Walter Turner, Ethnic Studies Professor
The histories of people and events often omitted from traditional historians are incorporated into College of Marin Professor Walter Turner’s inspiring History and Ethnic Studies classes. “The goal of teaching is to prepare students for the challenges of leadership, change and vision,” says Turner who has taught at COM since 1978 and currently serves as chairman of the Social Sciences Department. A dedicated activist, community leader and public speaker, Turner serves on several community boards of directors and has earned numerous accolades. He also produces and hosts the popular Pacifica Radio program “Africa Today,” which airs weekly on KPFA in Berkeley.

Kay Ryan, Basic Skills Professor, Award-Winning Poet
Award-winning poet Kay Ryan teaches basic English skills to her College of Marin students to give them the power to change their lives. Her students are often serious, hardworking people in their late twenties or early thirties intent on improving the quality of their lives through learning. Without strong English writing and reading skills, well-paying jobs and promotions elude them. “Teaching basic skills is really like saving lives,” says Ryan who has taught at College of Marin since 1971. “There is nothing more important or more satisfying.” Recently elected a Chancellor of the Academy of American Poets, Ryan’s awards include the Ruth Lilly Poetry Prize, a Guggenheim fellowship, a fellowship from the National Endowment for the Arts, and three Pushcart Prizes.

Tom Holub, Court Reporting Professor / Coordinator
College of Marin Court Reporting Program Professor / Coordinator Tom Holub has devoted the last 32 years to teaching court reporting. Graduates from his program are in high demand, starting at salaries of more than $60,000 per year. Licensed by the state, court reporters preserve all statements made in legal proceedings and present their record as official transcripts. Job opportunities will grow as fast as the average for all occupations through 2012, according to the U.S. Department of Labor. “In terms of Court Reporting, we have an exemplary pass rate on the state licensing examination,” says Holub. When asked what advice he would give to prospective students he said “Pursue your dreams!”
MARIN COMMUNITY COLLEGE DISTRICT

COLLEGE OF MARIN
Kentfield Campus and Indian Valley Campus

BOARD OF TRUSTEES

<table>
<thead>
<tr>
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<td>Barbara J. Dolan</td>
<td>To 2009 (since 1985)</td>
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<td>Carole Hayashino</td>
<td>To 2007 (since 2003)</td>
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<td>Philip J. Kranenburg</td>
<td>To 2007 (since 2003)</td>
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<td>Eva Long</td>
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<td>Harry Moore</td>
<td>To 2007 (since 2003)</td>
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<td>Wanden Treanor</td>
<td>To 2009 (since 1996)</td>
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<tr>
<td>Hoa-Long Tam</td>
<td>2007-08 Academic Year</td>
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Published by College of Marin through the joint efforts of the Student Learning Department and the Office of Communications and Community Relations.

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This catalog is in effect from Fall 2007 through Summer 2008.
Consult other official campus publications for updates.
Welcome to the College of Marin. Like many of our students, coming here may change your life for the better.

The College of Marin is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. The majority of our courses are transferable to four-year colleges and universities and many of our students go on to earn their baccalaureate or higher degrees at prestigious universities such as UC Berkeley, Stanford, and UCLA among others. By attending the College of Marin for the first two years of your higher education, you will save thousands of dollars over the cost of attending a four-year university.

Whether your immediate goal is to continue your higher education, career advancement, or a new career, we have programs to help you succeed. At College of Marin, you can choose from a variety of academic transfer courses and workforce training programs. We offer occupational training and workforce preparation in a variety of areas, including nursing, business, multimedia, court reporting, medical assisting, accounting, and more.

College of Marin is committed to helping you achieve your goals. Our rich heritage of academic excellence is due in large part to our outstanding faculty and staff. Our faculty is dedicated to teaching. Our staff is focused on creating the environment and providing the high-quality services that you need to succeed.

Founded in 1926, College of Marin is one of California’s premier community colleges. Each semester thousands of students enroll in more than 1,000 credit classes in a supportive and intimate setting. We know our students by name, and how to help and encourage them. We know how to unlock the door to educational curiosity and success. I hope that you will join us at the College of Marin. We look forward to the opportunity to be part of your journey toward new success and personal rewards.

Dr. Frances L. White
Superintendent/President
# TABLE OF CONTENTS

## SECTION

### General Information

- College of Marin Mission Statement  
- Fall Semester 2007 Academic Calendar  
- Spring Semester 2008 Academic Calendar  
- How to Use This Catalog  
- Why Enroll at College of Marin?  
- History of the College  
- Accreditation  
- Mission of California Community Colleges  
- College Administrators  
- Academic Programs  
- Class Schedule  
- Community Education Department  
- Emeritus Program  
- English as a Second Language  
- G.E.D. Preparation/Basic Skills Programs  
- Oportunidades Educativas  
- Matrícula abierta para todos  

## SECTION 3

### Student Services

- **Bookstores**  
- **CalWORKs**  
- **Children’s Centers**  
- **College Health Center**  
- **College Honor Societies**  
- **Computer Centers**  
- **Counseling**  
- **Disabled Students Program**  
- **Echo Times, Student Newspaper**  
- **EOPS/CARE**  
- **Food Service**  
- **Intercollegiate Athletic Eligibility**  
- **Job Placement/Career Employment**  
- **Library**  
- **Media Courses (Distance Learning)**  
- **Performing Arts**  
- **Re-entry Services**  
- **Student Affairs/Associated Students**  
- **Student Clubs**  
- **Testing**  
- **Transfer/Career Center**  
- **Transportation and Parking**  
- **Tutoring Center**  
- **Policies on Conduct and Grievances**  
- **Additional Phone and Office Numbers**  

## SECTION 5

### Transfer Information

- **ASSIST (Articulation Web Site)**  
- **CSU Transfer Information**  
- **UC Transfer Information**  
- **Guaranteed Admission Transfer Contracts**  
- **Intersegmental General Education Transfer Curriculum (IGETC)**  
- **IGETC Certification**  
- **2007-2008 IGETC Program**  
- **California Articulation Number (CAN)**  
- **The Lower-Division Transfer Patterns (LDTP) Project**  

## SECTION 6

### Course Descriptions

- **Information in Course Descriptions**  
- **Student Units and Hours**  
- **Prerequisites, Corequisites, Advisories**  
- **Grading Systems**  
- **Academic Records**  

## SECTION 7

### Faculty, Management, and Staff

- **Faculty and Management**  
- **Classified Managers**  
- **Support Staff**  
- **College of Marin Foundation**  
- **College of Marin Alumni Association**  
- **Educational Advisory Committees**  
- **Campus Maps**  
- **Index**  

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### Additional Information

- **College of Marin Mission Statement**  
- **Fall Semester 2007 Academic Calendar**  
- **Spring Semester 2008 Academic Calendar**  
- **How to Use This Catalog**  
- **Why Enroll at College of Marin?**  
- **History of the College**  
- **Accreditation**  
- **Mission of California Community Colleges**  
- **College Administrators**  
- **Academic Programs**  
- **Class Schedule**  
- **Community Education Department**  
- **Emeritus Program**  
- **English as a Second Language**  
- **G.E.D. Preparation/Basic Skills Programs**  
- **Oportunidades Educativas**  
- **Matrícula abierta para todos**  
- **Admissions Information**  
- **Prerequisites, Corequisites, and Advisories**  
- **Registration Information**  
- **Registration Priority**  
- **Where to Register**  
- **Late Registration**  
- **Student Success Workshop**  
- **Fees (Type and Amount)**  
- **Refunds**  
- **Enrollment Fee Waivers**  
- **Financial Aid**  
- **Changes May Occur Without Notice**  
- **Academic Information**  
- **Military Credit**  
- **CLEP**  
- **Academic Records**  
- **Catalog Rights**  
- **Graduation Requirements**  
- **General Education**  
- **Associate Degree Programs**  
- **Interdisciplinary Degree Programs**  
- **Career Certificate Programs**  
- **Skills Certificates**  
- **Table of Programs and Certificates**  
- **ASSIST (Articulation Web Site)**  
- **CSU Transfer Information**  
- **UC Transfer Information**  
- **Guaranteed Admission Transfer Contracts**  
- **Intersegmental General Education Transfer Curriculum (IGETC)**  
- **IGETC Certification**  
- **2007-2008 IGETC Program**  
- **California Articulation Number (CAN)**  
- **The Lower-Division Transfer Patterns (LDTP) Project**  
- **Information in Course Descriptions**  
- **Student Units and Hours**  
- **Prerequisites, Corequisites, Advisories**  
- **Grading Systems**  
- **Academic Records**  
- **Faculty and Management**  
- **Classified Managers**  
- **Support Staff**  
- **College of Marin Foundation**  
- **College of Marin Alumni Association**  
- **Educational Advisory Committees**  
- **Campus Maps**  
- **Index**
SECTION 1

GENERAL INFORMATION

Mission Statement
College Goals
Academic Calendar
How to Use the Catalog
History of College
Accreditation
Mission of California Community Colleges
College Administrators
Academic Programs
Class Schedule
Community Education Department
Emeritus Program
English as a Second Language
G.E.D. Preparation/Basic Skills Programs
Oportunidades Educativas
Matricula Abierta Para Todos
COLLEGE OF MARIN
MISSION STATEMENT

College of Marin’s commitment to educational excellence is rooted in our mission to provide excellent educational opportunities for all members of our diverse community by offering:

- preparation for transfer to four-year schools and universities;
- workforce education;
- basic skills improvement;
- intellectual and physical development and lifelong learning; and
- cultural enrichment.

The College of Marin is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment with a strong foundation of sustainability, which will instill environmental sensitivity in our students.

Approved at April 17, 2007 Board Meeting

GOALS FOR COLLEGE OF MARIN

1. Enhance and maintain educational excellence in General Education and Transfer offerings by providing high quality instruction, excellent faculty and student support services, rich curricular diversity, well-scheduled offerings, and strong relations with four-year institutions.
2. Develop and maintain a supportive learning environment where individuals will be most likely to fulfill their personal and professional goals and expectations.
3. Respond to changing demographics and community need by incorporating flexibility into scheduling, facilities usage, curriculum development, and faculty assignment (load determination):
   A. Improve scheduling: diversity and redundancy in offerings;
   B. Promotion and marketing.
4. Encourage broader community involvement in and use of the college by means of curricular offerings in a variety of formats, as in the creation of a community cultural center, in cultivating partnerships with K-12 educators, and by establishing appropriate advisory committees.
5. Identify and address workforce development needs, including:
   A. Vocational technology programs that have ancillary enrollment;
   B. Partnerships with 4-year colleges and industries; and
   C. Specific training needed by government agencies, industry and business.
6. As a “learning organization,” investigate our institutional and instructional performance by continually gathering and analyzing both qualitative and quantitative data as appropriate. As part of program review, use evidence of effectiveness, in an ongoing and systematic cycle of goal-clarification, performance evaluation, and implementation of improved methods, to more fully accomplish our organizational mission.
7. Develop and implement sound and coordinated planning processes, utilizing data gathered through Program Review, and other data sources, to support institutional, instructional, and student support service goals, and to promote achievement of student learning outcomes.
8. Create a physical environment that is inviting to students, generates pride in the community, adheres to green principles, and supports the College's Mission, Goals and Initiatives.
# CREDIT PROGRAM FALL SEMESTER 2007 ACADEMIC CALENDAR

*Beginning August 20 and Ending December 15*

## General Information

<table>
<thead>
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<th>June</th>
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Class days are shaded. Holidays are bold.

## Schedule of Important Fall Dates

- **May 1**: Registration begins for continuing students according to priority.  
- **May 1**: Success Workshop Registration begins for new and returning students.  
- **May 21**: Credit Class Registration begins for new and returning students.  
- **August 16**: Last day to pre-enroll for classes.  
- **August 19**: California Residency Determination Date.  
- **August 20**: FALL CREDIT CLASSES BEGIN.  
- **August 20 – 31**: Classes may be added with signature of instructor.  
- **August 31**: Last day to qualify for fee refunds for full semester classes.  
- **September 1 & 3**: Holidays. No classes. College offices closed.  
- **September 4 - October 31**: File application for Fall graduation.  
- **September 14**: Last day to drop a full-semester class without a “W” grade.  
- **September 21**: Last day to request “CR/NC” grade.  
- **October 19**: End of midterm period.  
- **November 2**: Midterm grades available. Web: [https://www.marin.edu/studentportal](https://www.marin.edu/studentportal) or touch-tone (415) 883-1523.  
- **November 12**: Holiday. No classes. College offices closed.  
- **November 16**: Last day to drop a full-semester class with “W” grade.  
- **November 22, 23, 24**: Thanksgiving break. No classes. College offices closed.  
- **December 8**: Last day of classes before final examinations.  
- **December 10 – 15**: Final examinations.  
- **December 24 - January 1**: Winter break. No classes. College offices closed December 24 - January 1.  
- **January 2**: Final grades due from faculty.  
- **January 14**: Final grades available. Web: [https://www.marin.edu/studentportal](https://www.marin.edu/studentportal) or touch-tone (415) 883-1523.

*For short term or early/late starting classes, date equivalent to 30% of term.**  
**For short term or early/late starting classes, date equivalent to 75% of term.**
CREDIT PROGRAM SPRING SEMESTER 2008 ACADEMIC CALENDAR

Beginning January 22 and Ending May 26

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<td>23 24 25 26 27 28 29 30 31</td>
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</table>

Class days are shaded. Holidays are bold.

Schedule of Important Spring Dates

- **November 26**: Registration begins for continuing students according to priority
- **November 26**: Success Workshop Registration New and Returning students.
- **November 30**: Last day for International students to apply for Spring 2008 admission
- **December 24 – January 21**: Winter break. No classes. College offices closed December 24 - January 1
- **January 3**: Credit Class Registration begins for new and returning students
- **January 18**: Last day to pre-enroll for classes
- **January 21**: Holiday. College offices closed
- **January 21**: California Residency Determination Date
- **January 22**: SPRING CREDIT CLASSES BEGIN
- **January 22 - February 1**: Classes may be added with signature of instructor
- **February 1**: Last day to qualify for fee refunds for full semester classes
- **February 1 - March 14**: File application for Spring graduation
- **February 15, 16, 18**: Holidays. No classes. College offices closed
- **February 19**: Last day to drop a full-semester class without a “W” Grade
- **February 22**: Last day to request “CR/NC” grade
- **March 1**: Deadline for Cal Grants, M&F Grants and COM Foundation Scholarship applications
- **March 21**: End of midterm period
- **April 7**: Midterm grades available. Web: https://www.marin.edu/studentportal or touch-tone (415) 883-1523
- **April 7 - 12**: Spring break. No classes. College offices open Monday - Friday
- **April 25**: Last day to drop a full-semester class with “W” grade
- **May 16**: Last day of classes before final examinations
- **May 23**: Commencement exercises
- **May 26**: Holiday. College offices closed
- **May 28**: Final grades due from faculty
- **June 9**: Final grades available. Web: https://www.marin.edu/studentportal or touch-tone (415) 883-1523

* For short term or early/late starting classes, date equivalent to 30% of term.
** For short term or early/late starting classes, date equivalent to 75% of term.
How To use THIS CATALOG

The amount of information in the catalog may seem overwhelming at first and the details of enrolling at the college may sound complex. Take it step-by-step to make it easy. The following guidelines will be of help in planning a program at College of Marin. Depending upon your reason for attending college, refer to the following:

1. All students attending College of Marin and completing 60 units may seek a degree.
   - (a) Refer to page 47 for general education and other graduation requirements.
   - (b) Refer to page 50 for a condensed listing of Associate in Arts and Associate in Science degree requirements.
   - (c) Make an appointment early with a counselor to learn about prerequisites and testing and to help you plan your program.

2. If you are planning to enroll in one of our two-year occupational programs or want to complete a certificate:
   - (a) Suggested programs can be found fully described under each discipline offering an occupational program beginning on page 69. Occupational programs are identified by the word “Occupational” listed in the title of the degree.
   - (b) Look up these courses in the class schedule that is published before each semester and plan your time schedule.

3. If you are planning to transfer to a four-year college or university after attending College of Marin:
   - (a) Refer to requirements for the majors more fully described under each discipline beginning on page 47.
   - (b) Refer to transfer information on page 55.
   - (c) Contact the Transfer/Career Center for access to college catalogs from other schools, to investigate career options, and for computerized career and transfer information. Transfer information is available on the World Wide Web at ASSIST (www.assist.org).
   - (d) Contact the Counseling Department to make an appointment with a counselor who can assist you with selecting courses to meet specific transfer requirements to a four-year college or university.

4. If you are planning to enroll in courses for self-enrichment:
   - (a) Refer to the listing of courses in this catalog beginning on page 69.
   - (b) Refer to the Community Education schedule published quarterly.

5. If you have never attended College of Marin, file an application for admission in the Office of Admissions and Records. Dates for registration are listed in the class schedule.
Why Enroll at College of Marin?

There are a variety of reasons for attending College of Marin:

- To acquire a general background in the major areas of knowledge: the humanities, social and behavioral sciences, and natural and physical sciences.
- To benefit from the diverse backgrounds and extensive experience of a faculty committed to providing quality education.
- To receive guidance and assistance from instructors and counselors to plan a program that meets your individual needs.
- To prepare for transfer to a four-year college or university by completing lower division requirements in your major.
- To obtain a certificate or occupational degree offered in a variety of fields.
- To upgrade skills through specific courses offered at the College.
- To take courses for self-enrichment.

History of the College

College of Marin has been a tradition in Marin County since 1926. Known as Marin Junior College, it granted its first associate degrees in the spring of 1929. In 1947, the College was renamed College of Marin. In 1971, the Board of Trustees established the second college of the district and named the new institution Indian Valley College. The college operated in temporary facilities at Hamilton Air Force Base and at the Pacheco School while the campus was under construction. Its first associate degrees were awarded in 1972, and the new campus opened in the fall of 1975. In 1985, the two colleges merged and are now known as College of Marin. Classes are offered on the Kentfield Campus in Kentfield and the Indian Valley Campus in Novato.

College of Marin was founded to serve the educational needs of the residents of Marin County. The two campuses serve a county population of approximately 250,000 residents.

Since its beginning, the College has sponsored university-parallel programs that provide opportunities for students to complete the freshman and sophomore years of study toward the baccalaureate degree before transferring to a four-year institution. The College awards associate degrees in many transfer majors. A variety of two-year vocational and career programs leading to the associate degree is also offered to prepare students for entry into specific technical or semi-professional fields. Career and Skills Certificates are awarded in vocational and technical programs.

The College of Marin faculty is firmly committed to excellence in teaching. There are 124 permanent faculty, 19 educational administrators, five classified administrators, and 198 professional, technical, clerical, and service employees serving the 6,667 students enrolled in credit programs. The faculty, administrators, and staff hold degrees representing colleges and universities in some 26 states and foreign countries. Twenty-two faculty members hold doctorate degrees.

A faculty and staff directory is listed in the back section of this catalog.

Accreditation

College of Marin is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Special programs also are accredited by the California Board of Dental Examiners, American Dental Association, the California State Board of Registered Nursing Examiners, and the National League for Nursing Accreditation Commission.


The College is approved for foreign student education by the United States Immigration Services, and veterans’ education by the California Department of Education, Bureau of School Approvals. The University of California, the California State University, and other four-year colleges and universities accept units of credit in transfer courses completed at College of Marin.

Mission of California Community Colleges

Primary missions of the Colleges are to offer academic and vocational education at the lower division level for both recent high school graduates and those returning to school.

Another primary mission is to advance California’s economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement.

Essential and important functions of the colleges include: basic skills instruction, providing English as a Second Language, adult noncredit instruction, and providing support services that help students to succeed.

Fee-based Community Service education is designated as an authorized function.

To the extent funding is provided the Colleges may conduct institutional research concerning student learning and retention as is needed to facilitate their educational missions.
College Administrators

Superintendent/President  Frances White
Vice President of Student Learning Anita Martinez
Vice President of College Operations Albert Harrison
Dean of Arts and Humanities David Snyder
Dean of Math and Sciences James Arnold
Dean of Enrollment Services, Interim Robert P. Balestreri
Dean of Student Development and Special Services Vacant
Dean of Workforce Development, College and Community Partnerships Nanda Schorske
Executive Dean of Human Resources and Labor Relations Linda Beam

DIRECTORS/CHIEF

Director of Academic Services and Articulation Cari Pogan
Director of Childcare Programs, Interim Elizabeth Root
Director of Communications and Community Relations Cathy Summa-Wolfe
Director of Financial Aid David Cook
Director of Fiscal Services Yulian Ligioso
Director of Health Sciences Rosalind Hartman
Director of Learning Resources Susan Andrien
Director of Maintenance and Operations Robert Thompson
Director of Modernization V-Anne Chernock
Director of Non-Credit and ESL Instruction, Contract, and Community Education, Interim Diana Verdugo
Director of Physical Education and Athletics, Interim Philip Maas
Director of Organizational Development and Planning Bernard Blackman
Director of Student Affairs and Health Center Arnulfo Cedillo
Chief of Police/Director of Safety Charles Lacy
Senior Director of Enterprise and Learning Technology, Interim Richard Sapanaro

Academic Programs

College of Marin integrates its resources and functions to serve community needs. The academic programs are managed by experienced administrators and staff and taught by qualified faculty. All aspects of the College's programs are reviewed to assure that they meet community and student needs. Recognizing that education is a lifelong process, the College provides educational opportunities for all age groups. There is a variety of credit programs leading to the Associate in Arts and Associate in Science degrees, academic programs that prepare students to transfer to a four-year institution, and vocational-technical programs that prepare students for specific fields of employment and enable people to upgrade their work skills.

Courses are also offered to meet the curricular needs of disabled, re-entry, and foreign students. For students who need remedial work, there are special programs in English, mathematics and study skills. The College's faculty includes published authors, acknowledged scholars, performing actors, dancers, musicians, talented studio artists, scientists, and professional technicians. They, along with the administrative team and support staff, are committed to providing quality education.

College of Marin's reputation for instructional innovation and quality is well known and respected statewide. It includes self-paced courses in many disciplines such as English, foreign languages, and math. The Distance Learning Program reaches beyond the traditional classroom by offering televised, videotape, and web-based courses. Instructional aides and tutors are available for those who need assistance.

Information about courses, programs, institutional requirements, and various services is contained in the College catalog, the class schedule, and a variety of special mailings.

Class Schedule

College of Marin offers day and evening credit classes both on the Kentfield Campus and the Indian Valley Campus. These classes are usually semester length, although shorter-term classes are frequently offered. The College also schedules summer sessions. A schedule of classes is available prior to each semester, which lists intended course offerings, instructor assignments, and rooms.

The College also publishes a Community Education schedule quarterly.

Community Education Department

College of Marin's Community Education Department provides life long learning classes to Marin residents of all ages with a wealth of opportunities for personal development, skills development, cultural enrichment and recreational enjoyment. Thousands of students enroll in hundreds of Community Education classes taught by among the finest instructors in the country. Classes cover a broad spectrum of interests and disciplines, including art, writing, literature, dramatic arts, music and much more. Classes are held on and off campus as well as online in order to make offerings as convenient as possible.
Marin residents have come to appreciate the Department’s many outstanding art classes. Community favorites include creative drawing, oil painting, and watercolor. Performing arts, including music, dance and drama are also highly regarded. A variety of classes are offered including blues harmonica and aerial dance.

The Department also offers many computer classes, including series in Office, Photoshop, Illustrator and InDesign. Computer fundamentals including an Introduction to Macintosh, Digital Camera I and II, and many online classes are also offered. Microsoft Front Page, Introduction to Networking and Microsoft Publishing are also available.

The business, professional, and career development classes and workshops are also extensive. Courses include Marketing, How to be an eBay Power Seller, Starting a Specialty Food Business, and Financial Planning.

The physical fitness and health and well-being classes are also very popular. Courses include Yoga, Meditation, Qigong, Tai Chi, Strength and Fitness Training, Tennis, Swimming, Acupressure, Stress Management and Attitudinal Healing.

Various Community Education classes are free and others are fee-based. The Department is self-supporting and not funded by taxpayers’ dollars. Prices vary depending on the actual class.

For a complete listing of Community Education and Services classes, including class fees, please visit the Website at www.marincommunityed.org.

**Phone:** (415) 485-9305

**Emeritus Program**

*Programs for older adult students (Emeritus College)*

Emeritus College is a unique program offered as an integral part of the District’s noncredit and Community Education programs which is designed to meet the needs of the County’s older adult student learner population. Courses offered through Emeritus College seek to support the principles of quality of life, lifelong learning and personal growth.

The Associated Students of Emeritus College (ASEC) was created to support and enhance the Emeritus College program. To achieve this goal, members shall participate in the identification and development of courses, forums, concerts, lectures and other activities of interest to older adult students. ASEC is an integral and vital part of the College of Marin, and an advisory group to Community Education. Members participate in the college governance system and on other college committees and taskforces.

ASEC is organized so that its members may learn and develop through study, clubs and auxiliary activities. Basic to ASEC is the concept of democratic decision making and planning using the talents and judgment of its members to enrich their own lives and to contribute to the college and the community.

**Phone:** (415) 485-9368

**English as a Second Language**

**Noncredit ESL Classes**

Noncredit ESL classes are designed for adults in the community who require English to prepare for academic courses, to get or keep a job, or for personal growth to better survive in an English-speaking community. Day, evening and Saturday classes are available at beginning to low-intermediate proficiency levels. Classes are also offered in San Rafael, Novato and West Marin. Students take a required noncredit assessment test before registering. There are no fees for these classes.

**ESL Office:** Harlan Center 123  
**Web address:** www.marincommunityed.org  
**Phone:** (415) 485-9642

**Intensive English Program**

The Intensive English Program is designed for foreign students and residents preparing to enter American colleges or universities. Classes meet 20 hours per week for 16 weeks and provide instruction in all English skills, as well as an introduction to other academic disciplines. The Intensive English Program is fee-based and is offered at the Indian Valley Campus only. Part-time programs (6 or 12 hours) are available for residents.

**Web address:** www.marincommunityed.org  
**Phone:** (415)-883-2211, ext. 8579

**Credit ESL Classes**

Credit ESL classes are offered for college credit and range from intermediate to advanced proficiency levels. Classes at each level focus on grammar, speaking/listening, reading/vocabulary or writing. Early registration is strongly advised.

For credit ESL classes, students take a College of Marin ESL Student Success Workshop that includes placement testing, counseling and orientation, before enrolling in classes. Students preregister for a workshop at the Office of Admissions and Records. Assistance in the application process is available in the Counseling Department. See Section Six of this catalog for course descriptions.

**ESL Office:** Harlan Center 123  
**Web address:** www.marin.edu/departments/esl  
**Phone:** (415) 485-9642

**G.E.D. Preparation/Basic Skills Programs**

The G.E.D. (General Educational Development) Preparation program is a learning lab designed to help those who have not graduated from high school pass the G.E.D. exams. Thorough diagnostic testing identifies strengths and weaknesses. Individual study plans focus on each student’s needs. Open-entry learning lab allows students to start at any time and improve at their own pace. Instructors will guide students through workbooks, computer programs, online exercises, and other materials. Practice testing helps assure readiness.

Check the Community Education schedule for current hours.

There is no fee for the lab.
The Basic Skills Program is a learning lab for community members wishing to improve their reading, writing, and math. This program features open-entry, flexible scheduling, skills assessment, individual study plans, self-paced improvement, and personal guidance.

Check the Community Education schedule for current hours. 

There is no fee for the lab.

Phone: (415) 485-9363 (Lab) or (415) 485-9445 (Michael Timmel)

OPORTUNIDADES EDUCATIVAS

College of Marin fue fundado en 1926 y ofrece a los estudiantes la oportunidad de obtener el título de Asociado en Artes (AA), de transferir créditos académicos a las Universidades de California (UC) o a las Universidades Estatales de California (CSU) y también a cualquier otra universidad. El colegio ofrece certificados vocacionales en varios programas. College of Marin está dispuesto a servir a todos los habitantes que viven en el distrito del colegio.

Matrícula abierta para todos

Discriminación positiva

De conformidad con el Título IX de las Enmiendas de Educación de 1972, la Ley de Igualdad de Oportunidades en el Empleo de 1972 (Título VII de la Ley de Derechos Civiles de 1964 como ha sido enmendada), la Ley de Derechos de 1991 y la Apartado 504 de la Ley de Rehabilitación de 1974 y la Ley de Americanos con Discapacidades, es norma del Marin Community College District no discriminar contra ninguna persona basándose en su raza, color, religión, edad, sexo, ascendencia, orientación sexual, nacionalidad de origen, estado civil, afición (cáncer), discapacidad física o mental, o condición de veterano de la era Vietnam en todos sus programas y actividades educativas y de empleo, sus normas, prácticas y procedimientos. Los estudiantes tienen derecho a presentar una queja interna o una queja a la Oficina de Derechos Civiles.

College of Marin de conformidad con la Ley de Igualdad de Revelación en Deportes, ofrece información concerniente el funcionamiento de su programa intercolegial de deportes. En la Oficina de Ingresos y Récords, la Biblioteca y el Departamento de Deportes está disponible un informe completo para la consideración del público. La norma 5.004 de College of Marin prohíbe el acoso verbal, físico, vis aplicar una discriminación positiva a todos sus programas y a todos los aspectos del empleo para asegurar igualdad de oportunidades y el logro de una presentación proporcional de miembros idóneos de grupos históricamente insuficientemente representados. La falta de dominio del idioma inglés no será obstáculo para la admisión y participación en los programas de orientación educativa.

Pueden producirse cambios sin previo aviso

Las normas, directrices, disposiciones, procedimientos, honorarios, cursos, horarios y servicios de los estudiantes descritos en esta publicación están sujetos a cambio en cualquier momento sin previo aviso. El Colegio se reserva el derecho de modificar los honorarios, declaraciones y procedimientos contenidos en la presente. Los honorarios y procedimientos están sujetos a cambio en cualquier momento por la Legislatura Estatal y el Consejo de Administración. Es responsabilidad de los estudiantes cumplir con los requisitos del Colegio y mantenerse informados de los mismos. Cuando se produzcan cambios, los mismos estarán incluidos en la siguiente publicación

Coordinador de Título IX/Coordinador ADA/Executivo de Discriminación Positiva/Cumplimiento: Connie Gurka, AC 109/KTD 415-485-9312

Coordinador de Apartado 504 (Discapacidad): David Cook, SS 263/KTD 415-485-9405

Coordinador de Género, Equidad: David Cook, SS 263/KTD 415-485-9405

Los Estudiantes Nuevos se Matricularan Mediante Cuatro Simples Pasos

2. Espere cinco días hábiles y luego llame al 415-883-3220 para matricularse por teléfono en un Taller de Éxito.
3. Asista al Taller de ESL y a la cita posterior de orientación.
4. A partir del 4 de enero, y 5 días después de presentar la solicitud, llame al 415-883-3220 para inscribirse en las clases. (Los honorarios pueden ser diferidos 5 días hábiles o pagados con tarjeta Visa o Mastercard).

Política de Matrícula Abierta

Es norma del College of Marin que a menos que sea específicamente exento por ley, todos los cursos, parte de un curso o clase, cuya asistencia debe ser comunicada para ayuda estatal, estarán completamente abiertos para matrícula y participación de cualquier persona que haya sido admitida al Colegio y que reúna los requisitos esenciales según se hayan establecido con arreglo al Capítulo II, División 2, Parte VI, Título 5 del Código de California.

Números de Teléfono Importantes

Ingresos y records 457-8811, ext. 7722
Orientación psicopedagógica 485-9432
Inglés como Segunda Lengua (ESL) 485-9642
Policía (emergencia) 911
SECTION 2

ADMISSIONS, REGISTRATION, ACADEMIC INFORMATION

Admission Information
Prerequisites, Corequisites, and Advisories
Registration Information
Student Success Workshop
Fees
Refunds
Financial Aid
Educational Benefits
Scholarships
Student Representation Fee
Tax Credit
Procedure for the First Class Meeting
Adding and Dropping Classes
Unit Load
Open College
Equal Opportunity
Academic Information
CLEP
Directed Study
Academic Records
Evaluation Registered Nursing Application
ADMISSIONS, REGISTRATION, ACADEMIC INFORMATION

ADMISSIONS INFORMATION

The College Serves Students of All Ages

Admissions Policy

(Credit Classes)
The College of Marin has an open admissions policy. Eligibility to attend is satisfied if you have met at least one of the following requirements:

- You are eighteen (18) years old on or before the first day of instruction for the term which you are applying.
- You are a high school graduate.
- You are the equivalent of a high school graduate, i.e., you have passed the G.E.D. or a state's high school proficiency examination.

Please note that the above requirements are general; other factors may determine eligibility.

Contact the Office of Admissions and Records at (415) 457-8811 ext. 8822 for more information or visit our website at http://www.marin.edu.

Admissions as a Special Part Time Student

(Concurrently Enrolled High School Student)
The College of Marin welcomes students under the age of 18 years and attending high school to enroll in courses of advanced scholastic and vocational programs. Courses which students have elected to use as high school credit will also be counted, where applicable, toward the Associate Degree or Certificate requirements.

To be considered for admissions as a Concurrently Enrolled High School Student, Section 76011 of the California Code of Regulations requires the recommendation of the high school principal and the consent of the parent or guardian.

For more information please contact the Office of Admissions and Records at (415) 457-8811 ext. 8822.

International Student Admissions

International students seeking admissions to the College of Marin must provide the following:

1. If native language is not English, provide evidence of English proficiency.
   - Applicants living outside the San Francisco Bay Area must provide an acceptable score on the TOEFL (Test of English as a Foreign Language) of 500 on written test, 173 for the computer test or 61 on the Internet based test.
   - Students living within the San Francisco Bay Area may take the College of Marin’s TOEFL Test in lieu of the official TOEFL. Please call (415) 485-9469 for dates and times of testing. (Institutional TOEFL’s from other schools will not be accepted).

2. Verify means of adequate financial support by completing the “Official Certification of Personal or Family Funds” form. For the 2007-2008 academic year, verification in the amount of $44,032.00 in U.S. dollars is required.

3. Submit $50.00 Application Processing Fee (non-refundable). The amount must be in U.S. dollars (no cash please). Make check or money order payable to “College of Marin.”

4. Provide an “Enrollment Status Form” completed by the last school attended in the United States.

5. Provide evidence of high school graduation and transcripts from all colleges/universities attended in the United States.

6. Completed International Student Admissions Application.
   International students are subject to $188.00 per unit international student tuition fee, an enrollment fee of $20.00 per unit, a $50.00 international student applications fee, a health fee of $15.00 for Fall and Spring semesters or $12.00 for the Summer session, and a $3.00 student representation fee. All fees must be paid in full at the time of registration. International student admissions applications and all other required documents will be accepted February through July 31, 2008. All documents submitted after July 31, 2008 will not be accepted.

Student Identification Number

Social Security numbers continue to be used as the Student Identification Number at the College of Marin. Students who do not wish to use their Social Security number will be assigned another number by the Office of Admissions and Records. Be advised that students who elect to use an assigned number will not have their Social Security number printed on their 1098T tax credit form and on their official academic transcript.

Please note that the College of Marin will be implementing a new administrative computing system in the Spring of 2008 at which time all continuing, returning and new students will be assigned a College designated Student Identification Number. This enhancement is being implemented in the College’s continuing efforts to protect the privacy of students.

Residency Requirements

California Residence

Under the State of California Education Code, to establish California residency, a person must pair his or her physical presence in California with the following provisions:

- Objective proof of physical presence one year and one day prior to the first day of instruction for the term for which he/she has applied as indicated in the Schedule of Important Dates and,
• Intent to make California the home for other than a temporary purpose.

There are other factors to be considered for non-resident students holding various types of visas. These students are advised to contact the Office of Admissions and Records at (415) 457-8811 ext. 8822 for clarification. Evidence of intent could include but is not limited to a minimum of two (2) of the following:

• Voting in California elections.
• Obtaining a California driver’s license.
• Paying state income tax.
• Registering a motor vehicle in California.
• Maintaining continuous residence in California.

Act of intent must be accomplished for one full year.

The College of Marin may determine at the time of admissions or at a later date that such students may not have met the aforementioned residence requirements set forth for all California community colleges. Such students will subsequently be assessed and billed the nonresident tuition fee per unit at the current academic year rate.

Students who have not reached the age of 18 years are regarded a minors; their residence is that of one or both parents. Therefore, a student who is a minor is regarded as a resident of California only if one or both parents couple their physical presence in California one year and one day prior to the first day of instruction for the term for which the minor has applied with the objective evidence that physical presence is with the intent to make California the home for other than a temporary purpose.

Special residence regulations are in effect for married minors, for minors whose parents are deceased, for certain military members and their dependents, and for various others.

Continuing nonresident students at the College of Marin (with the exception of International Students), who think that they meet the time and intent requirements necessary to establish California residency must contact the Office of Admissions and Records for residency verification and adjustments.

Residency Adjustments
Residency adjustments are not automatic. It is the student’s responsibility to initiate a residency inquiry and to provide proof of California residency.

Residency Appeals
Students may appeal their residency status as determined by the College of Marin through the following procedures:

• Requests must be addressed, in writing, to the Dean of Enrollment Services, within two weeks of receipt of the notification.
• If further review is required, a meeting with the Dean of Enrollment Services may be requested.
• Students are required to provide ALL documents required to verify their residency status.

Reduced Fees under AB540
As a nonresident you may be eligible to pay the $20 per unit enrollment fee just like California residents.

What is AB540? AB540 is a state law that exempts certain students who are not a resident of California from paying nonresident tuition at the California Community Colleges, California State Universities and Universities of California.

Who is eligible? Students who meet ALL of the following requirements:

1. You attended a California high school for three or more years.
2. You graduated from a California high school or attained the equivalent of a high school diploma from California (e.g., G.E.D. or California Proficiency Exam).
3. You registered in the Spring of 2002 or later.
4. You complete a “California Nonresident Tuition Exemption” form.

If you have been determined to be a nonresident of California and meet all of the above requirements please contact the Office of Admissions and Records and complete the short and easy “California Nonresident Tuition Exemption” form. The Admissions and Records staff is here to assist you.

Prerequisites, Corequisites, and Advisories
College of Marin affirms that students are entitled to pursue intellectual, physical, social, ethical, and career development, and that prerequisites, corequisites, advisories and certain enrollment limits should be established only on a course-by-course basis, only where they are appropriate, and never if they constitute unjustifiable obstacles to student access. Therefore, College of Marin adopts the following policy in order to provide for the establishing, reviewing, and challenging of these course requirements in a manner consistent with law, safety, and good practice.

Definitions
1. **Prerequisite:** A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a particular course or program. Examples of courses that may require prerequisites are:
   - Courses for which specific prerequisites have been justified by content review, the appropriate level of scrutiny and any other validation procedures required by law (Title 5, 55201 a-f);
   - Sequential courses in a degree-applicable program;
   - Courses requiring a prerequisite to transfer to a four-year college;
   - Courses requiring preparation to protect health and safety;
   - Technical or vocational courses or programs that require special preparation.

2. **Corequisite:** A corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. Courses that may require corequisites include:
Courses that are part of a closely related lecture-laboratory pairing requiring concurrent enrollment.

3. **Advisory**: An advisory is a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

4. **Limitations to Enrollment**: Other limitations on enrollment may include:
   - Courses that require public performance or competition;
   - Blocks of courses for which enrollment is limited in order to create a cohort of students.

The College requires students to complete prerequisites with a grade of “C” or higher prior to registering in the course requiring the prerequisite. Likewise, students are to register in all required corequisites as pre-enrollment preparation.

**Please note: Some prerequisites may be satisfied by equivalent course work from an accredited institution other than College of Marin. Please contact a counselor at (415) 485-9432 for more information.**

Students have the right to challenge prerequisites and corequisites on certain, specified grounds:

1. The prerequisite or corequisite has not been established in accordance with the district’s process for establishing prerequisites and corequisites.

2. The prerequisite or corequisite is in violation of Title 5 regulations.

3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.

5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

Students interested in challenging a prerequisite or corequisite course are advised to contact the Challenge Office at (415) 485-9431 as soon as possible for more information about the challenge procedure and the particular requirements of the course being challenged.

**PREREQUISITE/COREQUISITE CHALLENGES MUST BE INITIATED NO LATER THAN FIVE WORKING DAYS PRIOR TO THE FIRST DAY OF CLASSES EACH SEMESTER.**

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**REGISTRATION INFORMATION**

**Registration Priority**

The order of priority for registration is as follows:

1. All continuing EOPS and DSPS students.

2B. All continuing students who have completed three or more semesters in the district.

2. All continuing students who have completed two semesters in the district and recent high school graduates.

3. All continuing students who have completed one semester.

4. All other new and returning students in the order in which applications are accepted.

5. All new and returning Marin County concurrently enrolled high school students and home school students age 15 and older may register on the second day of new student registration.

6. Students whose Petitions to Repeat have been approved must wait until the week before the semester/session begins.

7. All new and returning Marin County Home School students under age 15, elementary and middle school students, and “Open College” students must wait until the first week of the semester/session to register.

**Where to Register**

Students may register online or at the Office of Admissions and Records at either the Kentfield or Indian Valley Campuses, regardless of where their classes are held.

Registration is offered online by going to http://marin.edu/admissions, by touchtone telephone by dialing (415) 883-3220 for fall and spring or (415) 883-3342 for summer, and by fax at (415) 460-0776. Detailed information is published in each issue of the Schedule of Credit Classes.

**Late Registration**

Students may enroll late with the instructor’s approval through the Friday of the second week of instruction or the census date for a short-term class. With instructor’s approval on a late Enrollment Card/Petition, students may enroll after the Friday of the second week of instruction for an additional two weeks providing the student was in attendance by the Friday of the second week of instruction or two additional days after the census date for short term classes.

**Student Success Workshop**

In order to help students reach their educational goal, College of Marin has established an online orientation and an on-campus Student Success Workshop. The purpose of the orientation and workshop is to help prepare students to be successful at the College of Marin. Students can use the online orientation or attend the on-campus workshop.
After completion of the online orientation or the on-campus Student Success Workshop, students will take placement tests and follow-up with a counseling appointment. Students can then register for classes.

Who Needs to Attend the Student Success Workshop?
All new, returning, or transfer students are required to participate before they can register for classes unless they fall into one of the following categories:

1. Students who have completed 15 or more semester units or 22 or more quarter units at any college.
2. Students who already have an Associate in Arts (AA) or Associate in Science (AS) degree or higher.
3. Students who are planning to enroll in courses that require no reading, writing, or math. (A list of these classes is available from the offices of Counseling or the offices of Admissions and Records on both campuses.)
4. Students who present sufficient evidence demonstrating that their prior learning is equivalent to number 1 or 2 above.

Students not required to participate are welcome to attend.

Fees (Type and Amount)
College of Marin is part of the California Community Colleges system of the State of California. Fees are established by the State Legislature and must be paid at the time of registration.

<table>
<thead>
<tr>
<th>Registration Fees</th>
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</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$20 per unit</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$15, $12 summer</td>
</tr>
<tr>
<td>International Student Application Fee (nonrefundable)</td>
<td>$50</td>
</tr>
<tr>
<td>Materials Fee</td>
<td>Varies</td>
</tr>
<tr>
<td>(payable when applicable at time of registration)</td>
<td></td>
</tr>
<tr>
<td>Nonresident Tuition Fee (U.S. Citizen)</td>
<td>$179 per unit</td>
</tr>
<tr>
<td>Nonresident Tuition Fee (Non-U.S. Citizen)</td>
<td>$188 per unit</td>
</tr>
<tr>
<td>Student Representation Fee (optional)</td>
<td>$3</td>
</tr>
<tr>
<td>Fees for Other Services</td>
<td></td>
</tr>
<tr>
<td>Career Assessment Administration Fee</td>
<td>$40</td>
</tr>
<tr>
<td>Credit By Examinations</td>
<td>$20 per unit</td>
</tr>
<tr>
<td>Document/Verification Fee</td>
<td>$6</td>
</tr>
<tr>
<td>GED Test Administration</td>
<td>$85</td>
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<tr>
<td>GED Retest Fee (per test)</td>
<td>$10</td>
</tr>
<tr>
<td>Library Replacement Fee</td>
<td>$2</td>
</tr>
<tr>
<td>Open College</td>
<td>Check with instructor</td>
</tr>
<tr>
<td>Parking Fee Per Semester</td>
<td>$50/Semester, $3 per day</td>
</tr>
<tr>
<td>Refund Processing Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Returned Check/Declined VISA/MasterCard Fee</td>
<td>$15</td>
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<tr>
<td>Rush Transcript Fee (next workday)</td>
<td>$15</td>
</tr>
<tr>
<td>Service Fee (for processing refunds and deferred fees for dropped classes)</td>
<td>$10</td>
</tr>
<tr>
<td>Transcript Fee (first 2 copies ever ordered are free)</td>
<td>$6</td>
</tr>
</tbody>
</table>

In addition to the above, students must purchase their own books and supplies. Interest at the rate of 7 percent may be charged on all delinquent deferred fees beginning the second week of classes.

