

**WTRM 118 Introduction to Occupational Health and Safety****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course covers the fundamentals of the health and safety associated with water treatment, distribution and waste water treatment operations. Subjects covered include introduction to safety, confined space, lockout- tagout, respiratory protection, heat stress, fall protection and traffic control. Each section will satisfy existing Cal/OSHA and other water industry related training requirements.

**WTRM 119 Industrial Wastewater Management & Treatment****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Industrial Wastewater Management and Treatment reviews various industries and their associated wastewater. The course introduces the characteristics of wastewater such as pH, total suspended solids, total dissolved solids, etc., and then reviews basic treatment methods that are used to remove the particular characteristic from the water. By the end of the course, students will be able to design a wastewater treatment plant by developing block flow diagrams which utilize basic treatment methods to achieve the desired wastewater quality. **ADVISORY:** WTRM 101: Introduction to Water/Wastewater Technology, WTRM 107: Beginning Wastewater Treatment Plant Operation

**WTRM 120 Pollution Prevention and Storm Water Management****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

Pollution Prevention and Storm Water Management reviews methods and regulations to prevent pollutants from reaching the waters of our rivers, streams and aquifers. It reviews methods of reducing pollutants in industrial wastewater, water reuse and water recycling. Additionally, it reviews the methods and regulations for storing hazardous wastes and materials. Lastly, it reviews the general stormwater permits for municipalities, industry and construction. At the end of this course, the student will have a fundamental knowledge of how to reduce pollution in our wastewater through effective water and process management, as well as appropriate hazardous materials and waste storage. This course also covers the implementation of methods required by the State's general permits to prevent pollution from entering stormwater runoff. **ADVISORY:** WTRM 101: Introduction to Water/Wastewater Technology; WTRM 107: Beginning Wastewater Treatment Plant Operation.

**WTRM 121 Mechanical Maintenance****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU

This course is designed to familiarize students with the basic principles of mechanical equipment design, installation, operation, maintenance, repair, overhaul and replacement. The course emphasizes understanding the value of preventative maintenance techniques such as equipment monitoring, lubrication analysis, machine alignment and scheduled overhaul. **ADVISORY:** WTRM 101: Introduction to Water/Wastewater Technology.

**WTRM 190 Occupational Work Experience / Water / Wastewater Technology****Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**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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**Word Processing: see CSIS**

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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.

**WORK EXPERIENCE****CWE 190 Occupational Work Experience****Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**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.

**CWE 192 General Work Experience Education****Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** CSU

General work experience for students who have a job unrelated to their major. General work experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. A training plan is developed cooperatively between the employer, college and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. May be taken for a maximum of 4 units. Minimum 2.00 GPA.

**CWE 290 Occupational Work Experience****Units:** 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory**Transferable:** No

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.

**NONCREDIT CLASSES**

All courses are free of charge. Registration will take place in the Admissions and Records Office or on site at the first class meeting.

For more information, contact the Noncredit Office at (408) 852-2824.

**ALLIED HEALTH****AH 743 Healthier Living Through Tobacco Cessation****Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

This course is designed to provide the opportunity to obtain valuable education, support, and build the skills necessary to quit tobacco and live a healthier lifestyle. This course will also serve as a preventative measure for those who are considering smoking or using other tobacco related products. Discussion will focus on developing healthy coping skills, learning healthy lifestyle alternatives to smoking, and learning strategies such as Behavioral Modification Techniques and the use of Nicotine Replacement Therapy to help stop smoking. The physiological effects of tobacco on the human body will also be discussed. The course will be offered in both English and Spanish.

**AH 793 Personal and Career Development****Units:** .0 **Hours:** 1.0 TO 32.0 Laboratory**Transferable:** No

A wide variety of lectures on general themes offered to students throughout the academic year who want short-formatted content to augment their personal, academic and career development. General themes to be explored are: Communication, Interpersonal Skills, Pre-employment, Decision-Making, Financial Literacy, Career and Personal Development and Self-Management with Nutrition. This noncredit course is a combination of lecture, self-assessments, group activities and individual modules.

## ENGLISH

### ENGL 747 Film and Literacy

Units: .0 Hours: 3.5 Lecture

Transferable: No

This course utilizes film to build college-level reading, writing, and critical thinking skills.

### ENGL 748 Development of Writing Skills

Units: .0 Hours: 1.0 Laboratory

Transferable: No

A series of workshops and directed learning activities allowing individuals to study specific writing strategies and points of grammar and punctuation use. Individuals develop a plan of study as suggested by instructor recommendation and diagnostic assessment.

### ENGL 749 Writers' Workshop

Units: .0 Hours: 1.0 TO 22.5 Laboratory

Transferable: No

Writers' Workshop is an open enrollment class that allows community members and students from all disciplines to participate in a regularly scheduled, instructor-facilitated writing response group. Activities include focused response to participants' writing, generative writing games and prompts and interaction with visiting writers and scholars.

