to XML Authoring (3 units)

Add CSIS 151

Total Units Required: .................................................. 18 UNITS

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- REQUIREMENTS listed below.

This degree or certificate of achievement will prepare students for computational work in the Bioinformatics industry and is for 4-year college transfer students. Students will need a B.A. or higher in Biology, Computer Science or a related discipline to use these computational skills in bioinformatics.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

* This degree and certificate are pending Chancellor's Office approval. Please see a Gavilan counselor or check the college website for current status. Refer to page 64.

Computer Networking

A.S. Degree or Certificate of Achievement

To receive an ASSOCIATE’S DEGREE complete:

- REQUIREMENTS listed below.
- GENERAL EDUCATION REQUIREMENTS (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

REQUIREMENTS:
- CSIS 48 UNIX/Linux Operating System ................................................. 4 units
- CSIS 178 Applied Networking ................................................................. 4 units
- CSIS 179 Introduction to Information Security ......................................... 4 units
- CSIS 181 PC Hardware ................................................................. 4 units
- CSIS 182 Operating Systems ................................................................. 4 units
- CSIS 183 Introduction to Microsoft Servers ............................................. 4 units

Total Units Required: .................................................................... 24 UNITS

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- REQUIREMENTS listed below.

Computer Networking is designed to provide entry-level skills and knowledge for students to enter the networking profession. Students will be eligible to take the industry A+ hardware exam. The program also provides a solid foundation in network technology for students who plan to pursue further education in the networking field at a four year college.

Career Opportunities: network technician, network maintenance, network help desk, assistant network administrator, PC/network installation.

Program Learning Outcomes: After completing this degree or certificate of achievement a student will be able to:

- work individually and in teams.
- install and test hardware and software necessary for network connectivity.
- set up a connection with a remote host, employing appropriate commands.

Certificate of Proficiency

Introduction to Computer Networking

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- REQUIREMENTS listed below.

REQUIREMENTS:
- CSIS 178 Applied Networking ............................................................... 4 units
- CSIS 179 Introduction to Information Security ......................................... 4 units
- CSIS 183 Introduction to Microsoft Servers ............................................. 4 units

Total Units Required for Certificate of Proficiency: .................................. 12 UNITS

Recommended courses to be taken before starting (or concurrent with) the Networking sequence: CSIS 2L, 48, 181, 274; MATH 205

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.
UNIX Operating System  

A.S. Degree or Certificate of Achievement

To receive an ASSOCIATE’S DEGREE complete:

- REQUIREMENTS listed below.
- GENERAL EDUCATION REQUIREMENTS (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

**REQUIREMENTS:**

- CSIS 48 UNIX/Linux Operating System ........................................... 4 units
- CSIS 49 UNIX/Linux Shell Programming ........................................... 4 units
- CSIS 52 Linux/UNIX System Administration ........................................ 4 units

Choose one:
- CSIS 18/18L UNIX/C++ Programming and UNIX/C++ Programming Lab (3-1 units)
- CSIS 45 C++ Programming I (4 units)
- CSIS 5 C++ Scientific Programming (3 units)

Choose two:
- CSIS 24 Java Programming I (4 units)
- CSIS 54/54L Perl Programming/Perl Programming Lab (3-1 units)
- CSIS 175A Networking Essentials (4 units)
- CSIS 46 C++ Programming II (4 units)

Total Units Required: 23-24 UNITS

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- REQUIREMENTS listed below.

If you are using the web, you are using UNIX, since most large web servers are UNIX systems. The UNIX Operating System Option prepares students for entry-level positions working with UNIX/Linux operating systems. Many of the courses will be needed for students transferring to a 4-year college to study computer science. Students planning to transfer need to research lower division major requirements at the transfer destination of their choice.

**Career Opportunities:** UNIX/Linux system administration, webmaster, C/C++ programming

**Program Learning Outcomes:** After completing this degree, a student will be able to:

- use UNIX editors to create and modify files.
- modify, move, and rename files and directories. They will be able to use UNIX email and FTP commands.

**NOTE:** A course may be used to satisfy both general education and major courses. See “Double Counting Rule” on page 41.
Digital Imaging/Graphics Production Specialist  
Certificate of Proficiency

Does NOT require completion of core courses.

REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2A</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>CSIS/DM 75</td>
<td>PhotoShop I - Adobe PhotoShop</td>
<td>3</td>
</tr>
<tr>
<td>ART/CSIS/DM 76</td>
<td>Digital Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ART/CSIS/DM 77</td>
<td>Introduction To Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>ART/CSIS/DM 114</td>
<td>Digital Media Production</td>
<td>2</td>
</tr>
<tr>
<td>JOUR 18A</td>
<td>Working on the Newspaper</td>
<td>2</td>
</tr>
<tr>
<td>ART 8A</td>
<td>Beginning Photography from Analog to Digital</td>
<td>3</td>
</tr>
<tr>
<td>ART/DM 48A</td>
<td>Computer Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART/DM 48B</td>
<td>Computer Art II</td>
<td>3</td>
</tr>
<tr>
<td>ART/CSIS/DM 80</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART/CSIS/DM 110</td>
<td>Interactive Animation: Flash</td>
<td>3</td>
</tr>
<tr>
<td>CGD 110</td>
<td>Computer Graphics Lab</td>
<td>3</td>
</tr>
<tr>
<td>ART/CSIS/DM 114</td>
<td>Digital Media Production</td>
<td>2</td>
</tr>
<tr>
<td>JOUR 18A</td>
<td>Working on the Newspaper</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Units Required for Certificate of Proficiency: 17 UNITS

Digital Print Production Specialist  
Certificate of Proficiency

Does NOT require completion of core courses.

REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART/CSIS/DM 77</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>CSIS/DM 73</td>
<td>Desktop Publishing - Adobe InDesign</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 126</td>
<td>Word Processing - MS Word</td>
<td>2</td>
</tr>
<tr>
<td>CSIS 132</td>
<td>Intermediate Word Processin - MS Word</td>
<td>2</td>
</tr>
<tr>
<td>CSIS 160</td>
<td>Adv. Word Processin w/Desktop Publishing - MS Word</td>
<td>2</td>
</tr>
<tr>
<td>ART/CSIS/DM 114</td>
<td>Digital Media Production</td>
<td>2</td>
</tr>
<tr>
<td>JOUR 18A</td>
<td>Working on the Newspaper</td>
<td>2</td>
</tr>
<tr>
<td>CSIS/DM 75</td>
<td>PhotoShop I - Adobe PhotoShop</td>
<td>3</td>
</tr>
<tr>
<td>ART/CSIS/DM 76</td>
<td>Digital Illustration</td>
<td>3</td>
</tr>
<tr>
<td>CSIS/DM 72</td>
<td>Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>CGD 160</td>
<td>Technical Manual Desktop Publishing/Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ART/CSIS/DM 114</td>
<td>Digital Media Production</td>
<td>2</td>
</tr>
<tr>
<td>JOUR 18A</td>
<td>Working on the Newspaper</td>
<td>2</td>
</tr>
<tr>
<td>CSIS/DM 73</td>
<td>Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>CGD 160</td>
<td>Technical Manual Desktop Publishing/Graphics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units Required for Certificate of Proficiency: 15-16 UNITS

This certificate will enable a graduate to obtain jobs working with graphic designers preparing content and printing brochures, posters, catalogs, books, and other advertising material.

This certificate will enable a graduate to obtain jobs preparing graphics, touching up photos, and working with other artwork for print, video, animation, or web use.

Stamp Designs - Digital illustration by Polly Gariaeff.

Added CSIS/DM 73 & CSIS 132 - required Effective fall 09

Deleted CSIS/DM 72, CSIS 169 & CGD 160 Effective fall 09

Total Units now 15 Effective fall 09
**Liberal Arts**

**A.A. Degrees**

Liberal Arts - Areas of Emphasis include:
- Administration of Justice
- Business
- Computer Science & Information Systems
- Elementary Education
- Expressive Arts
- Language Arts & Humanities
- Natural Science
- Social Science (two options)

Liberal Arts - Multiple Subjects

The Associate in Liberal Arts Degree includes a multidisciplinary curriculum encompassing all areas of knowledge in the arts and sciences. It is designed for students who plan to transfer to a University of California or a California State University campus.

