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This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205.

**ACCT 120 Computerized Accounting - QuickBooks**

**Transferable:** CSU

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

**ACCT 121 Spreadsheet - MS Excel**

**Transferable:** CSU

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

ACCT 105 Payroll Accounting

**Transferable:** CSU

This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205, completion of Accounting 101.

**ACCT 120 Computerized Accounting - QuickBooks**

**Transferable:** CSU

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

**ACCT 105 Payroll Accounting**

**Transferable:** CSU

This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205, completion of Accounting 101.

**ACCT 120 Computerized Accounting - QuickBooks**

**Transferable:** CSU

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

**ACCT 105 Payroll Accounting**

**Transferable:** CSU

This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205, completion of Accounting 101.

**ACCT 120 Computerized Accounting - QuickBooks**

**Transferable:** CSU

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

**ACCT 105 Payroll Accounting**

**Transferable:** CSU

This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205, completion of Accounting 101.

**ACCT 120 Computerized Accounting - QuickBooks**

**Transferable:** CSU

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

**ACCT 105 Payroll Accounting**

**Transferable:** CSU

This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205, completion of Accounting 101.

**ACCT 120 Computerized Accounting - QuickBooks**

**Transferable:** CSU

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

**ACCT 105 Payroll Accounting**

**Transferable:** CSU

This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205, completion of Accounting 101.

**ACCT 120 Computerized Accounting - QuickBooks**

**Transferable:** CSU

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

**ACCT 105 Payroll Accounting**

**Transferable:** CSU

This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205, completion of Accounting 101.

**ACCT 120 Computerized Accounting - QuickBooks**

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

**ACCT 105 Payroll Accounting**

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This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205, completion of Accounting 101.

**ACCT 120 Computerized Accounting - QuickBooks**

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

**ACCT 105 Payroll Accounting**

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This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205, completion of Accounting 101.

**ACCT 120 Computerized Accounting - QuickBooks**

**Transferable:** CSU

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 120. ADVISORY: CSIS 1 or CSIS 2 or the equivalent computer experience.
Investigation. ADVISORY: Eligible for English 250 and English 260.

Processes; sources of information; interview and interrogation, and follow-up
recording; collection and preservation of physical evidence; modus operandi
Transferable:

AJ 19 Introduction to investigation
Transferrable: CSU
Fundamentals of investigation; techniques of crime scene search and
recording; collection and preservation of physical evidence; modus operandi
processes; sources of information; interview and interrogation, and follow-up
investigation. ADVISORY: Eligible for English 250 and English 260.

AJ 16 Introduction to Evidence
Transferrable: CSU
This course covers the origin, development, philosophy and basis of evidence;
constitutional and procedural considerations affecting arrest, search and
seizure; types of evidence and rules governing admissibility; judicial decisions
interpreting individual rights and case studies. In addition to the Federal Rules
of Evidence, the course also includes the California law regarding the rules of

Above class meets at Morgan Hill Community site.

AJ 14 Criminal Law
Transferrable: CSU, UC; CAN:AJ4
Historical development, philosophy of law and constitutional provisions;
definitions, classifications of crime, and their applications to the system of
administration of justice; legal research, review of case law, methodology, and
concepts of law as a social force. Explores crimes against persons, property,
and the state. ADVISORY: AJ 10; Eligible for English 250 and English 260.

Above class meets at Morgan Hill Community site.

Above class meets at Morgan Hill Community site.

AJ 10 Introduction to the Administration of Justice
Transferrable: CSU, UC; GAV-GE:D2; CAN:AJ2
The history and philosophy of justice as it evolved throughout the world; in-
depth study of the American system and various sub-systems; roles and role
expectations of criminal justice agents in their interrelationships in society;
concepts of crime causations, punishments and rehabilitation; ethics, education
and training for professionalism in the social system. (C-ID: AJ 110) ADVISORY:
Eligible for English 250 and English 260.