Enrollment Fee Payment Policy
Students are entitled to enroll and participate in class(es) throughout the semester, providing that they do not have any outstanding balance on their record. Students must pay all fees in-full prior to registering for the subsequent semester. In addition, grades, transcripts, diplomas and certificates will not be released until the student has paid all outstanding debts to the College.

Payment Policy: Nonresident Tuition, International Student Tuition, Community Education Enrollment Fees and Open College Enrollment Fees
All the above tuition and fees and all other applicable fees are due and payable at the time of registration.

Payment Methods
Important: If for any reason you are having difficulty paying your fees, we urge you to contact the Financial Aid Office at 415.485.9409 for information and assistance.
Payments may be made by check, MC/VISA credit card or MC/VISA debit card. Payments over $500 must be paid by cash, cashier's check, or MC/VISA credit card.

Refunds
Refunds (Enrollment, Health & Materials Fees, Nonresident & International Student Tuition)
Enrollment, Health, Materials Fees, Nonresident and International Student Tuition may be refundable for full-semester courses and short-term courses. The refund policy also applies to Summer Session intervals. Please see the “Schedule of Important Dates” in this Catalog for specific deadline dates. A listing of short-term refund deadlines is published in each Schedule of Classes. Provided that no materials have been used, refund of Materials Fee will be granted through Friday of the second week of classes or, for short-term classes, before completion of 10% of the class.

The ultimate responsibility for dropping classes in order to receive a refund rests solely upon the student. It is the student's responsibility to (1) check if an instructor has initiated a drop by the established deadline dates and (2) apply for a refund as stated in the next paragraph.

Refund Procedures
Refunds are not automatic. To obtain a refund for courses dropped on or before the published deadline dates, the student must submit a completed refund request form with the Office of Admissions and Records no later than the last day of final examinations. Refund procedures also apply to summer sessions.
Refund Service Fee
A $10.00 per semester Refund Service Fee and any outstanding balance due the College will be deducted from all refunds. No Refund Service Fee is charged if the class is canceled by the College.

Military Withdrawal
Upon verification that a student was a member of an active or reserve military service unit who received orders compelling a withdrawal from courses, withdrawal with no “W” grade will be allowed. Upon petition by the affected student, a refund of the entire enrollment/health fee will be authorized.

Enrollment Fee Waivers

Board of Governors
The California Community Colleges Board of Governors provides a waiver of enrollment and health fees for students who meet the State of California residency requirement and one or more of the following criteria:

1. Student or student’s family receives AFDC, SSI or General Assistance benefits.
2. 2006 income was below the following limits (includes taxable and nontaxable income)
   - Family size = 1/income under $14,700.
   - Family size = 2/income under $19,800.
   - Add $5,100 for each additional dependent.

Note: The above information is subject to change in the event of new state regulations.

Financial Aid
College of Marin offers student financial aid assistance to all students who qualify on the basis of financial need. Eligible students receive funds in the form of grants, scholarships, loans and/or work-study programs.

Eligibility
To be eligible for federal financial aid programs, a student must:

1. Be a U.S. citizen, permanent resident, or eligible noncitizen.
2. Be in compliance with U.S. Selective Service registration regulations.
3. Have a high school diploma, G.E.D. certificate, or state equivalency credential, or pass the required Ability to Benefit test.
4. Be enrolled in a program leading to a degree, certificate or transfer to a four-year college or university.
5. Maintain satisfactory academic progress according to the policies of the Office of Admissions and Records and the Financial Aid Office.

Determination of Need
Generally, financial need is determined by calculating the difference between a student's resources and expected expenses. For students who do not meet the criteria to be considered independent, parents’ income and assets are included in the calculation of resources. Students with exceptional circumstances should consult with the Financial Aid Office.

Need Equals Expenses Minus Resources

EXPENSES include tuition, books, fees, and standard allowances for transportation, rent, food and some other living expenses. (Standard student budget amounts are available from the Financial Aid Office.)

RESOURCES are defined as expected contributions from income and assets as calculated by the federal need analysis formula.

Application Procedure
The application form is the Free Application for Federal Student Aid (FAFSA) and is available from the Financial Aid Office and high school guidance offices. Follow the directions carefully. The Financial Aid Office often requires additional documents to verify or explain the information submitted on the FAFSA form. When a student's file is complete, it is reviewed for eligibility for financial aid programs and an award letter is sent to the student.

Application forms are available in January for the following fall and spring semesters and must be submitted by March 1 for the following programs for priority consideration:

1. College of Marin Foundation, scholarship application.
2. Cal Grant A, B and C.
3. Priority filing deadline for students transferring to four-year colleges and universities.

Available Programs

Federal Grants
1. Pell Grants: Pell Grant eligibility is based on the Student Aid Report (SAR) the student receives after filing the FAFSA form. Grants range from $200 - $2155 per semester and are prorated according to the number of credits in which the student is enrolled. (Amounts are subject to changes in federal legislation.)
2. Supplemental Education Opportunity Grant (SEOG): SEOG grants are awarded to Pell Grant recipients with the least amount of financial resources. Grants are generally $300 per semester.

State Grants
1. Extended Opportunity Programs & Services (EOPS) Grants: The EOPS Office offers book grants to qualified students. Students must be full-time and qualify for a BOGW-A or a BOGW-B fee waiver. Information on other criteria can be obtained from the EOPS Office.
2. Board of Governors’ Waiver (BOGW): The State of California provides waivers of tuition for students who are recipients
of SSI, General Relief or TANF, or meet certain income criteria or qualify on the basis of financial need. (See Enrollment Fee Waivers.)

3. Cal Grants: The State of California provides grants ranging from $300 - $700 per semester for students who qualify. Cal Grant B provides funds to exceptionally needy students. Cal Grant C provides funds to students in certificate vocational programs. Cal Grant A is designed for students who intend to transfer and will cover a portion of tuition and fees once the student transfers to a four-year college or university.

Community Grants
Marin Education Fund Grants (MEF): The Buck Trust established the Marin Education Fund to provide funds for the education of Marin County residents. Grants ranging from $400 - $3000 are awarded to students who meet the Foundation's county residency requirements and financial need criteria. The MEF application form must be filed by March 1 to be considered for the following fall and spring semesters.

Employment
1. College Work-Study Program: Federally funded part-time jobs are available on campus and off campus for students who have financial need and are awarded a work-study job. Available jobs are posted at the Financial Aid Office. Salaries range according to the requirements of the position.

2. Student Employment: The College Job Placement Office maintains up-to-date listings of jobs within the community. Many jobs are career-related and provide students with excellent work experience. Salaries are determined by the employer.

Student Loans
1. Emergency Loans: The College of Marin Foundation and the Associated Students of the College of Marin provide Emergency Loan funds. This program provides 30-day loans of up to $100. Preference is given to students who have applied for financial aid.

2. Federal Stafford Subsidized Loans (formerly Guaranteed Student Loans) provide deferred-payment, low-interest loans for qualified students. Principal and interest are deferred until six months after the student is no longer enrolled at least half time. Students must apply for financial aid and qualify on the basis of financial need. Federal Unsubsidized Stafford Loans provide low-interest loans for students who do not meet financial need criteria for Federal Stafford Loans. Principle is deferred during enrollment as at least a half-time student. Interest begins accruing when loan is borrowed. Students interested in federal student loans must make a loan counseling appointment with the Financial Aid Office.

Veterans or Dependents of Disabled/Deceased Veterans Educational Benefits

Educational Benefits
The VA toll-free number is 1(800) 827-1000. Education and Benefit Services: http://www.gibill.VA.gov

College of Marin is approved as an educational facility for veterans and their dependents. Eligible veterans and their dependents are certified by the Designated School Official after the student has completed and returned the “Veteran Application Packet” (available from the Office of Admissions and Records) and have met with the designated College veteran's counselor.

Dependent of Veterans College Fee Waiver Program (66025.3)
The State of California offers a “College Fee Waiver Program” to children and dependents of service-connected disabled or service-related deceased veterans. This program is administered by the California Department of Veterans Affairs (listed in the Government section of the telephone book under County Government Offices).

Scholarships
In May, students with outstanding academic records and financial need are awarded scholarships from the College of Marin Foundation and from an increasing number of community groups. Applications are available in January with a deadline of March 1 and are awarded each year in May.

A free computerized scholarship search program is available online at www.FastWeb.com.

The Financial Aid Office maintains information about other scholarship opportunities and helps students make proper and timely applications for such funds. Students should inform their counselors of possible financial need and review bulletin boards for notices of scholarship announcements.

Phone: (415) 485-9409

Student Representation Fee
Money collected for the Student Representation Fee shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county and district governments and before offices and agencies of the state and federal governments. Students have the right to refuse to pay the fee for religious, political, moral or financial reasons. A written statement to this effect must be presented to Admissions and Records staff at the time of registration.

Tax Credit
In accordance with federal tax credit legislation, College of Marin will mail a verification 1098T form at the end of January to each student registered at least half time on census day and who has paid their registration fees.

Please check with your tax preparer to determine if you are eligible to take advantage of this credit.
Instructors may drop students who have not been attending classes regularly by submitting a Drop Card or by assigning an Instructor Withdrawal at midterm. It is, however, the student's responsibility to complete a Drop Card with the Office of Admissions and Records for any class the student does not wish to continue.

Cancellation of Programs/Classes
Programs of study and/or individual classes are subject to cancellation based on funding considerations or enrollment levels.

Unit Load
Students may not enroll generally in more than 18 units for fall or spring or 7 units (2 classes) for summer. Students who wish more units must submit a Petition to Carry Extra Units by the deadline. Students on probation, dismissal or not high school graduates may have lower unit restrictions.

Open College
Some College of Marin credit courses have seats designated for Community Education students. A listing of these classes available for advance registration can be viewed on the Community Education page of the College of Marin website (http://www.marin.edu). In addition, students may request to register in other credit classes as a Community Education student by attending the class and requesting the instructor to obtain a Community Education section number. Not all classes will be available for Community Education students and first priority goes to credit students. After receiving a Community Education section number, a student must register and pay fees with the Office of Admissions and Records by the next class meeting. Students who register in credit classes as Community Education students do not receive units or grades and are not eligible for a refund after the class has begun.

Students on a J-1 Visa who need verification of attendance need to consult with the instructor.

Please note: Once a student has enrolled in an Open College section they may not transfer their registration and fees to the credit program. All funds received from Open College enrollments go to the College's General Fund.

Equal Opportunity
In compliance with Title IX of the 1972 Education Amendments, the Equal Employment Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964 as amended), the Civil Rights Act of 1991, and Section 504 of the Rehabilitation Act of 1974, and the Americans with Disabilities Act, it is the policy of the Marin Community College District not to discriminate against any person on the basis of race, color, religion, age, sex, ancestry, sexual orientation, national origin, marital status, medical condition (cancer), physical or mental disabilities, or status as a Vietnam-era veteran in all of its educational and employment programs and activities, its policies, practices, and procedures. Students have the right to file an internal complaint or a complaint with the Office of Civil Rights.

College of Marin, under the Equity in Athletics Disclosure Act of 1994, provides information concerning the operation of its intercollegiate athletics program. A completed report is available in the Admissions and Records Office, the Library, and the Athletic Department for public review.
College of Marin policy 5.004 prohibits verbal, physical, visual, and sexual harassment of any applicant, employee, or student by any District employee on the basis of race, color, religion, age, sex, ancestry, sexual orientation, national origin, marital status, medical condition (cancer), physical or mental disabilities, or status as a Vietnam-era veteran. Conduct of non-employees while on District property is also expected to follow these guidelines.

It is further the policy of this College to take affirmative action in all its programs and in all aspects of employment to ensure equal opportunity and the achievement of proportional representation of qualified members of historically underrepresented groups. The lack of English language skills will not be a barrier to admission and participation in vocational educational programs.

EEO/ADA Compliance Officer/Title IX Coordinator:
Linda Beam
Administrative Center, Rm 107, Kentfield Campus
(415) 485-9400

Section 504 (Disability) Coordinator:
Linda Beam
Administrative Center, Rm 107, Kentfield Campus
(415) 485-9400

Gender, Equity Coordinator:
David Cook
SS Center, Rm 263, Kentfield Campus
415.485.9409

It is the policy of College of Marin that unless specifically exempted by statute, every course, course section or class, the attendance of which is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Code.

Classes with Time Conflicts
Students may not register for courses taught at conflicting times.

Changes May Occur Without Notice
Rules, policies, regulations, procedures, fees, courses, schedules and student services described in this publication are subject to change at any time without prior notice. The College reserves the right to alter fees, statements and procedures contained herein. Fees and procedures are subject to change at any time by the State Legislature and the College Board of Trustees. It is the student’s responsibility to meet and remain informed of College requirements. When changes occur, they will be printed in the next regular publication of the Catalog or Class Schedule.

ACADEMIC INFORMATION

Attendance
Regular attendance is necessary for satisfactory progress in college. Failure to attend regularly may result in a failing grade. Students who are late in attending the first class meeting may lose their place to another student on the waiting list. For any absence, the student must make up all work missed. Such work must be completed to the satisfaction of the instructor. It is the student’s responsibility to check on all assignments. Students may be dropped from classes as a result of excessive absences.

Nonattendance does not constitute a drop. Students must submit a drop card for any class they do not wish to continue.

Units of Credit
The conventional measurement of college work is called a unit. It represents one lecture hour per week for one semester (together with two hours of preparation outside class) or three hours of laboratory work per week for one semester.

Full-time students are enrolled in at least 12 units in the spring and fall and 4 units in the summer.

Courses Used for High School Credit
College-level course work that students have elected to use for high school credit will also be counted, when applicable, toward the degree or certificate requirements and will be given as both high school and college credit.

Concurrently enrolled students are restricted from physical education classes and remedial classes numbered below 100.

Grading Symbols, Definitions and Grade Points

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than Satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (at least satisfactory — C grade; units awarded, but not used to calculate GPA)</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (less than satisfactory or failing, used to determine progress probation and dismissal, but not to calculate GPA)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (used to determine progress probation and dismissal, but not to calculate GPA)</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress (not used to determine progress probation or dismissal nor to calculate GPA)</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed (not used to determine progress probation or dismissal nor to calculate GPA)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (used to determine progress probation and dismissal but not to calculate GPA)</td>
</tr>
</tbody>
</table>

Grade points
Each letter grade has the following point assignment for each unit, A=4, B=3, C=2, D=1, F=0.
**Grade Point Average (GPA)**

Divide the total grade points earned by the number of units attempted.

Do not include I, IP, W, CR or NC. Nonprogress Grades (NPG) Grades of I, NC, and W.

**Consecutive Semesters**

Semesters shall be considered consecutive based on a student’s enrollment pattern.

**Probation**

A warning that a student’s grades do not meet acceptable standards.

**Dismissal**

A student is not allowed to continue at the College unless the student receives special permission from the Academic Standards Committee.

**Midterm Grade**

Midterm grades are available for students online or by touch-tone phone (check calendar).

**Final Grade**

Enrollment, evaluation and credit for courses shall be entered on a student’s official academic record in accordance with College policy and state law. Final grades are only available to students online or by touch-tone phone (check calendar).

**Credit/No Credit Option**

Credit/No Credit grading encourages students to take a wider variety of courses and to extend their intellectual horizons without jeopardizing their grade point average.

A student who selects the Credit/No Credit option, in those courses which permit a student to be evaluated either on a Credit/No Credit or a letter-grade basis, needs approval from the instructor no later than the last day of the fifth week of instruction for a semester-length course or, for a short-term course, no later than the day which marks completion of 30 percent of the term.

**Incomplete Grades**

An Incomplete grade may be assigned to a student who cannot complete a small portion of the required academic work because of a justifiable emergency or unforeseeable reason at the end of the semester. The decision to give an Incomplete rests solely with the instructor. A student who receives an Incomplete grade needs to make arrangements with the instructor and must make up the work by the last day of final examinations in the following semester. In extenuating circumstances, and with the instructor’s approval, the student may petition for an extension of not more than one additional semester.

The instructor for the class shall submit a form to the Office of Admissions and Records, with a copy to be mailed to the student, stating the conditions for completing the work and the final grade to be assigned if the work is not completed. The instructor shall submit a change of grade form when the work is completed.

If the “I” is not removed by the end of the subsequent semester, and no extension has been granted, it shall be changed to the grade originally assigned by the instructor.

**In Progress Grades**

The “IP” symbol is used when a class is open-entry or extends beyond the normal end of an academic term. “IP” indicates that work is “in progress.” The “IP” symbol shall remain on the student’s permanent record. The following semester, the appropriate grade and unit credit shall be assigned by the instructor when the course is completed. An “IP” shall be recorded only once for any given class. It shall not be used in calculating grade point average or determining progress probation. The instructor shall submit an “IP” form that includes a final grade to be posted if the student fails to re-enroll. A student who receives an “IP” must re-enroll for the course the subsequent semester and complete the required work to achieve a grade. If the student does not re-enroll in the next regular semester, the student shall receive the grade submitted on the “IP” form. Students will be charged an enrollment fee when they re-enroll.

**Report Delayed Grade**

The “RD” symbol may be assigned only by the Office of Admissions and Records and is used when there is a delay by the faculty member in reporting the grade of a student. “RD” shall be a temporary notation to be replaced by a permanent symbol as soon as possible. It shall not be used in calculating grade point average or determining progress probation/dismissal.

**Withdrawal**

Students may withdraw from classes through the day that marks the completion of 75 percent of the course. Students who do not withdraw by this date will be assigned a grade, other than “W,” by the instructor. It is the student’s responsibility to withdraw officially from a class. Students should not assume that they will be automatically withdrawn by an instructor.

Students who withdraw before completion of 30 percent of the course shall have no notation made on their permanent records.

Students who withdraw between 30 percent of the course and 75 percent of the course shall have a “W” recorded on their permanent records.

Students who withdraw between 30 percent of the course and 75 percent of the course shall have a “W” recorded on their permanent records.

In extenuating circumstances such as illness, accident or other events outside of the student’s control, the student may petition the Academic Standards Committee for a “W” grade after completion of 75 percent of the course. After consultation with the appropriate faculty member, the Committee may authorize withdrawal with a “W” grade. Should the Committee deny the petition, the determination of the student’s grade by the instructor shall be final. Once a faculty member has submitted a grade, a “W” cannot be assigned. Section 55760 of Title 5 of the California Code of Regulations states that an instructor’s grade is final in the absence of mistake, bad faith or incompetency.

**Successfully Completed**

Successful completion of a course is defined as receiving a grade of CR (Credit), C or better.
Repetition of Courses for Line Out
Students may repeat any nonrepeatable course taken at College of Marin for which a substandard grade of “D,” “F,” or “NC” has been recorded one time. Upon successful repetition of the course at College of Marin, the student may request that the substandard grade of “D,” “F” or “NC” be lined out. The lower grade and units completed shall not be computed in the student’s grade point average or nonprogress grade percentage. A “W” grade may not be lined out. Equivalent coursework completed at other accredited colleges and universities may be accepted when approved by the appropriate department chair and the student has successfully completed 12 units at College of Marin. A student with 2 substandard grades in a non-repeatable class may not, however, line them out with work successfully completed at another college.

Repeatable Courses
Certain courses, as defined in the college catalog, may be taken more than once. Students may enroll up to the maximum number of times allowed but no course may be taken more than four times. Consult the catalog to determine which courses are designated as repeatable.

Additional repetitions of DSPS courses designed for students with disabilities, such as Adaptive PE and Study Skills classes, will be based on measurable progress determined by the DSPS staff. No Petition to Repeat is necessary for DSPS courses. Students should contact the Disabled Students Program & Services for more information.

Non-Repeatable Courses
1) A student may repeat any non-repeatable course taken at the College of Marin for which a substandard grade of “D,” “F,” or “NC” has been recorded on time. Upon successful repetition of the course, the student may file a petition to have the original substandard grade lined out. (See Course Lineout Policy for specific requirements.)

2) A course may not be designated as repeatable unless the course content differs each time it is offered, and the student who repeats it is gaining an expanded educational experience for one of the following reasons:
   a) Skills or proficiencies are enhanced by supervised repetition and practice within class periods.
   b) Active participatory experience in individual study or group assignments are the basic means by which learning objectives are obtained.

3) A student may not register for or be placed on a waiting list of a non-repeatable course for more than one section of the same course per semester.

4) A student may petition to repeat a non-repeatable course based on one of the following circumstances listed below:
   a) Two semesters with a substandard grade of “D,” “F,” or “NC” was due at least in part to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the students.

   If approved, the student must wait until one week before the semester/session begins to register for the course. In addition, the grade received will not be calculated into the student’s grade point average, and the student will not receive credit for that enrollment. The grade and units on the student’s transcript will be annotated accordingly.

b) Two years or more must have elapsed since successfully completing the course with a C, CR or better grade.

   If approved, the student must wait until one week before the semester/session begins to register for the course. In addition, the grade received will not be calculated into the student’s grade point average, and the student will not receive credit for that enrollment. The grade and units on the student’s transcript will be annotated accordingly.

c) The course is needed to meet a legally mandated training requirement as a condition of continued employment (paid or volunteer). A verification letter is required at the time of registration.

d) A student has already enrolled twice in a non-repeatable course but has a documented disability verified by the DSPS counselor and has been making measurable progress.

5) A student who has received the symbol “W” after withdrawing from a course may re-enroll in the course without a petition. After receiving 4 “W” grades in a given course, a student may not enroll in that course again.

6) Courses granted Academic Renewal will not be included for course repetition limits. (See Academic Renewal Policy for specific requirements.)

Basic Skills Classes
Students may enroll in a maximum of 30 units of Basic Skills classes (pre-collegiate English and Mathematics) – courses numbered 100 or lower. Students with documented functional limitations associated with learning related disabilities, which have shown significant measurable progress toward appropriate skill development in Basic Skills classes, may receive special approval for additional enrollments but will be limited to a specific period of time or number of units. Students are encouraged to contact the Disabled Students Program for more information.

NOTE: There is no 30 unit limit for ESL courses.

Academic Renewal
Students who have successfully completed 12 units at College of Marin may petition for Academic Renewal. Academic Renewal provides students with an opportunity to reverse the negative impact of past academic failures at College of Marin without course repetition. Students may petition the Academic Standards Committee for a review of their academic record. Students can request Academic Renewal for up to 3 semesters of substandard course work. Academic Renewal may only be requested once at any California Community College in accordance with Title V, 55764. Academic Renewal is not automatic.
The following criteria will be used in the Committee’s determination:

1. One year must have elapsed subsequent to the semesters to be renewed and there can be no “D,” “F” or “NC” grades in that year.
2. Students shall present evidence that the substandard work does not reflect the student’s academic abilities. Work from other colleges with recognized accreditation will be considered.
3. Students must have completed a minimum of 12 units with a GPA of 3.0 or 24 units with a GPA of 2.0 subsequent to the semesters requested for Academic Renewal. Course work with “CR” grades will be averaged as “C” grades when computing grade point averages for Academic Renewal.
4. Students most recent semesters utilized to demonstrate that the substandard work is not a reflection of the student’s ability must not include “D,” “F,” “I” or “NC” grades. (Semesters with lined out “D,” “F” & “NC” grades do not count towards Academic Renewal.)
5. Course work with grades of “C,” “CR” or higher will remain on the record for the semester granted Academic Renewal status. All course work granted Academic Renewal status shall not be computed in the student’s grade point average or non-progress grade percentage and this shall be noted on the student’s permanent record; all work shall remain legible to assure a true and complete academic history.
6. In computing grade point average toward honors at graduation all work, including semesters designated as Academic Renewal, shall be included.
7. The Committee will consider level of rigor of course work used to demonstrate improved academic ability. Courses used to demonstrate improved academic ability can not be all physical activity courses.

Grade Changes
Changes of grade will only be made due to an error, or in accordance with Title V regulations. When an error has been made, the erroneous grade will be obliterated. No grade change will be made more than four years after the original grade was issued.

Credit by Examination
Credit by Examination is optional for the faculty member and for the department. Students must contact each department or individual faculty member for specific requirements and departmental policies.

There is a 12-unit limit per department on the total number of units earned by examination, subject to the conditions outlined below.

1. A student must submit a Petition for Credit by Examination, with the instructor’s approval, to the Office of Admissions and Records.
2. Re-examination for credit in a given course will not be allowed.
3. The student may be graded on a Credit/No Credit or letter-graded basis. The grade earned shall be binding and become a permanent part of the student’s academic record and will appear with a “Credit by Examination” annotation indicating the grade has been earned through Credit by Examination.
4. If the student fails the Credit by Examination course, the student may re-enroll in the course by Census Date, with the consent of the instructor. The failed grade will appear on the transcript.
5. The course being challenged must be offered in the semester in which the examination is being taken.
6. The student will be eligible for Credit by Examination after successfully completing 12 units at the College of Marin (“C” grade or better).
7. Courses completed through Credit by Examination shall not be used toward the 12 unit residency requirement for the Associate Degree or Certificate.
8. Credit by Examination counts as an enrollment for repeat-ability purposes.
9. Courses successfully completed through Credit by Examination can be used for course lineout and in determining academic renewal eligibility.

The student’s grade shall be reported by the instructor on the final scanner report at the end of the term. Students may not apply these courses toward part or full-time status to receive financial aid, veterans’ benefits or other student verifications.

Forged/Altered College of Marin Transcripts
“Furnishing false information, forgery, falsification, alteration or misuse of college documents, records, or identification” is a violation of college policy. When it comes to the attention of college personnel that a forged or altered College of Marin transcript has been submitted to a third party, a hold will be immediately placed on that academic record, if an actual record exists. An attempt will be made to contact, by phone or mail, the individual whose name appears on the forged or altered transcript requiring that individual to meet with the Dean of Enrollment Services/designee within 10 days. If the Dean of Enrollment Services/designee determines, after investigation, that the individual whose name appears on the forged or altered transcript is responsible for preparing/submitting same, the individual will be barred from attending any future credit classes at College of Marin. An appeal of the decision to permanently bar the student from attending any future credit classes may be made in writing to the Academic Standards Committee within 10 days of the decision of the Dean of Enrollment Services/designee. In the event there is no approval of the appeal and the Academic Standards Committee upholds the determination of the Dean of Enrollment Services/designee, the Academic Standards Committee will then recommend a permanent bar from attending credit classes at the College of Marin to the Board of Trustees. The individual will be notified at the last known address, if available, of the decision to bar attendance.
Further, an annotation will be placed on the student's actual academic record, if any, stating, "Not to be Released to Student." In addition, when the individual has actually taken classes at College of Marin, future release of a transcript will be at the sole discretion of the Dean of Enrollment Services/designee. No transcripts will be released directly to the student.

The college reserves the right to take all appropriate legal action.

Forged Signatures
Students who are determined to have filed an official form with a forged faculty member's signature will be subject to disciplinary action including but not limited to at least one full regular semester of nonattendance. The College reserves the right to also take appropriate legal action.

Standards for Probation
A student who has enrolled in at least 12 units or two semesters and has a cumulative GPA of less than 2.0 will be subject to probation. A student who has enrolled in at least 12 units or two semesters and has a cumulative NPG of 50 percent or more will be subject to probation.

Students who were dismissed or on probation at their last school of attendance will enter College of Marin on a probationary status.

Standards During a Semester of Probation

Academic: A student who does not have at least a 2.0 semester GPA during a semester of academic probation (including summer) will be dismissed.

Progress: A student who has a 50 percent or more semester NPG during a semester of progress probation (including summer) will be dismissed.

All probationary students are required to meet with a counselor and complete or update a Student Educational Plan.

Probationary students may not register in more than 12 units for fall or spring (4 units or 1 course for summer) unless the student provides evidence that the student is graduating or transferring at the end of the semester. In such instances, 3 additional units may be approved. (The only other exception may be made for study skills and other counseling classes designed to help the student succeed.)

Standards for Dismissal

Academic: A student who has less than a cumulative GPA of 1.75 in three consecutive semesters (not including summer) will be dismissed. A student who does not have at least a 2.0 semester GPA during a semester of probation will be dismissed.

Progress: A student who has 50 percent or more NPG in three consecutive semesters (not including summer) will be dismissed. A student who has a 50 percent or more semester NPG during a semester of progress probation will be dismissed.

Readmission after Dismissal

In order to be considered for readmission, dismissed students must:

a) File a Petition to Return not later than the second week of the semester. (Forms available in the Office of Admissions and Records). Students who fail to petition by this time or fail to show for their appointments will be denied and dropped from their classes.

b) Students seeking re-admission must meet with a counselor and complete or update a Student Educational Plan (SEP) and submit the SEP with their Petition to Return to the Academic Standards Committee.

c) Students seeking readmission may be required to make an appointment with the Academic Standards Committee and, if approved, will be admitted on probation.

d) Readmitted students may not be enrolled in more than 12 units. (Students may be limited to fewer units and other restrictions may also be imposed.) Enrollment limits may not be appealed beyond the Academic Standards Committee.

e) Students who are readmitted must maintain at least a “C” grade at midterm or they will be dropped from the class. Within 5 days of notification, students who are dropped but wish to stay enrolled may provide the Academic Standards Committee with a letter from the instructor verifying that the student is likely to succeed in the class.

f) Any student who has been dismissed two or more times for either poor academic performance or lack of academic progress within four years shall not be permitted to return except with the recommendation of the Academic Standards Committee and the approval of the Dean of Enrollment Services.

Right to Appeal

A student subject to dismissal has the right to appeal for readmission to the College's Academic Standards Committee. Students who are re-admitted on the basis of an exception shall re-enter on probation.

Any student who has been dismissed two or more times for either poor academic performance or lack of academic progress within four years shall not be permitted to return except with the recommendation of the Academic Standards Committee and the approval of the Dean of Enrollment Services.

Examinations

Final examinations are held at fixed times. Instructors are not to give examinations in advance of the regular schedule. Any student who is needlessly absent from any examination held at any time during a semester thereby forfeits any right to make up the work by re-examination. If a student is unable to be present at an examination at the scheduled time due to illness or some other unavoidable reason, then the student may be permitted to take the examination at a later date by arrangement with the instructor. The examination must be made up by the last day of final examinations the following semester.

Honor List

Students will be placed on a semester honor list when their semester GPA is 3.0 or higher. These students may not be on probation or have any “I,” “NC,” or “F” grades, and must be enrolled in 12 units of letter-graded classes at the College.
Military Credit

Students who have completed at least one year of active military service may submit a copy of their DD214 showing an honorable discharge and receive 5 units of PE. These units will appear in the memoranda section of the grade record. Students must have completed 12 units at College of Marin to be eligible.

Advanced Placement (APT)

Please note that the APT scores for purposes of transfer, specifically the IGETC, differ from those used toward College of Marin degree programs.

**English:** Students will be eligible for English 150 if they earn an APT score of 3 or an SAT score of 600 or more (on the old test) or 680 or more (on the new test). Students with an APT score of 4 are eligible for English 151 or English 155. After successfully completing 12 units at College of Marin, students with an APT score of 4 or 5 may petition for English 150 credit.

**Chemistry:** Students with an APT score of 3 or more will be eligible for Chemistry 115 and Chemistry 131. Students with an APT score of 4 or more will be eligible for Chemistry 132, 132E, and 199. Students with an APT score of 5 or more will be eligible for Chemistry 215 and 231. After successfully completing 12 units at College of Marin, students with an APT score of 3 may file a student petition for 5 units of Chemistry 114. Students with an APT score of 4 may file a student petition for 5 units of Chemistry 131. Students with an APT score of 5 may file a student petition for 10 units of Chemistry 131/132.

**History:** Students with APT scores of 3 or higher may file a petition for credit for History 117 and 118 (6 units) after successfully completing 12 units at College of Marin.

**Math:** Students with an APT score of 3 on the AB test will be placed in either Math 123 or Math 124. Students with an APT score of 4 on the AB test will be placed in Math 124; students with an APT score of 5 on the AB test will be placed in either Math 124 or Math 223. After successfully completing 12 or more units at College of Marin, students with an APT score of 4 on the AB test may file a student petition to receive 5 units of Math 123. Students with an APT score of 5 on the AB test may file a student petition to receive 5 units of Math 123. Students with a score of 3, 4 or 5 on the BC test may file a petition to receive 5 units of Math 124.

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<tr>
<th>Test Score</th>
<th>Placement</th>
<th>Course Credit (Units)</th>
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</thead>
<tbody>
<tr>
<td>AB 3</td>
<td>123 or 124</td>
<td>None</td>
</tr>
<tr>
<td>AB 4</td>
<td>124</td>
<td>123 (5 units)</td>
</tr>
<tr>
<td>AB 5</td>
<td>124 or 223</td>
<td>123 (5 units)</td>
</tr>
<tr>
<td>BC 2</td>
<td>124</td>
<td>123 (5 units)</td>
</tr>
<tr>
<td>BC 3</td>
<td>223 and/or 116</td>
<td>123 (5 units)</td>
</tr>
<tr>
<td>BC 4</td>
<td>223 and/or 116</td>
<td>123 (5 units)</td>
</tr>
<tr>
<td>BC 3, 4 or 5</td>
<td>223 and/or 116</td>
<td>123 (5 units) and 124 (5 units)</td>
</tr>
</tbody>
</table>

Except as outlined above, units attained from Advanced Placement examinations may be used for general education and elective credit only and not for Major course requirements. See a counselor for limitations and recency policies.

CLEP

After successfully completing 12 units at College of Marin, a student may file a student petition for 6 units of credit with a minimum score of 500 in each of the CLEP examinations in the areas of Social Science, History and Natural Science. The maximum number of CLEP units that can be awarded is 12. Units credited appear in the memorandum section of the transcripts and are counted towards the 60 units' graduation requirement. Transfer credits vary. See a counselor for additional information.

The English Department does not award CLEP units in English or Humanities to students; however, students will be eligible for English 150 if they score as follows:

a. 540 or more on the CLEP General Examination in English Composition, essay version.

b. 55 or more on the CLEP Subject Examination in Freshman College Composition, essay version.

Except as outlined above, units attained from CLEP examinations may be used for Social Science and Natural Science general education and elective credit only and not for Major course requirements.

Administration of Justice

After successful completion of 12 units at College of Marin, students who have completed P.O.S.T. Basic Academy may petition for 6-12 units of Basic Academy Credit (200 hours = 6 units, 400 hours = 8 units, 560 hours = 10 units and 800 hours = 12 units). Students may transfer credits for other police academy work only if the academy is fully accredited (as listed in the ACCRAO Guide) or if another fully accredited college or university has granted credit for the work. Courses must closely parallel those in the Major requirements to be substituted.

Automotive Technology

After successful completion of 12 units at College of Marin, students may request a waiver of Auto 110 by providing verification, on a Student Petition, of completion of 1 year of Auto Shop with a “B” or better grade in a course meeting ATTS standards in the Marin County High School Regional Occupations Program (R.O.P.). Upon completion of 2 years of Auto Shop with a “B” or better grade in a course meeting ATTS standards, a student can receive a waiver of Auto 111 by providing verification on a
student petition (includes San Rafael High School, Terra Linda High School, Tamalpais High School, San Marin High School and Novato High School).

Early Childhood Education
After successful completion of 12 units at College of Marin, students with a grade of “B” or higher in Marin County Office of Education, Regional Occupations Program (R.O.P) Early Childhood Occupation Program, may either petition for credit or a waiver of ECE 100. Units credited appear in the memorandum section of the transcripts and are counted towards the 60 units’ graduation requirement. Transfer credits vary. See a counselor for additional information.

Business and Information Systems
The following criteria must be met in order for a student to receive advanced placement (a waiver of BOS 114, 115, 116, 118, 120, 140 or MMST 111) in the Business and Information Systems Department or the student may petition for Credit by Examination. The student shall complete articulated high school courses in the Computer Information Systems Program at San Rafael, Novato, or Tamalpais District high schools with a grade of “B” or better. Credit by Examination requires that the student must first successfully complete 12 units at College of Marin.

Marin County High School Articulation
After successful completion of 12 units at College of Marin, students may petition to receive Credit by Examination if they have successfully completed the following classes with a B or better grade:

- San Marin High School: Multimedia II – MMST 111 – 3 units
- Sir Francis Drake High School: Introduction to Computers – BOS 114 – 1.5 units, BOS 120 – 1.5 units, CIS 113 – 1.5 units
- Sir Francis Drake High School: Computer Graphics I – MMST 123
- San Rafael High School: Computer Applications – BOS 114 – 1.5 units, BOS 120 – 1.5 units, CIS 118 – 1.5 Units
- San Rafael High School: Computerized Accounting – Bus 114 – 1.5 units
- San Rafael High School: Desktop Publishing – CIS 113 – 1.5 units
- San Marin High School: Completion of Introduction to Computers and Computer Applications – BOS 114 – 1.5 units, BOS 120 – 1.5 units, CIS 118 – 1.5 units

Directed Study
Directed Study is learning undertaken by a student enrolled in a course without the immediate presence of the assigned instructor. A passing grade will be assigned upon satisfactory completion of prescribed objectives. An Application for Directed Study Form must be completed and signed by the student and a full-time faculty member credentialed in the requested discipline. Students must submit completed signed forms with their Enrollment Cards prior to the census date. The completed form must contain the following:

1. Goals and methodology of the course.
2. The number of units and hours of study required.
3. The arrangement for consultation with the faculty member.
5. The College facilities required.

Students are limited to 4 enrollments of Directed Study (maximum of 12 units).

Transcripts
A student desiring to transfer to another school should complete a Transcript Request Form with the Office of Admissions and Records. Students may request two free transcripts of their records. After the first two, there will be a fee of $6 per copy. Transcripts to other colleges may now be ordered by Fax (415) 884-0429. Please allow 20 working days for processing. Priority service (next working day) is available for $15 per copy. College of Marin does not issue unofficial transcripts.

Student Petitions
Appeals and grievances in the following areas should be submitted on a Student Petition at the Office of Admissions and Records counter: Academic Progress Dismissal, Admission, Attendance, Financial Aid, Final Grades, Graduation, Fee Payment, Refund, Residence Determination, and Student Records. All petitions are reviewed by the College Academic Standards Committee. The Committee is composed of members of the administration, faculty, classified staff, counseling staff, and the student body. Decisions of the Committee may be appealed to the Dean of Enrollment Services.

ACADEMIC RECORDS
State and federal legislation permits students to have access to their academic and educational records.

Types of Records and Locations
The Office of Admissions and Records will maintain documents completed by the student, such as applications, petitions and Advanced Placement and CLEP scores, for the period of time required by law. These records, as well as a permanent record of all academic work completed at the College, are maintained by the Dean of Enrollment Services in the Office of Admissions and Records. Students may obtain two free transcripts of their College of Marin permanent academic record by submitting a Transcript Request Form. A $6 charge will be made for each subsequent copy.

Copies of transcripts from other colleges are kept in the Counseling Office. Copies must be requested from the issuing institution and cannot be released from College of Marin.

Student Rights Related to Academic Records
Students shall be afforded all rights and are subject to all requirements set forth in SB 182 (Chapter 816, Statutes of 1975 as amended September 28, 1976 by SB 1493), a copy of which may be obtained in the Office of Admissions and Records. If a violation occurs, students have the right to file a complaint with the Family Compliance Office, United States Department of Education,
Review, Inspection and Challenge of Records

Any currently enrolled or former student has the right of access to all of the student's College of Marin academic records. Students wishing to inspect their records may obtain forms from staff in the Office of Admissions and Records; access shall be granted no later than 45 days following receipt of the written request to the Dean of Enrollment Services at College of Marin, Kentfield, CA 94904. The Dean of Enrollment Services will make arrangements for access and notify the student of the time and place where records may be inspected. Qualified personnel will assist the students in interpreting their records, if necessary. If the records are not maintained by the Dean of Enrollment Services, the student will be advised of the correct office to which the student's request should be addressed.

The Dean of Enrollment Services will provide forms for any student who wishes to challenge the content of the student's records, excluding grades, if the student believes the information to be (1) inaccurate, (2) misleading, (3) an unverifiable personal conclusion or inference outside of the observer's area of competence, or (4) not based on the personal observation of a named person with the time and place of the observation noted. The student should clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. If the student is not satisfied with the results of the challenge procedure, a written request for a formal hearing may be filed with the College President, or designee.

Within 30 days of receipt of such a request, the College President, or designee, shall meet with the student and employee who recorded the information in question, if any, and if such employee is presently employed by the College. The President, or designee, shall then sustain or deny the allegations in writing. If the President, or designee, denies any or all of the allegations and refuses to order the correction or removal of the information, the student will be notified that the student may, within 30 days of the refusal, appeal the decision in writing to the College of Marin Board of Trustees. Within 30 days of receipt of such an appeal, the College of Marin Board of Trustees shall, in closed session with the student and the employee (if presently employed by the College), determine whether to sustain or deny the allegations. If the Board of Trustees sustains the allegations, it shall order the President, or designee, to immediately correct or remove and destroy the information. Additional information regarding the hearing procedure will be provided to the student when notified of the right for hearing.

Directory Information

Directory information includes: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous public or private school attended, and any other information authorized in writing by the student to be released. Generally, it is the College's policy to deny the release of any directory information. The only exception is that the student address will be provided to employees of the College of Marin Foundation for use in surveys, newsletters, solicitation for the College, and event notifications.

Students who wish to ensure that no information is released, however, need to notify the Dean of Enrollment Services in writing.

Access to Student Records

Access will be permitted to student records pursuant to the written request of the student or in accordance with a legal subpoena or a judicial order. Others entitled to access without notification of the student include:

1. Officials and employees of the College of Marin may inspect records if they have a legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school officials in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. All requests for such access must be approved by the Dean of Enrollment Services.

2. Authorized representatives of the Controller General of the United States, the Department of Health, Education and Welfare, or the United States Office of Civil Rights; the administrative head of an education agency; and state education officials or their respective designees may have access to information necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law. When personally identifiable information is collected, it shall be protected in a manner that will not permit the personal identification of students or their parents by other than those authorized officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.

3. In response to an exparte order College of Marin will release to the Attorney General (or his/her designee) the educational records requested that are relevant to an authorized investigation or prosecution of an offense as listed in Section 23326 (g) (5) (B) of Title 18 United States Code or an act of domestic or international terrorism as defined in Section 2331 of that title.

4. Other state and local officials or authorities may inspect records in accordance with requirements of state law adopted prior to November 19, 1974.

College of Marin may release information without student consent to the following:
1. Officials of other public or private schools or school systems with legitimate educational interests, including local county or state correctional facilities where educational programs are conducted and/or where the student seeks or intends to enroll or is directed to enroll, subject to the rights of students as provided in Section 54610 of Title 5 regulations on Student Records (Chapter 6, Division 5).

2. Agencies or organizations at which a student has applied for or received financial aid, provided that personally identifiable information is released only as necessary to determine the student’s eligibility for aid, to decide on any conditions to be imposed, or to enforce those terms or conditions.

3. Accrediting organizations carrying out their functions.

4. Organizations conducting studies for educational agencies or institutions for the purpose of developing, validating or administering predictive tests and/or student aid programs, and improving instruction, provided that such studies are conducted in a manner that will not permit the personal identification of students or their parents by anyone except representatives of the organization and that any personally identifiable information be destroyed when no longer needed for the study.

5. Appropriate persons in connection with an emergency, if such information is deemed necessary to protect the health or safety of the student or other person, or subject to such regulations as may be issued by the Secretary of Health, Education and Welfare. No one given access to student records in such an emergency may share information obtained with anyone (except other persons involved and having a legitimate interest in the information) without written consent of the student.

6. Victims of sexual assault at College of Marin shall be provided with information regarding disciplinary action against the assailant within three days of the results of any disciplinary action and of any appeal. The victim shall keep the results confidential.

7. The Internal Revenue Service in accordance with provisions of federal law.

**Record of Access**

A log is maintained in the Office of Admissions and Records, as specified in Section 76222, California Education Code, for each student's record which lists authorized persons, agencies or organizations requesting or receiving information from a student's record without a judicial order, or a legal subpoena, or the student's consent.

**Procedures for Substitution of Requirement Courses for College of Marin New Registered Nursing Program**

**Marin County Residents**

Since the Registered Nursing Program is an impacted program, Marin County Residents are given enrollment priority. Evaluation of coursework from Marin County residents who provide proof of residency for one year prior to application will occur prior to application to the program. Petitions of substitution from Marin county residents must be submitted between September 1 and October 31 for admission the following fall. Those who submit petitions for substitution after October 31 are not guaranteed a decision in time for the RN application date. Documentation of proof of residency in Marin County for one year prior to application must include Xerox of California Driver’s license and one of the following: income tax form from previous year, or PG and E, Marin Municipal Water District, or North Marin Water District bill.

