

## Special Courses

The following transferrable courses\* are designed for individual study under faculty supervision. They may be offered in the class schedule under each discipline in the college curriculum that is transferrable to the baccalaureate level.

Interested students must have sufficient background in the discipline, from previously completed course work or equivalent experience, to enable them to meet their specific objectives in their individual contracts.

A specific contract for each course must be developed by the student, and approved by a faculty supervisor, department chair and appropriate dean. To register, the contract must be completed and filed with the Admissions and Records Office at the time of registration. Contract forms are available in the Admissions and Records Office.

These courses are also called "Independent Studies", Special Studies", "Special Topics", "Internships", etc.. Credit for variable topics courses is given only after a review of the scope and content of the course by the receiving institution. This usually occurs after transfer and may require recommendations from faculty.

NOTE: Transfer institutions (i.e., UC/CSU) reserve the right to deny credit for special courses. See a counselor for details.

### COURSE NUMBER 22\*, 122 - Field Work and Service (0.5 or 1 unit)

Supervised field work within the college and/or local agencies. Students serve in useful group activities in leadership roles prescribed for them by the faculty supervisor, and when appropriate, community agencies. A maximum of six units may be earned. These courses do not transfer to UC. They may transfer to CSU. Check with a counselor.

### COURSE NUMBER 23\*, 123\* - Independent Study (1 or 2 units)

Designed to afford students specialized opportunities to continue study in a discipline at the independent study level. Working with faculty supervision, the studies may involve extensive library work, research, laboratory work or special projects. A maximum of six units may be earned.

These courses are also called "Independent Studies", Special Studies", "Special Topics", "Internships", etc.. Credit for variable topics courses numbered 23 is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. These courses have the option of a letter grade or pass/no pass.

### COURSE NUMBER 98, 198\*\* - Special Topics (.05 to 3 units)

Special topics courses examine current problems or issues of interest to students within a specific discipline area. For topical content information, consult with the appropriate department chairperson. For transfer status, check with a counselor. May be repeated for credit with different topics.

\*\* These courses may transfer to UC or CSU. Check with a counselor.

All courses listed here are part of Gavilan College's approved curriculum. All courses are not offered every semester. Check the Class Schedule for current offerings.

## ACCOUNTING

### ACCT 20 Financial Accounting

Units: 4.0 Hours: 4.0 Lecture

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

An introduction to accounting principles and concepts. The course includes the application of accounting theory to accumulate and summarize financial data. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250, English 260 and Mathematics 233. Microsoft Excel or other computer spreadsheet knowledge.

### ACCT 21 Managerial Accounting

Units: 4.0 Hours: 4.0 Lecture

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

This course covers internal uses of accounting information for managerial decision making. Includes coverage of managerial control methods, cost accounting, cost-volume-profit relationships, variable costing, budgeting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Accounting 20. Microsoft Excel or other computer spreadsheet knowledge.

### ACCT 101 Occupational Accounting

Units: 4.0 Hours: 3 lecture 3.0 Laboratory

Transferable: CSU

An introduction to accounting principles and procedures and their application to service business, including the basic accounting cycle, financial statements, adjustments, specialized journals and ledgers. Emphasis is placed on learning bookkeeping procedures for both manual and computer assisted accounting systems. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205 or GBUS 102; eligible for English 250 and 260; CSIS 122

### ACCT 103 General Office Accounting

Units: 2.0 Hours: 1.5 lecture 1.5 Laboratory

Transferable: CSU

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

### ACCT 105 Payroll Accounting

Units: 3.0 Hours: 3.0 Lecture

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 111 Introduction to Income Tax

Units: 3.0 Hours: 3.0 Lecture

Transferable: CSU

A study of theory, philosophy, and principles of income tax law and procedures for computing the tax liability. It includes practice in solving typical individual tax problems. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250, English 260 and Mathematics 205.

**ACCT 120 Computerized Accounting - QuickBooks**

**Units:** 2.0 **Hours:** 1 lecture 3.0 Laboratory  
**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. Repeatable whenever a new software package is adopted. This course is also listed as CSIS 120. **ADVISORY:** CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.

**ACCT 121 Spreadsheet - MS Excel**

**Units:** 1.0 OR 2.0 **Hours:** 1.0 OR 2.0 Lecture  
**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. May be repeated once for credit when the software changes. Also listed as CSIS 121. **ADVISORY:** CSIS 1 or CSIS 2 or equivalent computer experience.

**ACCT 190 Occupational Work Experience/Accounting**

**Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory  
**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units. **REQUIRED:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.

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**Acting: see Theatre Arts**

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## ADMINISTRATION OF JUSTICE

**AJ 6 Introduction to Conflict Resolution**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**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 POLS 6 and PSYC 6 and CMUN 6. **ADVISORY:** English 250 and English 260.

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

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU, UC; 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. **ADVISORY:** Eligible for English 250 and English 260.

**AJ 12 Criminal Procedures**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

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

**AJ 14 Criminal Law**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU, UC; CAN:AJ4

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

**AJ 16 Introduction to Evidence**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU; CAN:AJ6

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies viewed from a conceptual level. **ADVISORY:** Eligible for English 250 and English 260.

**AJ 18 Community and Human Relations**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU, UC

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

**AJ 19 Introduction to Investigation**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

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

**AJ 20 Juvenile Law and Procedure**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

Techniques of handling juvenile offenders and victims; prevention and repression of delinquency; diagnosis and referral; organization of community resources. Juvenile law and juvenile court procedure. **ADVISORY:** Eligible for English 250 and English 260.

**AJ 21 Narcotics and Drug Abuse**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

Designed to explore the Administration of Justice system and drug problems: drug identification, drug user recognition, drug effects, narcotic enforcement, drug prosecution, drug treatment, rehabilitation and education. **ADVISORY:** Eligible for English 250 and English 260.

**AJ 24 Administration of Justice Interviewing & Report Writing**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

General course using various methods to develop students' abilities in note taking, interviewing, information gathering, report writing mechanics and organization and critical evaluation. Students will interview individuals and will write and analyze police reports to meet the standards of the Criminal Justice System. **ADVISORY:** Eligible for English 250 and English 260.

**AJ 32 Crime and Delinquency**

**Units:** 3.0 **Hours:** 3.0 Lecture  
**Transferable:** CSU

An introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency; the criminal justice process: the function of law enforcement, the courts, probation, parole and institutions; changes in crime control and treatment processes, the role of society. **ADVISORY:** Eligible for English 250 and English 260.