Above class meets at Morgan Hill Community site.

AJ 12 Criminal Procedures
Transferrable: CSU
Legal processes from pre-arrest, arrest through trial, sentencing and
correctional procedures; a review of the history of case and common law;
conceptual interpretations of law as reflected in court decisions; a study of
case law methodology and case research as the decisions impact upon the
procedures of the justice system. ADVISORY: AJ 10; Eligible for English 250
and English 260.

Above class meets at Morgan Hill Community site.

Above class meets at Morgan Hill Community site.

Above class meets at Morgan Hill Community site.
## AH 3 The Person in the Life Cycle
**Transferable:** CSU, UC; CSU-GE:E2; GAV-GE:E2, F

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

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## AH 11 Nutrition
**Transferable:** CSU, UC; CSU-GE:E2; GAV-GE:E2, F; CAN-FCS2

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

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## AH 16B IV Therapy / Blood Withdrawal / B
**Transferable:** CSU

Theoretical application and clinical techniques required for safe administration of IV therapy and withdrawal of blood for testing. (Approved by the Board of Vocational Nursing for certification in IV Therapy and Blood Withdrawal. Approved for continuing education credit BRN #99892). Previously listed as AH 16. **COREQUISITE:** Enrollment in AH 52 or current active LVN licensure in California. $50.00 course materials fee payable at registration.

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## AH 16D IV Therapy / Blood Withdrawal / D
**Transferable:** CSU

Theoretical application and clinical techniques required for safe administration of IV therapy and withdrawal of blood for testing. (Approved by the Board of Vocational Nursing for certification in IV Therapy and Blood Withdrawal. Approved for continuing education credit BRN #99892). Previously listed as AH 16. **COREQUISITE:** Enrollment in AH 54 or current active LVN licensure in California. $50.00 course materials fee payable at registration.

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## AH 23 Independent Study
**Transferable:** CSU

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

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## AH 52 Medical-Surgical Nursing
**Transferable:** CSU

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

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## AH 54 Medical-Surgical / Pediatric Nursing
**Transferable:** CSU

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

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## AH 56 Compensatory Nursing Practice
**Transferable:** CSU

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

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## AH 171 Advanced Clinical Medical Assisting
**Transferable:** CSU

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

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AH 180  Fundamentals of Nursing--Convalescent
Transferable: CSU
A course to provide a basic introduction to patient care in the convalescent setting. Emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. Includes introduction to health care, planning, safety, infection control, personal care, basic procedures, rehabilitation, nutrition and clients’ rights and needs. At the completion of this course students will qualify for state certification as a nursing assistant. PREREQUISITE: Eligible for English 250 and English 260 and eligible for MATH 205 or MATH 430. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement. Health and fingerprint clearance required prior to clinical placement. Uniform, shoes, watch, and stethoscope required. Clinical in Morgan Hill or Hollister, as assigned.

40202 L/L HOB114 M Machado 8.0 MT 0900-1200
   W 0630-0130 This is an ROP course.

40370 L/L HOB114 M Machado 8.0 MT 0900-1200
   R 0630-0130 This is an ROP course.

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

AH 182  Home Health Care
Transferable: CSU
Course is designed to prepare students to provide basic health care in the home. Includes interpretation of medical/social needs, personal care services, cleaning tasks, nutrition, and the scope of limitations of a home health aide. All students who achieve a grade of “C” or better will be eligible for a Home Health Aide certificate from the State of California. PREREQUISITE: California CNA certification or concurrent enrollment in AH 180 or equivalent. Equivalency determined by written and performance exams. Also, eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement.

40407 Lec HOB114 D Reid 2.0 MWF 0900-0430
   01/06/14 - 01/10/14

Lab HOB114 D Reid 0630-0130
   01/13/14 - 01/17/14 This is an ROP course.