**Evaluation prior to Application to the Registered Nursing Program**

1. Petitions for Substitution must be submitted before applying to the Nursing Program. It will be the student’s responsibility to request official transcripts and course descriptions for the year the course was completed and attach catalog course descriptions to the Petition. Official transcripts must be mailed directly from the issuing college to College of Marin, Counseling Department, Kentfield, CA 94904 between September 1 and October 31 for admission the following fall. The Petition for Substitution will then be submitted and reviewed by Admissions and Records (Academic Standards Committee). The original approved/denied copy will be kept in the student file in counseling and a copy of the petition will be sent to the student.

2. Students who obtain substitution approval in advance must retain the approved copy and attach it to their application for the Nursing Program.

**Non Marin County Residents**

In the event that there are additional spaces in the program, petitions from Non Marin County residents will be evaluated as part of the application process.

**Evaluation as Part of the Registered Nursing Application**

1. The R.N. Application will include two forms. One will require the student to list all pre and co requisites completed at College of Marin. The other will be a Petition for Substitution for courses required for the R.N. Program that were completed at another college. Catalog descriptions for the year in which the class was completed must accompany the Petition for Substitution.

2. The Nursing Department will send the Petitions for Substitution to the Dean of Enrollment Services, Academic Standards Committee for evaluation of petitions together with catalog descriptions and copies of the student’s “official” transcript. (Sent directly from the college to College of Marin)
3. Decisions will be made part of the official record. The student, the Nursing Department Office and the Counseling Office will receive a copy of the petition indicating which courses are approved/denied.

Chemistry
Students with chemistry courses over 5 years old at the time of admissions may fulfill the Registered Nursing chemistry requirement but may not apply units toward the 60 needed for a degree.

Registered Nursing
Thirty units of credit may be granted to students who have attended unaccredited diploma schools and graduated. The students must have a current California nursing license. These students must have completed 12 units in residence and secure the approval of the Director of Health Sciences.

Transcripts
In order to apply units completed at another institution toward a College of Marin degree, transcripts must be mailed from the issuing institution and arrive in a sealed envelope. Official transcripts have an embossed or water seal. Transcripts should be sent via U.S. Mail to: Counseling Department, College of Marin, Kentfield, CA 94904. Transcripts from other colleges received by the College of Marin will not be copied or released to the student.

Students may only transfer degree applicable units from fully accredited colleges or universities as listed in the AACRAO Transfer Credit Practices of Selected Educational Institutions. Upper division units may not be used toward an Associate degree. Students may, however, petition for a waiver of requirements with relevant upper division work. The student must still have 60 lower division units.

Course Substitution
Substitution for any required course must be approved through student petition to the Academic Standards Committee. An official transcript and catalog description must accompany the petition. For noncomparable courses, Department Chairs will be consulted to determine course acceptability. Students should be encouraged to request substitution in their first semester of attendance.

Foreign Colleges Transcripts
Transcripts from foreign colleges and universities will be accepted only when evaluated by UC, CSU, or an evaluating service recognized by the College of Marin. The service recommended by the College is International Education Research Foundation, Inc., P. O. Box 66940, Los Angeles, CA 90066, telephone (310) 390-6276. Credit will be granted when the academic level of the course work is deemed to be comparable to that of classes taught in fully accredited U.S. colleges and universities.

Military Units
Military units may not be used toward a degree or certificate unless the courses are fully accredited by the University of Maryland or another fully accredited college or university (as listed in the ACCRAO Guide).
SECTION 3

STUDENT SERVICES

Bookstores
CalWORKS
Children’s Centers
College Health Center
College Honor Societies
Computer Centers
Counseling
Disabled Students Program
Echo Times, Student Newspaper
Extended Opportunity Programs
Food Service
G.E.D. Preparation/Basic Skills Programs
Intercollegiate Athletics Eligibility
Job Placement/Career Employment
Library
Media Courses (Distance Learning)
Performing Arts
Re-entry Services
Student Affairs Program
Student Clubs
Testing
Transfer/Career Center
Transportation and Parking
Tutoring Center
Policies on Conduct/Grievances
Phone and Office Numbers
STUDENT SERVICES

Services are offered at both campuses. Please refer to class schedule for specific locations and office hours.

Bookstores

The Kentfield Campus Bookstore is located on the ground floor of the Learning Resources Center.
Phone: (415) 485-9394

The Indian Valley Campus Bookstore is located near Administrative Services.
Phone: (415) 883-2211, Ext. 8123

The bookstores sell all required texts and supplies that instructors order for their classes. In addition, the bookstores also stock gift items, imprinted shirts, and art supplies.

Refund Policy

Please read refund policy in store for the most current information.

Refunds only under the following conditions:

1. Texts
   (a) Only textbooks purchased for classes of the current semester.
   (b) A CASH REGISTER RECEIPT IS ABSOLUTELY REQUIRED.
   (c) New texts must be in brand new condition. If damaged or a name is written in the text, only a percentage of the retail value will be refunded.
   (d) Dates will be posted in the bookstores for obtaining a refund.

2. Supplies
   (a) Refund given only if defective at time of purchase.

Buy-back Policy

At the end of each semester, students may sell their texts back to the bookstores for up to 50 percent of the price for which the text was purchased provided the store needs the text. The buy-back days and hours will be posted.

Bookstore Hours

The bookstores at both campuses will have hours posted.

CalWORKs

College of Marin, in partnership with the county of Marin, provides education and support services to students who are participants in the CalWORKS program. To participate, one must be identified and referred by the Marin County CalWORKS office. Special educational programs, childcare, and internship opportunities are available to support student success and entry into the workforce. The College’s CalWORKS office is located in the Student Services Center, Room 206, on the Kentfield Campus.

Phone: (415) 485-9562

Children’s Centers

The Children’s Centers are located on both campuses and provide a high quality preschool program. Student teachers are trained in the program, in addition to work-study and psychology students. Admission is based on the California State Department of Education guidelines. College of Marin students have priority admission. The childcare fees are based on family income, and priority is given to low-income students.

Interested parents must submit a preliminary application, available at the Centers or by phoning (415)883-2211, ext. 8221. Applications must be received at least three weeks in advance of the semester to allow time to receive the application packet, complete the forms, and make an enrollment appointment. Interested parents should call for a preliminary application as soon as possible, preferably at the end of the semester prior to desired enrollment. The Centers may be full before the semester begins. A waiting list will be established. Late applications will receive a lower priority.

For further information, call the Children’s Center Program Assistant at (415) 883-2211, ext. 8221.

College Health Center

The Health Center is available to all currently registered students. It provides first aid, health education, care and treatment for short-term medical concerns, OTC and some prescription medications, immunizations, TB testing, voluntary insurance plans, physical exams for College of Marin programs and college entrance, anonymous HIV testing, flu shots, physician appointments and more. Personal counseling is available through the Counseling Department by calling (415) 485-9432 for an appointment.

Each properly registered student has coverage under the Marin Community College District’s student accident insurance policy for accidents occurring on either campus, at any site where College of Marin courses are offered, or at other College of Marin-sponsored and supervised activities. Students participating in athletic competition are insured under this accident insurance policy. NOTE: THE STUDENT ACCIDENT INSURANCE POLICY IS SUPPLEMENTARY TO THE STUDENT’S OWN PERSONAL MEDICAL INSURANCE AND DOES NOT GUARANTEE FULL COVERAGE.

Students should be aware that if they sustain an injury while in class or participating in a school-sponsored activity, they must report it immediately to their instructor or supervising authority. Students must also contact the Health Center within ten (10) days of the injury in order to be properly covered for reimbursable expenses in accordance with policy coverage.

Kentfield Campus
Dickson Hall, Room 118
See schedule for hours.
Phone: (415) 485-9458

College Honor Societies

The Alpha Sigma and Sigma Nu Chapters at the College of Marin are affiliated with Alpha Gamma Sigma, the Honor Society of California Community Colleges. Alpha Sigma at the Kentfield
Campus and Sigma Nu at the Indian Valley Campus encourage and recognize scholarship and also promote service to the College and to the community.

Both Chapters welcome new members who have completed at least 12 graded units of college work with a 3.0 GPA or higher. The Chapters’ affiliation with the State organization provides contact with community colleges throughout the State through regional conferences and State conventions. Its members are eligible to apply for State as well as campus scholarships and awards.

The Beta Xi Kappa chapter at College of Marin is affiliated with Phi Theta Kappa whose purpose shall be to: “recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.”

Phi Theta Kappa’s mission is two-fold: (1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programming.

Students are encouraged to join Beta Xi Kappa by having completed 12 graded units of transferable college work with a 3.5 GPA or higher. Scholarship opportunities are available for participating members.

**Computer Centers**

**Science Computer Center**
The Science Computer Center provides students with easy, open access to computers to help them with their classes in mathematics, science, and engineering. Students can use the computer to do word processing, spreadsheet analysis, simulation, graphing and programming in a variety of languages.

The center runs a network consisting of 36 stations. Students can access the World Wide Web and use CD-ROM tutorials, including six that are networked to physiology equipment.

The Science Computer Center is open daily to students enrolled in math, science, engineering and computer science. Math students are especially encouraged to try out math tutorials and other software for graphing functions and visualizing concepts. For more information please visit our Web site at: http://www.marin.edu/services/learning.htm#computer

**Kentfield Campus**
Science Center, Rooms 143 and 144
Phone: (415) 485-9540

**Indian Valley Campus**
Ohlone Cluster, Room 123
Phone: 883-4411 x8234

**Multimedia Studies Labs**
The Multimedia Studies Laboratory houses both Macintosh and PC computers. Laboratory hours for multimedia studies courses take place in these labs.

**Kentfield Campus**
Pomo Building 7, Room PM 190, 3D Development PC Lab
Pomo Building 7, Room PM 192, Macintosh Lab

**Indian Valley Campus**
Ohlone Cluster, Room OH 120, Macintosh and PC Open Lab
Pomo Building 7, Lobby, Macintosh Open Lab

**Multimedia Studies Open Labs**
There are computer labs available for currently enrolled students to access online course materials, email, and limited assignments. Please refer to posted Open Lab hours for each semester.

**Indian Valley Campus**
Ohlone Cluster, Room OH 120, Macintosh and PC Open Lab
Pomo Building 7, Lobby, Macintosh Open Lab

**Writing Center**
The Writing Center is open to all students for support and tutoring in writing projects and functions as the English Writing Lab for students enrolled in English Composition and Literature courses. The English Writing Lab supports students by offering one-on-one tutoring on their course assignments and projects.

The Writing Center, formerly known as the English Lab, provides students with tutoring to improve reading and writing skills and also provides access to computers and to the Internet for research and writing in all disciplines. Students have access to word processing, Web browsing, printing, scanning, and, most importantly, tutoring by COM instructors. Tutoring is offered either face-to-face or online, via an online writing center website. All students working on reading and writing projects in any discipline are welcome. Students enrolled in English courses have priority.
Counseling
Counselors are available to help with academic program planning, career counseling, or personal, family, and social problems that affect students' education.
To make a counseling appointment please phone: (415) 485-9432.

Disabled Students Program
This program offers support services and/or special classes to students with learning, communication, physical and psychological disabilities.

The Kentfield Campus offers Adaptive PE, learning disabilities assessment, computer-assisted instruction for special learning needs, and specialized academic, personal and vocational counseling. The College also offers educational and mobility aids, note takers, readers, and interpreters, as well as liaison with instructors and other campus services and referrals to community agencies. Club events and trips also offer excellent socialization opportunities and personal support while attending school.

The Indian Valley Campus offers specialized support services to assist disabled students in meeting their educational and/or vocational goals. These services include academic, vocational and personal counseling, mobility aids and educational aids.

Adaptive PE is also offered on a limited basis. Enrollment in the Disabled Students Program requires an initial appointment.

Phone: (415) 485-9406

Echo Times, Student Newspaper
The College of Marin student newspaper is the product of the journalism classes. It is published regularly throughout the academic year and offers opportunities to develop skills in writing and editing, as well as desktop publishing, advertising, graphics, photography, and newspaper production. The ECHO TIMES offices are located in the Learning Resources Center, Kentfield Campus.

Phone: (415) 485-9406

G.E.D. Preparation/Basic Skills Programs
The G.E.D. (General Educational Development) Preparation program is a learning lab designed to help those who have not graduated from high school pass the G.E.D. exams. Thorough diagnostic testing identifies strengths and weaknesses. Individual study plans focus on each student’s needs. Open-entry learning lab allows students to start at any time and improve at their own pace. Instructors will guide students through workbooks, computer programs, online exercises, and other materials. Practice testing helps assure readiness.

Check the Community Education schedule for current hours.
There is no fee for the lab.

The Basic Skills Program is a learning lab for community members wishing to improve their reading, writing, and math. This program features open-entry, flexible scheduling, skills assessment, individual study plans, self-paced improvement, and personal guidance.

Check the Community Education schedule for current hours.
There is no fee for the lab.

Phone: (415) 485-9363 (Lab) or (415)-485-9445 (Michael Timmel)

Intercollegiate Athletic Eligibility
Eligibility for Intercollegiate Athletic Competition is governed by the State Commission on Athletics. A student must be continuously and actively enrolled in a minimum of 12 credit units at his/her community college during the season of sport. Of 12 credit units at least 9 will be in courses counting toward the Associate degree, remediation, transfer, and/or certification as defined by the College Catalog.

A student who has previously participated at another college or university should check with the Director of Athletics to clarify eligibility to further participate at the College of Marin.

See College Health Center regarding athletic injuries.

Phone: (415) 485-9580

Food Service
Campus Bistro offers a variety of food selections throughout the year on the Kentfield and Indian Valley campuses. Daily selections include freshly made sandwiches, salads, soups, and hot entrees. A wide variety of beverages and snacks is also available.

Vending machines are on both campuses.

See schedule for hours.

Phone: (415) 456-7661 (Kentfield Campus)
Phone: (415) 883-2211, Ext. 8331 (Indian Valley Campus)

Kentfield Campus
Learning Resources Center, Room 110
Phone: (415) 485-9609

Indian Valley Campus
Phone: (415) 485-9690

Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies-Resources for Education (CARE)
EOPS offers assistance to students who meet the EOPS State guidelines for eligibility. Support services may include counseling, tutoring, book grants, and peer advisement.

CARE is an additional support program for EOPS eligible students who are also CalWORKs parents. For students who qualify for CARE, CARE grants may be available for books, transportation and childcare.

Kentfield Campus (KTD)
Learning Resources Center, Room 160
Monday through Friday: 9 a.m. to 4:30 p.m.
Phone: (415) 485-9605

Phone: (415) 485-9690
Job Placement/Career Employment

The Job Placement Office helps students and former students find employment in the community and the larger Bay Area. Employer files are constantly updated, providing students with information on hundreds of current job openings.

The Job Placement Office works with faculty in the Vocational/Occupational programs in assisting graduating students to locate positions in their fields. On-campus career fairs and in-class career workshops are offered in some programs. In addition, employers are regularly invited to the College to provide students with the opportunity to be interviewed by prospective employers. The Job Placement Office is located in the Student Services Center at the Kentfield Campus.

Phone: (415) 485-9410

Library

Kentfield Campus
Learning Resources Center (2nd level)
(415) 485-9656  www.marin.edu/lrc
Hours: M-Th 8am-9pm; F 8am-4pm

Registered students and community members may apply at the Library Loan Desk for a free library card which enables holders to check out circulating materials and access databases from off-campus. Students enrolled at either campus may borrow books and other materials from the Kentfield Library. IVC students are encouraged to contact the Kentfield Library Reference Desk with any questions related to their research needs: (415) 485-9475.

The Library has over 100,000 books available for circulation. Some books and course materials are placed behind the Loan Desk “On Reserve” for limited circulation. Hundreds of magazines, newspapers and journals are also available in hard copy, as well as electronically.

Wireless access is available in the Library and in other areas of the Learning Resources Center. There are more than 20 computers in the library for limited use by students and visitors. These computers provide access to the online catalog for books, to databases and to the Internet. Library databases make available – even from off-campus – a variety of reference resources as well as full-text articles from magazines, journals and newspapers (www.marin.edu/lrc).

Students interested in learning more effective research methods should consider enrolling in Library 110, a self-directed, research skills course (one UC transferable unit).

For more information, please check the Library’s homepage at www.marin.edu/lrc.

Media Courses (Distance Learning)

The College offers a variety of credit courses through television, videocassette, or Web-based environments. The telecourses may be viewed on the community access channels of Marin County’s cable company. Distance learning courses are self-paced and provide an excellent alternative for students who are unable to attend classes during traditional hours, or who would like to take additional units in a time-efficient manner.

Additionally, some courses are offered on videocassette and DVD and are available for viewing at the Kentfield campus. In addition to the video/DVDs, these courses often include some scheduled on-campus meetings, readings, student assignments, and some form of evaluation. The videos for these courses are generally available for checkout.

The Media Center also houses an all-new wireless computer lab with 30 PCs and 2 Intel MACs. You can access all software associated with your classes, write a paper, research online or even access your foreign language lessons. Staff are available to assist you with computer-related questions.

http://www.marin.edu/distance/media_center.htm

Kentfield Campus
Learning Resource Center, Room 120
Phone: (415) 485-9645

Performing Arts

Dance Program

The Dance Program offers a variety of classes at Kentfield and Indian Valley Campuses in jazz, ballet, and modern and musical theatre dance, plus choreography, improvisation and dance history. Each semester the Dance Program presents a main stage concert in the Fine Arts Theatre that gives the students an opportunity to perform in works by faculty choreographers and to work with professional guest artists. The program also offers studio concerts that provide students with a venue for their own choreography and/or performance practice. For each production students also participate in technical aspects such as costuming and publicity. All concerts and production activities are given as College credit classes.

Phone: (415) 485-9315 (Dance Office)

Drama Program

The Drama Program stages two Fine Arts Theatre Main Stage and two Studio Theatre productions during the school year, and a production during the summer. Students receive college-level credit for participating in all aspects of the productions, including acting and the various facets of technical theatre such as sets, costumes, properties, lighting and sound. Additionally, there is a thriving Drama Club, which sponsors student productions and events as well as an active Brown Bag Theatre program which offers four student-directed, lunch-hour presentations during each semester. The Drama Program also hires some of the Bay Area’s finest performers as guest artists every year.

Phone: (415) 485-9555 (Drama Office)

Music Program

The Music Program includes performing groups that serve the musical interests and abilities of music majors, general education students, and the Marin community. Depending on musical experience and interests, students are encouraged to enroll or audition for one or more of the following ensembles: Chamber Music, Chamber Singers, College Chorus, Community Chorus,
Day Band, Jazz Ensemble, Piano Repertoire, Piano Ensemble, Symphonic Band and the Symphony Orchestra. These groups present public concerts each semester, as well as performing at special occasions during the school year. Each ensemble listed in this Catalog is a college-level credit course.

Phone: (415) 485-9460 (Music Office)

Re-entry Services
This program assists students who are entering college after a break in their education. Academic, personal, and career counseling is available by appointment to students who are interested in College of Marin’s programs. Staff members provide information and referrals for emergency needs, child care, financial aid, and campus resources. Student Peer Mentors are available to assist with study techniques and provide extra support. Additional services and resources are available for single parents.

Kentfield Campus
SS Center, Room 206
Open: M-Th 9am-3pm
Call for information or appointments
Phone: 415-485-9641

Emeritus College (ASEC)
Phone: (415) 485-9652

Student Clubs
Under the sponsorship of the Associated Students (ASCOM, ASEC and ASIVC), and in coordination with Student Affairs, students may promote special interests by joining or forming student clubs on campus. With the Associated Students, student clubs are an important part of campus activities.

Eligibility to become an officer of a student club requires that the student be in good academic standing, meet the requirements outlined in the respective Associated Students constitutions, and any other requirements set by individual student clubs. Each student club is required to have a faculty advisor and to meet operating standards set by the District Business Office in the collection and distribution of club funds.

Testing
The Assessment and Testing Office offers a wide variety of services, including placement testing in math, English, and ESL. We also offer G.E.D. testing and are located in the Student Services Center. Students may obtain information and register for testing in the Student Services Center, Room # 238.

Phone: (415) 485-9469

Transfer/Career Center
The Transfer/Career Center provides information and guidance to students intending to transfer to four-year colleges/universities. The center houses a reference library of catalogs and informational materials on California schools and most national colleges/universities. The center also has computer programs to assist students in educational and career research. No appointment is necessary.

Transportation and Parking
Transportation
Golden Gate Transit provides bus service from all areas of Marin County to the College. Bus schedules are available in the Student Services areas on both campuses and in the Student Services Center at the Kentfield Campus.

Student Parking
Student parking areas are available in various campus locations and are designated “STUDENT PARKING.” Please do not park in areas posted Staff or Faculty Parking. Infractions of parking or traffic regulations may result in an official citation issued by the College Police. Students are requested not to park in adjacent areas that are for patrons of local merchants. These merchants often tow illegally parked vehicles at the violator’s expense.

Student Affairs Program and Associated Students
Beyond the classroom, the College encourages students to initiate and join in activities and programs that develop leadership ability, interpersonal skills and community involvement.

Through involvement with the Associated Students or College clubs, students may participate in a “hands-on” curriculum designed for personal and professional development. Students may learn how to run effective meetings, work successfully with others to achieve common goals or resolve differences, manage their time and commitments, assume or delegate responsibility, turn conflict into cooperation, and gain in self-confidence. Learning how to build, develop and manage budgets, participating in special projects, and volunteering are often highlights of the college learning experience. This experience is fun and actually helps prepare students for better success in career planning and skill building.

Students, who wish to take advantage of this unique aspect of the College curriculum and their college education, should contact the Associated Students or the Student Affairs Office. Students will find out more about the Associated Students, Student Senate, student appointments to College committees, clubs and organizations, student project funding, and special student forums and events.

For further information about activities and organizations, students should consult the semester credit class schedule.

Kentfield Campus
Student Services Center
Phone: (415) 485-9376

Associated Students (ASCOM)
Phone: (415) 485-9390
Motorcycle Parking
Motorcycles do not require a parking permit if they are parked in designated motorcycle parking areas.

Student Parking Permits
A parking permit is required at all times except Saturday, Sunday and holidays. A $50 (subject to change) parking permit may be purchased for the fall or spring semester, or a daily $3 (subject to change) parking permit may be purchased from the parking permit machines located in each student parking lot. Some machines take quarters only. Summer parking permits may be purchased for $25. For the location to purchase parking permits, please refer to the class schedule. Financial aid recipients may purchase a semester parking permit for half-price. Parking regulations are available when purchasing parking permits, or at the District Police Office located in TB-1.

Phone: (415) 485-9455

Disabled Parking
Parking permits are not required on vehicles displaying a disabled placard or license plates issued by the California Department of Motor Vehicles to the physically disabled. College police do not issue disabled parking permits.

Phone: (415) 485-9455

Tutoring Center
The Tutoring Center offers free drop-in and small group tutoring to College of Marin students in nearly all disciplines.

Kentfield Campus
Learning Resources Center, Room 160.
(Call for current hours.)
Phone: (415) 485-9620

Policies on Conduct and Grievances
All members of the College community are subject to State and Federal laws, as well as policies and procedures established by the Board of Trustees.

There are two important policies that all students should be aware of: (1) The Student Conduct Policy and (2) The Student Grievance Policy. These policies are briefly described below. Questions regarding these policies and procedures should be referred to the Dean of Student Development and Special Programs.

Student Conduct
The following conduct will not be tolerated and shall constitute good cause for discipline, including, but not limited to, removal, suspension or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Abuse or assault of any District employee, including, but not limited to, violation of Education Code Section 87708, which may result in criminal charges in addition to any other disciplinary action.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including, but not limited to, any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, with the concurrence of the Superintendent/President.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Committing or attempting to cause damage to District property or to private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty, including, but not limited to:
  - Copying, in part or whole, another student’s quiz or examination answers.
  - Submitting work previously submitted in another course, if contrary to the rules of either course.
  - Altering or interfering with grading.
  - Using or consulting any sources or materials, including electronic devices, during an examination unless expressly authorized by the instructor or as a permitted accommodation.
Student Grievances

Student grievances fall in different categories. A complaint that involves a student and a member of the faculty can be defined as a student academic grievance. Such a grievance is limited to issues involved in grading assignments and may demonstrate mistreatment.

A complaint may be logged by a student against another student for actions on campus or at a College-sponsored function.

In case of sexual harassment, the student should report the incident immediately and directly to the Executive Dean of Human Resources.

Guidelines on the filing of a grievance are available from the Director of Student Affairs.

Smoking in District Facilities

The Board of Trustees of College of Marin recognizes that smoking presents a health and safety hazard that can have serious consequences. Therefore, the Board and the California Education Code prohibits smoking by staff, students and visitors at all times and in all buildings of the District, and within 10 feet of all buildings, including covered walkways, courtyards, ramps or entrances to buildings. Violation of this policy could lead to disciplinary action under usual disciplinary procedures.

Drug-Free and Alcohol-Free Campus

It is the policy of the District to maintain a drug-free and an alcohol-free awareness program. The program has and will continue to include the distribution of information on the dangers of drug and alcohol abuse, and referral resources for counseling and rehabilitation dealing with drug abuse problems.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on any of the College of Marin campuses. The term “controlled substance” is defined in the Health and Safety Code 11007.

Students who violate these prohibitions will be subject to disciplinary action up to suspension from College, in addition to criminal prosecution.

Sexual Assault and other Assaults on Campus

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The President/Superintendent shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. The procedures shall meet the criteria contained in EC 67385, 67385.7 and 34 C.F.R. § 668.46.
ADDITIONAL PHONE AND OFFICE NUMBERS

Kentfield Campus (KTD)

Inside calls to Kentfield Campus from IVC or KTD Campus, dial 7 plus the last three digits of the direct number. For calls from outside the Campus dial the switchboard at 415-457-8811 or the direct number as listed below:

Admissions and Records
Affirmative Action/Compliance Officer
Alpha Sigma
Alumni Association
Assessment and Testing
Associated Students (ASCOM)
Associated Students (ASEC)
Catalog Purchase - Bookstore
Child Care Center
Interim Dean of Enrollment Services,
Robert Balestreri
Director of Financial Aid
David Cook
Director of Student Affairs
Arnulfo Cedillo
Echo Times Newspaper
Emeritus College
English As a Second Language (ESL)
EOPS
Financial Aid Office
GED/Basic Skills
Health Sciences Office
Job Placement
Lost and Found
Media Center/Language Lab
Parking Permit Purchase, Bookstore
Police, Campus
Swimming Pool
Tutoring Center
Veterans Office

Indian Valley Campus (IVC)

Calls to IVC from outside the IVC or Kentfield Campus, dial 415-457-8811, plus the extension

Admissions and Records
Assessment and Testing
Associated Students (ASIVC)
College Operations
Career Education Office
Child Care Center
Counseling Appointments
Dean of Workforce Development,
College and Community Partnerships
Disabled Students Program
Echo Times Newspaper
Emeritus College
Financial Aid Office
Fiscal Services
Food Vending Machines
Health Center
Job Placement
Learning Center – English
Learning Center – Math
Lost and Found/Campus Police,
Veterans Office

Students Affairs
Swimming Pool

Site Administrator Nanda Schorske

AS 135  ext. 8506
KTD/SS147  485-9368
KTD/SS212  485-9432
KTD/SS238 485-9469
KTD/SS236 485-9409
KTD/SS212  ext. 8322
KTD/LC36  485-9690
KTD/SS147 485-9368
KTD/SS212  ext. 8322
PM 180  ext. 8326
PM 180  ext. 8510
457-8811 ext 8262
485-3473
AS 136  ext. 8822
SECTION 4

GRADUATION AND DEGREE REQUIREMENTS

Catalog Rights
Graduation Requirements
General Education Philosophy
General Education Courses
Associate Degree Programs – Associate in Arts and Associate in Science
Interdisciplinary Degree Programs
Career Certificate Programs
Skills Certificates
Table of A.S./A.A. Degree Programs, Transfer, Career, and Skills Certificates
GRADUATION &
DEGREE
REQUIREMENTS

CATALOG RIGHTS
The catalog sets forth graduation requirements for achieving an associate degree and these requirements may change from one catalog to the next. Catalog rights are established for any semester that a student is in attendance. The specific catalog employed toward graduation requirements and all implied rights cease after two consecutive semesters of nonattendance. All requirements must be taken from a single catalog and those requirements begin in the fall. State of California and federal law, as well as College of Marin board policy, shall take precedence over catalog rights. Students not enrolled when applying for a degree or Career Certificate must use the current catalog.

GRADUATION REQUIREMENTS
The Associate in Arts (A.A.) degree or Associate in Science (A.S.) degree will be awarded to any student in good standing upon satisfactory completion of all of the following seven requirements:

1. **Units** - The Associate in Arts (A.A.) degree and the Associate in Science (A.S.) degree require a minimum of 60 lower division units to include all the requirements indicated below and any additional elective units needed to satisfy the 60 unit minimum. Courses numbered 0-99 are not applicable to the associate degree.

2. **Major Requirement** - At least 18 units of study must be taken in a single discipline or related disciplines as indicated in the College of Marin Catalog. An alternative way to meet this requirement is by full certification of the California State University General Education Requirements or full certification of the Intersegmental General Education Transfer Curriculum (I.G.E.T.C) and thus be eligible for a University Transfer A.A. degree. See the list of approved majors following this section.

3. **Scholarship** - An overall grade point average (G.P.A.) of 2.0 ("C" average) in all degree-applicable courses (numbered 100 and above) taken at College of Marin and in all acceptable lower division courses transferred from other colleges. The student must be in good standing at the College.

4. **Residence** – Successfully complete at least 12 units in the major requirements at the College of Marin.

5. **Mathematics Proficiency** - One of the following options:
   - (a) A satisfactory score on the Math Assessment Test, i.e. eligibility for Intermediate Algebra (Math 103) or
   - (b) Completion of Elementary Algebra (Math 101 or Math 101A plus 101B or Math 101X plus 101Y) with a grade of “C” or higher.

6. **General Education** - A minimum of 19 units of general education is required for the A.A. or A.S. degree. See general education categories and course listings below.

(Please note that one of the general education courses must be a cross-cultural studies course. Most cross-cultural studies courses will satisfy the Cross-Cultural Studies Requirement and one other general education requirement. If a cross-cultural studies course is not found in another general education category, then additional units of general education are needed to meet the A.A. or A.S. degree. Likewise courses counted for two general education requirements may not be used to fulfill a major requirement.)

7. **Application for Graduation** - It is the student’s responsibility to submit an “Application for Graduation” by making an appointment with a counselor in the Counseling Department. All official transcripts from other colleges must be available in the Counseling Office by the application deadline date. All petitions and waivers must be attached to the application form by the deadline date. (See “The Schedule” or the College catalog for those dates.)

Awarding a Degree or Career Certificate
Upon completion of all degree or certificate requirements as specified in this catalog, a student may qualify for more than one degree or certificate, provided that 12 of the required units for the major are not applied toward any other major and are completed at the College of Marin.

A student who receives a Career Certificate may subsequently complete requirements and earn a degree in the same discipline, since the degree represents a higher level of accomplishment. A Career Certificate in the same discipline will not be granted after receipt of a degree in the same discipline. A student, who at the time of applying is eligible for a degree, will not be issued a certificate. Degrees and certificates are not awarded retroactively.
GENERAL EDUCATION

General Education Philosophy
Every College of Marin graduate will have a broad education introducing the student to knowledge and the means through which human beings understand their world. General education courses foster this understanding by developing the student's ability to think and by stressing the interdependency of cultures and disciplines. The courses facilitate analysis, criticism, and synthesis, and require extensive reading, speaking, and writing. They emphasize participation and encourage the student to experiment with modern technology. General education courses are designed to broaden the student's view of self, society, and the world, and to prepare the student to be an active, ethical participant in life.

Courses in general education will provide the student with the opportunity to:
1. Read, write, and speak competently.
2. Perform proficiently in mathematics, analytical thinking, and abstract logical thinking.
3. Acquire a general background in the major areas of knowledge: humanities, social and behavioral sciences, and natural sciences.
4. Promote an understanding of the diversity and similarity of all groups that comprise contemporary American society.
5. Understand the democratic process.
6. Value physical well being through participation in physical exercise and health education.
7. Develop an awareness of the interrelationship of all living things with their environment and the urgency of directing energies and knowledge to protect the world.

General Education Courses
One course from each category required for graduation (19 units minimum).

A. Natural Sciences
   Select one course from the following. (Three units minimum.)
   Anthropology 101, 101L
   Astronomy 101, 105, 117F, 117L
   Chemistry 105, 105L, 110, 114, 131
   Geography 101, 101L, 109, 112
   Geology 103, 105, 109, 110, 114, 120, 120L, 121
   Physical Education 107
   Physics 108A, 110, 207A

   NOTES
   1. Geography 109 may be used to satisfy Category A or Category B, but not both.
   2. Natural Science credit is awarded for only one course in each of the following groups:

B. Social and Behavioral Sciences
   Select one course from the following. (Three units minimum.)
   Anthropology 102, 103, 110, 204, 215
   Behavioral Science 103, 201
   Business 101
   Early Childhood Education 110, 112
   Economics 101, 102, 201
   Ethnic Studies 110, 111, 112, 121, 151, 154
   Geography 102, 109
   Health Education 142
   History 100, 101, 102, 103, 109, 110, 111, 112, 117, 118, 119, 120, 122, 124, 206, 214, 215, 216, 226, 238
   Political Science 100, 101, 102, 103, 104, 201, 203, 220
   Psychology 110, 111, 112, 114, 116, 120, 140, 142, 145, 204, 205, 230
   Sociology 110, 112, 114, 140, 205, 230, 250

   NOTES
   1. The following courses may be used to satisfy Category B or Category F, but not both.
      Ethnic Studies 111, 112, 121, 151
      History 100, 117, 118
      Political Science 100, 101
   2. Geography 109 may be used to satisfy Category A or Category B, but not both.
   3. Psychology 205 and Sociology 205 may be used to satisfy Category B or Category E, but not both.
   4. Social and Behavioral Science credit is awarded for only one course in each of the following groups: Behavioral Science 201, Economics 201, Political Science 201
      Health Education 142, Psychology 142
      Psychology 111, Psychology 116,
      Psychology 112, Psychology 114
      Psychology 140, Sociology 140
      Psychology 205, Sociology 205
      Psychology 230, Sociology 230
   5. Ethnic Studies 154 may be used to satisfy Category B or Category C, but not both

C. Humanities
   Select one course from the following. (Three units minimum.)
   American Sign Language 101, 102, 110, 203, 204
   Architecture 100, 101, 102, 131
   Art 101, 102, 103, 104, 105, 106, 107, 108
   Biology 145
   Chinese 101, 102
   Communications 108 (three units), 109A, 109B, 110, 160

   NOTES
   1. Astronomy 105, Biology 105, Geology 105
   2. Astronomy 117F, Astronomy 117L
   3. Biology 107, Physical Education 107
Dance 108  
Drama 110, 116, 117, 119  
Ethnic Studies 108, 154  
Geology 145  
Humanities 100A, 100B, 107, 108, 109A, 109B, 114, 118, 125, 242  
Italian 101, 102, 108 (three units), 203, 204, 225, 226  
Japanese 101, 102, 108 (three units), 203, 204  
Journalism 110, 160  
Music 101, 102, 105, 106  
Philosophy 110, 111, 117  
Spanish 101, 102, 203, 203HB, 204, 225, 226, 230A, 230B  
Speech 128, 140, 141  
NOTES  
1. English 151 may be used to satisfy Category C or Category E, but not both.  
2. Humanities credit is awarded for only one course in each of the following groups:  
   Art 108, Ethnic Studies 108, Humanities 108  
   Biology 145, Geology 145  
   Communications 109A, Humanities 109A  
   Communications 109B, Humanities 109B  
   Communications 110, Journalism 110  
   Communications 160, Journalism 160  
   English 242, Humanities 242  
3. Speech 128 may be used to satisfy Category C or Category E, but not both.  
4. Ethnic Studies 154 may be used to satisfy Category C or B, but not both.  

D. Composition, Written  
Select one course from the following. (Three units minimum.)  
English 120 or 120SL; or English 150 with a grade of “C” or higher  
NOTES  
1. English 150 is the first level course in college freshman English that is transferable to the University of California and the California State University. English 120SL transfers as an elective to the University of California and California State University. English 120 transfers as an elective to the California State University.  
2. The major determines the English course required for the Associate degree. (See majors for A.A. and A.S. degrees.) If English 150 is not specifically mentioned for the major, then English 120, 120SL or 150 will satisfy the requirement.  

E. Communication and Analytical Thinking  
Select one course from the following. (Three units minimum.)  

NOTES  
1. English 151 may be used to satisfy Category C or Category E, but not both.  
2. Psychology 205 and Sociology 205 may be used to satisfy Category B or Category E, but not both. Credit is awarded for only one course.  
3. Speech 128 may be used to satisfy Category C or Category E, but not both.  

F. American Institutions  
Select one course from the following. (Three units minimum.)  
Ethnic Studies 111, 112, 121, 151  
History 100, 117, 118  
Political Science 100, 101  
NOTE  
1. All courses listed in Category F may be used to satisfy Category B or Category F, but not both.  

G. Cross-Cultural Studies  
Select one course from the following. (Three units minimum.)  
Cross-cultural studies courses, which are listed in other general education categories, will satisfy both the Cross-Cultural Studies Requirement and the requirement of one other category.  
American Sign Language 110  
Anthropology 204, 215  
Art 108  
Communications 160  
English 235, 237  
Ethnic Studies 108, 110, 111, 112, 121, 151, 154  
History 109  
Humanities 108  
Journalism 160  
Music 105  
Psychology 120  
Speech 128  

H. Physical Activity  
(One unit minimum.)  
This requirement may be satisfied by degree-applicable activity courses in physical education or dance.
ASSOCIATE DEGREE PROGRAMS-ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE

The College of Marin offers a variety of associate degree programs. The "Major" is required for either the A.A. or A.S. degree and is comprised of a concentration of courses (a minimum of 18 units). Students receiving an associate degree must complete a major as described under each discipline in Section Six of the catalog. Depending upon the goal, the attainment of the Associate degree may fulfill all of the student's educational needs.

The associate degree in transfer majors is designed as a college/university parallel program for the first two years of a four-year Bachelor's program. The purpose of the transfer program is to prepare students for junior standing at a college or university that grants a bachelor's degree (B.A., B.S.). The transfer major contains general and introductory or basic courses, which will be followed by advanced courses at the upper division level. Students who wish to follow a transfer pattern should carefully examine the requirements of the receiving institution.

The Associate in Science occupational degree programs, which require a minimum of 60 units, provide instruction in the skills and knowledge needed to enter or progress in an occupation. These programs are developed through the cooperation of advisory committees composed of representatives from specific occupational areas and the College. These advisory committees review course content and make recommendations to assure that the instruction and curriculum provide current skills.

INTERDISCIPLINARY DEGREE PROGRAMS

The following is a list of interdisciplinary majors at College of Marin that require a minimum of 18 degree-applicable units to which, in addition to other graduation requirements, only the Associate in Arts (A.A.) degree is granted.

International Studies (A.A.)

(a) Prerequisites for the degree:
   - English 150;
   - Math 115.

(b) Completion of the following:
   - Behavioral Science 201 or Economics 201 or Political Science 201;
   - Economics 101;
   - Geography 102;
   - Political Science 104;
   - Speech 128.

(c) In addition, complete ten units in modern languages
   (Chinese, French, Italian, Japanese, Spanish)

(d) Six units from the following electives:
   - Anthropology 102, 103
   - Art 102, 104
   - Art 108 or Ethnic Studies 108 or Humanities 108
   - Biology 138
   - Dance 108
   - History 101, 119, 120, 206, 214, 216, 238
   - Humanities 114, 125
   - Italian 203, 204, 225, 226
   - French 203, 204, 225, 226
   - Spanish 203, 204, 225, 226
   - Political Science 102, 220

Note: Student can also test out of the modern languages requirement.

Liberal Arts and Sciences, General (A.A.)

All students must complete general education requirements A-H to earn an associate degree. In addition to completing the general education requirements A-C, students must complete an additional 18 units from Natural Science (A), Social & Behavioral Science (B), and Humanities (C), with at least three units from each category.

Please note that you may receive an Associate in Arts degree in University Transfer or an Associate in Arts degree in Liberal Arts and Sciences, General, but not both.

Modern Language, General (A.A.)

To fulfill requirements for a general modern language major, students must complete two degree-applicable courses in any of two languages (Chinese, French, Italian, Japanese, or Spanish) offered at the College of Marin for a minimum of 18 units.

Natural Science (A.A.)

In addition to other graduation requirements, completion of 18 degree-applicable units selected from a minimum of three of the following disciplines:

- Anthropology (only ANTH 101)
- Astronomy (only ASTR 101)
- Biology (any degree-applicable course)
- Chemistry (any degree-applicable course)
- Geography (only GEOG 101)
- Geology (any degree-applicable course)
- Mathematics (any degree-applicable course)
- Physics (any degree-applicable course)

Physical Science (A.S.)

(a) In addition to other graduation requirements, completion of 18 degree-applicable units in astronomy, chemistry, and/or physics including one of the following courses: Chemistry 132; Geology 121; Physics 108A, 207B.

(b) English 150 is required for graduation.
University Transfer (A.A.)
Completion of one of the following:
(a) Full certification of CSU General Education Transfer Requirements; OR
(b) Full certification of Intersegmental General Education Transfer Curriculum (IGETC) Transfer Requirements.

Note 1: There are additional College of Marin General Education Requirements that must be met for either (a) or (b) above. (Please see general education courses listing Categories F, G, and H. Please contact a counselor to determine requirements.)

Note 2: A copy of the completed IGETC and/or CSU General Education Certification must accompany the graduation application.

Note 3: An A.A. degree may be received in University Transfer or Liberal Arts and Sciences, General, but not both.

SKILLS CERTIFICATES
Skills certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate Program or may constitute a skill set that enables students to upgrade or advance in an existing career. These programs are shorter in duration and narrower in scope than the Career Certificate and consist of fewer than 18 units.

Generally all required courses must be completed at the College of Marin. The appropriate Department Chair must approve transfer work. All work must be completed within two years.

Skills certificates and requirements are listed under each discipline in Section Six.

CAREER CERTIFICATE PROGRAMS
A Career Certificate is attainable in occupational programs. The certificate is widely recognized by employers as verification of job preparedness. Career Certificates prepare students to enter the careers designated on their certificates. These programs generally require a year or more of study and include at least 18 units. At least 12 of the units must be taken at College of Marin.

It is the student’s responsibility to submit an “Application for Career Certificate” by making an appointment with the Counseling Department.

Career certificate programs and requirements are listed under each discipline in Section Six of the catalog.

Granting of Additional Career Certificates
Upon completion of all Career Certificate requirements as specified in this catalog, a student may qualify for more than one certificate provided that 12 of the required units for a certificate are not applied toward any other certificate.

Remedial Courses
Courses numbered below 100 are nondegree applicable but may be used for a Career Certificate when listed as a major requirement. Basic skills courses under 100 do not apply toward the 60 units required for graduation, even though they may be listed as part of a vocational program.
### Table of A.S./A.A. Degree Programs, Transfer, Career, and Skills Certificates

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<th>Program/Discipline</th>
<th>A.S. Degree Program</th>
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SECTION 5

TRANSFER INFORMATION

ASSIST (Articulation Web Site)
CSU Transfer Information
CSU General Education Program
CSU Transferable Courses
UC Transfer Information
Guaranteed Admission Transfer Contracts
Intersegmental General Education Transfer Curriculum (IGETC)
UC Transferable Courses
California Articulation Number (CAN)
The Lower-Division Patterns (LDTP) Project
TRANSFER INFORMATION

Students planning to transfer from College of Marin to another college or university should plan their program to include both general education requirements and the specific major requirements of a particular college or university. A transfer student is advised to seek assistance from a counselor. Students should work closely with their counselor in order to make appropriate course choices that will permit transfer with junior standing to a four-year institution after two years at College of Marin. Lower division requirements vary considerably from college to college. Careful planning will ensure students avoid taking classes that do not meet requirements.

A student who intends to transfer should consult the catalog of the institution to which they intend to transfer. Catalogs of the major universities and colleges are available for reference from the Transfer and Career Center located in the Student Services Center. The earlier a student makes a decision regarding a transfer institution, the better the possibility is for meeting all requirements without delay.