The Liberal Arts major allows the student to select an area of emphasis and complete the prerequisite course work necessary for transfer into a particular major. Students must meet Gavilan College GPA and residency requirements.

**AREAS OF EMPHASIS**
- Complete a minimum of 18 units from one of the areas of emphasis listed below; where indicated, choose courses from the disciplines listed.
- Students may choose any of the three general education (Gavilan General Education, IGETC or CSU breadth) patterns.
- Courses selected can be used/double counted to fulfill GE areas.
- Students may have to complete additional elective courses to total the 60 overall units necessary for the Associate Degree.

**Administration of Justice Emphasis**

Choose any combination of courses for a minimum of 18 units:


Total Units for Area of Emphasis: 18 UNITS

Plus completion of general education requirements: units vary

Total Units Required: minimum of 60 UNITS

**Program Learning Outcomes:** Students will demonstrate an understanding of the history, structure, and processes of law enforcement, the judicial system, correctional system and the juvenile justice system.

They will reflect critically on developments in criminal justice policy and the relationship of these policies to the wider political and social environment. Students will demonstrate an ability to effectively communicate orally and in writing the results of their analysis and understanding.

**NOTE:** A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.
Natural Science Emphasis

Choose any combination of courses for a minimum of 18 units. You must select at least one course from Mathematics and one course from one of the Science disciplines:

**Biology:** BIO 1, BIO 4, BIO 5, BIO 7, AH/BIO 8, AH/BIO 9, AH/BIO 15, BIO 21

**Chemistry:** CHEM 1A, CHEM 1B, CHEM 12A, CHEM 12B

**Ecology:** ECOL 1

**Geology:** GEOL 1

**Mathematics:** MATH 1A, MATH 1B, MATH 1C, MATH 2, MATH 2C, MATH 5, MATH 7, MATH 8A, MATH 8B

**Physics:** PHYS 2A, PHYS 2B, PHYS 4A, PHYS 4B, PHYS 4C

Total Units for Area of Emphasis: 18 UNITS

Plus completion of general education requirements: . . . . . . . . . . . . . . . . . . units vary

Total Units Required: minimum of 60 UNITS

The Area of Emphasis for Studies in Natural Science recognizes the integrated role that Biology, Chemistry, Physics, and Mathematics play in the description and understanding of our everyday world.

**Program Learning Outcomes:** Employing the scientific method as a basis for evaluating theoretical and laboratory derived information, students will gain an understanding of the biological and/or physical worlds. Students will also gain a working familiarity with mathematics and an understanding of mathematics as it applies to modeling in the sciences and as an elegant stand-alone discipline.

Social Science Emphasis

**Option A: Cultural and Historical Social Sciences:**

Choose any combination of courses for a minimum of 18 units:

**Administration of Justice/Political Science/Psychology:** AJ/CMUN/POLS/PSYC 6

**Anthropology:** ANTH 1, ANTH 2, ANTH 3, ANTH 5, ANTH 10

**Art:** ART 10, ART 21

**Child Development:** CD 5, CD/PE 6

**Economics:** ECON 1, ECON 2

**Geography:** GEOG 2

**History:** HIST 1, HIST 2, HIST 3, HIST 4A, HIST 4B, HIST 5, HIST 6, HIST 7A, HIST 7B, HIST 10, HIST 12, HIST 21

**Philosophy:** PHIL 7A

**Political Science:** POLS 1, POLS 2-12 (typo - should have been POLS 12)

**Sociology:** SOC 1A, SOC 1B, SOC 3, SOC 4

Total Units for Area of Emphasis: 18 UNITS

Plus completion of general education requirements: . . . . . . . . . . . . . . . . . . units vary

Total Units Required: minimum of 60 UNITS

In this emphasis students will analyze theories and concepts related to the development of cultural and historical development of societies. Students will study social science theory and practice to analyze, compare and contrast and synthesize aspects of societies and events from different regions and eras.