40408 Lec HOB114 D Reid 2.0 MWF 0900-0430
   01/06/14 - 01/10/14

Lab HOB114 D Reid 0630-0130
   01/21/14 - 01/23/14 This is an ROP course.

AH 190  Occupational Work Experience / Allied Health
Transferable: CSU
Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

40204 Wk Ex HOB114 K Bedell 1.0

40212 Wk Ex HOB114 K Bedell 2.0

40213 Wk Ex HOB114 K Bedell 3.0

40214 Wk Ex HOB114 K Bedell 4.0

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

40618 Lec HOL3 F Mendez 1.0 S 0130-0320
   03/01/14 - 04/21/14 Above class meets at the Hollister Briggs site.

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

ANTH 1  Introduction to Physical Anthropology
Transferable: CSU, UC; CSU-GE:B2, IGETC:5B; GAV-GE:B2; CAN:ANTH2
Explores and analyzes human biological, social and cultural development over the last several million years. The implications of evolutionary theory for the world today are considered. Principal topics are evolutionary theory, Mendelian and molecular genetics, the fossil record, primatology, the nature of human diversity, biocultural analysis of malnutrition, and the question of continuing evolution. ADVISORY: English 250, English 260 and Mathematics 205.

40020 Online D Klein 3.0

40021 Online D Klein 3.0

40022 Lec SS205 G Michaels 3.0 W 0230-0350
   Online G Michaels

ANTH 2  Introduction to Archaeology
Transferable: CSU, UC; CSU-GE:D1, IGETC:4A; GAV-GE:D2
The study of the human past through material culture remains. Artifacts, sites, settlements and landscapes will be studied to help reveal how people lived, how they saw themselves and their world, what the environment was like and how these factors interrelated and changed through time. Explores and analyzes the development of the concepts and methods of anthropological archaeology. Surveys selected prehistoric cultures. Training in archaeological methods, site recognition, recording and preservation, and cultural resource management. ADVISORY: Recommended English 250 and English 260.

40023 Lec SS205 G Michaels 3.0 TR 0945-1105

ANTH 3  Introduction to Cultural Anthropology
Transferable: CSU, UC; CSU-GE:D1, IGETC:4A; GAV-GE:D2, F; CAN:ANTH4
The comparative study of human societies and cultures. Emphasis is placed on the analysis of small scale non-western societies. Specific topics include: the relationship between culture and power; ideas of progress and the nation-state; immigration, kinship, and identity; race and gender; inequality and structural violence; and cross-cultural analysis of religious, political and economic institutions. This course interrogates the relevance of anthropology for understanding the processes of development and globalization. Exploration of the above through ethnographic readings, class discussions, films, short papers and a final research paper based on original fieldwork in a local community. ADVISORY: Eligible for English 250 and English 260.

40024 Lec SS205 D Klein 3.0 MW 0945-1105

40025 Lec HOL1 S Salinas 3.0 R 0600-0905
   Online D Klein
   Above class meets at the Hollister Briggs site.

ANTH 5  Magic, Witchcraft, and Religion
Transferable: CSU, UC; CSU-GE:D1, IGETC:4A; GAV-GE:D2, F
Explores and analyzes, from a cross-cultural and comparative perspective, religious traditions in diverse cultural contexts with particular focus on the effects of globalization on religious beliefs and practices. Cross-cultural analysis of the concepts of magic, witchcraft, and religion. Examination of connections among the concepts of race, nation, and religion. Exploration of the above through ethnographic readings, class discussions, films, short papers, and a final research paper based on original fieldwork in a local religious or spiritual community. PREREQUISITE: Eligible for English 1A.

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

ART 1A  Art History
Transferable: CSU, UC; CSU-GE:C1, IGETC:3A; GAV-GE:C1, F; CAN:ART2, ART SEQ A
A critical survey of the influences and development of painting, architecture, sculpture, and minor arts from pre-historic to the Byzantine/Romanesque eras, including the art of primitive people. (C-ID: ARTH 110) ADVISORY: Eligible for English 250 and English 260.

