

KIN 88B Social Dance - Intermediate

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Lecture
Transferable: CSU, UC

This course is designed to develop the students' artistry and technique of social dance at an intermediate level. Students will learn intermediate steps, rhythms and partnering techniques across a wide range of social dances. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

KIN 89A Stability Ball Training - Level 1

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU; GAV-GE:E1

This course is designed to increase overall fitness using a stability ball. The class will introduce exercises used for strengthening core muscles and developing endurance and balance. Students will supply their own stability ball and exercise mat. This course has the option of a letter grade or pass/no pass.

KIN 89B Stability Ball Training - Level 2

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU; GAV-GE:E1

This course is designed to increase overall fitness using a stability ball. The class will focus on intermediate level exercises used for strengthening core muscles and developing endurance and balance. Students will supply their own stability ball and exercise mat. This course has the option of a letter grade or pass/no pass.

KIN 89C Stability Ball Training - Level 3

Units: .5 OR 1.0 **Hours:** 1.5 OR 3.0 Laboratory
Transferable: CSU; GAV-GE:E1

This course is designed to increase overall fitness using a stability ball. The class will focus on advanced level exercises used for strengthening core muscles and developing endurance and balance. Students will supply their own stability ball and exercise mat. This course has the option of a letter grade or pass/no pass.

LIBRARY**LIB 3 Research Skills**

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

Research and evaluation skills using the Internet and other electronic resources, as well as traditional printed materials. Also listed as CSIS 3. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and 260.

LIB 6 Web Page Authoring I

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU; GAV-GE:E2

A introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to create web pages which can be uploaded and displayed on the World Wide Web. Students will use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites, background color or patterns, graphics, tables, and mailto links. Principles of design and color as they apply to screen presentations will be included. This course has the option a letter grade or pass/no pass. Also listed as CSIS 6 and DM 6. ADVISORY: CSIS 1 or CSIS 2 or CSIS/LIB 3 advised.

LIB 99 Research Skills for English 1A

Units: 1.0 **Hours:** 1.0 Lecture
Transferable: CSU

This course develops information competency skills as defined by the Academic Senate for CA Community Colleges. It is designed to be integrated with English 1A curriculum, so that these skills are developed in a meaningful context. It includes lessons and activities related to understanding the research process; developing a research question and a research strategy; taking notes for research; general principles of searching; effective use of the library catalog and online databases; finding and evaluating internet sources; citing sources; and creating an annotated bibliography. ADVISORY: This course will be part of a Learning Community. This course will be paired with specific sections of ENGL 1A.

LIB 140 Online Health Research

Units: 2.0 **Hours:** 2.0 Lecture
Transferable: CSU

A beginning course on how to find reliable and current health-related information, using the Internet and other electronic resources. This course is also listed as AH 140.

MANAGEMENT**MGMT 101 Introduction to Management**

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

This is a basic course in management introducing a variety of modern management concepts. This course includes the basic management functions of planning, organization, staffing, leadership, and control. In addition, such concepts as team development, communication, business ethics, and global management perspectives will be discussed. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

MGMT 102 Retail Management

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

Principles and practices used in management of retail businesses such as foods, motels, service stations, and direct channels. Includes site selection, layout, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the critical buying function. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

MGMT 104 Leadership/Human Relations in Business

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

This course is designed to aid future employees and employers to understand and utilize human relations concepts as they apply to the business environment. It will cover such area as morale, personal efficiency, leadership, personality, motivation, and communication. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

MGMT 120 Human Resource Management

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

This course introduces human resource management as a staff function in the administration of an organization. The course examines techniques of human resource planning, recruiting, selecting, training, and evaluating personnel; compensation and benefits administration; and union/management relations. This course has the option of a letter grade or pass/no pass.

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.