ASSIST (Articulation Web Site)

ASSIST is a web-based student transfer information system that can be accessed at www.assist.org. ASSIST is regarded as the official statewide repository of articulation for California’s colleges and universities; the site displays reports of how course credits earned at one California community college or university can be applied to transfer to a public California university (CSU, UC). ASSIST is the primary site where students can find specific College of Marin courses that satisfy general education, major preparation requirements and transferable electives at the UCs and CSUs.

CALIFORNIA STATE UNIVERSITY TRANSFER INFORMATION

Lower Division Transfer Admission Requirements

Some campuses restrict enrollment of lower division transfer students due to heavy enrollment pressure. College of Marin students who are California Residents with fewer than 60 transferable semester units are considered lower division transfer students.

You are eligible for admission to California State University if you:
1. Have a college grade point average of 2.00 or higher in all transferable college units attempted.
2. Are in good standing at College of Marin, i.e., you are eligible to re-enroll.
3. Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies you had in high school if you did not complete the 15-unit pattern of college preparatory subjects.
4. Meet the eligibility index required of a freshman.

Some campuses may require lower division transfer students to have completed English composition and general education mathematics prior to transfer. Contact your campus of choice to determine whether there are admissions limits on the number of lower division transfer students.

Upper Division Transfer Minimum Eligibility Requirements

College of Marin students with 60 or more transferable semester units are considered upper division transfer students. You are eligible for admission to California State University if you:
1. Have a college grade point average of 2.00 or higher (2.40 for non-California residents) in all transferable college units attempted.
2. Are in good standing at College of Marin, i.e., you are eligible to re-enroll.
3. Have completed or will complete prior to transfer at least 30 semester units of courses equivalent to general education requirements with a grade of “C” or higher. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least three semester units required in college level mathematics.

Required Placement Tests

Upper division transfer students who have completed English composition and college level math courses with a grade of C or higher are exempt from the English Placement Test (EPT) and the Entry Level Mathematics Test (ELM). Upper division transfer students must complete both English composition and college level mathematics prior to enrolling at a CSU campus.

Lower division transfer students will be required to take the tests if they are not exempt based on their SAT or ACT scores or if they have not completed an appropriate English composition course and a college level math course with a grade of C or higher.

Transcripts for California State University

Simultaneous to applying for admission, transfer students to the California State University must submit official transcripts directly from all colleges or universities previously attended even if no coursework was completed. If transferring with fewer than 60 transferable semester units completed, transfer applicants must submit high school transcripts and official test scores. Transcripts
must be received in sealed envelopes directly from each institution attended. The first two copies of student transcripts from College of Marin are free.

General Education Program for the Bachelor’s Degree at California State University
In addition to other requirements for graduation with a baccalaureate degree, California State University requires preparation for general education. Proper planning should enable students to satisfy the state university general education breadth requirements concurrently with requirements for either an Associate in Arts (A.A.) or Associate in Science (A.S.) degree from College of Marin.

CSU General Education Certification
Approximately 124 semester units are required for a Baccalaureate degree at a California State University of which 48 units must be in general education within a prescribed pattern. Thirty-nine units may be completed and certified in whole or in part at College of Marin. The remaining nine units must be taken as upper division courses after transfer to the four-year university.

Community colleges may certify no more than 30 units of general education from Subject Areas B, C, and D combined. The remaining units may be taken from Areas A and/or E.

Completion of 39 units of general education for the California State University System is not a requirement for admission. However, it is recommended that these units be completed during the first two years of college.

Students must make a request for certification prior to attending California State University by completing two forms:
1. A Request for Transcript,
2. A Request for General Education Certification.

United States History, Constitution, and American Ideals Requirement
In addition to general education, state universities and colleges also require United States History, and Constitution and American Ideals for graduation. Courses at the College of Marin that fulfill the two-course requirement are:

1. One course in United States History to be chosen from the following:
   - Ethnic Studies 111 or 112 or 121 or 151
   - History 100 or 117 or 118
2. One course in Constitution and American Ideals to be chosen from the following:
   - Political Science 100 or 101

2007-2008 CSU General Education Program

<table>
<thead>
<tr>
<th>Area</th>
<th>Name</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-2</td>
<td>Written Communication</td>
<td>English 150</td>
</tr>
<tr>
<td>A-3</td>
<td>Critical Thinking</td>
<td>English 130, 151, 155</td>
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<td>Philosophy 112</td>
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<tr>
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<td></td>
<td>Social Science 125</td>
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<tr>
<td></td>
<td></td>
<td>Speech 132</td>
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</tbody>
</table>

Area Note
(a) Speech 132 may be used for A-1 or A-3, but not both

AREA B - NATURAL SCIENCES AND MATHEMATICS
(Nine units. Select one course from B-1, B-2, B-4. A laboratory course marked by an asterisk (*) in B-1 and B-2 will satisfy B-3)

B-1 Physical Sciences
- Astronomy 101, 105, 117F*, 117L*
- Biology 105, 138
- Geography 101, 101L*, 112
- Geology 103, 105, 109, 110, 120, 120L*, 121*, 138, 201*

B-2 Life Science (Biological)
- Anthropology 101, 101L*
- Astronomy 105
- Biology 105, 107, 109, 110, 110L*, 115*, 116*, 120*, 162*, 224*, 235*, 240*
- Geology 105
- Physical Education 107

B-3 Laboratory Activity
Laboratory courses marked with an asterisk (*) are included in B-1 and B-2 and will satisfy B-3.

B-4 Mathematics/Quantitative Reasoning
- Computer Science 117
- Math 104 or 104XY, 105, 109, 110, 114, 115, 116, 117, 121, 122, 123, 124, 223, 224
- Statistics 115

Area Notes
(a) Credit is given for only one course in each of the following sets:
   - Astronomy 105, Biology 105, Geology 105
   - Biology 107, Physical Education 107
   - Biology 138, Geology 138
   - Computer Science 117, Math 117
(b) Astronomy 105, Biology 105, or Geology 105 maybe used for B-1 or B-2, but not both.

AREA C - ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGES
Nine units. Select three courses to include at least one course each from C-1 and C-2.

Asterisk (*) indicates a performance or activity course. Limit of three units.

C-1 Arts (Art, Dance, Music, Theatre)
- Architecture 100, 101, 102
- Communications 109A, 109B
Drama 110, 130*, 150, 160*, 161*, 245*, 260*
Ethnic Studies 108
Humanities 108, 109A, 109B
Music 101, 102, 105, 106
C-2 Humanities (Literature, Philosophy, and Foreign Language)
American Sign Language 101, 102, 110, 203
Chinese 101, 102
Drama 116, 117
Ethnic Studies 154
Humanities 100A, 100B, 114, 118, 125, 242
Italian 101, 102, 203, 204, 225, 226
Japanese 101, 102, 204
Philosophy 110, 111, 117
Spanish 101, 102, 203, 203HB, 204, 225, 226, 228, 230A, 230B
Speech 140, 141
Area Notes
(a) Credit is given for only one course in each of the following sets:
- Art 108, Ethnic Studies 108, Humanities 108
- Communications 109A, Humanities 109A
- Communications 109B, Humanities 109B
- Humanities 114, Humanities 118
- English 242, Humanities 242
(b) American Sign Language 110 maybe used for C-2 or D-1, but not both

AREA D - SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS AND BEHAVIOR AND THEIR HISTORICAL BACKGROUND
Nine units. Select three courses from three different groups.
D-0 Sociology and Criminology
Administration of Justice 204
Sociology 110, 112, 184, 205, 250
D-1 Anthropology and Archeology
American Sign Language 110
Anthropology 102, 103, 110, 204, 208, 215
D-2 Economics
Economics 101, 102
D-3 Ethnic Studies
Communications 160
Ethnic Studies 110, 111, 112, 121, 151
Journalism 160
D-4 Gender Studies
Communications 160
Journalism 160
Psychology 120
D-5 Geography
Geography 102, 109
D-6 History
Ethnic Studies 111, 112, 121, 151
History 100, 101, 102, 103, 109, 110, 111, 112, 117, 118, 119, 120, 122, 206, 214, 215, 216, 226, 238
D-7 Interdisciplinary Social or Behavioral Science
Behavioral Science 103, 114, 201
Biology 108A
Business 101
Communications 110
Early Childhood Education 110, 112
Economics 201
History 103
Journalism 110
Political Science 201
Psychology 140, 230
Sociology 140, 230
Speech 128
D-8 Political Science, Government, and Legal Institutions
Political Science 100, 101, 102, 103, 104, 117, 220
D-9 Psychology
Psychology 110, 111, 112, 114, 116, 120, 145, 204, 205
Area Notes
(a) Credit is given in Area D or Area E, but not both for the following courses:
- Behavioral Science 103, 114
- Biology 108A
- Psychology 110, 111, 112, 114, 140, 145
- Sociology 140
(b) Credit is given for only one course in each of the following sets:
- Administration of Justice 204, Sociology 184
- Behavioral Science 103, Biology 108A
- Behavioral Science 201, Economics 201, and Political Science 201
- Communications 110, Journalism 110
- Communications 160, Journalism 160
- Psychology 111, Psychology 116
- Psychology 140, Sociology 140
- Psychology 205, Sociology 205
- Psychology 230, Sociology 230
(c) See catalog description for Psychology 112 credit limitation
(d) Courses listed in multiple groups in Area D may not be certified in more than one group.
- American Sign Language 110: C-2 or D-1
- Communications 160: D-3 or D-4
- Ethnic Studies 111, 112, 121, 151: D-3 or D-6
- History 103: D-6 or D-7
- Journalism 160: D-3 or D-4
- Psychology 120: D-4 or D-9

AREA E - LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT
Three units. Select one course.
Behavioral Science 103, 114
Biology 100, 108A
Health Education 112, 130, 142
Psychology 110, 111, 112, 114, 140, 142, 145
Sociology 140
Area Notes
(a) Credit is given in Area D or Area E, but not both for the following courses:
- Behavioral Science 103, 114
- Biology 108A
- Psychology 110, 111, 112, 114, 140, 145
- Sociology 140
(b) Credit is given for only one course in each of the following sets:
- Behavioral Science 103, Biology 108A
- Health Education 142, Psychology 142
- Psychology 140, Sociology 140
(c) See catalog description for Psychology 114 credit limitation

College of Marin Courses Transferable Toward Baccalaureate Degree Credit at the California State University

Courses are accepted by California State University for credit toward the baccalaureate degree that College of Marin designates as appropriate for baccalaureate credit. To determine whether a course fulfills a requirement for a major, consult the catalog of the school to which you intend to transfer, the World Wide Web at ASSIST (www.assist.org), and a counselor.

- Administration of Justice - all courses except 39
- American Sign Language - all courses
- Anthropology - all courses except 39
- Architecture - all courses except 39
- Art - all courses except 39
- Astronomy - all courses except 39
- Automotive Collision Repair Technology - all courses except 39 and 95
- Automotive Technology - all courses except 39 and 95
- Behavioral Science - all courses except 39
- Biology - all courses except 39 and 99
- Business - all courses except 39
- Business Office Systems - all courses except 39 through 99
- Chemistry - all courses except 39
- Chinese - all courses
- Communications - all courses except 39
- Computer Information Systems - all courses except 39
- Computer Science - all courses except 39 and 75
- Counseling - all courses except 39, 70, and 154
- Court Reporting - all courses except 39 and 90
- Dance - all courses except 39
- Dental Assisting - all courses except 39 and 100
- Directed Study - all courses
- Drama - all courses except 39 and 90
- Early Childhood Education - all courses except 39
- Economics - all courses except 39
- Education - all courses except 39
- Electronics Technology - all courses
- Engineering - all courses except 39
- English - all courses except 39
- English as Second Language - English 120SL only
- Environmental Landscaping - all courses except 39
- Ethnic Studies - all courses except 39
- Film/Video - all communications courses listed under film/video, except 39
- Fire Technology - all courses except 39
- French - all courses except 39
- Geography - all courses except 39
- Geology - all courses except 39 and 99
- Health Education - all courses except 39 and 100
- History - all courses except 39
- Humanities - all courses except 39
- Italian - all courses except 39
- Japanese - all courses except 39
- Journalism - all courses except 39
- Library - all courses except 39
- Machine and Metals Technology - all courses except 39, 90, and 97
- Mathematics - all courses except 25 through 103, 103AB, 103S, and 103XY
- Medical Assisting - all courses except 39 and 100
- Multimedia Studies - all courses except 39 and 90
- Music - all courses except 39
- Nursing Education - all courses except 39, 90, 95, and 100
- Philosophy - all courses except 39
- Physical Education - all courses except 39
- Physics - all courses except 39
- Political Science - all courses except 39
- Psychology - all courses except 39
- Real Estate - all courses except 39
- Social Science - all courses except 39
- Sociology - all courses except 39
- Spanish - all courses except 39
- Speech - all courses except 39
- Statistics - all courses except 39
- Study Skills - all courses except 39 through 78
- Work Experience - all courses

UNIVERSITY OF CALIFORNIA TRANSFER INFORMATION

General Admission Information to the University of California Campuses: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, Santa Cruz

The University considers you a transfer applicant if you graduated from high school and enrolled in a regular session at a college or university. As a transfer applicant, you may not disregard your college record and apply as a freshman.

College of Marin transfer students should take courses that are transferable, that satisfy University and college requirements, and that fulfill prerequisites in the major. Advisors in the Admissions Office at the campus you wish to attend and College of Marin counselors can help you with your planning.
The transfer admission requirements described in this section represent the minimum level of achievement to be eligible for admission to the University.

If the number of applicants exceeds the spaces available for a particular campus or major – as is often the case – the campus uses criteria that exceed the minimum requirements to select students. Meeting the minimum requirements, therefore, is not enough to gain admission to many UC campuses and programs.

Transfer Eligibility Requirements for California Residents

To be eligible for admission to UC as a transfer student, you must fulfill both of the following criteria:

1. Complete 60 semester units of transferable college credit with a grade point average of at least 2.4 and no more than 14 semester units may be taken pass/not pass.

2. Complete the following course pattern requirements, earning a grade of C or higher in each course:
   - two transferable college courses (three semester units each) in English composition - English 150 and 151 or 155; and
   - one transferable college course (three semester units) in mathematical concepts and quantitative reasoning; and
   - four transferable college courses (three semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

   Exception: University of California, Berkeley, College of Letters and Science requires three years of foreign language in high school or two semesters at College of Marin.

If you satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to University of California, you may satisfy Part 2 of the transfer admission requirements. For more information about the IGETC, refer to the Intersegmental General Education Transfer Curriculum in this section of the catalog.

Lower Division Transfer

If you were eligible for admission to the University when you graduated from high school – meaning you satisfied the Subject, Scholarship and Examination Requirements, or were identified by the University as eligible in the local context and completed the Subject and Examination Requirements in the senior year – you are eligible for transfer if you have a C (2.0) average in your transferable coursework.

If you met the Scholarship Requirement in high school but did not satisfy the 15-course Subject Requirement to be eligible to transfer, you must take transferable college courses in the missing subjects, earn a C or better in each required course and have an overall C (2.0) average in all transferable coursework.

Guaranteed Admission Transfer Contracts

College of Marin has guaranteed admission transfer contracts with universities. To find out specific details, criteria, and participating universities contact the Transfer Center or the Counseling Department.

Intersegmental General Education Transfer Curriculum (IGETC) For Transfer to the University of California and California State University

The Intersegmental General Education Transfer Curriculum (IGETC) is a program that College of Marin transfer students can use to fulfill lower division general education requirements at both the University of California and the California State University. There are other options that fulfill general education requirements, but none of the options cover both the University of California and California State University.

The IGETC will permit a student to transfer from College of Marin to a campus in either the University of California or the California State University System without the need, after transfer, to take additional courses to satisfy campus lower division general education requirements.

The IGETC is not an admission requirement to the University of California or California State University. Existing campus specific admission requirements for transfer students remain unchanged.

Important: It is not advisable for all transfer students to follow the IGETC. Some students may be better served by taking courses that fulfill the California State University general education breadth requirements or those of the University of California campus to which they plan to transfer. Contact a College of Marin counselor for further information regarding University of California or California State University schools where completion of the IGETC is not recommended.

IGETC Certification

All course work applicable to the IGETC must be completed and certified in its entirety prior to transfer in order to be accepted by the University of California or California State University. Certification indicates that all lower division general education requirements for UC or CSU have been met. Courses certified for IGETC must be completed with a grade of “C” or higher. It shall be the student’s responsibility to request certification when requesting the last transcript from College of Marin prior to entering the University of California or California State University system.

Students should contact the counseling department to initiate IGETC certification.

In addition to the course requirements for each subject area, full certification for California State University must include completion of the Oral Communication Requirement. For the
University of California, Oral Communication is not required, but the certification must include satisfactory completion of a Language Other Than English Requirement. Courses taken at other institutions may be used to fulfill the IGETC. Students should be aware, however, that placement of courses within IGETC subject areas may vary from college to college. Placement of a course will be based on the college of attendance and its IGETC pattern at the time the course was completed.

Completion of the IGETC program will be certified by the last community college that the student attends. As a general rule, IGETC can be certified for California community college transfer students who have completed transfer units at a University of California, California State University, or independent college provided that the student has completed most of the transfer units at one or more California community colleges.

“IGETC After Transfer” Policy

The three segments of California higher education (California Community Colleges, CSU and UC) agreed to revise IGETC so that community college students with good cause would be allowed to complete one or two IGETC courses after transfer to CSU or UC provided that those courses are not required for admission (for example math and English).

To be eligible for IGETC after transfer, the reason must involve good cause such as illness, unavailable or cancelled courses, military service, or unexpected hardships such as family or employment problems experienced in the final semester before transfer. Good cause must be stated explicitly on a petition (obtained in the Counseling office) documenting and supporting the assertion.

Determination that courses remaining have been completed after transfer is the responsibility of the receiving UC or CSU campus. Community colleges are not required to re-certify a student who is completing IGETC courses after transferring.

Advanced Placement Test

Advanced Placement Test (APT) scores can be used to satisfy certain areas under IGETC. An APT score of four in English Language and Composition will satisfy Area 1, Group A. However, there is no equivalent AP exam for Area 1 Group B Critical Thinking/English Composition. An APT score of four or five in Mathematics Calculus AB or BC will satisfy Area 2, Mathematical Concepts. An APT score of three or higher in United States History will satisfy three units under Area 4. An APT score of three or higher in Chemistry will satisfy the Physical Science with lab for five units under Area 5.

2007-2008 IGETC Program

Symbols:

(+) Indicates that either the University of California or the California State University or both will limit transfer credit. Please refer to “Courses from the College of Marin Acceptable at the University of California (All Campuses)” in this section of the catalog or consult a counselor.

(*) Courses listed in multiple areas shall not be certified in more than one area except for courses in Language Other than English, which can be certified in both areas 3B and 6A.

(o) Note: Courses approved for Fall 91 may be taken prior to Fall 91. Courses approved for Fall 92 or later may not be taken prior to Fall 92.

AREA 1 – ENGLISH COMMUNICATION

Students transferring to the University of California must complete one course from Group A and one course from Group B. Students transferring to the California State University must complete one course each from Groups A, B, and C.

Group A - English Composition

English 150

Group B - Critical Thinking/English Composition

English 151, 155*

Group C - Oral Communication (CSU Requirement Only)

Speech 110, 120, 122, 130, 132*

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Select one course, three semester units.

Computer Science 117
Math 105, 109, 114, 115+, 116, 117, 121+, 122+, 123+, 124+, 223, 224
Statistics 115+

AREA 3 - ARTS AND HUMANITIES

Select three courses, nine semester units. At least one course from Group A and one course from Group B.

Group A – Arts

Architecture 100+, 101+, 102+
Art 101, 102, 103, 104, 105, 106, 107, 108+
Communications 109A, 109B
Dance 108
Drama 110
Ethnic Studies 108+
Humanities 108+, 109A, 109B
Music 101, 102, 105

Group B – Humanities

American Sign Language 102*, 203
Chinese 102*
Drama 116, 117
Ethnic Studies 154
Humanities 100A, 100B, 107, 114+, 118+, 125, 242+
Italian 102*, 203*, 204*, 225*, 226*
Japanese 102*, 204*
Philosophy 110, 111, 117
Speech 128
Area 4 - Social and Behavioral Sciences
Select three courses, nine semester units. Courses must be selected from at least two disciplines.

- Anthropology 102+, 103+, 110, 204, 208, 215+
- Behavioral Science 103+, 201+
- Biology 108A+
- Communications 110*, 160*
- Early Childhood Education 110
- Economics 101, 102, 201+
- Ethnic Studies 110, 111, 112, 121, 151
- Geography 102, 109
- Health Education 142+
- History 100+*, 101, 102, 103, 109, 110, 111, 112, 117+, 118+, 119+, 120+, 206, 214, 215, 216, 226
- Journalism 110*, 160*
- Political Science 100+*, 101+*, 102, 103, 104, 201+, 220
- Psychology 110, 111+, 112+, 114+, 116+, 120, 140+, 142+, 204, 205+, 230+
- Sociology 110, 112, 140+, 205+, 230+

Area 5 - Physical and Biological Sciences
Select one course from Group A and one course from Group B, seven to nine semester units. At least one of the courses selected must include a laboratory. Courses that are labs or have a lab component are underlined.

Group A - Physical Sciences
- Astronomy 101, 105+, 117F, 117L
- Biology 138+*
- Geography 101, 101L, 112
- Geology 103, 105+, 109, 110+, 114, 120+, 120L, 121, 138+, 201
- Physics 108A+, 110+, 207A+

Group B - Biological Sciences
- Anthropology 101, 101L
- Biology 105+, 107, 109, 110+, 110L+, 115, 116, 120, 138+*, 162, 224, 235, 240+
- Geology 138+*
- Physical Education 107

Language Other Than English
(University of California Requirement only)

- Two years of one language other than English in high school with a grade of C or higher

California State University Graduation Requirement in United States History, Constitution and American Ideals.
(This is not a part of the IGETC, but may be completed prior to transfer.)
Select one course from Group A and one course from Group B

Group A - United States History
- Ethnic Studies 111*, 112*, 121*
- History 100+*, 117+, 118+*

Group B - Constitution and American Ideals
- Political Science 100+*, 101+*

Courses From the College of Marin Acceptable at the University of California (All Campuses)
All of the following courses are transferable with limitations as indicated.
To determine whether a course fulfills a requirement for a major, you must consult the catalog of the University of California campus to which you plan to transfer. Please see a counselor if you have any questions and for specific requirements that must be met prior to transfer.

Honor Course Credit Limitation
Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded to the first course completed with a grade of C or higher.

# indicates new courses or changes for 07-08

Administration of Justice
110, 111, 118, 204 (same as Sociology 184)

American Sign Language
101*, 102, 203#, 204
* Corresponds to two years of high school study.

Anthropology
101, 101L, 102*, 103*, 110, 139 (see Var. Topic), 204, 208, 215+, 249 (see Var. Topic)
*102 and 103 combined: maximum credit, one course.
+May be taken twice for credit (per college)

Architecture
100*, 101*, 102*, 110**, 130**
*100, 101, and 102 combined: maximum credit, two courses
**Any or all of these courses combined: maximum credit, 18 semester units per UC Berkeley's College of Environmental Design

Art
*190, 191, 192, and 290 combined: maximum credit, 6 units
Astronomy
101, 105 (same as Biology 105, Geology 105), 117F (same as Astronomy 117L), 117L, 139 (see Var. Topic), 249 (see Var. Topic)

Behavioral Science
103 (same as Biology 108A), 105, 139 (see Var. Topic), 201
(same as Economics 201, Political Science 201), 249 (see Var. Topic)

Biology
100, 105 (same as Astronomy 105, Geology 105), 107 (same as Physical Education 107), 108, 108A (same as Behavioral Science 103), 109, 110o, 110Lo, 115, 116, 120, 138 (same as Geology 138), 139 (see Var. Topic), 142 (same as Geology 142), 145 (same as Geology 145), 147, 162, 171, 224, 235, 240+, 246, 249 (see Var. Topic), 250 (same as Geology 250)
oNo credit for 110, 110L if taken after 115 or 116
+240 and 244 combined: maximum credit, one course

Business
101, 107, 113

Chemistry
105, 105L, 114*, 115+, 131, 132oo, 132Eoo, 139 (see Var. Topic), 231, 232oo, 232Eoo, 249 (see Var. Topic)
*No credit for 114 if taken after 131
+No credit for 115 if taken after 231
 oo132 and 132E combined: maximum credit, one course
 232 and 232E combined: maximum credit, one course

Chinese
101*, 102
*Corresponds to two years of high school study.

Communications
109A, 109B (same as Humanities 109A and 109B), 110 (same as Journalism 110), 150, 160 (same as Journalism 160)

Computer Information Systems
110, 139 (see Var. Topic), 215, 249 (see Var. Topic)

Computer Science
117 (same as Mathematics 117), 130, 135#, 139 (see Var. Topic), 140, 150A, 150B (same as Engineering 150B), 160, 190, 200, 220, 230, 232, 235, 249 (see Var. Topic)

Counseling
114

Dance

*Any or all of these Physical Education activity courses combined: maximum credit, four units
o 117, 118 and (*) Physical Education activity courses combined: maximum credit, four units

Directed Study
(See Variable Topics Courses)

Drama

*No credit for 124 if taken after 130

Early Childhood Education
110#

Economics
101, 102, 125 (same as Ethnic Studies 125, History 125, Political Science 125, Social Science 125), 139 (see Var. Topic), 201 (same as Behavioral Science 201, Political Science 201), 215
(same as Political Science 215, Social Science 215), 249 (see Var. Topic)

Note: Economics 215, Political Science 215, Social Science 215 are considered Variable Topics Courses and credit will be 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.

Education
110, 111

Engineering
110, 110B, 125, 126, 139 (see Var. Topic), 150B, 210, 220, 235, 245, 249 (see Var. Topic)

English
120SL*, 130, 139 (see Var. Topic), 150, 151, 155, 202, 203, 208, 212, 214, 218, 219, 220, 221A, 221B, 222, 223, 224, 225, 230, 235, 237, 240, 242 (same as Humanities 242), 249 (see Var. Topic)

*120SL and any other transferable ESL course combined: maximum credit, 8 units

Environmental Landscaping
154A*, 154B*, 157, 254A*, 254B*

*154A and 154B must both be taken in order to receive transfer credit

*254A and 254B must both be taken in order to receive transfer credit

Ethnic Studies
108 (same as Art 108, Humanities 108), 110, 111, 112, 121, 125
(same as Economics 125, History 125, Political Science 125, Social Science 125), 139 (see Var. Topic), 151, 154#, 242, 249 (see Var. Topic)

Film/Video
(Please see Communications)

French
101*, 102, 108A#, 108B#, 139 (see Var. Topic), 203, 204, 225, 226, 249 (see Var. Topic)

*Corresponds to two years of high school study.
Geography
101, 101L, 102, 109, 112, 125, 139 (see Var. Topic), 249 (see Var. Topic)

Geology
103, 105, (same as Astronomy 105, Biology 105), 109, 110+, 114, 116, 120+, 120L, 121, 125#oo, 126oo, 138 (same as Biology 138), 139 (see Var. Topic), 142 (same as Biology 142), 145 (same as Biology 145), 201, 249 (see Var. Topic), 250 (same as Biology 250)
+110 and 120 combined: maximum credit, one course (per catalog)
ox 125 and 126 combined: maximum credit, three units

Health Education
115, 130, 142++ (same as Psychology 142).
++142 and Psychology 112, 114 combined: maximum credit, six units. Deduct credit for duplication of topics.

History
100*, 101, 102, 103, 109, 110, 111, 112, 117*, 118*, 119+, 120+, 122, 124, 125 (same as Economics 125, Ethnic Studies 125, Political Science 125, Social Science 125), 139 (see Var. Topic), 206, 214, 215, 216, 226, 238, 249 (see Var. Topic)
*100, 117 and 118 combined: maximum credit, two courses
+119 and 120 combined: maximum credit, one course

Humanities
100AB, 107, 108 (same as Art 108, Ethnic Studies 108), 109A, 109B (same as Communications 109A, 109B), 114o, 118o, 125, 139 (see Var. Topic), 242 (same as English 242), 249 (see Var. Topic)
*Must be taken for a letter grade to receive transfer credit.
0114 and 118 combined: maximum credit, one course

Italian
101*, 102, 108Ao (same as Dram 139N), 108Bo, 108Co, 108Do, 139 (see Var. Topic), 203, 204, 225, 226, 249 (see Var. Topic)
*Media version must be taken for a letter grade to receive transfer credit.
0108A, 108B, 108C, 108D must be taken for a minimum of three units to receive transfer credit

Japanese
101*, 102, 139 (see Var. Topic), 203, 204#, 249 (see Var. Topic)
*Corresponds to two years of high school study.

Journalism
110 (same as Communications 110), 160 (same as Communications 160)

Library
110*, 115*
*110 and 115 combined: maximum credit, one course

Mathematics
105, 114, 115+, 109#, 116, 117 (same as Computer Science 117), 121o, 122o, 123o, 124o, 139 (see Var. Topic), 223, 224, 249 (see Var. Topic)
+115 and Statistics 115 combined: maximum credit, one course.
0121, 122 and 123, 124 combined: maximum credit, one series

Music

Philosophy
110, 111, 112, 117, 139 (see Var. Topic), 249 (see Var. Topic)

Physical Education
*Any or all courses combined: maximum credit, four units
+Any or all courses combined: maximum credit, eight units
**Depending on course content, apply appropriate limitation.

Physics
+108A, 108B, and 207ABC combined: maximum credit, one series. Deduct credit for duplication of topics.
*No credit for 110 if taken after 108A or 207A

Political Science
100*, 101*, 102, 103, 104, 117, 125 (same as Economics 125, Ethnic Studies 125, History 125, Social Science 125), 139 (see Var. Topic), 201 (same as Behavioral Science 201, Economics 201), 203#, 215 (same as Economics 215, Social Science 215), 220, 249 (see Var. Topic)
*100 and 101 combined: maximum credit, one course
Note: Economics 215, Political Science 215, and Social Science 215 are considered Variable Topics courses and credit will be 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.

Psychology
110*, 111+, 112o, 114o, 116+, 120, 139 (see Var. Topic), 140 (same as Sociology 140), 142o (same as Health Education 142), 204, 205**, 230 (same as Sociology 230), 249 (see Var. Topic), 251
+111 and 116 combined: maximum credit, one course
0112, 114, and 142 combined: maximum credit, six units. Deduct credit for duplication of topics.
**205 and Sociology 205 combined: maximum credit, one course

Social Science
125 (same as Economics 125, Ethnic Studies 125, History 125, Political Science 125), 139 (see Var. Topic), 215 (same as Economics 215, Political Science 215), 249 (see Var. Topic)
Note: Economics 215, Political Science 215, and Social Science 215 are considered Variable Topics courses and credit will be 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.
Sociology
110, 112, 139 (see Var. Topic), 140 (same as Psychology 140), 184 (same as Administration of Justice 204), 205#, 230 (same as Psychology 230), 249 (see Var. Topic)

Spanish
101*, 102, 139 (see Var. Topic), 203, 203HB, 204, 225, 226, 228, 230A#, 230B#, 249 (see Var. Topic)
*Corresponds to two years of high school study.

Speech
110, 120, 122, 128, 130, 132, 139 (see Var. Topic), 140, 141, 249 (see Var. Topic)

Statistics
115* (meets H. S. math)
*115 combined with Math 115: maximum credit, one course.

Variable Topics Courses
(Directed Study, Selected Topics, Internship, Independent Studies, Fieldwork, etc.)
Please note that the granting of transfer credit for courses of this kind 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.
Information about internships may also be presented for review, but credit for internships rarely transfers to UC. UC does not grant credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology) or Library Departments because of credit restrictions in these areas.

California Articulation Number (CAN)
College of Marin participates in the California Articulation Number (CAN) System, a statewide numbering system independent from numbers assigned by local colleges. This system was designed to facilitate the transferring of course credits to other participating California colleges and universities. Students are assured that a CAN course on one participating campus will be accepted in lieu of the comparable CAN course on another participating campus. For example, CAN ENGL 2 on one campus will be accepted for CAN ENGL 2 on another participating campus. At College of Marin, CAN ENGL 2 is English 150. Listed below are the College of Marin courses assigned CAN system numbers. CAN-designated courses may change and students should always check with their counselors to determine how CAN courses fit into their educational plans. Students should consult the ASSIST database at www.assist.org for specific information on course agreements. College of Marin counselors will help students interpret this information.

### College of Marin Courses with a California Articulation Number

<table>
<thead>
<tr>
<th>CAN Subject</th>
<th>Prefix Number</th>
<th>College of Marin Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN ANTH 2</td>
<td>ANTH 101</td>
<td>Introduction to Physical/Biological Anthropology</td>
</tr>
<tr>
<td>CAN ANTH 4</td>
<td>ANTH 102</td>
<td>Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>CAN ANTH 6</td>
<td>ANTH 110</td>
<td>Introduction to Archaeology and Prehistory</td>
</tr>
<tr>
<td>CAN ART 6</td>
<td>ART 170</td>
<td>Ceramics I</td>
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<tr>
<td>CAN ART 8</td>
<td>ART 140</td>
<td>Drawing and Composition I</td>
</tr>
<tr>
<td>CAN ART 10</td>
<td>ART 130</td>
<td>Painting I</td>
</tr>
<tr>
<td>CAN ART 12</td>
<td>ART 180</td>
<td>Sculpture I</td>
</tr>
<tr>
<td>CAN ART 14</td>
<td>ART 111</td>
<td>2-D Art Fundamentals</td>
</tr>
<tr>
<td>CAN ART 16</td>
<td>ART 113</td>
<td>3-D Art Fundamentals</td>
</tr>
<tr>
<td>CAN ART 18</td>
<td>ART 190</td>
<td>Black and White Photography I</td>
</tr>
<tr>
<td>CAN ART 20</td>
<td>ART 152</td>
<td>Printmaking I</td>
</tr>
<tr>
<td>CAN ART 24</td>
<td>ART 134</td>
<td>Life Drawing I</td>
</tr>
<tr>
<td>CAN ART SEQ A ART 101</td>
<td>History of Ancient Art</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ART 102</td>
<td>History of European Art</td>
</tr>
<tr>
<td></td>
<td>ART 103</td>
<td>History of Modern Art</td>
</tr>
<tr>
<td>CAN BIOL 10</td>
<td>BIOL 120</td>
<td>Human Anatomy</td>
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<td>CAN BIOL 12</td>
<td>BIOL 224</td>
<td>Human Physiology</td>
</tr>
<tr>
<td>CAN BIOL 14</td>
<td>BIOL 240</td>
<td>Microbiology</td>
</tr>
<tr>
<td>CAN BIOL SEQ A BIOL 115</td>
<td>Principles of Biology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 116</td>
<td>Principles of Animal and Plant Diversity</td>
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<td>CAN BIOL SEQ B BIOL 120</td>
<td>Human Anatomy</td>
<td></td>
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<tr>
<td></td>
<td>BIOL 224</td>
<td>Human Physiology</td>
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<td>CAN BUS 4</td>
<td>BUS 113</td>
<td>Managerial Accounting</td>
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<tr>
<td>CAN BUS 6</td>
<td>CIS 110</td>
<td>Introduction to Computer Information Systems</td>
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<td>CAN BUS 8</td>
<td>BUS 107</td>
<td>Business Law</td>
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<td>CAN CHEM 2</td>
<td>CHEM 131</td>
<td>General Chemistry I</td>
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<tr>
<td>CAN CHEM 4</td>
<td>CHEM 132</td>
<td>General Chemistry II</td>
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<tr>
<td>CAN CHEM 6</td>
<td>CHEM 114</td>
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<td>CHEM 132</td>
<td>General Chemistry II</td>
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<tr>
<td>CAN ECON 2</td>
<td>ECON 101</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>CAN ECON 4</td>
<td>ECON 102</td>
<td>Principles of Microeconomics</td>
</tr>
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<td>CAN ENGR 4</td>
<td>ENGG 245</td>
<td>Engineering Materials Science</td>
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<tr>
<td>CAN ENGR 8</td>
<td>ENGG 235</td>
<td>Engineering Mechanics—Statics</td>
</tr>
<tr>
<td>CAN ENGR 10</td>
<td>ENGG 210</td>
<td>Engineering Surveying</td>
</tr>
<tr>
<td>CAN ENGR 12</td>
<td>ENGG 220</td>
<td>Electric Circuit Analysis</td>
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<td>CAN ENGL 2</td>
<td>ENGL 150</td>
<td>Reading and Composition (1A)</td>
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<tr>
<td>CAN ENGL 4</td>
<td>ENGL 151</td>
<td>Reading and Composition (1B)</td>
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<td>CAN ENGL 6</td>
<td>ENGL 202</td>
<td>Creative Writing I</td>
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<td>CAN ENGL 8</td>
<td>ENGL 222</td>
<td>Survey of English Literature I</td>
</tr>
<tr>
<td>CAN ENGL 10</td>
<td>ENGL 223</td>
<td>Survey of English Literature II</td>
</tr>
</tbody>
</table>
The Lower-Division Transfer Patterns (LDTP) Project

The Lower Division Transfer Patterns (LDTP) Project is another option for transfer to the California State University System. The admissions component of the project is being developed and information is forthcoming. A brief summary of LDTP is provided below:

The Lower-Division Transfer Patterns (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with a set of “road maps” to follow that will ensure appropriate academic preparation for studies at CSU and that will decrease time to graduation once these students enter the CSU. The LDTP for each discipline has a statewide as well as campus-specific components. The statewide component of the LDTP is appropriate for any CSU campus that offers the major and is comprised of general education coursework as well as some courses within the discipline. The campus-specific component identifies discipline related coursework relevant to the major at the specific CSU campus. Together these components for an LDTP discipline will total at least 60 units, the number needed to transfer to CSU as an upper-division student.

Please refer to CSUMentor for more information on LDTP at http://www.csumentor.edu/planning/ldtp/
SECTION 6

COURSE DESCRIPTIONS
COURSE DESCRIPTIONS

Information Contained Within Course Descriptions
The first part of the course description contains the course discipline abbreviation, number, title, and the student unit value of the course such as ENGL 150. Reading and Composition 1A. (3). It also contains prerequisites, corequisites, advisories, or other limitations followed by the hours required for the course.

The second part of the description is a brief explanation of the material being covered in the course. It also contains information regarding how many times a course may be taken and if it is offered in a distance learning format (television, videocassette, internet or teleconference).

The last part of the description includes Associate degree and transfer information. Courses certified for a California Articulation Number will have the CAN number listed.

For further information regarding transfer or degree requirements, please refer to the Graduation and Degree Requirements Section and the Transfer Information Section of this catalog.

Student Units and Hours
Credit for courses offered at the College of Marin is awarded in semester units. The value of the course is computed on the basis of one unit for each lecture hour per week for one semester (together with two hours of preparation outside class) or three hours of laboratory work per week for one semester. Courses meeting for less than the full semester will require an equivalent number of hours prorated on a per week basis.

Prerequisites, Corequisites, and Advisories
Prerequisites
A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a particular course or program. The College requires students to complete prerequisite courses with a grade of “C”, “CR”, or higher prior to registering in the course requiring the prerequisites.

Examples of courses that may require prerequisites:
1. Courses for which specific prerequisites have been justified by content review, the appropriate level of scrutiny and any other validation procedures required by law (Title 5, 55201 a-f).
2. Sequential courses in a degree-applicable program.
3. Courses requiring a prerequisite to transfer to a four-year college.
4. Courses requiring preparation to protect health and safety.

5. Technical or vocational courses or programs that require special preparation.

Equivalent Course Work/Prerequisite Challenges
Some prerequisites may be satisfied by equivalent course work from an accredited institution other than College of Marin. Students also have the right to challenge prerequisites on certain, specified grounds and procedures. Please contact a counselor for more information.

Corequisites
A corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. Courses that may require corequisites include courses that are part of a closely related lecture-laboratory pairing requiring concurrent enrollment.

Advisories
An advisory is a condition that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Other Limitations
Other limitations on enrollment may include:
1. Courses that require public performance or competition.
2. Blocks of courses for which enrollment is limited in order to create a cohort of students.

Grading Systems
Different grading systems are used for different courses. Some will be limited to letter grades, some will be limited to credit/no credit grading and the remainder will be optional letter or credit/no credit grades, upon agreement between the instructor and student. For some disciplines, grading is indicated in the catalog before the discipline’s course descriptions. In general, courses required for a student’s four-year major should be taken on a letter grade basis.

Course Numbering System
Courses in this catalog and in the schedule of classes are numbered in the following sequence:

0-99 Preparatory/remedial courses and courses that do not apply to the major. Courses numbered 0-99 are not applicable to the Associate degree.

100-199 Courses taken during the first year of academic work or the first 30 units of course work. Courses numbered 100-199 are applicable to the Associate degree.

299-299 Courses taken during the second year of academic work or the second 30 units of course work. Courses numbered 200-299 are applicable to the Associate degree.
ADMINISTRATION OF JUSTICE

There are excellent and increasing opportunities for men and women in all areas of the administration of justice field. Education and training is becoming more important for those who seek careers in criminal justice. This program is designed to provide a solid foundation of knowledge that will prepare the student for initial employment, advancement, or transfer to a four-year college or university.

Career Options
Border Patrol Agent, California Highway Patrol, Correctional Counseling, County and State Park Ranger, Court Administration, Deputy Sheriff, Federal Bureau of Investigation, Immigration and Naturalization Service, Law, Paralegal, Police Officer, State Correctional Officer

Faculty
Sandy Boyd
Department Phone: (415) 883-2211, Ext. 8108

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.S. in Administration of Justice, Occupational (Career Certificate also awarded)
An Associate in Science degree is awarded for satisfactory performance in major courses, as well as completion of general education and graduation requirements. A Career Certificate in Administration of Justice is awarded for satisfactory completion of courses required for the major.

Students wishing to earn a degree or Career Certificate in Administration of Justice should be aware that it might take longer than two years. However, courses are offered on a two-year cycle, and with planning, a student can complete a degree and/or Career Certificate in a two-year period.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A J 110</td>
<td>Introduction to the Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>A J 111</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>A J 113</td>
<td>Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>A J 116</td>
<td>Juvenile Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>A J 118</td>
<td>Community and Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>A J 204</td>
<td>Crime and Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>SOC 184</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>A J 212</td>
<td>Introduction to Evidence</td>
<td>3</td>
</tr>
<tr>
<td>A J 215</td>
<td>Introduction to Investigation</td>
<td>3</td>
</tr>
</tbody>
</table>

Administration of Justice Courses (A J)

AJ 39 Selected Topics (Nondegree Applicable)

AJ 110 Introduction to the Administration of Justice

AJ 111 Criminal Law

AJ 113 Criminal Procedures

AJ 116 Juvenile Law and Procedure

AJ 118 Community and Human Relations

AJ 139 Selected Topics
AJ 204  Crime and Delinquency
(3 units)(No prerequisite. Can be taken for credit as Administration of Justice 204 or Sociology 184. However, credit will be awarded for only one course. Three lecture hours weekly.)
An introduction to the major theoretical explanations of criminal behavior; social and economic factors which contribute to crime; major typologies of criminal behavior; criminal justice systems and research; courts, probation and parole; police and other institutions. The course will take a sociological perspective and integrate theories from sociology, criminology, and criminal justice. (CSU/UC)
CSU Area D-O

AJ 212  Introduction to Evidence
(3 units)(No prerequisite. Three lecture hours weekly.)
Origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizures; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights, and case studies viewed from a conceptual level. (CSU)

CSU Area D-O

AJ 215  Introduction to Investigation
(3 units)(No prerequisite. Three lecture hours weekly.)
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; follow-up investigation. (CSU)

AJ 220  Vice, Narcotics, and Organized Crime
(3 units)(No prerequisite. Can be taken for credit as Administration of Justice 220 or Sociology 220. However, credit will be awarded for only one course. Three lecture hours weekly.)
This course examines the relationship between organized crime and the community. It will cover the impact of organized crime, history of organized crime, relationship to the social structure, symptoms of organized crime i.e. corruption, dysfunctional behavior, violence, and attempts to control organized crime and the role of the legal system. In addition, vice and trade in narcotics will be discussed. Modern organized crime groups both national and international will be highlighted. Exposure to sociological theory and concepts from criminal justice will be integrated into the course. (CSU)

AJ 249  Directed Study
(1-3 units)(No prerequisite.)
This course is designed to provide (at irregular intervals) advanced training and investigation in-depth of topics suggested and required by P.O.S.T. Individual topics will be in lecture format and run from 8 to 80 hours, in one day to ten-week periods. Examples of possible topics: Advanced Officer, Advanced Traffic Investigation, Narcotics, Auto Theft, Explosives and Explosive Devices, Fingerprint, Police Photography, and Domestic Violence. This course may be taken more than once for credit, provided the same topic is not repeated. (CSU w/limit)

AMERICAN SIGN LANGUAGE

American Sign Language courses are designed to meet the needs of the deaf community of Marin County. American Sign Language is a full natural language at the core of new literary tradition, both poetry and theatre. It is an alternative language choice for students completing general education humanities requirements at College of Marin.