40111 Lec MGH4 C Cortez 3.0 M 0600-0905
   Above class meets at Morgan Hill Community site.
The history of western painting, sculpture, architecture and minor arts from the Romanesque, the Gothic and Renaissance eras to the present. ADVISORY: Eligible for English 250 and English 260.

Transferable: CSU, UC; CSU-GE:C1; GAV-GE:C1; CAN:ART4, ART SEQ A

ART 1A Art History

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

The deadline for filing out a petition for graduation for spring is Wednesday, April 16, 2014.
ART 15A  Beginning Painting: Form and Composition
Transferable:  CSU, UC; GAV-GE:C1
This is an introductory painting course. Students will study traditional, contemporary and experimental painting techniques using acrylics and/or oils as the primary media. Emphasis will be placed on foundational concepts and approaches including color, form and composition. This course has the option of a letter grade or pass/no pass. (C-ID: ARTS 210) ADVISORY: Art 2A or 3A, or portfolio review of student's work.
40104  L/L  AR102  C Canepa  3.0  MW  0230-0535

ART 15B  Beginning Painting: Imagination and Expression
Transferable:  CSU, UC; GAV-GE:C1
This is an introductory painting course. Students will study traditional, contemporary and experimental painting techniques and media. Social, cultural and historical awareness are integrated with classroom explorations of expressive painting. Students develop a variety of painting approaches and a greater understanding of personal expression. This course has the option of a letter grade or pass/no pass. ADVISORY: Art 2A or Art 3A or Portfolio Review
40105  L/L  AR102  C Canepa  3.0  MW  0230-0535

ART 22  Field Work and Service
Transferable:  CSU
Supervised field work within the college and with local agencies. Students serve in useful group activities in leadership roles prescribed for them by faculty or community agencies. A maximum of six units may be completed. This is a pass/no pass course. REQUIRED: Learning contracts must be filled out and signed by the student and the supervising instructor.
40114  Fld Ex  AR101  K Gonzales  1.0
40115  Fld Ex  AR101  J Rekedal  1.0
40837  Fld Ex  AR101  P Hulin  1.0

ART 23  Independent Study
Transferable:  CSU
Designed to afford selected students specialized opportunities for exploring areas at the independent study level. The courses may involve extensive library research, work in the community, or special projects. May be repeated until six units of credit are accrued. This course has the option of a letter grade or pass/no pass. REQUIRED: The study outline prepared by the student and the instructor must be filed with the department and the dean.
40116  Ind  AR101  K Gonzales  1.0
40117  Ind  AR101  J Rekedal  1.0
40599  Ind  AR101  P Hulin  1.0

ART 25A  Art Methods
Transferable:  CSU; CSU-GE:C1; GAV-GE:C1
Art methods and learning theory for those planning to work with preschool, elementary and secondary school students. Includes art therapy as well as gifted and special learner projects. Two dimensional work in printing, drawing, collage. Also listed as CD 25A.
40123  Lab  AR103  D Gustlin  3.0  F  0900-1005
Online  D Gustlin
40124  Lab  HOL1  R McGinnis  3.0  F  0400-0805
Online  R McGinnis
Above class meets at the Hollister Briggs site.

ART 25B  Art Methods
Transferable:  CSU; GAV-GE:C1
Art methods, creativity and learning theory for those planning to work with preschool, elementary, and secondary school students. Includes art therapy as well as gifted and special learner projects. Three dimensional work in sculpture, bas relief, mobiles, paper mache, plaster, and various 3-D materials. Also listed as CD 25B.
40125  Lab  HOL1  R McGinnis  3.0  F  0400-0805
Online  R McGinnis
Above class meets at the Hollister Briggs site.
### BIO 1  Cell and Molecular Biology
**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIO12, BIOL SEQ A

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

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### BIO 5  General Botany
**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIO6, BIOL SEQ A

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

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### BIO 7  Human Anatomy
**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIO10, BIOL SEQ B

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

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### BIO 8  General Microbiology
**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIO14

An introduction to microbiology with an emphasis on bacteriology. Includes the study of morphology, physiology and classification of microorganisms, a survey of infectious disease, immunology and techniques for culture and control of microorganisms. This course is also listed as Allied Health 8. **PREREQUISITE:** Biological Science 10 or 15 with a grade of credit or C or better. **ADVISORY:** Chemistry 30A and Chemistry 30B; eligible for English 250, English 260 and Mathematics 205.