### ENGL 756 GED Preparation

Units: .0 Hours: 1.0 TO 8.0 Laboratory

Transferable: No

This course is designed to prepare the student to pass the five General Education Development (GED) tests in Writing, Social Studies, Science, Literature and Mathematics. English grammar and usage, reading comprehension, writing, vocabulary and computational skills are emphasized. The course is designed for students who are 18 years of age or older and elect to take the High School Equivalency Examination. This course may be repeated three times.

### ENGL 758A CAHSEE Preparation A English-Language Arts

Units: .0 Hours: 3.0 Laboratory

Transferable: No

This course is designed to prepare non-high school graduates for the successful completion of the CAHSEE (California High School Exit Examination) English-Language Arts by providing them study skill and test taking strategies for answering multiple choice questions and tips on essay writing. This course will focus on word analysis, reading comprehension, literary response, writing strategies, writing conventions and writing applications.

## ENGLISH AS A SECOND LANGUAGE

Also see: credit ESL classes

### ESL 702A ESL Citizenship

Units: .0 Hours: 3.0 Lecture

Transferable: No

This course is designed for second language learners that want to prepare for the United States Citizenship test given by the Department of Immigration and U. S. Naturalization Services. The focus will be on communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States. Readings are at the high-beginning/low-intermediate ESL level and will focus on the historical period beginning in the 1600's on through to 1980.

### ESL 702B ESL Citizenship

Units: .0 Hours: 3.0 Lecture

Transferable: No

This course is designed for second language learners that want to prepare for the United States Citizenship test given by the Department of Immigration and Naturalization Services. The focus will be on communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States. Readings are at the high-beginning/low intermediate ESL level and will focus on American Government with the review of the Constitution, the study of the branches of government and state/local governments.

### ESL 704A ESL for the Workplace

Units: .0 Hours: 1.0 TO 10.0 Laboratory

Transferable: No

This is part A of a content-based integrated skills course for ESL students who want to prepare for immediate entry into the job force. Students expand their language skills within the realm of the work world and specific vocational career of interest while also developing the soft skills needed in the workplace. This course is a combination of lecture, lab, and self-paced instruction. This course may be repeated three times.

### ESL 704B ESL in the Workplace

Units: .0 Hours: 10.0 Laboratory

Transferable: No

This is a content-based integrated skills course for ESL students who want to prepare for immediate entry into the job force. Students expand their language skills within the realm of the work world and specific vocational career of interest while also developing the soft skills needed in the workplace. This course is a combination of lecture, lab, and self-paced instruction. ADVISORY: ESL 704A

### ESL 775 ESL Literacy I

Units: .0 Hours: 5.0 Lecture

Transferable: No

This is a pre-ESL survival course that is designed for students with very limited reading/writing skills. The focus is on letter formation, sight-sound recognition and decoding skills. ADVISORY: Placement by the CASAS test.

### ESL 776 ESL Literacy II

Units: .0 Hours: 5.0 Lecture

Transferable: No

This is the second part of a pre-ESL survival course that is designed for students with very limited reading/writing skills. The focus is on letter formation, sight-sound recognition and decoding skills. ADVISORY: Placement by the CASAS test or by successful completion of ESL 775.

### ESL 777 ESL Lifeskills 1

Units: .0 Hours: 5.0 Lecture

Transferable: No

This is the first course in a series of survival English classes for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as the family, food, health, and occupations to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. ADVISORY: Placement into ESL Lifeskills by the CASAS placement test.

### ESL 778 ESL Lifeskills 2

Units: .0 Hours: 5.0 Lecture

Transferable: No

This is the second course in a series of classes in survival English for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as the family, food, health, and occupations to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. ADVISORY: Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 777.

**ESL 779 ESL Lifeskills 3****Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the third in a series of classes in survival English for students with little oral or written English competency. It will give students expanded basic vocabulary and familiarity in life skill areas such as the weather, transportation, employment, and American holidays and customs to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 778.

**ESL 780 ESL Lifeskills 4****Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the fourth course in a series of survival English for students with little oral or written English competency. It will give students expanded basic vocabulary and familiarity in life skill areas such as weather, transportation, employment, and American holidays and customs to manage in the real world. The course emphasizes oral communication and integrates listening, reading, writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 779.

**ESL 781 ESL Lifeskills 5****Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the fifth course in a series of survival English for students with beginning oral or written English competency. It will reinforce basic skills learned and continue to develop vocabulary and ease of communication in life skill areas such as the family, the larger community, health, employment, and leisure activities to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 780.

**ESL 782 ESL Lifeskills 6****Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the sixth and final course in a series of survival English for students with beginning oral or written English competency. It will reinforce basic skills learned and continue to develop vocabulary and ease of communication in life skill areas such as the family, the larger community, health, employment, and leisure activities to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 781.

**ESL 784 NC ESL Lifeskills 1A****Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

This is the first course in a series of English classes for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as family, food, health, and occupations to manage in the real world. This course emphasizes oral communication and integrates listening, speaking, reading and writing. **ADVISORY:** Placement into ESL Level 1 by the CASAS placement test.