Policy Statement Regarding Sequence of Enrollment in Modern Language Classes
Although students are advised to enroll in language courses sequentially, they will not be precluded from enrolling in lower level language classes after completion of more advanced courses. Students should be aware, however, that units resulting from the lower level courses may not be accepted at transfer institutions as a part of the required transferring units.

Department Phone: (415) 485-9348

American Sign Language Courses (ASL)

ASL 101  Elementary Sign Language I
(5 units)(No prerequisite. Four lecture and three laboratory hours weekly.)
This is an introductory course that emphasizes visual readiness skills for recognition and expression of appropriate facial expression and body movements, response to commands, and learning how to visualize the environment. Communicative functions, vocabulary, grammar, and cultural aspects of the deaf community will be introduced and studied. (CSU/UC)
AA/AS Area C, CSU Area C-2, UC Language other than English

ASL 102  Elementary Sign Language II
(5 units)(Prerequisite: American Sign Language 101. Four lecture and three laboratory hours weekly.)
This course is a continuation of ASL 101; exchanging information, identifying others, making requests, giving reasons, options, simple directions, and asking for clarification. Discussions revolve around classes, the campus, home, work and transportation, physical descriptions of people and objects, general conversation skills, visual perception and specific specialization skills, and the continuation of the cultural study of the deaf community. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ASL 110  History and Culture of Deaf People in America
(3 units)(No prerequisite. Three lecture hours weekly.)
This course identifies basic anthropological approaches toward the examination and study of minority groups in general, with specific emphasis on American Deaf culture as a minority group. There will be an introductory comparison of the structures of visual and spoken languages and a presentation of the normative system of laws in America that has developed for deaf Americans. (CSU)
AA/AS Areas C & G, CSU Area C-2 or D-1
ASL 139  Selected Topics  
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

ASL 203  Intermediate Sign Language III  
(5 units)(Prerequisite: American Sign Language 102. Four lecture hours and three laboratory hours weekly.)

This course is a continuation of American Sign Language 101 and 102, expands upon the conversational and grammar functions, and delves more deeply into Deaf Culture. Skills to be learned include locating things, asking for solutions to everyday problems, telling about life events and personal background, making suggestions and request and asking permission. Students will learn how to engage in more sustained communication in American Sign Language, sometimes on philosophical and cultural topics. (CSU)  
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ASL 204  Intermediate Sign Language IV  
(4 units)(Prerequisite: American Sign Language 203. Four lecture hours weekly.)

This course strives for a higher level of conversation and narration skills. Topics include describing problems at home, work and school, expressing opinions and feelings and argumentation; i.e., how to disagree with someone and potentially change that person’s mind. (CSU/UC)  
AA/AS Area C

ASL 249  Directed Study  
(1-3 units)(Please see Directed Study category.) (CSU w/limit)

ANTHROPOLOGY

Anthropology is a scientific discipline concerned with all aspects of humankind: human biology and genetics; ancestral fossils and evolutionary processes; primates; cultures of the world, language and customs; cross-cultural marriage and family processes; prehistory and archaeology; art, healing, religion and technology. Because it is such a diverse discipline, you may find anthropologists uncovering our early ancestors in Africa, excavating a pyramid in Central America, studying peoples in New Guinea or in San Francisco, collecting information on orangutans in Southeast Asia, and advising business and government on customs in India.

Career Options


Transfer

Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

Anthropology Courses (ANTH)

ANTH 39  Selected Topics (Nondegree Applicable)  
(½-6 units)(Please see Selected Topics category.)

ANTH 101  Introduction to Physical/Biological Anthropology  
(3 units)(No prerequisite. Three lecture hours weekly.)

This course is the study of evolutionary theory as a unifying theory that encompasses human variation and human evolution. The course covers modern evolutionary theory and its history, genetics, and the human genome. Students will learn about primates including behavior, anatomy, and features of the skeletal system. Instructors will cover selected topics in forensic analysis, archaeological theory and methodology, scientific method, and an overview of the most significant fossil sites that relate to human evolution. The field is changing on a daily basis in regards to new information being uncovered pertaining to our distant past and the progress being made in the study of the human genome. Primates in many areas of the world are under threat from human populations and efforts to establish protected areas are meeting with mixed success. The department has an extensive collection of fossil casts that allows students the opportunity to actually see them in person rather than relying solely upon photographs or descriptions. Some instructors may require field trips to local zoos, museums or lectures. (CSU/UC)  
AA/AS Area A, CSU Area B-2, IGETC Area 5B, CAN ANTH 2

ANTH 101L  Physical/Biological Anthropology Laboratory  
(1 unit)(Prerequisite: Anthropology 101 or concurrent enrollment. Three laboratory hours weekly.)

Laboratory and related exercises selected from the fields of: genetics, the human genome, human variability, medical genetics, nonhuman primates, human dental and skeletal anatomy, forensics, primate behavior, reconstruction, fossil hominids, the scientific method including probability and research design. The nature of the course requires students to solve problems, to observe, to take a hands-on approach to the subject matter. This course is supplemental to Anthropology 101. It is designed to cover in greater detail areas which are taught in Physical/Biological Anthropology and which require the active participation of students in learning how to accomplish specific tasks related to the above areas. Field trips may be included. (CSU/UC)  
AA/AS Area A, CSU Area B-2, IGETC Area 5B
ANTH 102  Introduction to Cultural Anthropology
(3 units)(No prerequisite. Three lecture hours weekly.)
Cultural anthropology is the study of human behavior from a cross-cultural perspective. An emphasis will be placed upon non-Western societies. Areas that may be covered are social organization, belief systems and ritual behavior, socialization, psychological anthropology, economic organization, social stratification, theory, and other selected topics. The use of films, slides, and videotapes allows students to become acquainted with cultures and lifestyles that are distinct from contemporary Western society. A goal of the course is to create a greater degree of cross-cultural awareness by attempting to promote an understanding of and appreciation for the richness and diversity of human culture. Can also be offered in a distance learning format. (CSU/UC)
AA/AS Area B, CSU Area D-1, IGETC Area 4, CAN ANTH 6

ANTH 103  Globalization and Peoples and Cultures of the World
(3 units)(No prerequisite. Three lecture hours weekly.)
This course is designed to explore what is happening to cultural groups from diverse regions around the world. The focus will be upon cultural change, impact of technology, external and regional pressures and how they impact local groups. The role of women, children, ethnic/racial/religious violence, and class conflict will be examined. Poverty, child/female trafficking, slavery, child soldiers, disease, forced migration, famine and genocide will be covered. The use of police, death squads, military, torture and death squads are common in many of these areas. The role of the World Bank, World Trade Organization, Multi-Nationals, local and regional elites, as they relate to the lives of specific ethnic groups will be presented. Theory from ethnology and ethnography will be used as a basis for analysis. (CSU/UC)
AA/AS Area B, CSU Area D-1, IGETC Area 4

ANTH 104  Native American Cultures
(3 units)(No prerequisite. Three lecture hours weekly.)
This survey course of Native Americans will examine early examples of the inhabitation of the western hemisphere. In addition, the historical record will be used to illustrate contact between indigenous peoples and the outside world and the results of that contact. The present conditions of native peoples in the hemisphere will be illustrated. Traditional cultural systems, social organization, religious beliefs, art, and economy will be discussed for selected cultural groups. Contemporary issues of land rights, tribal independence, natural resource rights, and social problems will be examined. (CSU/UC)
AA/AS Areas B & G, CSU Area D-1, IGETC Area 4

ANTH 205  Field Anthropology
(1 1/2 units)(No prerequisite. One-half lecture and three laboratory hours weekly or variable schedule dependent on specific field trip focus.)
Lectures about and field trips to specific locations within the Bay Area, California, out of state, and foreign countries, the cultural and geographical focus to be determined by each instructor. In the past, museums, archeological sites, and cultural settings and events have been the focus of the course. The Bay Area has numerous subcultures with events scheduled year round, along with museums and settings that lend themselves to field trips and observations. Subculture folk festivals, folk arts, and ethnomusicology are examples of places that would be suitable for a course of this nature. Archeological sites and prehistoric art along with Native American subcultures have been visited in prior years. (CSU)

ANTH 206  Archaeological Field and Laboratory Methods
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)
This course is designed to acquaint the student with archaeological field techniques, as well as the laboratory skills necessary for interpreting and preserving the excavated material. Students will perform experiments and exercises using the scientific method. When available, excavation will involve threatened (salvage) sites. Possible topics to be covered will include site survey, flintknapping, and lithic, faunal, shell, and ceramic analysis. May be taken four times for credit. (CSU)

ANTH 208  Magic, Folklore, and Healing
(3 units)(No prerequisite. Three lecture hours weekly.)
This course is a general survey of what anthropologists have learned about belief systems and folklore from a cross-cultural perspective. It will ask: What do we know about the origins of belief systems? Why do people in most societies believe in unseen spirits and powers? How do people use supernatural or special powers to gain control over their own lives or the lives of others? What is the subdiscipline of folklore and how does it relate to the subject matter and to anthropology as a whole? The course will use examples drawn from a wide variety of cultural areas. (CSU/UC) CSU Area D-1, IGETC Area 4
ANTH 215  Native Americans of California
(3 units)(No prerequisite. Three lecture hours weekly.)

The study of California Native Americans will include the prehistoric period (as seen through archaeology), contact with explorers, the mission period, post-mission, and contemporary issues. Major linguistic groups will be discussed in terms of environmental setting, subsistence, technology, political organization, social structure, religion, ceremonial life, art, and mythology. May be taken twice for credit. (CSU/UC) AA/AS Areas B & G, CSU Area D-1, IGETC Area 4

ANTH 249  Directed Study
(1-3 units)(Please see Directed Study category.) (CSU/UC w/limit)

ARCHITECTURE

Mankind has been designing and building permanent structures for about twelve thousand years, and these structures have come to dominate the environment that most people inhabit. The architect faces an exciting challenge; to understand the sometimes competing needs of individuals and groups, the need to protect our natural environment, the technical requirements of buildings and structures, the role of economics, and the importance of designing projects that not only meet these quantifiable needs but also inspire and delight us.

As we enter the twenty-first century, the value of green/sustainable design is becoming more and more obvious and is an important part of our curriculum. We also offer rich classes in architectural design, drafting and presentation, architecture as a profession, computer aided design, and history of architecture.

Courses in the Architecture Department are designed to serve students who aspire to transfer to other schools of architecture by giving them a sound basis in critical thinking and fundamental knowledge of the discipline, to offer a two year degree option for those who wish to achieve a solid base of knowledge and skills for work in architecture or related fields, and to present learning opportunities to those whose interest in architecture is directed toward more personal rather than career goals.

Career Options

Department Phone: (415) 485-9480

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.S. in Architecture
The associate degree program in Architecture is designed to prepare students for work in architecture, architectural drafting and illustration, construction, and other fields where knowledge of architectural history, design, and communication is useful. Some courses are available online with no on-campus attendance required.

Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ARCH 100* History of Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 101* History of Architecture II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 102* History of Architecture III</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 131 New Architecture on Campus</td>
<td>3</td>
</tr>
<tr>
<td>And each of the Following:</td>
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<tr>
<td>ARCH 110* Beginning Architectural Design</td>
<td>4</td>
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<tr>
<td>ARCH 120* Beginning Architectural Drafting</td>
<td>4</td>
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<tr>
<td>ARCH 130* Introduction to Architecture and Environmental Design</td>
<td>3</td>
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<tr>
<td>ART 112* 2-D Art Fundamentals</td>
<td>4</td>
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<tr>
<td>And:</td>
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<tr>
<td>ARCH 111 Intermediate Architectural Design</td>
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<td>Or:</td>
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<tr>
<td>ARCH 150A/B* Green/Sustainable Design</td>
<td>4</td>
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<td>And:</td>
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<tr>
<td>ARCH 121 Intermediate Architectural Drafting</td>
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<td>Or:</td>
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<tr>
<td>ARCH 140* 2-D Computer Graphics for Architecture</td>
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<td>And:</td>
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<tr>
<td>ARCH 220 Advanced Architectural Drafting</td>
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<td>ARCH 141 3-D Computer Graphics for Architecture</td>
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<td>And:</td>
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<tr>
<td>ART 130 Drawing and Composition I</td>
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<td>Or:</td>
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<tr>
<td>ARCH 127* Architectural Rendering: Techniques of Presentation</td>
<td>4</td>
</tr>
</tbody>
</table>

*Recommended for transfer students.

Architecture Courses (ARCH)

ARCH 39  Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

ARCH 100  History of Architecture I
(3 units)(No prerequisite. Three lecture hours weekly)

This class traces the development of architecture and cities throughout the world from the earliest permanent settlements at the end of the Ice Age to the 1100’s C.E. Emphasis is on the evolution of architectural ideas and the connection between architecture and culture. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A
ARCH 101 History of Architecture II
(3 units)(No prerequisite. Three lecture hours weekly)
This class traces the development of architecture and cities throughout the world from the 1100’s C.E. to the end of the nineteenth century. Emphasis is on the evolution of architectural ideas and the connection between architecture and culture. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH 102 History of Architecture III
(3 units)(No prerequisite. Three lecture hours weekly)
This class traces the development of architecture and cities throughout the world during the twentieth century. Emphasis is on the evolution of architectural ideas and the connection between architecture and culture. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH 107 Cutting-Edge Architecture Field Trips
(3 units)(No prerequisite. Seven field days, 48 hours lecture. Based on initial trip of one week per 48 hour lecture. Subsequent trips will vary.)
This course is for anyone interested in cutting-edge design, and particularly for architecture, interior, landscape and set design students working in this 21st century. We will visit inspiring examples of the latest in architectural design in various cities such as Los Angeles, Dallas and Berlin. We will also visit the seminal masterpieces that lead up to these works. By actually visiting these sites, students will gain crucial understandings of: 1. how architects approach a site, 2. how they satisfy programmatic requirements in inventive ways, 3. what forms they use and why, 4. how it feels to be in and moving through the created spaces, 5. what are the conceptual underpinnings of projects, and 6. how the totality of design works in such architect designed elements as architecture and landscape design. These intensive field trips will include lectures, visits to architectural sites, drawing, discussion, and personal exploration. (CSU)

ARCH 110 Beginning Architectural Design
(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)
This design course explores fundamental principles and issues of architectural design through the use of abstract design projects. Students interested in architecture, interior design, landscape design, engineering, building construction, gallery or theatre design, sculpture and other fine arts create their own design solutions, moving from beginning sketches, through development, to final models. Students learn to develop architectural “vocabulary” and thinking in a group studio environment, and address formal, symbolic and contextual concepts of architecture. (CSU/UC)

ARCH 111 Intermediate Architectural Design
(4 units)(Prerequisites: Architecture 110 and 120. Three lecture and three laboratory hours weekly.)
This design course explores local urban and rural architectural design projects through the use of lectures, design projects, site visits, individual and group critiques, model building and drawings. Human needs, social factors, public/private issues, context, historic precedent, and aesthetic perception will be emphasized. Students will learn about design methodology, site and program analysis and presentation techniques. Students further address formal, symbolic and contextual issues of architecture. (CSU)

ARCH 120 Beginning Architectural Drafting
(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)
This course will introduce students interested in interior design, architecture, engineering, building construction, landscape architecture, and other design related fields to the fundamentals of architectural and freehand drawing. Students will learn hard-line drafting skills and architectural conventions. They will learn the appropriate applications for the following architectural drawings: plan, section, elevation, paraline, and perspective. Emphasis will be placed on the importance of drawings in the communication between designers, clients and builders, and on the relationship between three-dimensional form and its two-dimensional representation on paper. (CSU)

ARCH 121 Intermediate Architectural Drafting
(4 units)(Prerequisite: Architecture 120. Advisories: Architecture 110 and 130. May be taken concurrently. Three lecture and three laboratory hours weekly.)
A practical intermediate course in architectural drafting. Course involves applying basic drafting and lettering techniques, architectural projections, detail and working drawings, and the basic understanding of wood frame construction to the solution of a variety of practical architectural and construction problems. Portfolio of blueprints required at the end of the semester. (CSU)

ARCH 127 Architectural Rendering: Techniques of Presentation
(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)
Students in this course learn how to make beautiful and convincing drawings and models of their designs for presentation to clients, design review boards, peers, publications and competitions, among other uses such as their own study needs. Students interested in architecture, interior design, landscape design, engineering, building construction, gallery and theater design and other fine arts will all enjoy and benefit from this course. Working from their own designs or from those of others, students will learn rendering techniques including the use of graphite, ink, watercolor, prismacolor and computer techniques. They will study how to make presentations specifically designed for the projects they are presenting, including where to take perspective views to best show off their projects, appropriate use of graph-
ics, color, layout and scale, and what type of model to present if relevant. Students will learn how to work both individually and in teams, simulating the office environment. (CSU)

ARCH 130 Introduction to Architecture and Environmental Design

(3 units) (No prerequisite. Three lecture hours weekly.)

This course provides a foundation for future architecture, interior design, landscape architecture, and city planning courses. It explores the basic elements of architecture and the built environment including form, organizational principles, context, materials, and the sensory qualities of design. The design process and professional practice are also addressed. Emphasis is placed on the process of developing one's personal approach to design, the ways in which people experience architecture, and the relationship of architecture to society. (CSU/UC)

ARCH 131 New Architecture on Campus

(3 units) (No prerequisite. Three lecture hours weekly.)

Students in this class will learn the architectural history of the College of Marin campus and of the current Capital Improvement Program. They will also learn the architectural modernization processes involved in carrying out the CIP and will follow the ongoing progress of design and construction. Emphasis will be placed on the sometimes conflicting needs of various stakeholder groups and the impact of these needs on the physical design of the campus. In addition, students will research the impact of the plethora of governmental requirements on the design and construction of new buildings on the College of Marin campus. (CSU)

ARCH 139 Selected Topics

(½-6 units) (Please see Selected Topics category.)

(CSU w/limit)

ARCH 140 2-D Computer Graphics for Architecture

(4 units) (No prerequisite. Advisory: Architecture 120. Three lecture and three laboratory hours weekly.)

Students will learn the basic skills needed to produce 2-D presentation and construction drawings for architecture and similar disciplines using the computer. Emphasis will be placed on using software tools to create drawings that effectively communicate the intention of the designer to clients and builders; on organizing information within the drawing environment to simplify the production and revision of drawings; and on building the skills necessary to produce drawings efficiently. The class will be taught using Vectorworks software. The basic concepts and skills apply generally to all CAD software applications. (CSU)

ARCH 141 3-D Computer Graphics for Architecture

(4 units) (Prerequisite: Architecture 140. Three lecture and three laboratory hours weekly.)

Students will learn the skills needed to produce three-dimensional design and presentation drawings for architecture and similar disciplines using the computer. Emphasis will be placed on using software tools to create drawings that effectively communicate the intention of the designer to clients and others; on organizing information within the drawing environment to simplify the production and revision of drawings; and on building the skills necessary to produce drawings efficiently. The class will be taught using Vectorworks and other 3-D software; however the basic concepts and skills apply generally to all 3-D software applications. (CSU)

ARCH 150A Green/Sustainable Architecture

(3 units) (No prerequisite. Three lecture hours weekly.)

In this course, students will learn the fundamentals of green/sustainable architecture. Through lectures and discussion, the class will consider a wide range of sustainability issues including the history of environmental degradation and the rise of sustainability as a discipline. We will study energy conservation and generation, reuse and recycling, renewable materials, and a range of planning and transportation considerations in terms of their impact on the environment.

A companion class, Architecture 150B, which may be taken concurrently, is a studio class designed to give students hands-on experience in green/sustainable design through a series of architectural design projects. (CSU)

ARCH 150B Green/Sustainable Architecture

(1 unit) (Prerequisite/Corequisite: Architecture 150A. Three laboratory hours weekly.)

Intended as a companion course to Architecture 150A, students in Architecture 150B will learn architectural design with an emphasis on environmentally friendly and sustainable principles. The class will emphasize the need to gather, analyze and prioritize the multiplicity of needs that a successful design must meet. Students will learn techniques for creating original and thoughtful solutions to the design problem they have defined, to refine and complete these designs and to present their work in both written and graphic form. Teaching will include individual one-on-one discussions with the instructors, group critiques, and individual and group presentations. (CSU)

ARCH 220 Advanced Architectural Drafting

(4 units) (Prerequisites: Architecture 120 and 121. Advisories: Architecture 110 and 130. May be taken concurrently. Three lecture and three laboratory hours weekly.)

A practical advanced course in architectural drafting. Course involves the design of wood frame structures and development of working drawings. Portfolio of working drawings required at the end of the semester. May be taken four times for credit. (CSU)
ARCH 249  Directed Study
(1-3 units)(Please see Directed Study category.)
(CSU w/limit)

ART
The study of art will enrich the student’s experience of the world, and encourage the student to draw upon creative resources. An education in art can lead to professional or vocational careers, as well as enhance abilities in other fields. The Art Department offers a foundation in theoretical and practical skills, and the opportunity to work in a wide variety of specific art media.

Career Options

Faculty
William Abright, Chester Arnold, Richard C. Hall, Emily Lazarre, Deborah H. Loft, Polly Steinmetz, Katherine Wagner

Department Phone: (415) 485-9480

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.A. in Art
The Art Program provides transfer, professional preparation, personal development, general interest, and general education, as well as an Associate in Arts degree. Courses are offered at both campuses. Students may take courses at either campus to fulfill requirements for the major.

Please note: Students are required to complete English 150 for the Associate degree. All students should consult a counselor.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARCH 120</td>
<td>Beginning Architectural Drafting 4</td>
</tr>
<tr>
<td>ART 103</td>
<td>History of Modern Art 3</td>
</tr>
<tr>
<td>Or ART 105</td>
<td>Contemporary Art 3</td>
</tr>
<tr>
<td>ART 112</td>
<td>2-D Art Fundamentals 4</td>
</tr>
<tr>
<td>ART 130</td>
<td>Drawing and Composition I 4</td>
</tr>
<tr>
<td>ART 113</td>
<td>3-D Art Fundamentals 4</td>
</tr>
<tr>
<td>ART 130</td>
<td>Drawing and Composition I 4</td>
</tr>
<tr>
<td>ART 148</td>
<td>Color Theory 4</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business 3</td>
</tr>
</tbody>
</table>

In addition, applied design majors with an emphasis in two-dimensional design must complete 16 units from the following art studio courses:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 131</td>
<td>Drawing and Composition II 4</td>
</tr>
<tr>
<td>ART 134</td>
<td>Life Drawing I 4</td>
</tr>
<tr>
<td>ART 135</td>
<td>Life Drawing II 4</td>
</tr>
<tr>
<td>ART 140</td>
<td>Painting I 4</td>
</tr>
</tbody>
</table>
ART 141* Painting II 4
ART 144 Watercolor I 4
ART 145* Watercolor II 4
ART 152 Printmaking I 4
ART 153* Printmaking II 4
ART 190 Black and White Photography I 4
ART 191* Black and White Photography II 4

* More advanced classes offered, but major requirements must be satisfied from the courses listed above.

Applied design majors with an emphasis in three-dimensional design must complete 16 units (four courses) from the following art studio courses:

ART 116 Jewelry Design I 4
ART 117* Jewelry Design II 4
ART 118 Art Gallery Design and Management I 4
ART 119* Art Gallery Design and Management II 4
ART 165 Fiber Sculpture I 4
ART 170 Ceramics I 4
ART 171* Ceramics II 4
ART 180 Sculpture I 4
ART 181* Sculpture II 4
ART 185 Life Sculpture I 4
ART 186* Life Sculpture II 4

* More advanced classes offered, but major requirements must be satisfied from the courses listed above.

A.S. in Design, Applied — Interior, Occupational

Some courses in this program are offered at both campuses. Students may take courses at either campus to fulfill requirements for the major. Someone has wisely said that it requires the knowledge of the historian, the connoisseur, the merchant, the engineer, the psychologist, and the artist to be a good designer. The following program reflects that teaching philosophy and gives the most advantageous sequence for required and recommended classes.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements

<table>
<thead>
<tr>
<th>Freshman Year - First Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 112 2-D Art Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>ART 114 Interior Design I</td>
<td>4</td>
</tr>
<tr>
<td>ART 130 Drawing and Composition I</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Freshman Year - Second Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ARCH 120 Beginning Architecture Drafting I</td>
<td>4</td>
</tr>
<tr>
<td>ART 102 History of European Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 115 Interior Design II</td>
<td>4</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore Year - First Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 110 Beginning Architectural Design</td>
<td>4</td>
</tr>
<tr>
<td>ART 214 Interior Design III (Fall only)</td>
<td>4</td>
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<tr>
<td>BUS 120 Entrepreneurship</td>
<td>1 ½</td>
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</table>

<table>
<thead>
<tr>
<th>Sophomore Year - Second Semester</th>
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</thead>
<tbody>
<tr>
<td>ART 103 History of Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 215 Interior Design IV (Spring only)</td>
<td>4</td>
</tr>
</tbody>
</table>

| ART 148 Color Theory | 4 |

In addition:
One art studio course other than those required for the major 4

Art Courses (ART)

Note: There may be field trips, as part of the class curriculum, in any of the art classes that are listed in this catalog.

ART 39 Selected Topics (Nondegree Applicable) (½-6 units)(Please see Selected Topics category.)

ART 101 History of Ancient Art (3 units)(No prerequisite. Three lecture hours weekly.)
This class is a survey of ancient art and visual culture, including: Prehistoric, Near Eastern, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian, and Byzantine. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A, CAN ART SEQ A = Art 101+102+103

ART 102 History of European Art (3 units)(No prerequisite. Three lecture hours weekly.)
This class surveys the visual creations of a variety of European cultures from 1100 to the mid-nineteenth century. Emphasis will be placed on enhancing the student’s ability to observe and describe visual works, and to understand them in their social and historical context. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A, CAN ART SEQ A = Art 101+102+103

ART 103 History of Modern Art (3 units)(No prerequisite. Three lecture hours weekly.)
This class is a survey of art and visual culture from the mid-nineteenth century to the present. (For focus on recent art, see ART 105.) Emphasis will be placed on enhancing the student’s ability to observe and describe visual works, and to understand them in their social and historical context. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A, CAN ART SEQ A = Art 101+102+103

ART 104 History of Asian Art (3 units)(No prerequisite. Three lecture hours weekly.)
This course is a comparative study of art and visual culture in the Far East, including India, China, Japan, Korea, and Southeast Asia. Visual expression will be considered in relation to its social and religious contexts. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 105 Contemporary Art (3 units)(No prerequisite. Three lecture hours weekly.)
This course covers art since 1945, focusing on art of the last 30 years. Emphasis is on new con cepts and techniques by a diverse selection of artists. The visual and social issues raised by contemporary art will be considered. There will be several field trips to art galleries or other points of interest. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A
ART 106  History of Women Artists  
(3 units)/(No prerequisite. Three lecture hours weekly.)
This class introduces visual work by women of diverse ethnic and class backgrounds. A variety of media will be covered, from past art history as well as from contemporary art. Students will become aware of the social circumstances in which the work was produced. The course will include field trips. (CSU/UC)  
AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 107  History of American Art  
(3 units)/(No prerequisite. Three lecture hours weekly.)
This class surveys American art and visual culture, including work by a diverse selection of artists. Material in several media will be presented through slides, discussion, and field trips. (CSU/UC)  
AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART 108  Arts of the Americas  
(3 units)/(No prerequisite. Can be taken for credit as Art 108, Ethnic Studies 108, or Humanities 108. However, credit will be awarded for only one course. Three lecture hours weekly.)
A survey of the arts and architecture of the Americas—North, Central, Caribbean, and South America—focusing on a selection of works from the major Pre-Columbian, Spanish Colonial, and modern cultures. Art of the United States will focus on works from the culturally diverse peoples of the Bay Area. (CSU/UC)  
AA/AS Area C & G, CSU Area C-1, IGETC Area 3A

ART 109  Gallery Seminar in Art  
(2 units)/(No prerequisite. One lecture and three laboratory hours weekly.)
Seminar in art history based on art available in museums, galleries, and collections. This course may be conducted at any site where original art objects are available for study and discussion. It includes assigned reading, lectures, and discussion trips to study art. Seminar discussion and presentations follow field trips. Content and areas of concentration may vary depending on locations and availability of art. (CSU)

ART 112  2-D Art Fundamentals  
(4 units)/(No prerequisite. Three lecture and three laboratory hours weekly.)
An introductory level studio course that encourages students to express themselves by using and understanding the elements of 2-D art: line, shape, texture, value, color, perspective, and space. Principles of composition such as balance, repetition, variation, and proportion will be explored using a wide variety of media that may include: ink, pencil, charcoal, painting, collage, printmaking, papier-mache, and found material mixed media. This course is required for art majors and highly recommended for all art students. (CSU/UC)  
CSU Area C-1, CAN ART 14

ART 113  3-D Art Fundamentals  
(4 units)/(No prerequisite. Three lecture and three laboratory hours weekly.)
An introductory level studio course that encourages students to express themselves by using and understanding the elements of 3-D art: line, plane, volume, mass, surface treatment, light and shadow. Principles of composition such as balance, repetition, variation, and proportion will be explored using a wide variety of materials that may include wire, cardboard, plaster, clay, papier-mache, and mixed media. This course is required for art majors and highly recommended for all art students. (CSU/UC)  
CSU Area C-1, CAN ART 16

ART 114  Interior Design I  
(4 units)/(No prerequisite. Three lecture and three laboratory hours weekly.)
An introductory course in the theory and practice of interior design to acquaint the student with contemporary design, architecture, and furniture; color theory and application; basic residential construction methods and materials; surface treatment (walls, floors, windows, etc.); the use of drafting tools and methods; and learning to draw simple plans. Classes may include field trips and guest lecturers that relate to various aspects of interior design. May be taken three times for credit. (CSU)  
CSU Area C-1

ART 115  Interior Design II  
(4 units)/(No prerequisite. Three lecture and three laboratory hours weekly.)
Covers period design and decorations from the styles of antiquity through the Victorian era. Extensive reading is required to cover the historic evolution of interior design in the Western world. A number of tests, as well as oral, visual, and written projects, are given. This course may also include field trips that relate to history and interior design. May be taken three times for credit. (CSU)

ART 116  Jewelry Design I  
(4 units)/(No prerequisite. Three lecture and three laboratory hours weekly.)
Design and creation of jewelry utilizing basic construction and casting techniques. Emphasis is on basic skill development. May be taken four times for credit. (CSU)  
CSU Area C-1

ART 117  Jewelry Design II  
(4 units)/(Prerequisite: Art 116. Three lecture and three laboratory hours weekly.)
Advanced design and creation of jewelry. Emphasis is on perfecting skills. Projects include techniques that may include hinges and connections, advanced casting, die forming, and RT stamping. May be taken four times for credit. (CSU)
ART 118  Art Gallery Design and Management I  
(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)

Introduction to art gallery management to include selection of art works, publicity for art gallery, design of gallery furniture and exhibits, and installation of exhibits. Field trips to other educational and commercial galleries and museums. Preparation of individual portfolios. (CSU)
CSU Area C-1

ART 119  Art Gallery Design and Management II  
(4 units)(Prerequisite: Art 118. Three lecture and three laboratory hours weekly.)

An environmental design class covering materials, techniques, aims, elements and principles of environmental display, spatial and visual interrelationships of displayed materials, and gallery construction. This course will cover both theory and practice at the Kentfield Campus Fine Arts Gallery. (CSU)

ART 128  Art Field Trips  
(1-4 units)(No prerequisite. Can be taken for credit as Art 128 or Ethnic Studies 128 or Humanities 128. However, credit will be awarded for only one discipline. Three-quarter lecture and three-quarter laboratory hours weekly for one unit, one and one-half lecture and one and one-half laboratory hours weekly for two units, two and one-quarter lecture and two and one-quarter laboratory hours weekly for three units, and three lecture and three laboratory hours weekly for four units.)

A complement to art history and studio art courses, this course allows students to experience the art and architecture of sites like New York, Mexico City, and Rome first-hand. Pre-trip lectures will set up background for an intensive field trip(s) that may include visits to museums, galleries, libraries, artists' studios, and to architectural and archeological sites where lecture, discussion, and personal exploration will take place. May be used to bring students to a major media-specific conference. Each discipline may be taken four times for credit. (CSU)

ART 129  Materials and Techniques  
(4 units)(Prerequisite: Art 140. Three lecture and three laboratory hours weekly.)

This course is designed to enrich the painter's means of expression by expanding the potential use of both materials and techniques. Assignments will include work with collage, acrylic, oil, mixed media, encaustic, pastels, oil stick, enamels, impasto, glazes, etc. (CSU/UC)

ART 130  Drawing and Composition I  
(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)

Exercises in line, light and shade, texture, and perspective rendering of objects in space; development of good composition by means of balance, repetition and variation, focal point, economy, etc. A variety of graphic materials (pencil, charcoal, pen and ink, washes, color, etc.) will be used for both realistic and experimental drawings. Lectures, demonstrations, critiques, and supervision of works in progress. A sketchbook and/or portfolio of work done in and out of class may be required. Required of all art majors. (CSU/UC)
CSU Area C-1, CAN ART 8

ART 131  Drawing and Composition II  
(4 units)(Prerequisite: Art 130. Three lecture and three laboratory hours weekly.)

Prerequisite of Art 130 assumes the student is competent in the use of line, value, texture, composition, and perspective to deal with:

1. complexity of subject matter;
2. diversity of materials;
3. experimental media like collage and painting;
4. color (pastels, pencil, watercolor, etc.); and
5. independent projects agreed upon contractually between student and instructor.

(CSU/UC)

ART 134-135  Life Drawing I and II  
(4-4 units)(Prerequisite for Art 134 is Art 130. Art 134 is prerequisite for Art 135. Three lecture and three laboratory hours weekly.)

This course is designed to provide the student with a basic understanding of proportion, structure, and superficial anatomy of the human figure, combined with further study of appropriate media and drawing techniques. Required of art majors. Art 134 and Art 135 may each be taken four times for credit. (CSU/UC)
CSU Area C-1 for Art 134, CAN ART 24 = Art 134

ART 138  Advanced Critique  
(1 unit)(No prerequisite. One lecture hour weekly.)

A monthly critique/seminar designed for intermediate to advanced students of painting, drawing, sculpture, ceramics, textiles, photography, jewelry, and mixed media to have their work reviewed and participate in the review from a variety of perspectives. NOTE: “Advanced” means that the student has taken a number of courses in art or is a working artist who wants feedback on his/her work. May be taken four times for credit. (CSU)

ART 139  Selected Topics  
(½-6 units)(Please see Selected Topics category.)(CSU/UC w/limit)

ART 140  Painting I  
(4 units)(Prerequisite: Art 112 or 130. Three lecture and three laboratory hours weekly.)

It is especially important that students new to painting learn the process of making paintings — to go through the steps one by one, methodically covering the basics of selecting significant shapes, balancing composition, mixing paints, perfecting techniques, and developing skills. Four paintings are required of all beginning students. Attendance for both instructional (lecture, discussion, demonstration, "critique" sessions) and studio work is essential. Oil, acrylic, and mixed media. (CSU/UC)
CSU Area C-1, CAN ART 10
ART 141  Painting II  

(4 units)(Prerequisite: Art 140. Three lecture and three laboratory hours weekly.)  
   The more advanced the student, the more a strong individual approach is encouraged. Because of the varied abilities and experience found at this level, the semester assignments will be self-imposed but reviewed by the instructor on the basis of scope, technical improvement, and development of concept. Attendance is essential for instructional, studio, and “critique” sessions. Oil, acrylic, and mixed media. (CSU/UC)

ART 144  Watercolor I  

(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)  
   A course designed to acquaint the beginner with the materials, techniques, and experience of painting with watercolor. Frequent “critique” sessions, lectures, and demonstrations will examine paper selection and reaction to the medium, the tendency of watercolor to flow, and its qualities of transparency and evaporation. The aim is to thoroughly familiarize the student with the distinctive qualities of watercolor. (CSU/UC)  
   CSU Area C-1

ART 145  Watercolor II  

(4 units)(Prerequisite: Art 144. Three lecture and three laboratory hours weekly.)  
   To some extent Watercolor II is a continuation of Watercolor I but with emphasis on personal development and expression. Students are encouraged to develop a visual vocabulary and way of using the watercolor medium to express their own ideas and way of seeing things. (CSU/UC)

ART 146-147  Life Painting I and II  

(4-4 units)(Prerequisite for Art 146 is Art 140 and either Art 112 or Art 130. Art 146 is a prerequisite for Art 147. Must be taken in sequence. Three lecture and three laboratory hours weekly.)  
   This class offers instruction in painting the human figure. Individualized instruction will allow for emphasis to be placed on either portraiture or painting the entire figure. Concepts of color, design, and style will be included. (CSU/UC)  
   CSU Area C-1 for Art 146

ART 148  Color Theory  

(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)  
   General theory of color covering the objective and subjective aspects. Includes color notations, terminology, visual phenomena, effects of light, symbolism, and psychology of color. (CSU/UC)  
   CSU Area C-1

ART 152-153  Printmaking I and II  

(4-4 units)(Prerequisite for Art 152 is Art 130. Art 152 is a prerequisite for Art 153. Three lecture and three laboratory hours weekly.)  
   An introductory course in the basic concepts and techniques of printmaking. Instruction and studio work include intaglio (etching, drypoint, and engraving), relief (woodcut and linocut) collagraph and monotype methods. Emphasis is on the fine arts approach to printmaking although the relationship of these processes to the graphic arts will be explored. Formal and individual critiques on work. Art 152 and Art 153 may each be taken four times for credit. (CSU/UC)  
   CSU Area C-1 for Art 152, CAN ART 20 = Art 152

ART 154  Surface Design on Fabric  

(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)  
   This course explores the vast possibilities for dyeing and printing cloth to achieve richly patterned surfaces for apparel, interiors, theater, performance or artistic/conceptual intentions. A variety of fabric manipulations and coloring methods are investigated to develop design composition, repeat patterning, and personally expressive imagery for two- and three-dimensional fabric applications. Techniques include immersion-dyeing, shibori, color removal, painting, paste resist, block printing, burn-out, ink-jet and screen printing. Historical and contemporary examples are examined for technical information, inspiration and personal interpretation. Studio work will be enhanced through slide presentations, field trips, guest artists, individual consultations and group critiques. May be taken four times for credit. (CSU)

ART 165  Fiber Sculpture I  

(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)  
   Construction processes involved with interworking of flexible elements by such techniques as layering, bonding, plaiting, stitching, and weaving, in a scale that may range from personal object to installation. May be taken four times for credit. (CSU)  
   CSU Area C-1

ART 166  Fiber Sculpture II  

(4 units)(No prerequisite. Advisory: Art 165. Three lecture and three laboratory hours weekly.)  
   Open to students from all art disciplines including textiles, who seek to integrate construction with sculpture, painting, and crafts, etc. An exploration of flexible, fragile, or fibrous materials such as cloth, paper, plastic, reed, wire, and threads. May be taken four times for credit. (CSU)

ART 170  Ceramics I  

(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)  
   A basic general ceramics course for those who want to survey various techniques of wheel throwing and hand building methods, and to become familiar with ceramic glaze materials and kiln firing. It is expected that students will develop an awareness of ceramic design and explore individual solutions to specific technical and conceptual assignments. (CSU/UC)  
   CSU Area C-1, CAN ART 6
ART 171  Ceramics II
(4 units)(Prerequisite: Art 170. Advisory: Art 112 or concurrent enrollment. Three lecture and three laboratory hours weekly.)
A second semester beginning ceramics course for those who wish to continue developing the basic techniques of wheel throwing and slab building methods with an emphasis on increasingly advanced projects. Direct participation in glaze preparation and kiln firing. It is expected that students will produce work reflecting an intermediate understanding of ceramic design and explore individual project resolutions through drawings and group discussion. Art 171 is a continuation of Art 170. (CSU/UC)

ART 175  Primitive Ceramics
(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)
A working, historical overview of forming and firing methods that have been the basis of the African, Asian, American Indian, and Pre-Columbian cultures. Locating clay deposits, preparation of clay and colors, forming and burnishing techniques, pit firing, and Raku. May be taken four times for credit. (CSU/UC)

ART 176  Pottery on the Wheel
(4 units)(No prerequisite. Advisories: Art 112 or 113; and 130. Three lecture and three laboratory hours weekly.)
This course will concentrate on the use of the potters wheel in the creation of functional and sculptural ceramic objects. Techniques of wheel throwing and trimming cups, bowls, vases, pitchers, lidded forms, closed forms, teapots and plates will be demonstrated as well as handle making. Students will be required to use basic design and drawing skills in the development of their assignments. Emphasis will be on refinement of technique rather than quantity. Covers stoneware glaze development, kiln loading, stoneware and soda firing. Development of post wheel-thrown projects will be demonstrated and encouraged. May be taken four times for credit. (CSU/UC)

ART 177  Handbuilt Ceramics
(4 units)(No prerequisite. Advisories: Art 112 or 113; and 130. Three lecture and three laboratory hours weekly.)
This course will concentrate on the use of handbuilding in the creation of functional ceramic ware and sculptural objects. Techniques of handbuilding cups, bowls, vases, pitchers, lidded forms, teapots and plates will be demonstrated as well as handle making and methods of embellishment. Students will be required to use basic design and drawing skills in the development of their assignments. Emphasis will be on exploration and creative refinement of technique. Covers basic clay bodies, glaze development, kiln loading, stoneware and soda firing. May be taken four times for credit. (CSU/UC)

ART 180  Sculpture I
(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)
Study of form structure and its concept in relationship to self-expression. Survey of the history of sculpture as well as contemporary movements. Instruction in basic techniques of stone and woodcarving, modeling, moldmaking, welding, and bronze casting. (CSU/UC)

CSU Area C-1, CAN ART 12

ART 181  Sculpture II
(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)
Further exploration into materials and techniques. Welding, moldmaking, bronze casting, steel fabrication, current and historical perspectives in sculpture, and visiting lecturers. Emphasis on producing art works and the experience of the artist. (CSU/UC)

ART 185  Life Sculpture I
(4 units)(Prerequisite: Art 185. Three lecture and three laboratory hours weekly.)
A continuation of Life Sculpture I. Continued exploration of development and technique with emphasis on individual investigation of content. Students have an opportunity to move toward abstraction to explore basic concepts of modern sculpture. (CSU/UC)

ART 186  Life Sculpture II
(4 units)(Prerequisite: Art 185. Three lecture and three laboratory hours weekly.)
This course is a continuation of Life Sculpture I. Continued exploration of development and technique with emphasis on individual investigation of content. Students have an opportunity to move toward abstraction to explore basic concepts of modern sculpture. (CSU/UC)

ART 187  Fundamentals of Color Photography
(3 units)(No prerequisite. Three lecture hours weekly.)
Introduction to the aesthetics, history, and fundamental techniques of photography using color slide film. An introduction to camera and film control, an awareness of light, and expressive use of color. Includes critiques of student work and a photographic fieldtrip. (CSU)

ART 188  Experimental Processes and Photography
(4 units)(Prerequisite: Art 187 or Art 190. Three lecture and three laboratory hours weekly.)
An exploration of photographic media exposing students to the concept of manipulation and interpretation of the original to reveal forms of expression that are unattainable through traditional photography. Introduction to the use of contemporary use of other media. Includes choice and application of surface color, printmaking processes, three-dimensional design, installation, and presentation choices. Emphasis on choosing the appropriate techniques to powerfully express individual content. A good
choice for art majors and for those interested in the introduction to, and exploration of, the creative experimentation of photo-based processes. May be taken twice for credit. (CSU)

ART 189 Fundamentals of Lighting
3 units (Prerequisite: Art 187 or Art 190. Three lecture hours weekly.)
This course is intended to develop proficiency in the controlled use of light, both “on-location” and in the studio. Ambient, tungsten and flash lighting, mixed lighting techniques as well as the characteristics of different qualities of light are explored. Various camera formats, using black and white film as well as color transparency film can be used.