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### BIO 9  Human Physiology
**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIO12, BIOL SEQ B

A study of the functions of the major organs and organ systems of the human body, emphasizing control at the cellular level, integration of systems and homeostasis of the human body. This course is also listed as Allied Health 9. **PREREQUISITE:** Biological Science 7 or 15 with a grade of credit or C or better. **ADVISORY:** Chemistry 30A and Chemistry 30B; eligible for English 250, English 260 and Mathematics 205.

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### BIO 10  Principles of Biology
**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3; CAN:BIO10, BIOL SEQ B

An introductory biology course covering functions at the cellular and organismal levels. Includes study of the basic principles of metabolism, heredity, evolution and ecology. Primarily for non-biological science majors. **ADVISORY:** Eligible for English 250, English 260 and Mathematics 205.

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### BIO 11  Nutrition
**Transferable:** CSU, UC; CSU-GE:E2; GAV-GE:E2; F; CAN:FCS2

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

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### BIO 15 Survey of Human Anatomy and Physiology
**Transferable:** CSU, UC; CSU-GE:B2, B3, IGETC:5B, 5C; GAV-GE:B2, B3
An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as Allied Health 15. ADVISORY: Biology 10 or Biology 12 with a grade of 'C' or better. Eligible for English 250, English 260 and Mathematics 205. Course will include the viewing of a cadaver.

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### BIO 21 Field Ecology
**Transferable:** CSU
Introduces concepts in ecology, plant and animal identification, natural history, and habitat assessment in a field setting. The class will have a two hour preliminary meeting to prepare for two successive meetings to local habitats. Camping is not required. Outings will be rescheduled in the case of inclement weather. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and Math 205.

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### BIOTECHNOLOGY

#### BIOT 104 Seminar in Biotechnology
**Transferable:** CSU
This course will survey careers in biotechnology and ethical issues in biotechnology.

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#### BUSINESS OFFICE TECHNOLOGY

#### BOT 112 Business Computations with Machines
**Transferable:** CSU
Self-paced course in the operation of the electronic printing calculator. This course provides theory and practice in business applications with emphasis on mathematical problem solving. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 402.

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#### BOT 180 Medical Terminology for the Office
**Transferable:** CSU
This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. This course had the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

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### BOT 181 Medical Billing
**Transferable:** CSU
This course is an introduction to computerized billing procedures for the medical front office. Students will learn the patient billing features of the software and complete a capstone simulation project. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250. Some computer experience.

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### BOT 182 Medical Office Procedures
**Transferable:** CSU
This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. This course has the option of a letter grade or pass/no pass. PREREQUISITE: BOT 180 and CSIS 126 with credit or a grade of C or better or experience using Microsoft Word. ADVISORY: Eligible for English 250 and Mathematics 402.

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### BOT 190 Occupational Work Experience / Business Office Technology
**Transferable:** CSU
Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college, and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

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

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#### Biotechnology Certificate of Achievement (17 units)

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#### Biotechnology

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

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**This certificate in Biotechnology may help prepare you for the biotech field which includes:**
- Environmental testing
- Forensics
- Hospitals
- Plant Pathology
- Research

*www.gavilan.edu* - *Gavilan College*
Gavilan College

BUS 1 Fundamentals of Business
Transferable: CSU, UC; GAV-GE:D2, F
A survey in business providing a multidisciplinary examination of how culture, society, the economic system, the legal environment, international and political issues, financial institutions, and human behavior interact to affect a business organization’s policy and practices within the U.S. and abroad. Demonstrate how these influences impact the primary areas of business including: organizational structure and design, leadership, human resources management, organized labor practices; marketing; organized communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities markets; and therefore affect a business’s ability to achieve its organizational goals. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 1. (C-ID: BUS 110) ADVISORY: Eligible for English 250 and English 260.