**ESL 785 NC ESL Lifeskills 1B****Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

This is the second course in a series of English classes for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as weather, transportation, employment, and American holidays and customs to manage in the real world. This course emphasizes oral communication and integrates listening, speaking, reading and writing. **ADVISORY:** Placement into ESL Level 2 by the CASAS placement test.

All noncredit classes are open entry / exit and free of charge.  
For more information about the Noncredit Program,  
call (408) 852-2824

**ESL 786 NC ESL Fundamentals 2A****Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

This is the third course in a series of English classes for students with little oral or written English competency. Through listening, speaking, reading and writing activities, students learn to use grammatical structures of English with increasing accuracy while gaining basic life skills. This course begins to prepare students for transfer into the ESL credit program. **ADVISORY:** Placement into ESL Level 3 by the CASAS placement test.

**ESL 787 NC ESL Fundamentals 2B****Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

This is the fourth course in a series of English classes for students with little oral or written English competency. Through listening, speaking, reading and writing activities, students will learn to use grammatical structures of English with increasing accuracy while gaining basic life skills. This course prepares students for transfer into the ESL credit program. **ADVISORY:** Placement in ESL Level 4 by the CASAS placement test.

**GUIDANCE****GUID 700 Online Basic Academic Skills****Units:** .0 **Hours:** 1.0 TO 6.0 Lecture**Transferable:** No

This course is designed for elementary students who want to improve their basic academic skills through the use of appropriate online software. The online program is a comprehensive resource for diagnosing and remediating students' basic skill. Modules include: Reading (Comprehension and Vocabulary), Language Arts, Math, Science, and Writing. Course content is based on individual student need. This course may be repeated.

**GUID 710 Parent Advocacy****Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

This course is designed to help parents understand the transition from high school to college. Parents will develop techniques on how to better support their college student at home by creating a college going environment and increase potential involvement to enhance academic achievement. Parents will also develop a general understanding of the challenges and obstacles students face on a daily basis.

**HUMANITIES****HUM 767 Film Classics****Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

This class is designed to study the facts, fantasy, history and trivia of classic and modern films. The background and history of each film and its performance will be compared and contrasted.

**LIBRARY****LIB 732 Introduction to Online Gavilan****Units:** .0 **Hours:** 1.0 TO 42.0 Laboratory**Transferable:** No

Introduction to the online classes and student services at Gavilan College. This course will show students how to log into their online courses, find lectures, assignments and exams, take part in online class discussions, submit attachments, and view their grades. The course will also cover all the online student services available to the distant student, including counseling, library resources, records and grades, financial aid, tutoring and technical support.

**LIB 735 Library Research - Research Basics****Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

Students jump start their research skills with this introductory course and learn to supplement their basic course readings with the library's extensive array of materials, including electronic books, print materials, audio books, and specialized magazine databases. Students save time, learn to be information literate, and be able to mine for quality information.

**LIB 736 Library Research: Develop a Topic****Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

Designed for entry-level students, this introductory course provides bite-sized exercises using a variety of library sources to show effective methods for developing quality research papers. These include brainstorming a topic, concept mapping, evaluating the validity of a topic for a paper, finding supporting evidence for a thesis statement, making effective use of evidence from online and print sources and established citation style rules regarding use published materials.

**LIB 737 Library Research: Avoid Plagiarism****Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

Designed for entry-level student research. Beginners are introduced to rules of college research, strategies to avoid accidental plagiarism, Gavilan's plagiarism policy, best methods of planning and organizing notes and supporting your research topic.

**LIB 740 Information Competency for Nursing Assistants****Units:** .0 **Hours:** 1.0 TO 8.0 Lecture**Transferable:** No

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH 180 (Fundamentals of Nursing - Convalescent).

**LIB 741 Information Competency for the Life Cycle****Units:** .0 **Hours:** 1.0 TO 8.0 Lecture**Transferable:** No

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH3 (The Person in the Life Cycle).

**LIB 742 Information Competency for Nutrition****Units:** .0 **Hours:** 1.0 TO 8.0 Lecture**Transferable:** No

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH11 (Nutrition).

**MATHEMATICS****MATH 758B CAHSEE Preparation B Mathematics****Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

This course is designed to prepare non-high school graduates for the successful completion of the CAHSEE (California High School Exit Examination) Mathematics Test by providing them with study skills and test taking strategies for answering multiple choice questions. The course will focus on basic arithmetic, statistics, data analysis, measurement, Geometry, Algebra, and mathematical reasoning.

All noncredit classes are open entry / exit and free of charge.

**MUSIC****MUS 763 Music Encounters****Units:** .0 **Hours:** 1.0 TO 4.0 Lecture**Transferable:** No

A class for older adults that provides musical activities to stimulate and sustain their auditory function, discernment of sounds and manual dexterity. Students will enjoy music, new and old, by listening, singing, playing and creating music in a group setting.

# COMMUNITY EDUCATIONAL RESOURCES

Community Education

Contract Education

Gavilan College Educational Foundation

Gilroy Early College Academy (GECA)

High Step

Noncredit Program

Regional Occupational Programs (ROP)