Diverse examples of lighting techniques used in both commercial and fine art will be shown. This is a good choice for art majors to increase their understanding of light, and to learn to photograph their own artwork. Also a good choice for students in fields that require documentation of fieldwork subjects. (CSU)

ART 190 Black and White Photography I
4 units (No prerequisite. Three lecture and three laboratory hours weekly.)
This course is designed to meet the needs of art students, photography majors, and others who would like an introduction to black and white photography and who want to improve their photographic skills. The basics of camera use, film developing and darkroom printing are presented with emphasis on balancing technical skills with artistic expression. Introduction to photographic terms will enable students to analyze photographs through discussion of their work. Major historical and contemporary photographers will be presented through slides. (CSU/UC) CSU Area C-1, CAN ART 18

ART 191 Black and White Photography II
4 units (Prerequisite: Art 190. Three lecture and three laboratory hours weekly.)
This course is designed to guide continuing photography students through experimentation of new materials and testing of exposure methods to refine their techniques. This course includes discussion and analysis of students’ work in group and individual critiques. It contains a study of photographer’s concepts, attitudes and philosophies. Fieldtrips and study of traditional and contemporary photography are included. May be taken twice for credit. (CSU/UC)

ART 192 Black and White Photography III
4 units (Prerequisite: Art 191. Three lecture and three laboratory hours weekly.)
This course seeks to develop the student’s visual skills through the refinement of technique and the study of pertinent photographic work. The course will cover advanced black and white techniques. This course is for third semester (college) black and white photography students. (CSU/UC)

ART 193 Beginning Digital Imaging for the Photographer
4 units (No prerequisite. Advisories: Basic computer skills and Art 112, 187, and 190. Three lecture and three laboratory hours weekly.)
The exploration of digital imaging techniques as applied to the art of photography. Emphasis is placed on the creative process while exploring electronic image making as an effective mode of communication used by photographers, artists, and designers today (Adobe Photoshop). May be taken twice for credit. (CSU)

ART 196 Portfolio Photography
1 unit (Prerequisite: Art 291. Two and six-tenths lecture and two and six-tenths laboratory hours weekly for five weeks.)
This is a practical course that will teach art students how to photograph their work professionally (both two- and three-dimensional) in color slide form for portfolio or publishing needs. The student must have access to a camera. May be taken twice for credit. (CSU)

ART 214 Interior Design III
4 units (Prerequisites: Architecture 120, Art 114 and 115. Advisories: Art 112 and 130. Three lecture and three laboratory hours weekly.)
Emphasis in this advanced class is placed on residential interior design. Students will work with clients toward creative design solutions, project development and communication, and presentation skills. Space planning, furnishings/equipment selection and arrangement, color and materials selection are covered as aspects of the residential interior design process. Portfolios and project notebooks will include floor plans, furnishings/equipment plans, elevations, paraline 45-45 oblique drawings, electrical plans, materials/finish schedules, furnishings/equipment specifications, budgets and concept/sample boards. Fall only. May be taken three times for credit. (CSU)

ART 215 Interior Design IV
4 units (Prerequisites: Architecture 120, Art 114 and 115. Advisories: Art 112 and 130. Three lecture and three laboratory hours weekly.)
Emphasis in this advanced class is placed on commercial interior design. Students will work with clients toward creative design solutions, project development and communication, and presentation skills. Space planning, furnishings/equipment selection and arrangement, color and materials selection are covered as aspects of the commercial interior design process. Portfolios and project notebooks will include floor plans, furnishings/equipment plans, elevations, paraline 45-46 oblique drawings, electrical plans, materials/finish schedules, furnishings/equipment specifications, budgets and concept/sample boards. Spring only. May be taken three times for credit. (CSU)
ART 216  Jewelry Design III
(4 units)(Prerequisite: Art 117. Three lecture and three laboratory hours weekly.)
Advanced design and creation of jewelry. Areas explored include techniques such as tool making, advanced hollow forming techniques, including functional, conceptual, and aesthetic aspects of design. May be taken four times for credit. (CSU)

ART 217  Jewelry Design IV
(4 units)(Prerequisite: Art 216. Three lecture and three laboratory hours weekly.)
Advanced design and creation of jewelry. Emphasis is on stone setting, rendering, and individual projects incorporating advanced construction skills and stone setting. May be taken four times for credit. (CSU)

ART 218  Art Gallery Design and Management III
(4 units)(Prerequisite: Art 119. Three lecture and three laboratory hours weekly.)
Advanced course to allow students to apply practical application of techniques, materials, aims, and principles covered in the first two semesters. Students to plan and assume responsibilities for various phases of proposed exhibits to be installed in the Kentfield Campus Fine Arts Gallery. (CSU)

ART 219  Art Gallery Design and Management IV
(4 units)(Prerequisite: Art 218. Three lecture and three laboratory hours weekly.)
Advanced course to allow students to apply practical application of techniques, materials, aims, and principles covered in the first three semesters. Students will take greater responsibility for all phases of one specific exhibit to be exhibited at the Kentfield Campus Fine Arts Gallery. May be taken four times for credit. (CSU)

ART 234-235  Life Drawing III and IV
(4-4 units)(Prerequisite for Art 234 is Art 135. Art 234 is a prerequisite for Art 235. Three lecture and three laboratory hours weekly.)
Lectures, demonstrations, and supervision of work in progress. Drawing from undraped models. Classwork stresses the expressive qualities of the figure, and drawing accurately and sensitively with a variety of media. A sketchbook of work done outside of class is required. Art 234 and Art 235 may each be taken four times for credit. (CSU/UC)

ART 240-241  Painting III and IV
(4-4 units)(Prerequisite for Art 240 is Art 141. Art 240 is a prerequisite for Art 241. Three lecture and three laboratory hours weekly.)
The more advanced the student, the more a strong individual approach is encouraged. Because of the varied abilities and experience found at this level, the semester assignments will be self-imposed but reviewed by the instructor on the basis of scope, technical improvement, and development of concepts. Attendance is essential for instructional, studio, and “critique” sessions. Oil, acrylic, and mixed media. Art 241 may be taken four times for credit. (CSU/UC)

ART 242  Advanced Painting
(4 units)(No prerequisite. Advisory: Art 241. Three lecture and three laboratory hours weekly.)
This course is designed to broaden the base of opportunity for students to develop and expand their personal artistic direction. Technical and formal instruction will be combined with conceptual and philosophical discussions and critiques to assist and encourage students to better understand visual expression in the context of current culture. Students will be required to visit several galleries and museums in the San Francisco Bay Area and to read current fine arts periodicals and journals as well as local art criticism (e.g. San Francisco Chronicle, Examiner, etc.). In collaboration with instructor, students will formulate their own direction and be responsible for defining their own studio projects. Evaluation of student work and progress will be ongoing through regular studio contact and through group and individual critique. May be taken four times for credit. (CSU/UC)

ART 243  Painting in the Era of Post Modernism—Concepts and Techniques
(4 units)(Prerequisite: Art 241. Three lecture and three laboratory hours weekly.)
This advanced studio painting course will explore contemporary concepts, materials, and techniques associated with Post Modernism. Appropriation, pop culture and imagery, new collage/assemblage and creative re-use of images, objects, and previously established art styles will be explored in the context of painting. Students will be required to produce a body of work for final critique. May be taken four times for credit. (CSU/UC)

ART 244-245  Watercolor III and IV
(4-4 units)(Prerequisite for Art 244 is Art 145. Art 244 is a prerequisite for Art 245. Three lecture and three laboratory hours weekly.)
Lectures, demonstration, and works in progress based on extending students' abilities toward advanced experimentations in the watercolor media. Extension of palette and techniques on a larger scale and with a greater variety. Art 245 may be taken four times for credit. (CSU/UC)

ART 246-247  Life Painting III and IV
(4-4 units)(Prerequisite for Art 246 is Art 147. Art 246 is a prerequisite for Art 247. Three lecture and three laboratory hours weekly.)
This class offers advanced instruction in painting the human figure. Individualized instruction will allow for emphasis to be placed on either portrait or painting the entire figure. Concepts of color, design, and style will be included for the advanced student. Experimentation in new techniques and materials will be encouraged. Art 247 may be taken four times for credit. (CSU/UC)

ART 249  Directed Study in Art
(1-3 units)(Limit to Enrollment: For advanced art students. Three, six, or nine laboratory hours weekly.)
This course is for advanced study only with instructor and department chair’s approval prior to enrollment in class, plus the filing of the Application for Directed Study form. A project may
extend through a second semester with prior approval of the instructor. This course may be taken more than once for credit. (CSU/UC w/limit)

ART 252-253  Printmaking III and IV
(4-4 units)(Prerequisite for Art 252 is Art 153. Art 252 is a prerequisite for Art 253. Three lecture and three laboratory hours weekly.)

This course is intended for the intermediate and advanced student who is already well grounded in basic clay work and showing work in galleries. Development of individual style and refinement of technique will be encouraged. May be taken four times for credit. (CSU/UC)

ART 265  Fiber Sculpture III
(4 units)(No prerequisite. Advisory: Art 166. Three lecture and three laboratory hours weekly.)

Experimental media in the textile construction field encourage ideas not bound by a vast history and lend themselves to fresh and spontaneous ways of working with surface and structure. Application of skills and personal direction to advanced level work. Emphasis on developing individual concepts and expression. May be taken four times for credit. (CSU)

ART 266  Fiber Sculpture IV
(4 units)(No prerequisite. Advisory: Art 265. Three lecture and three laboratory hours weekly.)

Emphasis will be placed on the design process and development of a personal strategy for problem solving. Problems pertaining to perception, use of the imagination, and expanding imagery will be given in areas of construction technique as well as dyeing and surface treatment. Students will be expected to have a body of finished work that demonstrates their explorations and conceptual approach at the end of this class. May be taken four times for credit. (CSU)

ART 270-271  Ceramics III and IV
(4-4 units)(Prerequisite for Art 270 is Art 171. Art 270 is a prerequisite for Art 271. Three lecture and three laboratory hours weekly.)

Advanced and in-depth interpretation of the common class project with greater expectations of further technical and conceptual development. Mentoring of beginning students, lab assistance in glaze preparation, kiln loading and firing. Advanced proficiency with various types of clay bodies and glaze formulation, including stoneware, porcelain, and low-fire techniques. Concentration on individual projects, which illustrate more comprehensive aesthetic understanding. Art 271 is a continuation of Art 270. (CSU)

ART 275  Ceramic Sculpture
(4 units)(Prerequisite: Art 171. Three lecture and three laboratory hours weekly.)

Advanced study of ceramics with a focus on the technical and aesthetic considerations of ceramics as a sculptural medium. It is intended for students already well grounded in forming techniques who would benefit from a more critical assessment of their work. This course includes group discussions that focus on career opportunities, resume development, professional organizations, and showing work in galleries. Development of individual style and refinement of technique will be encouraged. May be taken four times for credit. (CSU/UC)

ART 276  Advanced Wheel Thrown Ceramics
(4 units)(Prerequisite: Art 171. Three lecture and three laboratory hours weekly.)

Advanced study of ceramics with a focus on the technical and aesthetic considerations of ceramics as a functional medium. Intended for students already well grounded in throwing and handbuilding forming techniques who would benefit from a more critical assessment of their work. May involve field trips to artists’ studios, shows, and conferences. Group discussions focusing on career opportunities, resume development, professional organizations, and showings in galleries and art fairs. Development of individual style and refinement of technique will be encouraged. May be taken four times for credit. (CSU/UC)

ART 278F  Large Scale Ceramics: Emphasis on the Figure as Primary Subject Matter
(4 units)(Prerequisite. Art 171 or two semesters of Art 177. Advisories: Art 112, 113, 130. Three lecture and three laboratory hours weekly.)

This course is intended for the intermediate and advanced ceramics student who is already well grounded in basic clay working skills and glazing methods. This is an opportunity to enlarge the scale of individual work as well as participate in the design, creation and installation of public art. Emphasis on appropriate handbuilding and moldmaking techniques to familiarize the student with both freestanding and wall relief construction techniques with various clay types. Each project will require progressive technical ability and will be assigned according to the student’s level of experience, areas of interest and skill level. Examples of historical and contemporary architectural and large scale ceramics will be explored through field trips, slide lectures and visits to regional sites. (CSU)

ART 278T  Large Scale Ceramics: Emphasis on the Use of Flat or Relief Tile and/or Murals
(4 units)(Prerequisite. Art 171 or two semesters of Art 177. Advisories: Art 112, 113, 130. Three lecture and three laboratory hours weekly.)

This course is intended for the intermediate and advanced ceramics student who is already well grounded in basic clay working skills and glazing methods. This is an opportunity to enlarge the scale of individual work as well as participate in the design, creation and installation of public art. Emphasis on appropriate handbuilding and moldmaking techniques to familiarize the student with both freestanding and wall relief construction techniques with various clay types. Each project will require progressive technical ability and will be assigned according to the student’s level of experience, areas of interest and skill level. Examples of historical and contemporary architectural and large scale ceramics will be explored through field trips, slide lectures and visits to regional sites. (CSU)
ART 280-281  Sculpture III and IV  
(4-4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)

Advanced participation in three-dimensional materials and techniques. Casting bronze, iron and stainless steel, sheet metal fabrication, arc, heli-arc, and torch welding techniques, ceramic shell casting, and wood construction. Intended to encourage self-evaluation as it relates to continued expression as an artist. Art 281 may be taken twice for credit. (CSU)

ART 285  Life Sculpture III  
(4 units)(Prerequisite: Art 186. Three lecture and three laboratory hours weekly.)

This is a continuation of Life Sculpture II. Continued exploration of development and technique with emphasis on individual investigation of content. Students have an opportunity to move toward abstraction to explore basic concepts of modern sculpture. (CSU/UC)

ART 286  Life Sculpture IV  
(4 units)(Prerequisite: Art 285. Three lecture and three laboratory hours weekly.)

This is a continuation of Life Sculpture III. Continued exploration of development and technique with emphasis on individual investigation of content. Students have an opportunity to move toward abstraction to explore basic concepts of modern sculpture. Art 286 may be taken twice for credit. (CSU/UC)

ART 290  Black and White Photography IV  
(4 units)(Prerequisite: Art 192. Three lecture and three laboratory hours weekly.)

Individual or group projects in the field of creative photography. Emphasis on photographic art and trends in contemporary photography. Trips to photographic exhibits encourage analytical discussion. Student art works may be displayed at public showings. May be taken three times for credit. (CSU/UC)

ART 292  Photographic History  
(3 units)(No prerequisite. Three lecture hours weekly.)

A chronological, systematic presentation of the photographers and the evolution of photographic materials, processes, and techniques from the Camera Obscura through the earliest chemical investigations in the 1600s to the photographic events of the last quarter of the twentieth century. Critical thinking is encouraged through written assignments and group discussions. (CSU/UC)

ART 293  The Photographic Portfolio  
(3 units)(Prerequisites: Art 192 or 290. One lecture and six laboratory hours weekly.)

This course enables the student to focus on the completion of a photographic portfolio. Students will present their work to instructor and peers, and will refine concepts and presentation through these critiques. May be taken twice for credit. (CSU)  
CSU Area C-1

ASTRONOMY  
Will the universe expand forever? Is there life on other planets? How do stars form? These are only a few of the exciting questions confronting astronomers. The development of space observatories, the construction of large telescopes on earth, and the availability of large computers for data analysis and theoretical calculations has been accompanied by a rapid growth in the sophistication of this field.

Career Options  
Astronomer/Astrophysicist, Astronomy Instructor, Director of Planetarium/Science Museums, Observatory Staff Member, Technical Staff Member

Faculty  
Rob Chavez
Department Phone: (415) 485-9549

Transfer  
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

Astronomy Courses (ASTR)  

ASTR 39  Selected Topics (Nondegree Applicable)  
(½–6 units)(Please see Selected Topics category.)

ASTR 101  Introduction to Astronomy  
(3 units)(No prerequisite. Two lecture and one discussion hour weekly.)

This course is a non-mathematical description of the universe designed especially for the non-science student. Topics include the sky and its apparent motion, the law of gravity, the nature of light, the solar system, stars and stellar evolution, galaxies and cosmology, and life in the universe. Can also be offered in a distance learning format. (CSU/UC)  
AA/AS Area A, CSU Area B-1, IGETC S

ASTR 105  Cosmic Evolution  
(3 units)(No prerequisite. Can be taken for credit as Astronomy 105, Biology 105, or Geology 105. However, credit will be awarded for only one course. Three lecture hours weekly.)

This is an interdisciplinary course that explores the origins and evolution of the cosmos from the Big Bang and the formation of the universe and Earth, to the development of life. Students will explore basic concepts and principles that bind all scientific disciplines, and the nature of science and scientific inquiry. Through the study of astronomy, chemistry, geology, and biology, students will discover the interrelatedness of all matter, liv-
ing and nonliving in the cosmos and how physical and chemical processes eventually led to the evolution of living organisms.

(CSU/UC)
AA/AS Area A, CSU Area B-1 or B-2, IGETC Area 5A

**ASTR 117F  Introductory Astronomy Field Lab**

(1 unit)/(Prerequisite: Astronomy 101 or 105 or Physics 110 or concurrent enrollment. The maximum credit allowed for Astronomy 117F and 117L is one course. A one-week field trip consisting of fifty-two and one-half laboratory hours.)

This course will develop the student's ability to investigate and solve problems in astronomy. Techniques of experimentation, direct observation, data gathering, and interpretation will be employed to solve both classical and contemporary problems in astronomy. The class will include observations using telescopes, astrophotography, and computer acquisition of data. This course will develop the student's awareness of the scientific method and how to apply it to specific problems and their solutions.

(CSU/UC)
AA/AS Area A, CSU Area B-1, IGETC 5A

**ASTR 117L  Introductory Astronomy Lab**

(1 unit)/(Prerequisite: Astronomy 101 or 105 or Physics 110 or current enrollment. Three laboratory hours weekly.)

This course will develop the student's ability to investigate and solve problems in astronomy. Techniques of experimentation, direct observation, data gathering, and interpretation will be employed to solve both classical and contemporary problems in astronomy. The class will include observations using telescopes, astrophotography, and computer acquisition of data. This course will develop the student's awareness of the scientific method and how to apply it to specific problems and their solutions.

(CSU/UC)
AA/AS Area A, CSU Area B-1, IGETC 5A

**ASTR 139  Selected Topics**

(½-6 units)/(Please see Selected Topics category.) (CSU/UC w/limit)

**ASTR 249  Directed Study**

(1-3 units)/(Limit to Enrollment: One astronomy or physics course. Prior arrangement with instructor is necessary. Three laboratory hours per unit weekly.)

A course designed to give a student an opportunity to participate in a research program in astronomy. (CSU/UC w/limit)

## AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

The Automotive Collision Repair Technology Program is designed to prepare students for entry into one or more of the many service branches of the expanding automotive collision repair and maintenance fields. This program will also meet the needs of those in the adult community interested in acquiring the knowledge and skills necessary to repair and maintain the appearance and value of their personal vehicles.

**Career Options**

Auto Design Engineer, Insurance Estimator/Adjuster, Owner/Operator/Manager (Independent or Dealer), Specialist in Body Work, Specialist in Painting, Working Foreman

**Faculty**

Ron Palmer
Department Phone: (415) 883-2211, Ext. 8532

**A.S. in Master Collision Repair, Occupational**

(Career Certificate also awarded. Skills Certificates available in Mechanical and Electrical Components, Nonstructural Damage Repair, Painting and Refinishing, and Structural Damage Repair.)

The Automotive Collision Repair Technology Program is offered at the Indian Valley Campus. Students who complete the requirements for Master Collision Repair and additional general education and graduation requirements will be awarded an Associate in Science degree. Students who complete only the required courses for the major will receive a Career Certificate. A Skills Certificate is earned by completion of the required courses as listed for the specific Skills Certificate. In addition, students may be credited with up to two years toward their apprenticeship in Marin County’s automotive reconditioning and refinishing market.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

**Requirements**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRT 95* Applied Automotive Math</td>
<td>1</td>
</tr>
<tr>
<td>ACRT 167 Joining and Fastening Processes I</td>
<td>2</td>
</tr>
<tr>
<td>ACRT 168 Joining and Fastening Processes II</td>
<td>2</td>
</tr>
<tr>
<td>ACRT 169 Metalworking and Fundamentals I</td>
<td>4</td>
</tr>
<tr>
<td>ACRT 170 Metalworking and Fundamentals II</td>
<td>4</td>
</tr>
<tr>
<td>ACRT 171 Dent and Damage Repair</td>
<td>2</td>
</tr>
<tr>
<td>ACRT 176 Introduction to Plastics for Automotive Body Repair</td>
<td>2</td>
</tr>
<tr>
<td>ACRT 177 Maintenance and Detailing</td>
<td>2</td>
</tr>
<tr>
<td>ACRT 178 Introduction to Welding for Automotive Body Repair</td>
<td>2</td>
</tr>
<tr>
<td>ACRT 180 Panel Replacement</td>
<td>2</td>
</tr>
<tr>
<td>ACRT 225 Automotive Careers and Customer Relations</td>
<td>2</td>
</tr>
<tr>
<td>ACRT 249B Directed Study</td>
<td>2,2</td>
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<tr>
<td>ACRT 160A Automotive Painting and Refinishing Repair Workshop</td>
<td>1</td>
</tr>
<tr>
<td>And ACRT 160B Automotive Dent and Damage Repair Workshop</td>
<td>1</td>
</tr>
<tr>
<td>And ACRT 160C Automotive Structural Repair Workshop</td>
<td>1</td>
</tr>
<tr>
<td>ACRT 160D Automotive Mechanical and Electrical Repair Workshop</td>
<td>1</td>
</tr>
<tr>
<td>ACRT 273 Painting and Refinishing</td>
<td>4</td>
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</tbody>
</table>
Skills Certificates

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Career Certificate.

**Mechanical and Electrical Components Skills Certificate**

This Skills Certificate demonstrates competency of skills necessary to qualify for an intermediate-level job in automotive collision repair. Students should be prepared to take and pass the ASE Structural Damage Repair Test Certification.

**Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRT 95</td>
<td>Applied Automotive Math</td>
</tr>
<tr>
<td>ACRT 178</td>
<td>Introduction to Welding for Automotive Body Repair</td>
</tr>
<tr>
<td>ACRT 160D</td>
<td>Automotive Mechanical and Electrical Repair Workshop</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>ACRT 249B</td>
<td>Directed Study</td>
</tr>
<tr>
<td>AUTO 111</td>
<td>Automotive Maintenance – Intermediate</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>AUTO 118</td>
<td>Brakes, Alignments and Suspension</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>AUTO 275</td>
<td>Automotive Brake Systems</td>
</tr>
<tr>
<td>And</td>
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</tr>
<tr>
<td>AUTO 277</td>
<td>Alignment and Suspension</td>
</tr>
<tr>
<td>AUTO 113</td>
<td>Specialized Electronic Training</td>
</tr>
<tr>
<td>AUTO 235</td>
<td>Automotive Air Conditioning</td>
</tr>
</tbody>
</table>

**Nonstructural Damage Repair Skills Certificate**

This Skills Certificate demonstrates competency of skills necessary to qualify for an entry-level job in automotive painting and refinishing. Students should be prepared to take and pass the ASE Painting and Refinishing Test Certification.

**Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRT 169</td>
<td>Metalworking and Fundamentals I</td>
</tr>
<tr>
<td>ACRT 171</td>
<td>Dent and Damage Repair</td>
</tr>
<tr>
<td>ACRT 176</td>
<td>Introduction to Plastics for Automotive Body Repair</td>
</tr>
<tr>
<td>ACRT 178</td>
<td>Introduction to Welding for Automotive Body Repair</td>
</tr>
<tr>
<td>ACRT 180</td>
<td>Panel Replacement</td>
</tr>
</tbody>
</table>

**Painting and Refinishing Skills Certificate**

This Skills Certificate demonstrates competency of skills necessary to qualify for an entry-level automotive painting and refinishing technician job. Students should be prepared to take and pass the ASE Painting and Refinishing Test Certification.

**Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRT 95</td>
<td>Applied Automotive Math</td>
</tr>
<tr>
<td>ACRT 160A</td>
<td>Automotive Painting and Refinishing Repair Workshop</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>ACRT 249B</td>
<td>Directed Study</td>
</tr>
<tr>
<td>ACRT 176</td>
<td>Introduction to Plastics for Automotive Body Repair</td>
</tr>
<tr>
<td>ACRT 177</td>
<td>Maintenance and Detailing</td>
</tr>
<tr>
<td>ACRT 273</td>
<td>Painting and Refinishing</td>
</tr>
<tr>
<td>ACRT 274</td>
<td>Painting and Refinishing – Enamels and Polyurethanes</td>
</tr>
</tbody>
</table>

**Structural Damage Repair Skills Certificate**

This Skills Certificate demonstrates competency of skills necessary to qualify for an entry-level job in automotive structural sheet metal collision repair. Students should be prepared to take and pass the ASE Structural Damage Repair Test Certification.

**Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRT 95</td>
<td>Applied Automotive Math</td>
</tr>
<tr>
<td>ACRT 160C</td>
<td>Automotive Structural Repair Workshop</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>ACRT 249B</td>
<td>Directed Study</td>
</tr>
<tr>
<td>ACRT 168</td>
<td>Joining and Fastening Processes II</td>
</tr>
<tr>
<td>ACRT 170</td>
<td>Metalworking and Fundamentals II</td>
</tr>
<tr>
<td>ACRT 279</td>
<td>Frame Straightening and Repair</td>
</tr>
<tr>
<td>AUTO 111</td>
<td>Automotive Maintenance – Intermediate</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>AUTO 118</td>
<td>Brakes, Alignments and Suspension</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>AUTO 275</td>
<td>Automotive Brake Systems</td>
</tr>
<tr>
<td>And</td>
<td></td>
</tr>
<tr>
<td>AUTO 277</td>
<td>Alignment and Suspension</td>
</tr>
</tbody>
</table>
Automotive Collision Repair Technology Courses (ACRT)

**ACRT 39**  Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

**ACRT 95**  Applied Automotive Math
(1 unit)(No prerequisite. One lecture hour weekly. Can be taken for credit as Automotive Collision Repair Technology 95 or Automotive Technology 95. However, credit will be awarded for only one course.)

This course will review addition, subtraction, multiplication and division of whole numbers, fractions, decimals and percent. Also included are ratio and proportion; metric system, graphs and applications specific to automotive technology. Paint mixing ratios and writing repair orders. May be taken four times for credit.

**ACRT 139**  Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

**ACRT 160A**  Automotive Painting and Refinishing Repair Workshop
(1 unit)(No prerequisite. Three laboratory hours weekly.)

This course is designed as a skill-building workshop in the area of automotive refinishing. Students will work on projects of their choice under the direction and supervision of the instructor. Practice will include methods and techniques in basic, intermediate and advanced levels of auto refinishing. Related aspects of the automotive collision repair field will also be reviewed and practiced. May be taken four times for credit. (CSU)

**ACRT 160B**  Automotive Dent and Damage Repair Workshop
(1 unit)(No prerequisite. Three laboratory hours weekly.)

This course is designed as a skill-building workshop in the area of automotive dent and damage repair. Students will work on projects of their choice under the direction and supervision of the instructor. Practice will include methods and techniques in basic, intermediate and advanced levels of auto non-structural. Related aspects of the automotive collision repair field will also be reviewed and practiced. May be taken four times for credit. (CSU)

**ACRT 160C**  Automotive Structural Repair Workshop
(1 unit)(No prerequisite. Three laboratory hours weekly.)

This course is designed as a skill-building workshop in the area of automotive structural repair. Students will work on projects of their choice under the direction and supervision of the instructor. Practice will include methods and techniques in basic, intermediate and advanced levels of auto structural repair. Related aspects of the automotive collision repair field will also be reviewed and practiced. May be taken four times for credit. (CSU)

**ACRT 160D**  Automotive Mechanical and Electrical Repair Workshop
(1 unit)(No prerequisite. Three laboratory hours weekly.)

This course is designed as a skill-building workshop in the area of automotive mechanical and electrical repair. Students will work on projects of their choice under the direction and supervision of the instructor. Practice will include methods and techniques in basic, intermediate and advanced levels of auto mechanical and electrical repair. Related aspects of the automotive collision repair field will also be reviewed and practiced. May be taken four times for credit. (CSU)

**ACRT 160E**  Automotive Plastic Repair Workshop
(1 unit)(No prerequisite. Three laboratory hours weekly.)

This course is designed as a skill-building workshop in the area of automotive plastic repair. Students will work on projects of their choice under the direction and supervision of the instructor. Practice will include methods and techniques in basic, intermediate and advanced levels of auto plastic repair. Related aspects of the automotive collision repair field will also be reviewed and practiced. May be taken four times for credit. (CSU)

**ACRT 167**  Joining and Fastening Processes I
(2 units)(No prerequisite. One lecture and three laboratory hours weekly.)

This course will be primarily concerned with the various methods and techniques of fastening and joining of metals and various metal parts as they relate to the vehicle body and frame. This will include plasma arc cutting, electric spot, migwire, gas fusion, brazing, riveting, bolting, clips, retainers, and epoxy. May be taken four times for credit. (CSU)

**ACRT 168**  Joining and Fastening Processes II
(2 units)(No prerequisite. One lecture and three laboratory hours weekly.)

This course will be primarily concerned with advanced methods and techniques of fastening and joining of metals and various metal parts as they relate to the vehicle body and frame. This will include plasma arc cutting, electric spot, migwire, gas fusion, brazing, riveting, bolting, clips, retainers, and epoxy. May be taken four times for credit. (CSU)

**ACRT 169**  Metalworking and Fundamentals I
(4 units)(No prerequisite. Two lecture and six laboratory hours weekly.)

This course is designed to assist the student to successfully enter the automotive collision repair field or to understand metalworking techniques for their usefulness in other applications. It will include basic metal straightening fundamentals and will introduce the beginner to the tools, techniques, and theory of metalworking. Provides the laboratory practice necessary for metal bumping and metal finishing required for successful rebuilding of damaged vehicle body panels and parts. May be taken four times for credit. (CSU)
ACRT 170  Metalworking and Fundamentals II
(4 units)(No prerequisite. Two lecture and six laboratory hours weekly.)

This course is designed to assist the student to successfully enter the automotive collision repair field and/or to understand metalworking techniques for their usefulness in other applications. It will include advanced metal straightening fundamentals and will introduce the beginner to advanced tools techniques, and the theory of metalworking. This course provides the laboratory practice necessary for metal bumping and metal finishing required for successful rebuilding of damaged vehicle body panels and parts. In addition, it will introduce the student to many other up-to-date timesaving metalworking techniques. It will cover the proper use of plastic fillers, slide-hammers, pull rods, dozers, and powerposts. May be taken four times for credit. (CSU)

ACRT 171  Dent and Damage Repair
(2 units)(No prerequisite. One lecture and three laboratory hours weekly.)

This course is designed for the person whose car has everyday run-of-the-mill dents, scrapes, scratches, and gouges. You can't remember where they all came from, but these are the ones that are usually left unfixed or you end up paying for them out of your own pocket. Most people simply lack the confidence to attempt their own minor automotive body and fender repairs. Until now the basic do-it-yourself instructions have not been available. With a surprisingly small number of tools, anyone can make small automotive body and fender repairs. May be taken four times for credit. (CSU)

Note: All work done on vehicles must have instructor's approval.

ACRT 176  Introduction to Plastics for Automotive Body Repair
(2 units)(No prerequisite. One lecture and three laboratory hours weekly.)

Because plastic is lighter in weight than metal, it has become an important part of today's vehicles. Plastic is synthetically compounded from crude oil, coal, natural gas, and other natural substances. Plastic vehicle parts include bumpers, fender extensions, fascias, fender aprons, grille openings, stone shields, instrument panels, trim panels, fuel lines, door panels, and engine parts. In this course students will be able to understand and use plastics of all types in automotive repairs of the parts listed above. May be taken four times for credit. (CSU)

ACRT 177  Maintenance and Detailing
(2 units)(No prerequisite. This course is required for automotive body and fender technology majors. One lecture and three laboratory hours weekly.)

This course covers complete body care and maintenance: buffing, rubbing, polishing, upholstery cleaning and dyeing, paint touchup (interior and exterior), carpets and mats, vinyl and convertible top maintenance and color change, chrome parts and paint upkeep, and engine and chassis cleaning and painting. May be taken four times for credit. (CSU)

ACRT 178  Introduction to Welding for Automotive Body Repair
(2 units)(No prerequisite. One lecture and three laboratory hours weekly.)

With major collision repairs, many of the panels or parts on a vehicle must be replaced and welded into place. The structural integrity of a vehicle is dependent upon how well you weld and install panels and parts. In this course you will learn how to identify the three classes of welding and the techniques used in the welding and installation of panels. The student will learn the various methods of welding, basic welding techniques, grazing and soldering, and plasma arc cutting. May be taken four times for credit. (CSU)

ACRT 180  Panel Replacement
(2 units)(No prerequisite. One lecture and three laboratory hours weekly.)

This course will cover the basic procedures involved in the removal and replacement of quarter panels, rocker panels, door panels, and top panels. It also includes the various methods available for splicing damaged body panels or sections, rocker panels, floor sections, and front and rear body clips. May be taken four times for credit. (CSU)

ACRT 225  Automotive Careers and Customer Relations
(2 units)(No prerequisite. May be taken for credit as Automotive Collision Repair Technology 225 or Automotive Technology 225. However, credit will be awarded for only one course. Two lecture hours weekly.)

This course will teach you how to write a resume, fill out a job application, develop a portfolio, organize and complete a personal tax form. The course will cover work ethics and worker/employer relationships. It will address customer relations in the auto repair industry and will include how to improve individual attitudes, productivity, and morale in working. Students will also study methods of work and time scheduling in the independent service shop, service stations and dealerships. Students will be exposed to a variety of speakers from industry and will review their personal career in the automotive industry. May be taken four times for credit. (CSU)

ACRT 249  Directed Study
(1-3 units)(Please see Directed Study category.) (CSU w/limit)

ACRT 273  Painting and Refinishing
(4 units)(No prerequisite. Two lecture and six laboratory hours weekly.)

This course is designed as an introduction to the highly-skilled field of automotive spot painting and refinishing. It will include a comprehensive study of materials, equipment, and techniques necessary for the successful application of automotive refinishing material. May be taken four times for credit. (CSU)
ACRT 274  Painting and Refinishing—Enamels and Polyurethanes  
(4 units)(No prerequisite. Two lecture and six laboratory hours weekly.)  
This course is designed as an introduction to the highly-skilled field of automotive enamel, acrylic enamel, and polyurethane refinishing. It will include a comprehensive study of the materials, equipment, and techniques used for the successful application of each of these widely used automotive refinishing materials. May be taken four times for credit. (CSU)

ACRT 279  Frame Straightening and Repair  
(2 units)(No prerequisite. One lecture and three laboratory hours weekly.)  
This course will cover conventional and unitized constructed vehicle frames, straightening and alignment of each type, alignment at cross members, rear and side frame members, suspension systems, and steering principles in their relationship to frame alignment. (Study, demonstration, and practice with various types of frame straightening machines, gauges, tools, and safety precautions, used in the automotive collision industry, will be covered.) May be taken four times for credit. (CSU)

AUTOMOTIVE TECHNOLOGY  
The Automotive Technology Program is offered at the Indian Valley Campus. It is designed to prepare students to enter the automotive service repair industry. The program has been certified by Automotive Technician Training Standards (ATTS) meeting strict industry standards in its specialty areas. While completing the program for the Career Certificate or degree, students are required to work in the service repair industry, as well as provide their own basic tool set. Four Career Certificates are offered.

Career Options  
Auto Mechanic - General, Brake Specialist, Computer Systems Specialist, Diagnostician Specialist, Electrical Repair Specialist, Emission Control Systems Specialist, Factory Service Representative, Front End Specialist, Fuel Injection Specialist, Parts Salesperson, Pre-Teacher Training, Private Business Owner, Service Manager, Transmission Specialist, Tune-Up Specialist

Faculty  
George Hritz, Ron Palmer  
Department Phone: (415) 883-2211, Ext. 8531

A.S. in Automotive Technology: Chassis Repair Technician  
(Career Certificate also awarded.)  
An Associate of Science degree in Automotive Technology: Chassis Repair Technician is awarded for satisfactory completion of the technical requirements, as well as the general education requirements. A Career Certificate is awarded for satisfactory performance in required technical training.  
The Chassis Repair Technician career path is designed to prepare students to enter the automotive service repair industry at the second year apprenticeship level or higher. The goal of this certificate is to provide the student with both theory and manipulative skills training in engine repair, brakes, suspensions, drive trains, and heating and air conditioning areas included in the Automotive Technician Training Standards (ATTS). While completing the program for the Career Certificate or degree, students are required to work 1500 hours in the service repair industry, as well as provide their own basic tool set.  
Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements  
Select 29½ units from the following courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 95*</td>
<td>Applied Automotive Math</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 112</td>
<td>Automotive Engines</td>
<td>4</td>
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<tr>
<td>AUTO 113</td>
<td>Specialized Electronic Training</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 118</td>
<td>Brakes, Alignment and Suspension Relations</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 225</td>
<td>Automotive Careers and Customer</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 232</td>
<td>Automatic Transmission/Transaxles</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 233</td>
<td>Manual Drive Trains and Axles</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 235</td>
<td>Automotive Air Conditioning</td>
<td>2½</td>
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<tr>
<td>AUTO 249C</td>
<td>Directed Study (Fieldwork)</td>
<td>3</td>
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<tr>
<td>MACH 120</td>
<td>Machine Technology I</td>
<td>3</td>
</tr>
<tr>
<td>MACH 130</td>
<td>Welding I</td>
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</tr>
</tbody>
</table>

* Applied toward the Career Certificate only.

A.S. in Automotive Technology: Electrical/Performance Technician  
(Career Certificate also awarded.)  
An Associate of Science degree in Automotive Technology: Electrical/Performance Technician is awarded for satisfactory completion of the technical requirements, as well as the general education requirements. A Career Certificate is awarded for satisfactory performance in required technical training.  
The Electrical/Performance Technician career path is designed to prepare students to enter the automotive service repair industry at the second year apprenticeship level or higher. The goal of this certificate is to provide the student with both theory and manipulative skills training in electrical/performance systems area included in the Automotive Technician Training Standards (ATTS). While completing the program for the Career Certificate or degree, students are required to work 1000 hours in the service repair industry, as well as provide their own basic tool set.  
Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements  
Select 29½ units from the following courses:  

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</tr>
<tr>
<td>AUTO 114</td>
<td>Automotive Basic Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 116</td>
<td>Automotive Electrical Systems</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 225</td>
<td>Automotive Careers and Customer Relations</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 228</td>
<td>Automotive Computer Controls</td>
<td>4</td>
</tr>
</tbody>
</table>
A.S. in Automotive Technology: Emissions/Performance Technician
(Career Certificate also awarded.)

An Associate of science degree in Automotive Technology: Emission/Performance Technician is awarded for satisfactory completion of the technical requirements, as well as the general education requirements. A Career Certificate is awarded for satisfactory performance in required technical training.

The Emissions/Performance Technician career path is designed to prepare students to enter the automotive service repair industry at the second year apprenticeship level or higher. The goal of this Certificate is to provide the student with both theory and manipulative skills training in Electrical/Performance Systems and Emission Technician areas included in the Automotive Technician Training Standards (ATTS). In addition the courses are required by the Bureau of Automotive Repair to meet the educational requirement to be eligible to take the test to become an Advanced Emission Specialist Smog Technician. While completing the program for the Career Certificate or degree, students are required to work 2000 hours in the service repair industry, as well as provide their own basic tool set.

Please note: Students may choose English 120, 120SL, or 150 to upgrade or advance in an existing career. Skills Certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full Career Certificate or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full Career Certificate program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates

A.S. in Automotive Technology: Master Repair Technician, Occupational
(Career Certificate also awarded. Skills Certificates available in Automotive Service Advisor, Brakes and Suspension, Drive Train, Electrical/Performance, Emissions, Engine Repair, and Heating and Air Conditioning.)

An Associate of Science degree in Automotive Technology: Master Repair Technician is awarded for satisfactory completion of the technical requirements, as well as the general education requirements. A Career Certificate is awarded for satisfactory performance in required technical training. The Master Repair Technician career path is designed to prepare students to enter the automotive service repair industry at the third year apprenticeship level. The goal of this Certificate is to provide the student with both theory and manipulative skills training in Engine Repair, Brakes, Suspensions, Drive Trains, Heating and Air Conditioning, Electrical/Performance Systems and Emission Technician areas included in the Automotive Technician Training Standards (ATTS). While completing the program for the Career Certificate or degree, students are required to work 2000 hours in the service repair industry, as well as provide their own basic tool set.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

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<td>5</td>
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<tr>
<td>AUTO 114 Automotive Basic Fuel Systems</td>
<td>4</td>
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<tr>
<td>AUTO 116 Automotive Electrical Systems</td>
<td>6</td>
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<td>AUTO 118 Brakes, Alignment and Suspension</td>
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<tr>
<td>AUTO 225 Automotive Careers and Customer</td>
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<tr>
<td>Relations</td>
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<tr>
<td>AUTO 228 Automotive Computer Controls</td>
<td>4</td>
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<tr>
<td>AUTO 229 Automotive Systems, Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>and Diagnosis</td>
<td></td>
</tr>
<tr>
<td>AUTO 232 Automatic Transmission/Transaxes</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 233 Manual Drive Trains and Axles</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 235 Automotive Air Conditioning</td>
<td>2½</td>
</tr>
<tr>
<td>AUTO 238 Basic Area Clean Air Car Course</td>
<td>3½</td>
</tr>
<tr>
<td>AUTO 240 Enhanced Area Clean Air Car Course</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 249 Directed Study – Fieldwork</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 281 Electrical and Electronic System</td>
<td></td>
</tr>
<tr>
<td>Training – A6 Alternative</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 283 Engine Performance Diagnosis and</td>
<td>2</td>
</tr>
<tr>
<td>Repair – A8 Alternative</td>
<td></td>
</tr>
<tr>
<td>AUTO 285 Advanced Engine Performance/Emissions</td>
<td></td>
</tr>
<tr>
<td>Systems Diagnosis and Repair – L1 Alternative</td>
<td>2</td>
</tr>
</tbody>
</table>

* Applied toward the Career Certificate only.

Skills Certificates

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates
require less than 18 units and are shorter in duration than the Career Certificate. A Skills Certificate is earned by completion of the required courses as listed for the specific Skills Certificate.

**Automotive Service Advisor Skills Certificate**
This Skills Certificate provides the student with the skills necessary to qualify for an entry-level service writer/advisor.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 95 Applied Automotive Math</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 110 Introduction to Automotive Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 111 Automotive Maintenance - Intermediate</td>
<td>3</td>
</tr>
<tr>
<td>BUS 144 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Brakes and Suspension Skills Certificate**
This Skills Certificate signifies to employers that the student has completed comprehensive training in the skill area of brake and suspension system repair and will require minimal supervision upon employment.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 95 Applied Automotive Math</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 113 Specialized Electronic Training</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 118 Brakes, Alignment and Suspension</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 249A* Directed Study (Fieldwork)</td>
<td>1</td>
</tr>
</tbody>
</table>

*Each section of AUTO 249A may be applied to only one Skills Certificate.*

**Drive Trains Skills Certificate**
This Skills Certificate signifies to employers that the student has completed comprehensive training in the skill areas of transmission/transaxle and drive train repair and will require minimal supervision upon employment.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 95 Applied Automotive Math</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 113 Specialized Electronic Training</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 232 Automatic Transmissions/ Transaxles</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 233 Manual Drive Trains and Axles</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 249A* Directed Study (Fieldwork)</td>
<td>1</td>
</tr>
</tbody>
</table>

*Each section of AUTO 249A may be applied to only one Skills Certificate.*

**Electrical/Performance Skills Certificate**
This Skills Certificate signifies to employers that the student has completed comprehensive training in the skill areas of electrical system and drivability repair and will require minimal supervision upon employment.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 95 Applied Automotive Math</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 113 Specialized Electronic Training</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 235 Automotive Air Conditioning</td>
<td>2½</td>
</tr>
<tr>
<td>AUTO 249A* Directed Study (Fieldwork)</td>
<td>1</td>
</tr>
</tbody>
</table>

*Each section of AUTO 249A may be applied to only one Skills Certificate.*

**Emissions Skills Certificate**
This Skills Certificate meets the educational requirements of the Bureau of Automotive Repair to qualify for the examination to gain an Advanced Emission Technician Specialist (EA) license.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 238 Basic Area Clean Air Car Course</td>
<td>3½</td>
</tr>
<tr>
<td>AUTO 240 Enhanced Area Clean Air Car Course</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 281 Electrical and Electronic Systems Training - A6 Alternative</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 283 Engine Performance Diagnosis and Repair - A8 Alternative</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 285 Advanced Engine Performance/Emissions - L1 Alternative</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 249A* Directed Study (Fieldwork)</td>
<td>2</td>
</tr>
</tbody>
</table>

*Each section of AUTO 249A may be applied to only one Skills Certificate. Course must be taken twice.*

**Engine Repair Skills Certificate**
This Skills Certificate signifies to employers that the student has completed comprehensive training in the skill area of engine repair and will require minimal supervision upon employment.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 95 Applied Automotive Math</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 112 Automotive Engines</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 113 Specialized Electronic Training</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 249A* Directed Study (Fieldwork)</td>
<td>1</td>
</tr>
</tbody>
</table>

*Each section of AUTO 249A may be applied to only one Skills Certificate.*

**Heating and Air Conditioning Skills Certificate**
This Skills Certificate signifies to employers that the student has completed comprehensive training in the skill area of heating and air conditioning systems repair and will require minimal supervision upon employment.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 95 Applied Automotive Math</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 113 Specialized Electronic Training</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 235 Automotive Air Conditioning</td>
<td>2½</td>
</tr>
<tr>
<td>AUTO 249A* Directed Study (Fieldwork)</td>
<td>1</td>
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</tbody>
</table>

*Each section of AUTO 249A may be applied to only one Skills Certificate.*
**Automotive Technology Courses (AUTO)**

AUTO 39  Selected Topics (Nondegree Applicable)  
(½-6 units)(Please see Selected Topics category.)