CHEM 30A Elementary Chemistry
Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:CHEM6, CHEM SEQ B
This is a first semester college chemistry course designed for majors preparing to take Chemistry 1A, nursing and allied health students, as well as general education. The course will cover the principles of chemistry including properties of matter, energy, atomic theory, the Periodic Table, stoichiometry, elements and compounds, the properties of bonding, molecular structure, chemical reactions, states of matter, acidity, solutions and gases, as well as an introduction to organic chemistry. ADVISORY: Mathematics 205; eligible for English 250 and English 260.

BUS 190 Occupational Work Experience / General Business
Transferable: CSU
Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit, 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum total of 16 units. Minimum 2.00 GPA. REQUIRED: Declared vocational major.

CHEM 1B General Chemistry
Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3; CAN:CHEM4, CHEM SEQ A
This is the second semester of a year-long general chemistry course designed as a continuation of Chemistry 1A. Topics include solutions, thermodynamics, chemical kinetics, the equilibria of acids and bases, solubility systems, complex ions, electrochemistry, the chemistry of metals and nonmetals, as well as nuclear chemistry. (C-ID: CHEM 120S: Chem 1A + Chem 1B) PREREQUISITE: Chemistry 1A with a grade of C or better.

CHEM 12B Organic Chemistry
Transferable: CSU, UC; CSU-GE:B1, B3, IGETC:5A, 5C; GAV-GE:B1, B3
This is the second semester of a year-long organic chemistry course designed as a continuation of Chemistry 12A. Topics include nomenclature, stereochemistry, mechanism, reactions, and spectroscopic studies of the various organic functional groups. Lecture and laboratory methods will focus on synthesis, isolation, purification, elucidation and identification of organic structures as well as instrumental methods and data interpretation. (C-ID: CHEM 160S) PREREQUISITE: Chemistry 12A

COURSE OFFERING

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CHEMISTRY

CD 1 Principles and Philosophies of Early Childhood Education
Transferable: CSU
An overview of the developing child, current theories and research within the context of family, school, and community, and an historical perspective on the development of early childhood education. The processes of socialization and identity development will be highlighted showing the importance of respectful, reciprocal relationships that support and empower families. Observations in schools are to be arranged. (C-ID: ECE 120) ADVISORY: Eligible for English 250 and English 260.

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CD 2 Early Child Development
Transferable: CSU, UC; CSU-GE:D9, E, IGETC:4I; GAV-GE:D2, E2
This course examines typical and atypical development within the psychosocial, cognitive, and physical domains from conception through the preschool years. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. This course is also listed as PSYC 2. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 1A; transfer students consult with advisor.

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### CD 3  Child Growth and Development During the School Years
**Transferable:** CSU, UC; CSU-GE:D9, E, IGETC:4; GAV-GE:D2, E2

This course examines typical and atypical development within the psychosocial, cognitive, and physical domains from middle childhood through adolescence. Upon completion of this course, students will be able to evaluate theories and research of child development and effectively apply and communicate their understanding through observation and evaluation. This course has the option of a letter grade or pass/no pass. 

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### CD 4  Observing and Assessing Children
**Transferable:** CSU

Provides training in a variety of naturalistic and formal observation techniques, and discusses the use of standardized testing in children. Students learn to use formal observation tools, make a case study portfolio and give a parent conference. Observing children in classroom settings is required. This course has the option of a letter grade or pass/no pass.