**Program Learning Outcomes:** Students completing this emphasis will be able to critically examine contemporary social, economic, and political environments. Through social science methods students will explain the influences individuals, social groups, and governments have upon one another; and will document and evaluate models of social stratification based on class, ethnicity, and gender; and assess their impact.
Social Science with Emphasis in Community Studies  
Certificate of Achievement

**REQUIRED:**

- CMUN 10 Small Group Communication ........................................... 3 units
- SOC 1B Social Problems ........................................................................... 3 units

Choose one:
- POLS 27/PSYC 27 Contemporary Leadership (3 units)
- POLS/PSYC/CMUN/AJ 6 Introduction to Conflict Resolution (3-4 units)

........................................................................................................... 3-4 units

Choose 6 Units in Electives:
- HIST 3 History of California (3 units)
- HIST 5 Women’s Lives in Early U.S. History (3 units)
- HIST 6 Women’s Lives in Recent U.S. History (3 units)
- HIST 12 Cultural History of the Mexican American (3 units)

........................................................................................................... 6 units

Total units for Certificate of Achievement: ........................................ 15-16 UNITS

Program Learning Outcomes: After completing this certificate students will be able to:

- practice and analyze democratic civic engagement.
- demonstrate and evaluate relationships between local and national issues, movements, and ideas as they relate to local communities.
- demonstrate a range of skills including: research, documentation, analysis, evaluation, communication, contextualization, teamwork, observation, and cultural competency by relating social science concepts and theories to issues of importance to local communities.
- identify, develop, use, and assess tools and methods for community change and social justice.

Remove Pending Chancellor's Office Approval statements - all options have been approved.
Social Science with Emphasis in Community Studies  

**A.A. Degree**

**MAJOR REQUIREMENTS:**

- **ANTH 3** Introduction to Cultural Anthropology .................. 3 units
- **SOC 1B** Introduction to Social Problems .............................. 3 units

Choose one:

- **POLS/PSYC 27** Contemporary Leadership (3-4 units)
- **POLS/PSYC/AJ/CMUN 6** Introduction to Conflict Resolution (3 units)

Choose one:

- **HIST 3** History of California (3 units)
- **HIST 12** Cultural History of the Mexican-American (3 units)

Elective Courses: Additional units (8-9) from list below to complete a total of 21 units:

- **ART 14** Beginning Mural Painting (3 units)
- **CMUN 4** Intercultural Communication (3 units)
- **CMUN 10** Small Group Communication (3 units)
- **ECOL 1** Conservation of Natural Resources (4 units)
- **GEOG 2** Cultural Geography (3 units)
- **GEOL 13** Environmental Geology (3 units)
- **HE 2** Human Sexuality (3 units)
- **HIST 2** United States History Reconstruction to the Present (3 units)
- **HIST 3** History of California (3 units) if not taken above
- **HIST 5** Women’s Lives in Early United States History (3 units)
- **HIST 6** Women’s Lives in Recent United States History (3 units)
- **HIST 12** Cultural History of the Mexican American (3 units) if not taken above
- **HIST 14** U.S. in the 20th Century: An Oral History Approach (3 units)
- **POLS 1** Introduction to Political Science (3 units)
- **POLS/PSYC/CMUN/AJ 6** Introduction to Conflict Resolution (3 units) if not taken above
- **POLS/PSYC 27** Contemporary Leadership (2-4 units) if not taken above
- **SOC 1A** Introduction to Sociology (3 units)
- **SOC 3** Sociology of Race, Ethnicity and Cultural Identity (3 units)
- **SOC 4** Sociology of Men and Women (3 units)

8-9 units

Total Units Required for Major: 21 UNITS

Plus completion of general education requirements: ...................... units vary

Total Units Required: minimum of 60 UNITS

**Program Learning Outcomes:**

After completing this degree students will be able to:

- practice and analyze democratic civic engagement.
- demonstrate and evaluate relationships between local and national issues, movements, and ideas as they relate to local communities.
- demonstrate a range of skills including: research, documentation, analysis, evaluation, communication, contextualization, teamwork, observation, and cultural competency by relating social science concepts and theories to issues of importance to local communities.
- identify, develop, use, and assess tools and methods for community change and social justice.