AUTO 95  Applied Automotive Math  
(1 unit)(No prerequisite. One lecture hour weekly. Can be taken for credit as Automotive Technology 95 or Automotive Collision Repair Technology 95. However, credit will be awarded for only one course.)

This course will review addition, subtraction, multiplication and division of whole numbers, fractions, decimals and percent. Also included are ratio and proportion; metric system, graphs and applications specific to automotive technology. Paint mixing ratios and writing repair orders. May be taken four times for credit.

AUTO 110  Introduction to Automotive Maintenance  
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)

An introductory course which will study basic lab procedures, safety, service information, oil change service, under hood inspection, under vehicle service and belts, hoses, tubing services, tire and wheel service, and cooling system service. May be taken four times for credit. (CSU)

AUTO 111  Automotive Maintenance — Intermediate  
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)

An intermediate course which will study engine testing and repair, engine performance, fuel and emission service, general electrical system repair, battery service, brake service and suspension, and steering and alignment service. May be taken four times for credit. (CSU)

AUTO 112  Automotive Engines  
(4 units)(No prerequisite. Two lecture and six laboratory hours weekly.)

This course is designed for students with a desire to become automotive technicians. This course provides training in diagnosing and servicing modern automotive engines used on cars, pickups, light trucks, and utility vehicles. The course covers operation and repair of automotive engines including disassembly, testing, and reassembly. Automotive machine shop skills are not included. This course is a skills-competency based curriculum. In order to pass this class, each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken four times for credit. (CSU)

AUTO 113  Specialized Electronic Training  
(5 units)(No prerequisite. Four lecture and three laboratory hours weekly.)

This course is designed for students with a desire to become technicians. This course provides training in electrical and electronic systems used on cars, pickups, light trucks, and utility vehicles. The course includes theory and operations of OHMS law, Digital Volt Ohm Meters, electrical circuits, wiring diagrams, schematics, and wire repair. This course is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken four times for credit. (CSU)

AUTO 114  Automotive Basic Fuel Systems  
(4 units)(No prerequisite. Two lecture and six laboratory hours weekly.)

This course is designed for students with a desire to become technicians. This course provides training in diagnosing and servicing modern automotive fuel systems used on cars, pickups, light trucks, and utility vehicles. The course covers operation and repair of fuel systems, carburetors, and electronic fuel injection systems. Modern diagnostic tools and equipment will be used. This class is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions which require minimum supervision upon employment. May be taken four times for credit. (CSU)

AUTO 115  Specialized Electronic Training  
(5 units)(No prerequisite. Four lecture and three laboratory hours weekly.)

This course is designed for students with a desire to become technicians. This course provides training in electrical and electronic systems used on cars, pickups, light trucks, and utility vehicles. The course includes theory and operations of OHMS law, Digital Volt Ohm Meters, electrical circuits, wiring diagrams, schematics, and wire repair. This course is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken four times for credit. (CSU)

AUTO 116  Automotive Electrical Systems  
(6 units)(No prerequisite. Three lecture and nine laboratory hours weekly.)

This course is designed for students with a desire to become technicians. This course provides training in diagnosing and servicing modern automotive electrical systems used on cars, pickups, light trucks, and utility vehicles. Emphasis is placed on developing a comprehensive understanding of all electrical components with special emphasis on diagnosis, repair, and testing of electrical systems. This course is a skills-competency based curriculum. In order to successfully pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken four times for credit. (CSU)

AUTO 117  Specialized Electronic Training  
(5 units)(No prerequisite. Four lecture and three laboratory hours weekly.)

This course is designed for students with a desire to become technicians. This course provides training in electrical and electronic systems used on cars, pickups, light trucks, and utility vehicles. The course includes theory and operations of OHMS law, Digital Volt Ohm Meters, electrical circuits, wiring diagrams, schematics, and wire repair. This course is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken four times for credit. (CSU)

AUTO 118  Brakes, Alignment, and Suspension  
(6 units)(No prerequisite. Three lecture and nine laboratory hours weekly.)

Wheel balance, wheel alignment, brake repair, automotive suspensions, steering gears, and driveline repair. Students will learn to balance wheels, become proficient in operating wheel aligners, including four-wheel computer aligners, repair and service both disc, drum and anti-skid brake systems, and service both rack and pinion and worm gear steering gears. Diagnosing
and troubleshooting all of these systems are included. Health and safety working with asbestos will be stressed. May be taken four times for credit. (CSU)

**AUTO 139  Selected Topics**
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

**AUTO 225  Automotive Careers and Customer Relations**
(2 units)(No prerequisite. May be taken for credit as Automotive Technology 225 or Automotive Collision Repair Technology 225. However, credit will be awarded for only one course. Two lecture hours weekly.)

This course will teach you how to write a resume, fill out a job application, develop a portfolio, organize and complete a personal tax form. The course will cover work ethics and worker/employer relationships. It will address customer relations in the auto repair industry and will include how to improve individual attitudes, productivity, and morale in working. Students will also study methods of work and time scheduling in the independent service shop, service station, and dealerships. Students will be exposed to a variety of speakers from industry and will review their personal career in the automotive industry. May be taken four times for credit. (CSU)

**AUTO 228  Automotive Computer Controls**
(4 units)(No prerequisite. Two lecture and six laboratory hours weekly.)

This course is designed for students with a desire to become technicians. This course provides training in diagnosing and servicing modern automotive computer control systems used on cars, pickups, light trucks, and utility vehicles. This course covers operation of sensors, actuators and control modules, and the use of modern scan tools and diagnostic tools. This class is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken four times for credit. (CSU)

**AUTO 229  Automotive Systems, Troubleshooting and Diagnosis**
(4 units)(No prerequisite. Two lecture and six laboratory hours weekly.)

This course is designed for students with a desire to become technicians. This course provides training in diagnosing and servicing modern automotive electronic and electronic systems used on cars, pickups, light trucks, and utility vehicles. This course covers the diagnostic thought process used to diagnose and repair cranking, charging, ignition, air bag, lighting systems, gauge and instrument panels, horn, wiper/washer, and accessory systems. This class is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require a minimum of supervision upon employment. May be taken four times for credit. (CSU)

**AUTO 232  Automatic Transmission/Transaxles**
(4 units)(No prerequisite. Two lecture and six laboratory hours weekly.)

This course is designed for students with a desire to become technicians. This course provides training in diagnosing and servicing modern automotive automatic transmissions and transaxles used on cars, pickups, light trucks, and utility vehicles. The course covers construction, function, and principles of operation including planetary gears, power flow, friction devices, and hydraulic and electrical controls. This class is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken four times for credit. (CSU)

**AUTO 233  Manual Drive Trains and Axles**
(4 units)(No prerequisite. Two lecture and six laboratory hours weekly.)

This course is designed for students with a desire to become a technician. This course provides training in diagnosing and servicing modern automotive manual transmissions and transaxles used on cars, pickups, light trucks and utility vehicles. This course covers theory and service of clutches, transmissions, transaxles, driveshafts, driveaxles, and 4-wheel drive systems. This class is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken four times for credit. (CSU)

**AUTO 235  Automotive Air Conditioning**
(2½ units)(No prerequisite. Two lecture and one and one-half laboratory hours weekly.)

This course is designed for students with a desire to become technicians. This course provides training in diagnosing and servicing modern automotive air conditioning systems used on cars, pickups, light trucks, and utility vehicles. The course covers refrigerant certification, operation of manual and automatic A/C systems, and procedures used to test and repair heating and air conditioning systems. This class is a skills-competency based curriculum. In order to pass this class each student must demonstrate his/her competency to perform skills necessary to qualify for technician positions, which require minimum supervision upon employment. May be taken four times for credit. (CSU)

**AUTO 238  Basic Area Clean Air Car Course**
(3½ units)(No prerequisite. Three lecture and one and one-half laboratory hours weekly.)

All technicians who wish to become State Licensed Smog Inspection Technicians must complete this course. The course covers operation of the BAR 90 ET Emission Analyzer System, Bureau of Automotive Repair rules and regulations, vehicle emission testing procedures, theory and operation of the OBD II Engine Performance System. May be taken four times for credit. (CSU)
AUTO 240  Enhanced Area Clean Air Car Course
(1 unit)(No prerequisite. Eighteen lecture hours and ten laboratory hours per semester.)

This course is designed for technicians wishing to become licensed as an “Advanced Emission Specialist” Smog Inspection Technician. May be taken four times for credit. (CSU)

AUTO 241  B.A.R. 2007 Smog Check Technician Update Training Course
(½ unit)(No prerequisite. Six lecture and six laboratory hours per semester.)

All licensed Smog Check technicians, whose licenses expire after December 31, 2006, must complete the 2007 Update Training Course prior to applying to renew their licenses. Individuals applying for initial licenses (received by B.A.R.) after December 31, 2006 must have completed this course to be eligible for the licensing examination. The course will include information on B.A.R. updates, computer control system interactions, Controller Area Networking (CAN), OBD II mode 6 diagnosis, Technical Service Bulletins (TSBs), Manufacturers’ Internet sites, advanced fuel trim diagnostics and PCM program reflashing. (CSU)

AUTO 249  Directed Study
(1-3 units)(Please see Directed Study category.) (CSU w/limit)

AUTO 275  Automotive Brake Systems
(2 units)(No prerequisite. One lecture and three laboratory hours weekly.)

This course is designed for students with a desire to become auto technicians or for those already working in the field. Students will update knowledge and skills in the area of conventional and anti-lock braking systems. The course will cover the use of scan tools and other diagnostic equipment used to troubleshoot ABS brake systems. (CSU)

AUTO 276  Automatic Transmission Repair
(2 units)(No prerequisite. One and one-half lecture and one and one-half laboratory hours weekly.)

This course is designed to help upgrade skills in automotive transmission repair and diagnosis. Components such as planetary gears, clutches, controls, and valve bodies will be studied. Laboratory exercises will be conducted on laboratory transmissions, both foreign and domestic. May be taken four times for credit. (CSU)

AUTO 277  Alignment and Suspension
(2 units)(No prerequisite. One lecture and three laboratory hours weekly.)

This course is designed for the students with a desire to become auto technicians or for those already working in the field. Students will update knowledge and skills in the area of tires, alignment and suspension. The course will cover the use of tire changers, wheel balancers and computerized four-wheel alignment equipment. New suspension systems will be discussed. (CSU)

AUTO 281  Electrical and Electronic Systems Training - A6 Alternative
(2 units)(No prerequisite. Two lecture hours and one laboratory hour weekly.)

This course is designed to bring to students the knowledge and skills required to diagnose and repair modern vehicles experiencing drivability and emission faults resulting from electrical system malfunctions. May be taken four times for credit. (CSU)

AUTO 283  Engine Performance Diagnosis and Repair - A8 Alternative
(2 units)(No prerequisite. Two lecture hours and one laboratory hour weekly.)

This course is designed to bring to students the knowledge and skills required to diagnose and repair modern vehicles experiencing engine performance malfunction. May be taken four times for credit. (CSU)

AUTO 285  Advanced Engine Performance/Emission Systems Diagnosis and Repair - L1 Alternative
(2 units)(No prerequisite. Two lecture hours and one laboratory hour weekly.)

This course is designed to bring to students the knowledge and skills required to diagnose and repair modern vehicles experiencing drivability and emission faults resulting from powertrain system malfunctions. May be taken four times for credit. (CSU)

BEHAVIORAL SCIENCE

Behavioral science is an interdisciplinary study of human behavior and encompasses such disciplines as anthropology, psychology, and sociology. The courses offered are intended to be used as a background for general education.

Faculty
Marc E. Russell, Dikron Martin, Victoria Coad
Department Phone: (415) 485-9630

A.A. in Behavioral Science
In addition to other graduation requirements, completion of 18 units from any degree-applicable courses in anthropology, behavioral science, psychology, and sociology.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.
Behavioral Science Courses (BEHS)

BEHS 39 Selected Topics (Nondegree Applicable)  
(½-6 units) (Please see Selected Topics category.)

BEHS 103 Human Sexuality  
(3 units) (No prerequisite. When specified in the class schedule, may be taken for credit as Behavioral Science 103 or Biology 108A. Students will receive credit for only one course. Three lecture hours weekly.) 
This is a survey course dealing with aspects of human sexual behavior. Topics will be considered from psychological, social, cultural, and biological perspectives. Topics to be included are sexual anatomy and physiology, hormones, conception and contraception, sex research, sex and the life span, human sexual activities and behaviors, sexual orientation, gender, sex and society, and contemporary sexual issues. (CSU/UC) 
AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

BEHS 105 Sex Roles in Contemporary Society  
(3 units) (No prerequisite. Three lecture hours weekly.) 
This course examines the ways in which female and male roles and sex role stereotyping influence our lives. Topics will include biological and cultural contributions to sex role-playing in interpersonal relationships, and the impact of sex roles on personal growth. Emphasis on the social and personal implications of moving toward androgyny (role-free human behavior and identity). (CSU/UC)

BEHS 114 Chemical Dependency  
(3 units) (No prerequisite. Three lecture hours weekly.) 
This course examines the behavioral and psychological effects of chemical dependency on the individual. Included is an analysis of the effects of substance abuse on the family and the sociological conditions contributing to substance abuse. The primary focus is on the role of the mental health professional in issues of substance abuse. (CSU) 
CSU Area D-7 or E

BEHS 139 Selected Topics  
(½-6 units) (Please see Selected Topics category.) (CSU/UC w/limit)

BEHS 201 Understanding Globalization: The Impact of Social, Political, and Economic Change  
(3 units) (No prerequisite. Can be taken for credit as Behavioral Science 201, Economics 201, or Political Science 201. However, credit will be awarded for only one discipline. Three lecture hours weekly.) 
The world is becoming more integrated and interdependent, heightening the need for greater understanding of the impact of globalization on the economy, politics, and society. This interdisciplinary team-taught course explores the new wave of global political, economic, and social change and the opportunities and challenges it brings to states, institutions, and individuals. Focus is upon what the individual will need to know and understand to be an effective participant in these rapidly changing global phenomena. (CSU/UC) 
AA/AS Area B, CSU Area D-7, IGETC Area 4

BEHS 249 Directed Study in Anthropology, Psychology, and Sociology  
(1-3 units) (Limit to Enrollment: Successful completion of at least three units in anthropology, behavioral science, psychology, or sociology.) (CSU/UC w/limit)

BEHS 252 Seminar and Fieldwork Experience  
(3 units) (No prerequisite. Corequisite: Psychology 110 or 112 or Sociology 110. Behavioral Science 252 and Psychology 252 are equivalent. Credit is given for only one course. One and one-half lecture and four and one-half fieldwork hours weekly.) 
This course is designed to give students meaningful participation in a psychologically related community service agency in order to understand the applications of psychological principles, theories, and concepts. The human consent of student and instructor each student is placed in a school, social agency, special education program, mental health agency, or community organization and works under the direct supervision of someone with a degree, credential, or demonstrated expertise in psychology or sociology. The one and one-half hour weekly seminar provides students and instructor the opportunity to present observations, discuss perceptions, and apply relevant theories and concepts to their fieldwork participation. May be taken twice for credit. (CSU)

BIOLOGY

Biology career options include a choice of dozens of intriguing specialties. One can concentrate on microbiology and investigate viruses, bacteria, or molds. One can focus on cytology and study cells or histology and delve into the structure of animal and vegetable tissue. Ichthyology, parasitology, embryology, genetics, ecology, and biochemistry are a few of the other choices in the field. Emerging areas of emphasis include the concern for the environment and allied health professions.

Career Options

Faculty
Becky Brown, Fernando Agudelo-Silva, Paul da Silva, Jamie Deneris, David Egert, Joseph Mueller
Department Phone: (415) 485-9510

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.S. in Biology
While students may take classes at both campuses, courses required for the major are offered at the Kentfield Campus.

Please note: Students are required to complete English 150 for the Associate degree. All students should consult a counselor.

Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIOL 115* Principles of Biology</td>
<td>5</td>
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<tr>
<td>BIOL 116+ Principles of Animal and Plant Diversity</td>
<td>5</td>
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<tr>
<td>CHEM 115 Survey of Organic and Biochemistry</td>
<td>4</td>
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<td>Or</td>
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<tr>
<td>CHEM 131 General Chemistry I</td>
<td>5</td>
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<tr>
<td>CHEM 132 General Chemistry II</td>
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<td>MATH 104 Plane Trigonometry</td>
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<tr>
<td>PHYS 108A General Physics I</td>
<td>5</td>
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<tr>
<td>PHYS 108B General Physics II</td>
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</tr>
</tbody>
</table>

*Prerequisite: Biol 110 and Chem 131. Chem 131 may be taken concurrently with Biol 115.
+ Biol 116 has Biol 110 and 110L prerequisites.

Career Certificate in Natural History
The Natural History Program is a field experience program based on scientific principles and concepts for students who want to develop a comprehensive understanding of the natural world. It is especially designed for elementary school teachers, natural history museum and environmental docents, and environmental educators. For students interested in receiving an Associate in Science degree in Biology, see requirements under that major.

Please note: Students are required to complete English 150 for the Associate degree in Biology. All students should consult a counselor.

Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIOL 110 Introduction to Biology</td>
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<tr>
<td>BIOL 110L Introduction to Biology Lab</td>
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<tr>
<td>BIOL 161 Field Botany</td>
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<td>BIOL 162 General Ecology</td>
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<td>BIOL 235 General Marine Biology</td>
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</tr>
<tr>
<td>BIOL 237 Marine Ecology Field Studies</td>
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<tr>
<td>Or</td>
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<tr>
<td>BIOL 247 Extended Field Studies</td>
<td>1½ -3</td>
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<tr>
<td>BIOL 245 Field Ecology of Marin</td>
<td>1</td>
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<tr>
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Skills Certificate in Environmental Science
This is the starting point for all those interested in pursuing interests in environmental science! The program leading to this certificate introduces students to the major areas of environmental science, provides the basic background necessary for analysis and solution of environmental problems, gives an overview of some of the most important problems in Marin and provides direct contact with people solving them. It is designed to be completed in two years. It can be added to a college of Marin A.A./A.S. degree to improve transferability to bachelor's programs in environmental science. It can also be earned apart from any degree to show mastery of the basics of the field of environmental science and to increase the diversity of job options in the field.

Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIOL/GEOL 138 Introduction to Environmental Science</td>
<td>4</td>
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<tr>
<td>BIOL 110 Introduction to Biology</td>
<td>3</td>
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<td>CHEM 105 Chemistry in the Human Environment</td>
<td>3</td>
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<td>GEOL 120 Physical Geology</td>
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<td>GEOG 101 Physical Geography</td>
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<td>BIOL/GEOL 142 Environmental Policy and Planning</td>
<td>3</td>
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<td>Or</td>
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<td>BIOL/GEOL 145 Ethics in Science</td>
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<td>GEOG 102 Humans and the Environment</td>
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<td>BIOL/GEOL 143 Stewardship of Marin Parks &amp; Open Space</td>
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<td>BIOL 147 Food, People and the Environment</td>
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<td>BIOL 148 Marin County Agriculture</td>
<td>3</td>
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Biology Courses (BIOL)

BIOL 39  Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

BIOL 99  General Science
(3 units)(No prerequisite. Can be taken for credit as Biology 99 or Geology 99. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course is designed for students who have not reached the level of success they desired in high school or college science courses and for individuals returning to school after an extended absence. The course covers basic scientific principles and concepts of the physical and life sciences and prepares students to move into other science classes with the information, understanding, and skills required to succeed. Introductory topics in biology, chemistry, geography, geology, meteorology, and physics are discussed. This course also provides an excellent overview of the most important topics in science today for anyone interested in learning more about the natural world.

BIOL 100  Nutrition
(3 units)(No prerequisite. Three lecture hours weekly.)

This course provides an in-depth study of the basic principles of nutrition in health and disease. Topics include: nutrients, vitamins, digestion, metabolism, food safety, diets, eating disorders, and changing nutritional needs throughout life. This course is a general education course recommended for anyone curious or concerned about nutrition. (CSU/UC)
AA/AS Area A, CSU Area E, CAN FCS 2

BIOL 101  Field Biology
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)

This outdoor field course is designed to give nonmajors in biology an overview of Marin’s varied plant and animal communities. Most of Marin’s 25 biotic community types are investigated including aquatic and terrestrial. Identification of plants, animals, and ecology are major areas of emphasis. (CSU)
AA/AS Area A

BIOL 104  The Ecology of Infectious Diseases
(3 units)(No prerequisite. Three lecture hours weekly.)

This course is designed for both science and nonscience majors interested in understanding the distribution and spread of infectious diseases. Emphasis is on the role that specific environments play in determining where and when epidemics will occur. Topics include the biology and ecology of microorganisms and their hosts, geographic medicine, the impact of human activity on the incidence and transmission of infectious diseases, and epidemics in human history. (CSU)

BIOL 105  Cosmic Evolution
(3 units)(No prerequisite. Can be taken for credit as Astronomy 105, Biology 105, or Geology 105. However, credit will be awarded for only one course. Three lecture hours weekly.)

This is an interdisciplinary course that explores the origins and evolution of the cosmos from the Big Bang and the formation of the universe and Earth, to the development of life. Students will explore basic concepts and principles that bind all scientific disciplines, and the nature of science and scientific inquiry. Through the study of astronomy, chemistry, geology, and biology, students will discover the interrelatedness of all matter, living and nonliving in the cosmos and how physical and chemical processes eventually led to the evolution of living organisms. (CSU/UC)
AA/AS Area A, CSU Area B1 or B2, IGETC Area 5B

BIOL 107  Human Biology
(3 units)(No prerequisite. Can be taken for credit as Biology 107 or Physical Education 107. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course is designed to provide students with an introduction to the structure, function, and development of the human body. The course will give students the foundational concepts to explore personal and societal issues involving human biology as well as cover anatomy and physiology concepts useful in preparing for careers in wellness-related fields such as personal training, group fitness instruction, and massage therapy. Topics include an introduction to scientific methods of investigation and some elementary chemistry (no previous background necessary) as a basis for understanding human functions such as movement, digestion, circulation, reproduction, and other systems. Some diseases and other causes of body malfunction will be discussed. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 108  Animal Behavior
(3 units)(No prerequisite. Advisory: Biology 110. Three lecture hours weekly.)

Introduction to the behavior of animals with an emphasis on the evolution and adaptive significance of these behaviors. (CSU/UC)

BIOL 108A  Human Sexuality
(3 units)(No prerequisite. Biology 108A and Behavioral Science 103 combined, maximum credit allowed, one course. Three lecture hours weekly.)

This is a survey course covering human sexuality from a cross-disciplinary approach. The course will examine sexuality from physiological, anatomical, behavioral, and cross-cultural perspectives. Among the topics to be discussed are conception, fetal development, labor and birth, puberty, menstruation, sexual intercourse, menopause, sexually transmitted diseases, sexual variations, masturbation, contraception, sexual anatomy, sex hormones, medical disorders, pornography, relationships, and sexuality and the life cycle. A special emphasis will be current trends in sex research and sexual behavior. (CSU/UC)
AA/AS Area A, CSU Area D-7 or E, IGETC Area 4
BIOL 109  Heredity and Evolution
(3 units)(No prerequisite. Three lecture hours weekly.)
This is an introductory course on the principles of genetics and evolution. The factors that govern inheritance and natural selection are presented, and their impact on physical and cultural evolution discussed. Current issues surrounding genetic counseling, genetic engineering, recombinant DNA technologies, and emerging infectious diseases are introduced. The potential impact of these developments is discussed. (CSU/UC)
AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 110  Introduction to Biology
(3 units)(No prerequisite. Advisory: Concurrent enrollment in Biology 110L. Three lecture hours weekly.)
This course is an introduction to the science of biology for nonmajors as well as a prerequisite course for majors in biology. Subjects include ecology, human ecology, evolution, molecular, cell biology, genetics, systematics of monerans, protists, fungi, plants and animals, and human physiology. (CSU/UC)
AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 110L  Introduction to Biology Laboratory
(1 unit)(Prerequisite: Biology 110 or concurrent enrollment. Three laboratory hours weekly.)
This course is an introduction to biology experimentation for nonmajors. Experiments and field studies are selected from ecology, molecular, cell biology, genetics, plant anatomy and identification, and human physiology topics. (CSU/UC)
AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 115  Principles of Biology
(5 units)(Prerequisites: Biology 110, 110L, and Chemistry 131. Three lecture and six laboratory hours weekly.)
This is an introductory course for biology majors covering the fundamentals of molecular and cell biology, genetics, DNA technology, evolution, and ecology. It is a lecture/laboratory-based course in which students incorporate lecture concepts into laboratory experiments that they design, carry out, analyze, and report.

Please note that Biology 115 is not a prerequisite for Biology 116. Since Biology 115 has a Chemistry 131 prerequisite and Biology 116 does not, students may wish to register for Biology 116 and Chemistry 131 during the same semester. (CSU/UC)
AA/AS Area A, CSU Area B-2, IGETC Area 5B, CAN BIOL SEQ A = Biol 115 +116

BIOL 116  Principles of Animal and Plant Diversity
(5 units)(Prerequisite: Biology 110 and 110L. Three lecture and six laboratory hours weekly.)
This is a course for biology majors to study the evolution of organisms from Monera to plants and animals. Emphasis will be placed on taxonomy, comparative morphology, and ecology of plants and animals.

Please note that Biology 115 is not a prerequisite for Biology 116. Since Biology 115 has a Chemistry 131 prerequisite and Biology 116 does not, students may wish to register for Biology 116 and Chemistry 131 during the same semester. (CSU/UC)
AA/AS Area A, CSU Area B-2, IGETC Area 5B, CAN BIOL SEQ A = Biol 115 +116

BIOL 120  Human Anatomy
(3 units)(Prerequisite: Biology 110 and 110L. Advisory: Completion of English 98 or equivalent. Three lecture and six laboratory hours weekly.)
This course is a study of the gross and microscopic structure of the tissues, organs and organ systems of the human body, including major functions. The class will make use of models, slides, projections and dissection (including human cadavers). Includes introduction to related fields such as histology and embryology. Appropriate for students going into allied health fields, kinesiology, anthropology and art. (CSU/UC)
AA/AS Area A, CSU Area B-2, IGETC Area 5B, CAN BIOL 10, CAN BIOL SEQ B = Biol 120 + 224

BIOL 138  Introduction to Environmental Sciences
(4 units)(No prerequisite. Can be taken for credit as Biology 138 or Geology 138. However, credit will be awarded for only one course. Three lecture and three laboratory hours weekly.)
This course is a science-based course and takes an interdisciplinary approach to understanding the environmental crisis that confronts us all. Our studies combine ideas and information from natural sciences (such as biology, chemistry and geology) and social sciences (such as economics, politics, and ethics) to present a general idea of how nature works and how humans and ecosystems are interconnected. It is a study of connections in nature. Discussions will focus on an understanding of ecosystem services, how humans interfere with earth’s life support systems and how to deal with the environmental problems we face. Emphasis is placed on understanding various world views and how they affect our values. Our field studies will include visits to restoration projects, local ecosystem field studies and local environmental conferences. (CSU/UC)
AA/AS Area A, CSU Area B-1, IGETC Area 5A or 5B

BIOL 139  Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

BIOL 140  Environmental Field Techniques
(1 unit)(No prerequisite. Can be taken for credit as Biology 140 or Geology 140. However, credit will be awarded for only one course. Three laboratory hours weekly.)
This course is designed to teach the fundamentals of environmental sampling and monitoring. Topics include surveying and mapping; data collection and management; and hydrological, geological, and biological assessment methods. This course is field based and the emphasis is on the mastery of practical field techniques. May be taken four times for credit. (CSU)
BIOL 142  Environmental Policy and Planning
(3 units)(No prerequisite. Can be taken for credit as Biology 142 or Geology 142. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course is a study of federal, state, and local environmental legislation. It is a chronology of America’s awakening to environmental issues and a study of our efforts to resolve these issues through the planning process. An understanding of the content of this course is vital for environmental scientists, planners, and developers. (CSU/UC)

BIOL 143  Stewardship of Marin Parks and Open Space
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)

Besides making Marin a desirable place in which to live and travel, its nonurbanized park and open space areas carry with them a great responsibility: preservation and enhancement of their best qualities for present and future generations. Fulfilling this responsibility is a continuing process that began years ago and now involves a diverse mix of philosophical, legislative, biological, sociological and logistical challenges. The course includes essential background material, interviews with current management personnel, and field visits to parkland and open space areas of special interest. (CSU)

BIOL 145  Ethics in Science
(3 units)(No prerequisite. Can be taken for credit as Biology 145 or Geology 145. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course explores some of the most pressing issues facing our society today. It enables students to investigate and understand the controversies surrounding current and future technologies, and helps them make rational decisions when faced with situations in their own lives and at the voting booth. The approach is an interdisciplinary one, combining basic science, applied research, ethics, and decision-making processes. Topics include scientific fraud, recombinant DNA technologies, the human genome project, energy and land use, and toxic waste. This course is appropriate for both science and nonscience majors. (CSU/UC)

BIOL 148  Marin County Agriculture
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)

This course focuses on one of Marin County’s most significant human activities in terms of use of land and other natural resources, preservation of a valuable way of life, generation of economic benefits and formation of the unique character of the local environment. The course examines agricultural challenges and accomplishments by production systems and locality. It offers general overview, historical background and explanation of important biological, social and economic processes, as well as contemporary insights provided by those currently involved in the Marin County agricultural scene. Systems studied may include beef and dairy, poultry, shellfish, flowers, fruits and vegetables, from planning and production through marketing and consumption, in both East and West Marin. Includes field trips to notable local farms. (CSU)

BIOL 149  Introduction to Aquatic Biology
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)

A field and hands-on laboratory course on the natural history and ecology of both living and nonliving components of freshwater environments. This course is designed to give the student practical experience in the identification and interrelationships of local plant and animal species found in freshwater ecosystems. Biology majors gain field experience in interpreting basic concepts in ecology, biotic zonation, and survival through adaptation and natural selection. (CSU)

BIOL 150  Soil: Ecology and Management
(3 units)(No prerequisite. Two and one-half lecture and one and one-half laboratory hours weekly.)

This class explores how soil forms and develops its physical and biological components, and their interrelationships. Topics include the historical review of soil/human interactions, soil formation from parent material, classification, physical properties such as texture and structure, life found in the soil and their interrelationships, relationships between soil properties and its ability to support plant growth, and approaches to use the soil in a sustainable manner. (CSU)
BIOL 161  Field Botany
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)
Introduction to the identification procedures, systematics, ecology, and natural history of bryophytes and vascular plants. Emphasis is on the identification and natural history of local plants native to Marin's 14 plant communities. Laboratory investigations include hands-on analysis of vascular plant parts useful for identification purposes. Field explorations are used in understanding the ecology of local plant communities. (CSU)

BIOL 162  General Ecology
(3 units)(No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)
Introduction to the ecology of organisms in their environment. Emphasis is on the ecology of global, regional and local environmental sustainability. Field explorations are used in understanding ecological concepts in relation to Marin's biotic communities. (CSU/UC)
AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL 163  Ecology of Estuaries
(3 units)(No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)
Special ecological study of the great San Francisco Bay estuary system of rivers, Delta, sloughs/marshes, lower bays, and Tomales Bay/Bolinas Lagoon habitats. Dynamics of natural ecology and man's encroachment/pollution are studied. (CSU)

BIOL 164  Introduction to Mammalogy
(3 units)(No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)
Introduction to the natural history, ecology, and behavior of mammals. Emphasis is on the natural history of California mammals, techniques in studying mammals, tracking, and interpretation of mammal sign. Laboratory investigations include hands-on analysis of mammal anatomy and physiology. Field explorations are used in understanding mammalogy concepts in relation to their survival strategies. (CSU)

BIOL 165  The World of Insects
(2 units)(No prerequisite. Advisories: Biology 110 and 165LA - LD. Two lecture hours weekly.)
Insects are the largest group of organisms on earth today. This course is a general introduction to these diverse and amazing creatures. Topics to be covered include insect structure and function, history and evolution, habitats and adaptations, and ecological relationships with other organisms, including those of major economic importance to humans in the areas of agriculture, architecture, forestry, animal husbandry, medicine and public health. As befits such a hard-to-ignore group, insect roles in literature, folklore, philosophy, painting, sculpture and other arts will not be neglected. (CSU)

BIOL 165A  Caddis Flies, Wasps, Bees and Ants
(½ unit)(Prerequisite: Biology 165LA. Four laboratory and two field-trip hours weekly for four weeks.)
The amazing diversity of insects is a result of unique structural and functional features that can best be appreciated by close study of well-prepared specimens using proper magnification and illumination. This is a short course designed to present the basics necessary for further study of insect diversity. It also gives an overview of the major insect orders, and includes details of the earliest insects, mayflies, damselflies and dragonflies. (CSU)

BIOL 165B  Biodiversity of Butterflies, Moths, Caddis Flies, Wasps, Bees and Ants
(½ unit)(Prerequisite: Biology 165. Four laboratory and two field-trip hours weekly for four weeks.)
Butterflies and moths are among the showiest of insects. Wasp, bees and ants are often considered the most dangerous. Fly fishermen honor caddis flies. Yet these groups contain some of the most beneficial of insects, both to plants and to humans. This is a short course introducing the biodiversity of these insect groups. (CSU)

BIOL 165C  Biodiversity of Beetles, Lacewings, Antlions, Fleas and Flies
(½ unit)(Prerequisite: Biology 165LA. Four laboratory and two field-trip hours weekly for four weeks.)
It has been estimated that one of every five living things on earth is a beetle. But although beetles are considered the largest and most diverse group of insects, their distant relatives the lacewings and antlions are important and ferocious predators. For their parts, the flies are everywhere and have special interactions with humans, as do the fleas. This is a short course introducing the biodiversity of these insect groups. (CSU)

BIOL 165D  Biodiversity of Crickets, Scales and Hoppers
(½ unit)(Prerequisite: Biology 165LA. Four laboratory and two field-trip hours weekly for four weeks.)
The grasshoppers, katydids, crickets, cockroaches, stoneflies, earwigs, termites, mantids, and leaf and stick insects are among the most ancient of insects. The true bugs, hoppers, spittlebugs, psyllids, aphids, cicadas, thrips, scales, mealybugs and whiteflies came later. Yet all are very important in the modern world. This is a short course designed to present the basics necessary for further study of the diversity of these insects. (CSU)

BIOL 165E  Biodiversity of Insects
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)
Introduction to the natural history, ecology, and behavior of reptiles and amphibians. Emphasis is on the natural history of reptiles and amphibians of Western North America, techniques in studying reptiles, and field observation. Laboratory investigations include hands-on analysis of reptile and amphibian habitats. Dynamics of natural ecology and man's encroachment/pollution are studied. (CSU)

BIOL 165F  Biodiversity of Insects
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)
Introduction to the natural history, ecology, and behavior of reptiles and amphibians. Emphasis is on the natural history of reptiles and amphibians of Western North America, techniques in studying reptiles, and field observation. Laboratory investigations include hands-on analysis of reptile and amphibian habitats. Dynamics of natural ecology and man's encroachment/pollution are studied. (CSU)
tions include hands-on analysis of reptile and amphibian anatomy and physiology. Field explorations are used in understanding herpetology concepts in relation to survival strategies. (CSU)

**BIOL 169A Introduction to Ornithology A**

(3 units)(No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)

This course is a science-based course and takes a field oriented approach to understanding the biology of birds. Subjects include bird form and function, anatomy, physiology, flight mechanics and migration. Our field studies will include visits to local wildlife refuges, lagoons, lakes, shorelines and forests to learn to identify and observe migrating shorebirds and raptors and wintering waterfowl. This course is compatible with Introduction to Ornithology B offered in the Spring and concentrating on summer residents and nesting species. (CSU)

AA/AS Area A

**BIOL 169B Introduction to Ornithology B**

(3 units)(No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)

This course is a science-based course and takes a field oriented approach to understanding the biology of birds. Subjects include bird behavior, vocal behavior, bird reproductive biology, and avian ecology. Our field studies will include visits to local wildlife refuges, lagoons, lakes, shorelines and forests to learn to identify and observe summer residents and nesting birds. This course is compatible with Introduction to Ornithology A offered in the Fall and concentrating on Fall migratory species and wintering waterfowl. (CSU)

**BIOL 170 Biology of Marine Animals**

(3 units)(No prerequisite. Advisory: Biology 110. Two lecture and three laboratory hours weekly.)

Introduction to the natural history, ecology, and behavior of marine animals. Emphasis is on the identification and natural history of marine intertidal invertebrates. Various local marine habitats will be investigated including rocky intertidal mudflats, sandflats, and estuaries. Laboratory investigations include hands-on analysis of invertebrate and vertebrate anatomy and physiology. Field explorations are used in understanding marine zoology in relation to their survival strategies. (CSU)

**BIOL 171 Biology of Marine Mammals**

(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)

Taking an integrated approach to the biology of marine carnivores, cetaceans and sirenians, we use lecture, laboratory and field explorations to provide us with a framework for fundamental biological and ecological concepts. Topics include functional morphology, sensory systems, energetics, reproduction, communication and cognition, behavior, distribution, population biology, and feeding ecology. We also review the physiological adaptations that have enabled marine mammals to exploit their aquatic environment such as diving, thermoregulation, osmoregulation, and orientation. (CSU/UC)

**BIOL 224 Human Physiology**

(5 units)(Prerequisites: Biology 110 and 110L and Chemistry 110. Students wanting to take Chemistry 110 concurrently, please contact the instructor. Three lecture and six laboratory hours weekly.)

This course involves the study of the structure and function of the human body. Emphasis will be placed on the physiochemical and homeostatic mechanisms occurring in the human body. The laboratory will introduce clinical and research techniques for studying and measuring various physiological parameters. (CSU/UC)

AA/AS Area A, CSU Area B-2, IGETC Area 5B, CAN BIOL 12, CAN BIOL SEQ B = Biol 120 +224

**BIOL 224A Physiology Laboratory Techniques**

(1 unit)(No prerequisite. Corequisite: Biology 224. One lecture hour weekly.)

This is an optional course for students desiring further instruction in the use of laboratory equipment and application of physiology theory to the laboratory experiments and exercises conducted in Biology 224. (CSU)

AA/AS Area A

**BIOL 234 Fishery Biology**

(3 units)(No prerequisite. Advisories: Biology 110, 116, and 162. Two and one-half lecture and one and one-half laboratory hours weekly.)

An introduction to the study of invertebrates and vertebrates that constitute the fishery industry of the world. Emphasis on local San Francisco Bay area species. Ichthyology will constitute the major area of study. (CSU)

**BIOL 235 General Marine Biology**

(4 units)(Prerequisite: Biology 110. Class includes field trips. Field trips may meet earlier and run later than scheduled to take advantage of low tides. Three lecture and three laboratory hours weekly.)

This laboratory and field course is designed to give biology majors as well as nonmajors an overview of marine plant and animal communities. Topics investigated include fundamental physical oceanography, marine ecology, marine zoology, marine botany, and field studies. Emphasis is on the local marine communities comprising protected and unprotected rocky intertidal estuaries, salt marshes, sandflats, mudflats, and floating docks. Laboratory investigations include phytoplankton and zooplankton studies, fish identification and internal morphology, marine invertebrate identification, and marine algae preservation techniques. (CSU/UC)

AA/AS Area A, CSU Area B-2, IGETC Area SB
BIOL 237  Marine Ecology Field Studies
(2 units)(No prerequisite. One lecture and three laboratory hours weekly.)

This course is an introduction to the natural history and ecology of marine plants and animals. Emphasis is on the identification, evolution, life histories, and survival strategies of intertidal and subtidal organisms of the Pacific Northwest coast. Terrestrial systems such as temperate rain forests and redwood plant communities will be investigated to use as comparison with the marine systems. Field investigations include hands-on analysis of marine algae, invertebrate, vertebrate, and nonliving interrelationships. Human disturbances of Pacific Northwest ecosystems will be a central focus of our studies. (CSU)

BIOL 240  Microbiology
(5 units)(Prerequisites: Biology 110 and 110L; plus Chemistry 110 or 114. Three lecture and six laboratory hours weekly.)

This course is primarily for biology and health science majors. It is a lecture/laboratory-based course with equal emphasis on both. The fundamentals of microbial taxonomy, ecology, anatomy, physiology, genetics, and biotechnology are covered. Viruses, bacteria, fungi, protists, and helminths are discussed. Emphasis is on the role that microorganisms play in human health and disease. (CSU/UC)

AA/AS Area A, CSU Area B-2, IGETC SB, CAN BIOL 14

BIOL 242  Geology and Biology of the Basin and Range and the Colorado Plateau
(3 units)(No prerequisite. Can be taken for credit as Biology 242 or Geology 242. However, credit will be awarded for only one course. A two-week field trip that includes seventeen and one-half lecture hours and thirteen, eight-hour field experiences.)

This course is a two-week field course through the Basin and Range and Colorado Plateau Provinces. It includes a raft trip down the Colorado or Green River. The geological and biological evolution of the area are explored through observation, experimentation, and study of the diverse abiotic and biotic contributors to the area. Course topics include: stratigraphy and structure; fluvial landforms and processes; species dispersion, radiation and evolution; ecology; and the art of fly-fishing. Through lectures and a broad range of field experiences, students will gain an understanding of the basic tenets of island biogeography as exemplified by the Hawaiian-Emperor Chain. May be taken three times for credit. (CSU)

BIOL 245  Field Ecology of Marin
(1 unit)(No prerequisite. Three all-day field trips and eight lecture hours to be arranged.)

This course is designed to give the student practical experience in the identification and interrelationships of local plant and animal species. Climatological and geological features of Marin are also explored. May be taken four times for credit. (CSU)

BIOL 246  Field Ecology
(2 units)(Prerequisites: Biology 101 or 115 or concurrent enrollment. Students must complete forms expressing a desire to participate in the field trip. These forms are available from the Life Science Department in November and must be filed with that department by December 1. A ten-day field trip during the spring break and twelve lecture hours to be arranged.)

Observation of the characteristic plant and animal communities of the coastal redwood forest, the San Francisco Bay salt marsh, the Central Valley, the western slope of the Sierra Nevada, the “rain shadow” of the Western California Cold Desert, Owens Valley, Death Valley, and the Pacific coastal marine environment.

This course is designed to give biology majors field experience in interpreting basic concepts of ecology, biotic succession, and survival through adaptation and natural selection. May be taken four times for credit. (CSU/UC)

BIOL 247AB  Extended Field Studies
(1½ - 3 units)(No prerequisite unless specified in the class schedule. A seven-day field trip and eight lecture hours to be arranged for one and one-half units, and a fourteen-day field trip and sixteen lecture hours to be arranged for three units.)

A one- or two-week investigation of the natural history of various communities in Marin County or in another selected area of the Western hemisphere. May be taken four times for credit. (CSU)

BIOL 249  Directed Study
(1-3 units)(Limit to Enrollment: Sophomore standing; grade point average of 2.7 or higher in biology. Prior arrangement with the instructor is required. Three laboratory hours per unit weekly.)

Provides the student of science an opportunity to undertake a research program in a special field of biology. Requirements: weekly conferences, reports, and a final paper. May be taken for a total of six units. (CSU/UC w/limit)

BIOL 250  Scientific Research and Reporting
(1 unit)(No prerequisite. Advisories: Biology 110 and Geology 120. Can be taken for credit as Biology 250 or Geology 250. However, credit will be awarded for only one course. One lecture hour weekly.)

Scientific research and reporting is a hands-on, individualized course designed to walk learners step-by-step through a scientific research project of their choice. The final report of their findings will be delivered at a professional meeting. This course is
designed for science majors that have completed the first year of their curriculum and desire a hands-on, real world experience in science. May be taken four times for credit. (CSU/UC)

**BUSINESS**

The business curriculum provides the students skills and knowledge for employment in a variety of business related occupations. The program emphasizes the development of skills necessary for entry-level employment including self-employment. The curriculum also provides students with the foundation courses that will help them prepare for transfer to a four-year college or university.