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### CD 5  Child / Family and Community
**Transferable:** CSU

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

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### CD 7  Cultural Context of Child and Family in a Diverse Society
**Transferable:** CSU; CSU-GE:D7; GAV-GE:D2, F

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

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### CD 8B  Teaching Reading and Writing to Children
**Transferable:** CSU

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

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### CD 9  Child Health / Nutrition and Safety
**Transferable:** CSU

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

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### CD 10  Children with Special Needs
**Transferable:** CSU

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

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### CD 11C  Supervision of Adults: The Mentor Teacher
**Transferable:** CSU

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

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**Apprenticeship Program**

**Carpenter and Drywall**

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

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

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

An application can be obtained from the Carpenter Training Center

485 Woodview Drive, Morgan Hill, CA

or [http://ctcnc.org](http://ctcnc.org)

408.778.1552

Fill out the application, then bring it in to the training center or follow the mailing instructions on the application.
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**CD 13** Infant and Toddler Development and Care
**Transferable:** CSU

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

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

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

**CD 16** Exploring Mathematics with Children
**Transferable:** CSU

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

**CD 17** Exploring Science with Children
**Transferable:** CSU

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

**CD 19** Introduction to Careers with Children
**Transferable:** CSU

An overview of Department of Social Services and Department of Education regulations regarding early childhood professionals in California. Self-assessment techniques with emphasis on building relationships with children, families and colleagues. National standards, Code of Ethics, Public Policy and CA Early Childhood Foundations will be discussed as essential ingredients for effective early childhood programs. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260. This short term 12 week course.

**CD 20** Children’s Language and Literature
**Transferable:** CSU

A developmental view of children’s language and literacy learning in a framework of children’s literature. Students will be presented with steps in children’s literacy learning in order to help them organize classrooms and plan activities to support the growth of writing and reading. Students will study historical trends in children’s literature and participate in practical experiences and activities that use a wide range of techniques and materials for advancing language comprehension and usage. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

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**CD 25A** Art Methods
**Transferable:** CSU; CSU-GE:C1; GAV-GE:C1

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

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

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

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

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

**CD 32** Introduction to Curriculum
**Transferable:** CSU

This foundational curriculum course presents an overview of knowledge and skills needed for designing curriculum and environments for all young children. Students examine the teacher’s role in supporting development, fostering creativity, and modeling a joy of learning for children and parents. Students will design and implement an integrated curriculum based on observation and assessment and emphasizes play and design learning centers for literacy, social, emotional, sensory, art, perceptual, math, and science learning. Students complete an activity folder and participate in demonstrations and observations. Previously listed as CD 21. (C-ID: ECE 130). ADVISORY: Eligible for English 250 and English 260.

**CD 97** Introduction to Service Learning with Children
**Transferable:** CSU

Service Learning is a method through which community participation, academic subjects, skills, and awareness are linked. Through a combination of community-based learning experiences, reading and writing assignments, and classroom-based learning experiences, this course seeks to foster the development of self-reflective, culturally aware and responsive community participants. Students will complete a minimum of 30 hours of community service work during the semester. This course has the option of a letter grade or pass/no pass.
COMMUNICATION STUDIES

CMUN 1A Introduction to Public Speaking
Transferable: CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1; CAN:SPCH4
Basic principles of effective human communication and their function in contemporary public settings; emphasis is on the speeches to inform and persuade, with special consideration given to fundamental communication skills, including organization, reasoning, explanation, rhetoric and listening. (C-ID: COMM 110) ADVISORY: Eligible for English 250 and English 260.