**NOTE:** A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.
Social Science with Emphasis in Global Studies  

**A.A. Degree**

**MAJOR REQUIREMENTS:**

**Area A**

SOC 1A  Introduction to Sociology  
Choose one:  
- ANTH 3  Cultural Anthropology  
- GEOG 2  Cultural Geography  

Choose one:  
- HIST 4A  History of World Societies, Before 1500  
- HIST 4B  History of World Societies, 1500 to Present  

Choose one:  
- POLS 3  Introduction to Comparative Politics  
- POLS 4  Introduction to International Relations  

**Area B**

Choose at least five (5) units from one of the foreign languages below:

French:
- FRNH 1A  Elementary French  
- FRNH 1B  Elementary French  

Italian:
- ITAL 8A  Conversational Italian  
- ITAL 8B  Conversational Italian  

Japanese:
- JPN 1A  Elementary Japanese  
- JPN 1B  Elementary Japanese  

Spanish:
- SPAN 1A  Elementary Spanish  
- SPAN 1B  Elementary Spanish  
- SPAN 2A  Intermediate Spanish  
- SPAN 2B  Intermediate Spanish  
- SPAN 8A  Conversational Spanish  
- SPAN 8B  Conversational Spanish  
- SPAN 8C  Conversational Spanish  
- SPAN 8D  Conversational Spanish  
- SPAN 9A  Spanish for Native Speakers  
- SPAN 12A  Spanish for Spanish Speakers  
- SPAN 12B  Spanish for Spanish Speakers  

Note: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

Remove Pending Chancellor's Office Approval statements - all options have been approved.

Program Learning Outcomes  
After completing this degree students will:

- define and analyze global citizenship strategies in the context of globalization.
- demonstrate and evaluate relationships between local and national issues, movements, and ideas as they relate to the global community.
- demonstrate a range of skills including: research, documentation, analysis, evaluation, communication, contextualization, teamwork, observation, and cultural competency by relating social science concepts and theories to issues of global importance.
- identify, develop, use, and assess methods and tools to bring about social justice.

Degree requirements continued on page 136.
Social Science Emphasis in Global Studies

Degree requirements continued from previous page.

Area C

Choose six (6) units from the following list of electives:

- ANTH 1  Introduction to Physical Anthropology  (3 units)
- ANTH 3  Introduction to Cultural Anthropology  (3 units)  If not taken in Area A
- ANTH 5  Magic/Witchcraft and Religion  (3 units)
- ART 10A  Cultural History of Ceramics  (3 units)
- ART 21/HIST 21  Ancient Americas: A History Through Art  (3 units)
- CMUN 4  Intercultural Communication  (3 units)
- ECOL 1  Conservation of Natural Resources  (4 units)
- ECON 1  Principles of Macro Economics  (3 units)
- ECON 2  Principles of Micro Economics  (3 units)
- ENGL 2B  Introduction to Multicultural Literature  (3 units)
- GEOG 2  Cultural Geography  (3 units)  if not taken in Area A
- GEOL 13  Environmental Geology  (3 units)
- HIST 4A  History of World Societies, Before 1500  (3 units)  if not taken in Area A
- HIST 4B  History of World Societies, 1500 to Present  (3 units)  if not taken in Area A
- PHIL 6  Comparative Religions  (3 units)
- PHIL 7A  History of Philosophy: Ancient to Medieval Times  (3 units)
- POLS 3  Introduction to Comparative Politics  (3 units)  if not taken in Area A
- POLS 4  Introduction to International Relations  (3 units)  If not taken in Area A
- AJ/POLS/PSYC/CMUN 6  Introduction to Conflict Resolution  (3 units)
- CD 7/PSYC 7/ANTH 9  Cultural Context of Child and Family in a Diverse Society  (3 units)
- SOC 3  Sociology of Race, Ethnicity and Cultural Identity  (3 units)
- SOC 4  Sociology of Women and Men  (3 units)

... 6 units

Total Units Required for Major (Areas A-C):  23 UNITS

Plus completion of general education requirements:  units vary

Total Units Required:  minimum of 60 UNITS
Media Arts Options

The Broadcast TV and Journalism Media Arts Associate’s Degree options require a combination of **CORE COURSES** (below) and additional requirements:

**CORE COURSES:**
- JOUR/SOC 10  Mass Media & Society .................3 units
- JOUR 16A  Writing for Media ..........................3 units
- THEA/MC-TV 16  Television History and Practice ....3 units
- THEA/MC-TV 17A  Television & Video Workshop ...3 units
Core Courses Unit Total: 12 UNITS