40141 Lec PB1 C Avila 3.0 W 0600-0905
40142 Lec PB1 S Gialacale 3.0 T 0600-0905
40144 Lec PB1 D Besson-Silvia 3.0 W 0230-0535
40143 Lec PB1 D Besson-Silvia 3.0 M 0230-0535
40145 Lec HOL2 A Andrade 3.0 MW 0810-0930
40146 Lec PB1 S Gialacale 3.0 F 1215-0320
40901 Lec MHG10 D Cowan 3.0 TR 0945-1105

CMUN 4 Intercultural Communication
Transferable: CSU, UC; CSU-GE:D3, D7, IGETC:4G; GAV-GE:D2, F
This course will explore the dynamics of communication as it applies to people from different cultures. Course content focuses on the application of theory and research to intercultural communication contexts. Increasing the awareness and understanding of diversity, the perception process, culture, verbal and non-verbal communication and the obstacles that prevent one from becoming a competent intercultural communicator will be examined. (C-ID: COMM 150)

40147 Lec PB1 E Waddell 3.0 TR 0810-0930

CMUN 5 Fundamentals of Communication Studies
Transferable: CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1
This course provides instruction and application of theory and practice in various communication contexts including the self concept, interpersonal, interviewing skills, small group dynamics, and public speaking. Emphasis is placed on analytical and organizational skills, listening, nonverbal and verbal communication, and public speaking communication methodology. ADVISORY: English 250 and English 260.

40148 Lec PB1 E Waddell 3.0 TR 0945-1105

CMUN 6 Introduction to Conflict Resolution
Transferable: CSU; CSU-GE:D7; GAV-GE:D2
Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as PSYC 6 and CMUN 6. ADVISORY: English 250 and English 260.

40840 Lec SS205 L Halper 3.0 MW 1120-1240

CMUN 8 Interpersonal Communication
Transferable: CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1, F
This course studies the communication process in an interpersonal (dyadic) setting. This class will explore the ways in which we can improve our communication with others. Verbal and nonverbal messages, self-concept, cultural differences, gender differences, perceptual listening and conflict management will be explored. (C-ID: COMM 140) ADVISORY: Eligible for English 250 and English 260.

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

CMUN 10 Small Group Communication
Transferable: CSU, UC; CSU-GE:A1, IGETC:1C; GAV-GE:A1; CAN:SPCH10
An introductory course that develops basic individual reasoning skills, insights and experiences in information-sharing, interacting, decision-making, problem-solving, resolution of disputes and other issues central to group processes. (C-ID: COMM 104) ADVISORY: Eligible for English 250 and English 260.

40136 Lec MGH12 D Cowan 3.0 TR 0810-0930
Above class meets at Morgan Hill Community site.
40137 Lec PB1 S Giacalone 3.0 F 0900-1205
This service learning course involves community work.
40138 Lec HOL2 A Andrade 3.0 MW 0945-1105
Above class meets at the Hollister Briggs site.
40139 Lec PB1 E Waddell 3.0 TR 1120-1240
This service learning course involves community work.

CMUN 129 Presentation Graphics - MS PowerPoint
Transferable: CSU
This introductory course in presentation graphics will use Microsoft Office’s “PowerPoint” software to create a computerized presentation with text and objects. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 129. ADVISORY: CSIS 126 or word processing skills in the Windows environment.

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

COMPUTER GRAPHICS AND DESIGN

CGD 2 2D / 3D Technical Computer Graphics I
Transferable: CSU
Introduction to graphic and design competencies architects, engineers, game/simulation developers, industrial designers and other careers professional designers use when producing and marketing real and/or virtual consumer products. Prepares students to create consumer products, buildings and other designed objects by developing freehand sketches, creating SolidWorks models and/or other graphics while applying theory and knowledge of elements and principles of visual design, creative problem solving, typography, professional ethics and research skills. This course has the option of a letter grade or pass/no pass. ADVISORY: LIB 3 and MATH 404G.

40902 L/L LI126 Nandh 3.0 TR 0620-0820
SolidWorks Parametric Computer Aided Design (CAD) software will be taught and used as a tool design consumer products and produce 3D renderings, animations, and technical dimensioned drawings.

Get Started Today and Earn a Degree or Certificate in Communication Studies!

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

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

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