**ADDITIONAL REQUIREMENTS** (12 units minimum):
- THEA/MC-TV 17B  Television and Video Workshop ............3 units
- THEA 20  Introduction to Scriptwriting ..................3 units
- Choose six (6) units from courses below:
  - CMUN 2/THEA 4  Oral Reading (3 units)
  - THEA/MC-TV 6  Introduction to Audio Production (3 units)
  - THEA 14  Stage Production (1-3 units)
  - THEA/MC-TV 19  Television and Film Acting (3 units)
  - ART/CSIS/DM 117  Visual Effects/Motion Graphics (3 units) .......
  - Core courses unit total: 6 units
Total Units Required: 24 UNITS

Plus completion of general education requirements; ............ units vary
Total Units Required: minimum of 60 UNITS

*This degree was formerly called Video Arts/Technical Production. Requirements have changed and are pending Chancellor’s Office approval. Please see a Gavilan counselor or check the college website for current status.

**Broadcast Television Option**

The Gavilan College Media Arts Program educates students in multiple forms of media, such as television, print and film.

In the program, the history and development of human communication is studied and explored as students critique and create media.

Contact:
(408) 848-4701
las@gavilan.edu

The Media Arts Broadcast Television Degree prepares students for transfer in Media Arts, Mass Communications, film and television studies.

Students in Broadcast Television participate in learning experiences that teach skills in pre-production, production and post-production including: writing, acting, camera operation, editing, audio, directing in studio and field production scenarios for television production.

The projects created and produced by students are prepared for broadcast on GavTV-Cable Channel 18, the Gavilan Educational Channel, Blip.TV, You-tube and streaming on the Web. GavTV programming includes: music, theater, dance, arts, sports, news and special events. Original programs aired on the GavTV 18 are: News & Views Live!, Art is Essential, The Gavilan Hour, Gavilan Rams Football and Let’s Ask Alice.

**Program Learning Outcomes:** After completing a Media Arts Broadcast Television Degree a student will be able to:

- perform confidently and safely in set-up and operation of video and audio equipment in live or live to tape studio or field production.
- demonstrate knowledge and skills in digital editing for broadcast television.
- discuss and critique production values in film and television including: lighting, set design, make-up.
- demonstrate and apply best practices in working on a television/video production crew.
- describe and perform the knowledge, skills and abilities related to the production process including: pre-production, production and post-production.
Technical Production Option  A.A. Degree

CORE COURSES (listed on page 146): 13-14 units

ADDITIONAL REQUIREMENTS:
THEA 15  Introduction to Design for Stage, Film and Television  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  . 3 units

Choose eight units from classes listed below:
ART 2A  Two Dimensional Design/Form and Color  (2-3 units*)
ART 8A  Photography  (3 units)
ART 10A/B  Cultural History of Ceramics/Ceramics  (3/3 units)
ART 12A/B  Sculpture  (3/2 units)
ART 13  Three Dimensional Design  (3 units)
ART 14  Stage Production  (1-3 units)
Any Music performance course or any Computer Graphics & Design course  (1-3 units)

Choose one or more of the classes listed below:
CMUN 2/THEA 4  Oral Reading  (3 units) should be CMUN 2/THEA 4
THEA 2B  Children's Theatre Repertory  (2-3 units*)
THEA 12B  Acting Techniques  (2 units)
THEA/MCTV 19  Television and Film Acting  (3 units) Add crosslisted MCTV 19

Total Units Required:  minimum of 26 UNITS

Program Learning Outcomes:

Students completing this degree will:
- master vocabulary and a working knowledge regarding the different technical and creative jobs related to theatre and theatre production.
- develop creative proficiency in designing sets, costumes, lights or sound for Gavilan productions.
- work effectively in a team, having developed collaboration and teamwork skills through class exercises, assignments and performances.
- describe significant movements or genres in theatre history, and to elaborate on their social and cultural significance.
- discuss and critique theatrical performances, evaluating the various technical elements of the production (costume, sets, lights & sound), to determine whether they support or detract from the production and text.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

Total Units Required: minimum of 60 UNITS

* Pending Curriculum Committee approval THEA 2A and THEA 2B will be 3 unit classes effective spring 2010.

Television Control Room

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 47-57 or see a counselor for details.