**Career Options**

Accounting Clerk, Administrative Assistant, Administrator, Analyst, Banking Services, Bookkeeper, Claims Agent, Computer Operations, Employment Counselor, Employment Interviewer, Entrepreneur, Entry-level Financial Services, Franchise Business Owner, Government Service, Insurance Agent, Management Assistant, Management Trainee, Manager, Office Clerk, Office Manager, Public Administration, Purchasing Agent/ Buyer, Real Estate, Retail/Industrial Sales, Sales Representative, Securities Sales Worker, Small Business Manager, Small Business Owner, Stockbroker, Supervisor, Transfer to Bachelor's Program

**Faculty**

Sandy Boyd, Robert P. Kennedy, Norman Pacula, Lawrence R. Steiner, Lawrence M. Tjernell, Brian Wilson  
**Department Phone:** (415) 485-9610

**Transfer**

Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

**A.A. in Business Administration—Transfer**

This program provides an opportunity for students to earn an Associate in Arts degree in Business Administration while preparing to transfer as an upper division student to a four-year college or university. For those students considering a career in business, a baccalaureate degree is necessary. However, the attainment of an A.A. degree will demonstrate commitment to the field and the student's ability to complete an educational goal.

An Associate in Arts degree is awarded for satisfactory performance in major courses, as well as completion of general education and graduation requirements.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

**Requirements**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUS 112</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CIS 110</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CIS 215 Visual BASIC Programming</td>
<td>3½</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 115</td>
<td>Probability and Statistics</td>
<td>4</td>
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<tr>
<td>or</td>
<td>STAT 115 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 121</td>
<td>Calculus I with Applications</td>
<td>3</td>
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</tbody>
</table>

**Suggested Electives**

It is recommended that business transfer students take courses that would be beneficial in their area of specialization (major) and also courses in modern languages and mathematics.

**A.S. in Applied Accounting, Occupational (Career Certificate also awarded)**

This program provides training for entry-level bookkeepers, as well as individuals with bookkeeping experience who wish to gain a better conceptual background in accounting and finance. An Associate in Science degree is awarded for satisfactory completion of all requirements, as well as completion of general education and graduation requirements. A Career Certificate is awarded for the satisfactory completion of the program.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

**Requirements**

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<td>BUS 113</td>
<td>Managerial Accounting</td>
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<tr>
<td>BUS 114</td>
<td>Beginning Computerized Accounting</td>
<td>1½</td>
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<tr>
<td>CIS 110</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 128</td>
<td>Intermediate Spreadsheet Design</td>
<td>1½</td>
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</tbody>
</table>

**Suggested Electives**

BUS 104 Introduction to Marketing  
BUS 107 Business Law  
BUS 108 Introduction to International Business  
BUS 121 New Venture Creation  
BUS 131 Supervision and Management  
BUS 144 Business Communication  
CIS 111 Presentations and Publications  
CIS 118 Introduction to Spreadsheet Design  
ECON 101 Principles of Macroeconomics  
ECON 102 Principles of Microeconomics  

**A.S. in Business, General (Career Certificate also awarded)**

The General Business Program curriculum is designed to provide education for business careers including self-employment, professional advancement, retraining, and transfer preparation. The program emphasizes the development of specific skills and
knowledge for employment. Many courses are hands-on, skill-based, and use current computer technology and student-based projects. The program also provides background for students who plan to transfer to a four-year school.

An Associate in Science degree is awarded for satisfactory completion of all requirements, as well as completion of general education and graduation requirements. A Career Certificate is awarded for the satisfactory completion of the program. A student may qualify for more than one degree or certificate, provided that 12 of the required units for the major are not applied toward any other major and are completed at the College of Marin.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

### Requirements

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<td>BUS 121</td>
<td>New Venture Creation</td>
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<td>BUS 131</td>
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<td>BUS 144</td>
<td>Business Communication</td>
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<tr>
<td>CIS 110</td>
<td>Introduction to Computer Information Systems</td>
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<tr>
<td>CIS 113</td>
<td>Presentations and Publications</td>
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<tr>
<td>CIS 118</td>
<td>Introduction to Spreadsheet Design</td>
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**Suggested Electives**

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<tbody>
<tr>
<td>BUS 104</td>
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<tr>
<td>BUS 107</td>
<td>Business Law</td>
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<tr>
<td>BUS 108</td>
<td>Introduction to International Business</td>
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<td>BUS 127</td>
<td>Create a Business Plan</td>
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<td>BUS 129</td>
<td>The Art of Selling</td>
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<td>BUS 135</td>
<td>Managing Change and Innovation</td>
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<td>BUS 137</td>
<td>Managing Groups and Teams</td>
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<tr>
<td>ECON 101</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>ECON 102</td>
<td>Principles of Microeconomics</td>
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</table>

### Skills Certificate

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Career Certificates.

### Management and Supervision Skills Certificate

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<tr>
<th>Course</th>
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<tr>
<td>BUS 131</td>
<td>Supervision and Management</td>
</tr>
<tr>
<td>BUS 132</td>
<td>Human Resource Management</td>
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<tr>
<td>BUS 133</td>
<td>Diversity in the Workplace</td>
</tr>
<tr>
<td>BUS 134</td>
<td>Human Relations</td>
</tr>
<tr>
<td>BUS 135</td>
<td>Managing Change and Innovation</td>
</tr>
<tr>
<td>BUS 137</td>
<td>Managing Groups and Change</td>
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</tbody>
</table>

### Business Courses (BUS)

**BUS 39 Selected Topics (Nondegree Applicable)**

(½–6 units) (Please see Selected Topics category.)

**BUS 101 Introduction to Business**

(3 units) (No prerequisite. Three lecture hours and one laboratory hour weekly.)

This survey course explores the history, environment and functional areas of business, and analyzes the following topics: comparative economic systems focused on capitalism, globalization, ethical behavior and social responsibility, business ownership, entrepreneurship, marketing, accounting, finance, information.
technology, environmental issues, and productivity. The course includes a management/economic computer simulation component designed to provide students with experience operating a simulated business. Can also be offered in a distance learning format. (CSU/UC)

BUS 104 Introduction to Marketing
(3 units)(No prerequisite. Three lecture hours weekly.)

An introductory course to a vital business area, marketing is open to all students and is especially recommended for business majors. It is required for the general business major. Topics to be included are: marketing's role in society, the market structure, channels of distribution, retail institutions, wholesale institutions, product development, packaging, pricing, and promotion. Can also be offered in a distance learning format. (CSU)

BUS 107 Business Law
(3 units)(No prerequisite. Three lecture hours weekly.)

Designed to give the student an understanding of the basic principles of business law and applications to typical business situations. Topics include law of contracts, agency and employment, negotiable instruments, personal property, bailments, sales of goods, real property, and partnerships. (CSU/UC)

BUS 108 Introduction to International Business
(3 units)(No prerequisite. Three lecture hours weekly.)

This course provides the basic tools and perspective necessary to understand the international business environment. Explores the changing nature of the primary business, economic, and political institutions. Explains the nature of the transnational, foreign trade, foreign exchange and world capital and money markets. Will attempt to better understand the problems and opportunities created in a world comprised of post-industrial, developing, and less-developed nations. Focus is upon what the individual will need to know and understand to be an effective learner and performer in our rapidly developing world economy. (CSU)

BUS 112 Financial Accounting
(4 units)(No prerequisite. Four lecture hours weekly.)

An introduction to accounting practice, principles, and analysis. This course is basic for students in accounting, business administration, economics, law, and other professions. Also it should be the first course in accounting theory for vocational bookkeepers, as well as small business people needing basic accounting theory. The course covers the accounting cycle for a service enterprise and for a merchandising enterprise, preparation of financial statements, internal control, valuation of receivables, depreciation and fixed asset disposal, debt structure, corporate capitalization and retained earnings, and finishing with thorough discussion of financial statement analysis. (CSU/UC)

BUS 113 Managerial Accounting
(5 units)(Prerequisite: Business 112. Five lecture hours weekly.)

This course covers fund flow analysis, basic managerial cost concepts and developments in contemporary managerial accounting, cost accounting systems, cost-volume-profit relationships, budgetary planning and control, responsibility accounting, performance evaluation through standard costs and incremental analysis and capital budgeting. (CSU/UC)

BUS 114 Beginning Computerized Accounting
(1½ units)(No prerequisite. Advisory: Business 112. Two lecture and three laboratory hours weekly for eight weeks.)

A first course in the operation of computerized accounting software. This course is designed for business entrepreneurs who will be using a computerized accounting system in their business as well as students training to be professional accountants. Subjects will include an overview of the software, setting up a company, entering, working with lists, setting up inventory, paying bills, payroll, and preparation of reports and graphs. (CSU)

BUS 121 New Venture Creation
(3 units)(No prerequisite. Three lecture hours and one laboratory hour weekly.)

This is an introductory course in new venture creation/entrepreneurship designed to create knowledge, skills, awareness, and involvement in the process of starting, operating, and managing a small firm. The aim is to guide students in discovering the concepts of entrepreneurship and the competencies, skills, know-how, experience, resources, and techniques that are necessary to achieve success. The course deals with the driving forces of entrepreneurship, the environment and competition, physical, capital and human resources, developing a business plan, accounting and finance for smaller firms, market potential, how to practice marketing, management and legal aspects. Students working in teams are required to develop and write a business plan. (CSU)

BUS 127 Create a Business Plan
(1½ units)(No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

This course provides a hands-on approach for actively developing an operational business plan. The process, using computer software, involves opportunity recognition, research, analysis, and completing each section of a business plan including the cover letter, the executive summary, company and industry overviews, market strategy and tactics, financial analysis (profit and cash flow forecasts), location, physical facilities, capital spending, purchasing, and promotion. Students receive individual attention regarding their business plans. (CSU)

BUS 129 The Art of Selling
(1½ units)(No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

Through active participation students/entrepreneurs learn how to gain and maintain a competitive edge by developing
effective sales strategies and techniques. The course covers all phases of the selling process. Participants learn the “how” as well as the “why” of selling and then have an opportunity to apply these techniques in a critiqued videotaped sales presentation. (CSU)

BUS 131  Supervision and Management
(1½ units)(No prerequisite. Three lecture hours weekly for eight weeks.)
This is an introductory course covering the core concepts and current issues related to supervision and management. Students will learn how to assume supervisory responsibility and how to apply management principles in today’s rapidly changing world of work. (CSU)

BUS 132  Human Resource Management
(1½ units)(No prerequisite. Three lecture hours weekly for eight weeks.)
This is an introductory course designed to give employers and employees an overview of the various functions within the human resource management field. (CSU)

BUS 133  Diversity in the Workplace
(1½ units)(No prerequisite. Three lecture hours weekly for eight weeks.)
This course teaches students how to manage diversity. It broadens their viewpoints, beliefs, and attitudes; promotes an understanding of widely varying and equally valid world views, and prepares future leaders to effectively collaborate with the diverse groups they will encounter in the work and market places. (CSU)

BUS 134  Human Relations
(1½ units)(No prerequisite. Three lecture hours weekly for eight weeks.)
This course is designed to acquaint the student with human relations and motivation in business and the implications of business practices as they apply to individual employees and supervisors. (CSU)

BUS 135  Managing Change and Innovation
(1½ units)(No prerequisite. Three lecture hours weekly for eight weeks.)
This course is designed to develop the skills necessary to manage change and innovation within an organization which is dynamic, complex, and often unpredictable. Students will learn how to help people and organizations learn and renew themselves continuously. (CSU)

BUS 137  Managing Groups and Teams
(1½ units)(No prerequisite. Three lecture hours weekly for eight weeks.)
This course is designed for anyone who wishes to learn the skills of leading and facilitating both the interpersonal relation-ships and the tasks of groups and teams. Primarily focused on the workplace, the skills can also be used in other settings, including working with volunteer groups. (CSU)

BUS 139  Selected Topics
(½–6 units)(Please see Selected Topics category.)
(CSU w/limit)

BUS 141  Intermediate Business English
(2 units)(No prerequisite. Two lecture hours weekly.)
This course presents grammar, usage, punctuation, sentence rhetoric, and error recognition and editing on a professional level to business students who are planning careers that demand precise skills in independent writing, proofreading, and transcription of oral language. The course emphasizes syntax, diction, structure, and editing appropriate for business communications, general and technical report writing, and medical and court reporting transcriptions. It is a required course in the Court Reporting Program. (CSU)

BUS 142  Writing Business Correspondence
(1½ units)(No prerequisite. Three lecture hours weekly for eight weeks.)
This course deals specifically with the composition, editing, and production of memos, letters of inquiry, claim letters, adjustment letters, and e-mail. Students will be able to understand the purposes of both internal and external correspondence and will be able to compose, edit, and format such documents. The products of students’ efforts may be compiled as part of a professional portfolio. (CSU)

BUS 144  Business Communication
(3 units)(No prerequisite. Advisory: Business 141. Three lecture hours weekly.)
This course emphasizes the student’s ability to apply effective writing technique and strategies to business communication problems found in organizations. Students will analyze cases, then organize and prepare various business documents such as resumes, letters, memoranda, reports, business plans, and proposals. Electronic communication tools are discussed and oral presentations are made. Can also be offered in a distance learning format. (CSU)

BUS 145  Internet Research and Presentation Skills for Business
(1½ units)(No prerequisite. Advisory: Computer Information Systems 101. Two lecture and three laboratory hours weekly for eight weeks.)
This course uses the Internet and World Wide Web to help students gain the research and interpretation skills needed for problem solving in business. Class activities focus on interactive search projects, resulting in written and oral presentations of project findings using presentation software. (CSU)
BUS 249  Directed Study
(1-3 units)(Limit to Enrollment: Successful completion of twelve units in business and/or economics. Hours to be arranged.)

This course is designed to give the student an opportunity for independent study. The student plans a project under the guidance of a member of the department. Evaluation is through reports and conferences and a final written report of the student's findings. This course may be taken more than once for credit. (CSU w/limit)

BUSINESS OFFICE SYSTEMS

The business office systems curriculum is designed to develop the knowledge, skills, and attitudes needed by workers in today's automated offices. Students can acquire the training and skills necessary to enter the job market, update knowledge and skills to reenter the marketplace, or retrain in order to maintain a present position or obtain a promotion. The skills developed in this curriculum are also useful to students who wish to enrich their business and computer expertise for personal use.

Courses emphasize skill development in business office systems with specialties available in the medical and office management areas. Most courses include hands-on computer use so students learn necessary computer skills as well as the individual course material.

Career Options
Administrative Assistant, Bank Teller, Clerical Assistant, Executive Assistant, General Office Worker, Human Resources Assistant, Medical Office Assistant, Medical Office Manager, Medical Receptionist, Medical Records Clerk, Medical Scheduler, Medical Secretary, Medical Transcriber, Microcomputer User, Office Assistant, Office Manager, Payroll Assistant, Receptionist, Records Clerk, Research Assistant, Secretary, Transcribing Machine Operator, Word Processing Manager, Word Processing Operator

Faculty
Brian Wilson
Department Phone: (415) 485-9610

A.S. in Business Office Systems, Occupational
(Career Certificates in Medical Specialty and Office Management Specialty are awarded. Skills Certificates in Administrative Assistant and Medical Transcriber are also awarded.)
The business office systems curriculum develops knowledge, skills, and attitudes needed by workers who support information handling in today's electronic offices.

An Associate in Science degree is awarded for completion of all requirements in the core program and chosen specialty, as well as completion of general education and graduation requirements. A Career Certificate is awarded for satisfactory completion of the core program plus the additional course requirements in each specialty. A Skills Certificate is earned by satisfactory completion of the required courses as listed for the specific Skills Certificate.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

CORE PROGRAM
The following courses are required of all Business Office Systems degree students:

Requirements		Units
BUS 134 Human Relations	1½
BUS 144 Business Communication	3
BOS 114 Beginning Word Processing	1½
BOS 115 Intermediate Word Processing	1½
CIS 126 Introduction to Windows	1½
Also, select two units from:
BOS 44* Skill Building for Keyboarders	1
Or
BOS 120 Computer Keyboarding	1
CIS 101 Introduction to Personal Computers and Operating Systems	1½
CIS 118 Introduction to Spreadsheet Design	1½
W E 298AB Occupational Work Experience	1-2
The following course is highly recommended for successful completion of the Career Certificate.
BUS 141 Intermediate Business English	2
* Applied toward the Career Certificate only.

SPECIALTIES
In addition to the core program listed above, each Business Office Systems degree student will complete one of the following specialties:

Medical Specialty
BOS 163A Professional Office Procedures	1
BOS 163B Records Management	1
BOS 163C Travel and Conference Arrangements	1
BOS 230AB Medical Terminology	2
BOS 231ABC Medical Transcription ABC	3

Office Management Specialty
BUS 112 Financial Accounting	4
BUS 114 Beginning Computerized Accounting	1½
BUS 146 Business Presentation Tools	1½
BOS 163A Professional Office Procedures	1
BOS 163B Records Management	1
BOS 163C Travel and Conference Arrangements	1

Skills Certificates
Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate Program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Career Certificate.

Note: Before a Business Office Systems Skills Certificate is granted, the student must demonstrate the ability to keyboard a minimum of 35 words-a-minute with five or fewer errors.
Administrative Assistant Skills Certificate
The Administrative Assistant Certificate indicates that foundation courses needed for entry-level employment in office support have been successfully completed.

Requirements

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<td>BOS 120</td>
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<td>BOS 76</td>
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<td>BOS 114</td>
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<tr>
<td>CIS 101</td>
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Medical Transcriber Skills Certificate
The Medical Transcriber Certificate indicates that foundation courses needed for entry-level employment in medical transcription have been successfully completed.

Requirements

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<tr>
<td>BOS 231A</td>
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<td>CIS 101</td>
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</table>

Business Office Systems Courses (BOS)

BOS 35 Web Quest — Beginning Internet Skills
(1 unit)(No prerequisite. Three laboratory hours weekly.)
This class offers an introduction to computer and Internet vocabulary, Internet searches, and the use of e-mail, Web radio, and word processing to enhance basic Internet research projects called Web-quests.

BOS 39 Selected Topics (Nondegree Applicable)(½-6 units)
(Please see Selected Topics category.)

BOS 44 Skill Building for Keyboarders
(1 unit)(No prerequisite. Advisory: Knowledge of keyboard and ability to type by touch method. Three laboratory hours weekly.)
In this course students will concentrate on accuracy and speed drills to improve keyboarding skills. Diagnostic tests are given to determine weaknesses. Timings are taken on a regular basis so progress can be measured. May be taken four times for credit.

BOS 60B Beginning Computer Keyboarding (ESL)
(1 unit)(No prerequisite. Advisory: Business Office Systems 60A. Three laboratory hours weekly.)
This course is recommended for any English as a Second Language student needing to improve keyboarding speed and accuracy, and wishing to learn basic letter and report formatting. Students will learn how to keyboard by touch at a minimum speed of 25 words-a-minute. Students will also learn how to set up letters and reports in good form. Basic editing skills are practiced.

BOS 60C Beginning Computer Keyboarding (ESL)
(1 unit)(No prerequisite. Advisory: Business Office Systems 60B. Three laboratory hours weekly.)
This course is recommended for any English as a Second Language student needing to improve keyboarding speed and accuracy, and wishing to learn additional letter and report formatting skills, plus business memos. Students will learn how to keyboard by touch at a minimum speed of 30 words-a-minute. Students will also learn how to set up and edit letters, reports, and memos.

BOS 70A Spelling
(1 unit)(No prerequisite. Three laboratory hours weekly.)
A self-paced course designed to help the business student in the improvement of spelling problems. The programmed format allows students to proceed at their own rate with the aid of a diagnostic test and review tests.

BOS 70B Vocabulary Building
(1 unit)(No prerequisite. Three laboratory hours weekly.)
A self-paced course designed to help the business student achieve a command of the vocabulary needed for business courses. Covers Latin and Greek derivatives, descriptive, and action words.

BOS 70C Programmed Writing Skills
(1 unit)(No prerequisite. Three laboratory hours weekly.)
This self-paced course, covering writing skills for the business writer, stresses how to write clearly and effectively with correct mechanics.

BOS 76 Electronic Ten-Key Calculating Machines
(1 unit)(No prerequisite. Three laboratory hours weekly.)
Students learn the basic operation of electronic printing calculators and how to input numbers using the ten-key touch method. Common business problems are used to train students on the efficient use of the electronic calculator.

BOS 99 Business Applications Laboratory
(½ unit)(No prerequisite. One and one-half laboratory hours weekly.)
A lab course in which students work with various business applications using a personal computer and application software. Students will complete a business-related project such as a busi-
ness simulation, a financial projection, bookkeeping project, a business plan, or an accounting practice set. May be taken four times for credit.

**BOS 114  Beginning Word Processing**
(1½ units)(No prerequisite. Advisory: Ability to keyboard by touch. Two lecture and three laboratory hours weekly for eight weeks.)

This course is designed to further improve a student's competency in transcribing documents from transcription tapes while working on the computer. Emphasis will be placed on increased transcription speed and refinement of transcription skills. A thorough review of punctuation rules and practice in applying those rules is included. (CSU)

**BOS 122C  Machine Transcription**
(1 unit)(No prerequisite. Advisory: Business Office Systems 122B and limited to the number of transcription machines available. Three laboratory hours weekly.)

This course is designed to further improve a student's competency in transcribing documents from transcription tapes while working on the computer. Emphasis will be placed on an improvement in transcription speed and the quality of the transcribed documents. Grammar and punctuation rules will continue to be reinforced as well as specialized business vocabulary. (CSU)

**BOS 139  Selected Topics**
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

**BOS 163A  Professional Office Procedures**
(1 unit)(No prerequisite. Three laboratory hours weekly.)

This course is designed to enable students to become proficient in planning and arranging business travel, and setting up business conferences. This course develops skills in choosing airline flights, making reservations, arranging hotel accommodations and ground transportation, and maintaining accurate follow-up records. This is a self-paced course. (CSU)

**BOS 163B  Records Management**
(1 unit)(No prerequisite. Three laboratory hours weekly.)

In addition to learning basic alphabetic, numeric, subject, and geographic filing methods on a microcomputer, students will be introduced to careers in records management. This is a self-paced course. (CSU)

**BOS 163C  Travel and Conference Arrangements**
(1 unit)(No prerequisite. Three laboratory hours weekly.)

This course is designed to enable students to become proficient in planning and arranging business travel, and setting up business conferences. This course develops skills in choosing airline flights, making reservations, arranging hotel accommodations and ground transportation, and maintaining accurate follow-up records. This is a self-paced course. (CSU)

**BOS 213  Internship in Business and Information Systems**
(3 units)(Prerequisite: Business and Information Systems 115. Two lecture and three laboratory hours weekly.)

This course bridges the gap between the classroom and the business and information systems industry by providing an on-campus lecture class coupled with a short-term internship in which students may work at a job site such as a medical office, legal office, or general business office. All assignments will be accomplished in a "real-life" context characterized by workgroup
Chemistry is by far the largest field of employment in the sciences. A wide range of opportunities awaits the chemist in business, industry, government, and in the field of education. Approximately three-fourths of all chemists are employed by private industry in such fields as petroleum, primary metals, electrical equipment, aerospace, paper, food, and rubber.

Career Options
Biochemist, Chemical Engineer, Dentist, Failure Analyst, Food and Drug Officer, Food Chemist, Forensic Chemist, Hydrologist, Industrial Chemist, Nutritionist, Oceanographer, Patent Agent, Pharmaceutical Salesperson, Physician, Pollution Control Expert, Process Control Worker, Product Developer, Quality Control Worker, Quantitative Analyst, Researcher and Developer, Teacher, Textile Chemist, Toxicologist

Faculty
Erik Dunmire, Patrick Kelly, Jennifer Loeser
Department Phone: (415) 485-9510

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.S. in Chemistry
Please note: Students are required to complete English 150 for the Associate degree. All students should consult a counselor.

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<tr>
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<tbody>
<tr>
<td>CHEM 131 General Chemistry I</td>
<td>5</td>
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<tr>
<td>CHEM 132 General Chemistry II</td>
<td>5</td>
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<tr>
<td>CHEM 231 Organic Chemistry I</td>
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<td>CHEM 232 Organic Chemistry II</td>
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<tr>
<td>MATH 123 Analytic Geometry and Calculus I</td>
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<tr>
<td>MATH 124 Analytic Geometry and Calculus II</td>
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<td>MATH 223 Analytic Geometry, Vector Analysis, and Calculus III</td>
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<tr>
<td>PHYS 207A Mechanics and Properties of Matter</td>
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<td>PHYS 207B Electricity and Magnetism</td>
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</tr>
<tr>
<td>PHYS 207C Heat, Light, Sound, and Modern Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

Chemistry Courses (CHEM)
Letter grade or credit/no credit option: All other courses.
In general, courses required for a transfer student’s four-year major should be taken on a letter grade basis.
The courses marked with two asterisks (**), Chemistry 110, 114 and 131, require that on the FIRST day of instruction, the students present to the instructor confirmation that the prerequisite of the course has been met.
Chemistry 105, 105L, 110 and 114 are one-semester courses that can satisfy the general education requirements.

Chemistry 114 and 115 represent one year of chemistry for most baccalaureate programs in nursing, health science, laboratory and medical technicians, physical therapy, and non-science majors.

Chemistry 131, 132, 132E represent one year of chemistry for biological science, physical science, engineering and preprofessional (medical, veterinary, and pharmacy) majors.

**CHEM 39  Selected Topics (Nondegree Applicable)**

(1/2-6 units) (Please see Selected Topics category.)

**CHEM 103  Field Chemistry**

(1/2 unit) (No prerequisite. Corequisite: Geology 126 or Geology 127. Twenty-six and one-fourth laboratory hours during a two-week period.)

An introductory chemistry course specifically designed to apply chemical concepts and experimental techniques to Geology 126 and 127. Such chemical concepts as bonding, hydrolysis, pH, and thermodynamics will be explored. Chemical techniques, including instrumentation, necessary for geological fieldwork will include qualitative analysis of water-soluble salts. May be taken three times for credit. (CSU)

**CHEM 105  Chemistry in the Human Environment**

(3 units) (No prerequisite. Three lecture hours weekly.)

A nonmathematical course for liberal arts and non-science majors, exploring chemistry in relation to society. A general introduction and discussion of the development and manifestations of concepts of chemistry and their applications in our environment including living systems. Special considerations will be given to current topics, environmental issues, energy production, nutrition, medicine, and consumer products. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

**CHEM 105L  Chemistry in the Human Environment: Laboratory**

(1 unit) (Prerequisite: Chemistry 105 or concurrent enrollment in Chemistry 105. Three laboratory hours weekly.)

An optional laboratory-demonstration course to accompany Chemistry 105. The combination of Chemistry 105 and 105L will meet general elective requirements for a physical science with laboratory. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

**CHEM 110**

**CHEM 110**

**CHEM 110**  **Chemistry for Allied Health Sciences**

(5 units) (Prerequisite: Eligibility for Math 101 or completion of Math 95 or Math 95B. Four lecture and three laboratory hours weekly.)

This is an introductory one-semester survey of the fundamental concepts and laboratory techniques of general, organic, and biochemistry with emphasis on the processes of the human body.

This course is designed to meet admission requirements for the A.S. degree in Registered Nursing and other allied health sciences. It also fulfills a general elective requirement in physical sciences. (CSU) AA/AS Area A, CSU Area B-1

**CHEM 114**  **Introduction to Chemistry**

(5 units) (Prerequisite: Eligibility for Math 103. Four lecture and three laboratory hours weekly.)

This course covers problem-solving techniques using dimensional analysis, basic principles of inorganic chemistry, and elementary qualitative and quantitative laboratory experiments. This course is designed to prepare students for Chemistry 115 and Chemistry 131. It satisfies a California State University general education requirement in physical sciences as well as a requirement by COM nursing program.

Chemistry 114 and Chemistry 115 represent one year of chemistry for most baccalaureate programs in nursing, health sciences, physical therapy, laboratory and medical technology, as well as non-science majors. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A, CAN CHEM 6

**CHEM 115  Survey of Organic and Biochemistry**

(4 units) (Prerequisite: Chemistry 114. Limit to Enrollment: Not open to those who have had Chemistry 231. Three lecture and three laboratory hours weekly.)

This is a one-semester survey of the classes of organic compounds with emphasis on materials of interest to students of biological sciences. The chemistry and metabolism of proteins, carbohydrates, lipids, and nucleic acids are stressed. The laboratory covers techniques in organic chemistry with applications to biologically interesting compounds.

This course is intended for dental hygiene, home economics, nursing (baccalaureate program), health science, laboratory and medical technology, preoptometry, some predental and nonphysical science majors.

Chemistry 114 and 115 represent one year of chemistry for most baccalaureate programs in nursing, health science, laboratory and medical technology, and non-science majors. (CSU/UC) CSU Area B-1, IGETC Area 5A

**CHEM 131**  **General Chemistry I**

(5 units) (Prerequisites: Chemistry 114 or satisfactory score on chemistry placement test and Math 103 or satisfactory score on math placement test. Three lecture and six laboratory hours weekly.)

Fundamental principles of chemistry including such topics as atomic theory, nomenclature, thermochemistry, bonding, structure and polarity, stoichiometry, gases, liquids and solids, intermolecular forces, solutions, and a brief introduction to organic chemistry and biochemistry. This is not an introductory course. Students are assumed to have a good grasp of certain chemical and mathematical concepts, as well as prior laboratory experience. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A, CAN CHEM 2, CAN CHEM 1, CAN CHEM 2, CAN CHEM 6

SEQ A = Chem 131 + 132
CHEM 132  General Chemistry II  
(5 units)(Prerequisite: Chemistry 131. Four lecture and three laboratory hours weekly.)  
This course is a continuation of Chemistry 131, emphasizing kinetics, thermodynamics, aqueous solution equilibriums, electrochemistry, and selected topics from: nuclear chemistry, descriptive inorganic chemistry, materials, metals, and coordination compounds. (CSU/UC)  
CSU Area B-1, IGETC Area 5A, CAN CHEM 4, CAN CHEM SEQ A = Chem 131 + 132

CHEM 132E  General Chemistry II, Lecture Only  
(3 units)(Prerequisite: Chemistry 131. Three lecture hours weekly.)  
Lecture material of Chemistry 132 for those engineering and science majors who need eight units of general chemistry with lab. Bioengineering and chemical engineering majors should enroll in Chemistry 132. Not open to those who have had Chemistry 132. (CSU/UC)  
CSU Area B-1, IGETC Area 5A

CHEM 139  Selected Topics  
(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

CHEM 231  Organic Chemistry I  
(5 units)(Prerequisite: Chemistry 132. Advisory: A college-level English course. Three lecture and six laboratory hours weekly.)  
The first semester of the one-year organic chemistry course for chemistry, biology, biochemistry, chemical engineering, environmental and health sciences, premedical, and predental majors. (CSU/UC)  
CSU Area B-1, IGETC Area 5A

CHEM 232  Organic Chemistry II  
(5 units)(Prerequisite: Chemistry 231. Three lecture and six laboratory hours weekly.)  
The second semester of the one-year organic chemistry course including laboratory for students majoring in chemistry, biochemistry, and most premedical and predental curricula. Students who need only eight units of organic chemistry, see Chemistry 232E. (CSU/UC)  
CSU Area B-1, IGETC Area 5A

CHEM 232E  Organic Chemistry II, Lecture Only  
(3 units)(Prerequisite: Chemistry 231. Three lecture hours weekly.)  
The second semester of the one-year organic chemistry course without laboratory for those who need a total of eight units, such as some biology, environmental science, health, and chemical engineering majors. (CSU/UC)  
CSU Area B-1

CHEM 249  Directed Study  
(1-3 units)(Limit to Enrollment: Chemistry 131 with a grade of “B” or higher. Prior arrangement with instructor is necessary.)  
A course designed to give the student an opportunity to participate in a research project, with emphasis on original work in the investigation and application of principles of chemistry.  
The student will prepare a formal written outline of the extent and objectives of study, conferring with instructor to determine appropriate credit and criteria for submission prior to normal registration. During their studies, students must confer weekly with the instructor who may revise terms and will determine final credit and grade. This course may be taken more than once for credit. (CSU/UC w/limit)

CHINESE  
A major reason for studying the Chinese language is the enrichment of one’s intellectual growth in context with the rest of the world. In learning Chinese, one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. On the practical side, any field of specialization (journalism, medicine, law, business, teaching) is enhanced if one can speak another language. In California, knowledge of a modern language is now required in many jobs that deal with the public such as Civil Service, social work, nursing, and other service-oriented fields.

Career Options  

Department Phone: (415) 485-9348

Policy Statement Regarding Sequence of Enrollment in Modern Language Classes  
Although students are advised to enroll in language courses sequentially, they will not be precluded from enrolling in lower level language classes after completion of more advanced courses. Students should be aware, however, that units resulting from the lower level courses may not be accepted at transfer institutions as a part of the required transferring units.

Chinese Courses (CHIN)  
All Chinese courses can be taken for a letter grade or credit/no credit. In general, courses required for a transfer student’s four-year major should be taken on a letter grade basis.

CHIN 101  Elementary Chinese Mandarin I  
(5 units)(No prerequisite. Four lecture and three laboratory hours weekly.)  
The primary goal of Chinese Mandarin I is to help students develop proficiency in listening and speaking skills and a foundation in literacy skills. At the same time, students will also gain knowledge and appreciation of Chinese culture. The acquisi-
tion of Chinese/Mandarin language skills and an appreciation of China's role in the global community are goals of the course. (CSU/UC)

**CHIN 102  Elementary Chinese Mandarin II**

(5 units)(Prerequisite: Chinese 101. Four lecture and three laboratory hours weekly.)

Chinese 102 is a continuation of Chinese 101, a course of elementary Chinese Mandarin for non-native speakers. It aims at helping students develop further communicative skills in Chinese Mandarin. At the same time, students will gain new knowledge and appreciation of Chinese culture, history and China's new role in global economics and politics. (CSU/UC)

**CHIN 110  Conversational Chinese (Mandarin) I**

(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)

This class offers an intensive study of practical Chinese conversation, designed for students who wish to acquire skills of the spoken language in modern colloquial Mandarin for travelers and those doing business dealings in or with China. There will be oral practice in speaking and understanding Chinese through the use of videos, audiocassettes, and other audiovisual packages related to daily working environment and life. Topics will include: everyday conversation among in-group (husband-wife, friend-friend, among the family), everyday conversation between out-groups (superior-inferior, between the unknowns), non-verbal communications and culturally correct Chinese conversation. (CSU)

**CHIN 112  Conversational Chinese (Mandarin) II**

(4 units)(Prerequisite: Chinese 110.) Three lecture and three laboratory hours weekly.)

This course includes the use of modern colloquial Chinese in conversation and the study of elementary grammar, designed for students who want to learn at a faster pace in the spoken language with a minimum of formal grammar. Use of audio materials improves accuracy and fluency in pronunciation. (CSU)

**COMMUNICATIONS**

For additional Communications courses, please see Film and Video.

The curriculum is designed to provide theory and skills for those who are interested in mass media, television and films, whether students' goals be transfer, professional, or self-enrichment. Its production courses are hands-on, with equal emphasis on aesthetic principles and technology.

**Career Options**

Animator, Announcer, Broadcast Technician, Camera Operator, Community Affairs Director, Disc Jockey, Engineering Technician, Film Director, Film Editor, Freelance Film Maker, Light Technician, News Broadcaster, News Director, Producer, Production Engineer, Program Assistant, Promotion Sales Manager, Public Relations Representative, Reporter, Sales Account Executive, Screenwriter, Sound Editor, Sound Recorder, Sportscaster, Studio Technician, Teacher, Traffic Manager, Tutor, Videotape Photographer, Writer

**Faculty**

Michael Dougan, Bonnie Borenstein

**Department Phone:** (415) 485-9348

**Transfer**

Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

**A.A. in Communications, Mass Communications Option**

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 110 Introduction to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>JOUN 110 Introduction to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 150 Introduction to Filmmaking</td>
<td>4</td>
</tr>
<tr>
<td>COMM 160 Images of Race, Gender, and Class in the Media</td>
<td>3</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>JOUN 160 Images of Race, Gender, and Class in the Media</td>
<td>3</td>
</tr>
<tr>
<td>COMM 161 Film and Television Writing</td>
<td>3</td>
</tr>
<tr>
<td>One course to be chosen from the following:</td>
<td></td>
</tr>
<tr>
<td>COMM 109A History of Film: Beginning to 1950</td>
<td>4</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>HUM 109A History of Film: Beginning to 1950</td>
<td>4</td>
</tr>
<tr>
<td>COMM 109B History of Film: 1950 to the Present</td>
<td>4</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>HUM 109B History of Film: 1950 to the Present</td>
<td>4</td>
</tr>
</tbody>
</table>

*Note: Communications 109 or Humanities 109 may be substituted through Summer 2005.*

**Three additional units to be selected from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 118 History of the United States II</td>
<td>3</td>
</tr>
<tr>
<td>JOUN 115 News Reporting/Writing</td>
<td>3</td>
</tr>
<tr>
<td>JOUN 125 Broadcast Journalism</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 120 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 122 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 155 Radio and Television Announcing and Performance</td>
<td>3</td>
</tr>
</tbody>
</table>
Communications Courses (COMM)

COMM 39  Selected Topics (Nondegree Applicable)
(½-6 units) (Please see Selected Topics category.)

COMM 110  Introduction to Mass Communication
(3 units) (No prerequisite. Advisory: Social Science 125. Can be taken for credit as Communications 110 or Journalism 110. However, credit will be awarded for only one course. Three lecture hours weekly.)

A critical history survey of mass media from a humanities and social science perspective including print (newspapers, magazines, books), broadcast (radio and television), film, audio recording, images, news gathering and reporting, public relations, advertising, media rights and responsibilities, media ethics and impact, audience and feedback, cybermedia, and global media. Students will examine form, content, and consequences of mass media in our society. Designed for general education, career exploration, and consumer understanding of the interaction and influences among and between media and our culture. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area D-7, IGETC Area 4

COMM 139  Selected Topics
(½-6 units) (Please see Selected Topics category.) (CSU w/limit)

COMM 160  Images of Race, Gender, and Class in the Media
(3 units) (No prerequisite. Can be taken for credit as Communications 160 or Journalism 160. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course will address a variety of entertainment and news content in print and electronic media. In studying the social construction of race and gender, we will consider and investigate all sides of issues. The focus of this course is on contemporary media texts examined within their historical context. Students will learn methods of media analysis and apply them to the study of various media texts. Additionally, we will explore the connections among media representations of race and gender and other social constructions, which will include class, ethnicity, sexual orientation, age, and disability. In covering race, the course will address the experiences of African-Americans, Native Americans, Asian-Americans, Arab-Americans, and Latinos in the United States. With regard to gender, this course will address the social construction of femininity as well as masculinity. (CSU/UC) AA/AS Areas C & G, CSU Area D-3 or D-4, IGETC Area 4

COMM 249  Directed Study
(1-3 units) (Please see Directed Study category.) (CSU w/limit)

COMPUTER INFORMATION SYSTEMS

The Computer Information Systems curriculum is designed to provide education for computer-related careers, professional advancement, and transfer preparation. Courses provide “hands-on” computer use that emphasizes the development of the skills necessary for employment and personal use of computers. Program specialties include desktop network, desktop publishing, microcomputer manager, and microcomputer programmer.

Career Options
Computer Sales Representative, Computer Software Specialist, Desktop Publishing Specialist, Hardware and Software Consultant, Help Desk Technician, Microcomputer Applications Specialist, Microcomputer Manager, Microcomputer Software Support Technician, Network Technician, Programmer, Systems Administrator, Systems Integrator

Faculty
John Hinds, Robert P. Kennedy, Michael Ransom, A. Joe Ritchie, Lawrence M. Tjernell
Department Phone: (415) 485-9610

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

Repeatability Policy Statement for Computer Information Systems Courses
Students must petition to repeat any course in Computer Information Systems for the purpose of meeting the two-year currency requirement for a degree or skills certificate.

A.S. in Computer Information Systems, Occupational
(Career Certificates in Desktop Network Specialty, Desktop Publishing Specialty, Microcomputer Manager Specialty, and Microcomputer Programmer Specialty are awarded. Skills Certificates in Desktop A+ Certified, Microsoft Office Database Specialist, Microsoft Office Specialist, Network Security, Print Production, and Web Programming are also awarded.)

Study in the field of Computer Information Systems is designed to prepare students for entry-level positions. Specialty programs include Desktop Network Specialty, Desktop Publishing Specialty, Microcomputer Manager Specialty, and Microcomputer Programmer Specialty.

The Associate in Science degree is awarded for completion of all requirements in the core program and chosen specialty, as well as completion of general education and graduation requirements. A Career Certificate is awarded for completion of the core program.
plus the additional course requirements in each specialty. A Skills Certificate is earned by satisfactory completion of the required courses as listed for the specific Skills Certificate.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

CORE PROGRAM
The following courses are required of all Computer Information Systems degree students:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 110 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 113 Presentations and Publications</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 117 Introduction to Database Design and Programming</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 118 Introduction to Spreadsheet Design</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 122 Networking Essentials</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 126 Introduction to Windows</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 141 Introduction to HTML Programming</td>
<td>1½</td>
</tr>
</tbody>
</table>

SPECIALTIES
In addition to the core program listed above, each Computer Information Systems degree student will complete one of the following specialties: (An additional specialty degree or certificate can be awarded only if twelve of the required units have not been used for any other degree or certificate.)

Desktop Network Specialty
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 150 Personal Computer Server and Workstation Operating Systems</td>
<td>2</td>
</tr>
<tr>
<td>CIS 151 Implementing and Administering a Network Infrastructure for a Personal Computer Operating System</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 153 Implementing and Administering a Directory Services Infrastructure for a Personal Computer Server Operating Systems</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 155 Designing Security for a Personal Computer Server Operating System</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 159 Network Security</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 161 Introduction to Computer System Hardware</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 162 Computer Operating Systems</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 163 Computer System Peripherals</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 164 Troubleshooting System Peripherals and Networking</td>
<td>1½</td>
</tr>
</tbody>
</table>

Desktop Publishing Specialty
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 112 2-D Art Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CIS 114 Print Design and Layout</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 115 Print Production</td>
<td>2</td>
</tr>
<tr>
<td>CIS 213P Internship in Print Publishing</td>
<td>3</td>
</tr>
<tr>
<td>MMST 123 Introduction to Multimedia Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Microcomputer Manager Specialty
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 112 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 114 Beginning Computerized Accounting</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 127 Intermediate Database Design</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 128 Intermediate Spreadsheet Design</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 143 Designing Web Sites</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 150 Personal Computer Server and Workstation Operating Systems</td>
<td>2</td>
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</tbody>
</table>

Microcomputer Programmer Specialty
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 127 Intermediate Database Design</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 137 Advanced Database Design</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 142 Intermediate HTML and Scripting</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 150 Personal Computer Server and Workstation Operating Systems</td>
<td>2</td>
</tr>
<tr>
<td>CIS 215 Visual BASIC Programming</td>
<td>3½</td>
</tr>
<tr>
<td>CIS 237 SQL Programming</td>
<td>1½</td>
</tr>
</tbody>
</table>

Skills Certificates
Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Career Certificate.

Desktop A+ Centered Skills Certificate
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 151 Implementing and Administering a Network Infrastructure for a Personal Computer Server Operating System</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 161 Introduction to Computer System Hardware</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 162 Computer Operating Systems</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 163 Computer System Peripherals</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 164 Troubleshooting System Peripherals and Networking</td>
<td>1½</td>
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</table>

Microsoft Office Database Specialist Skills Certificate
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 117 Introduction to Database Design and Programming</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 127 Intermediate Database Design</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 137 Advanced Database Design</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 200 Software Certification Test Preparation</td>
<td>½</td>
</tr>
<tr>
<td>CIS 237 SQL Programming</td>
<td>1½</td>
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</tbody>
</table>

Microsoft Office Specialist Skills Certificate
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOS 114 Beginning Word Processing</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 117 Introduction to Database Design and Programming</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 118 Introduction to Spreadsheet Design</td>
<td>1½</td>
</tr>
</tbody>
</table>

One Course From:
BOS 115 Intermediate Word Processing 1½
CIS 127 Intermediate Database Design 1½
CIS 128 Intermediate Spreadsheet Design 1½

Network Security Skills Certificate
Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 150</td>
<td>Personal Computer Server and Workstation Operating Systems</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 151</td>
<td>Implementing and Administering a Network Infrastructure for a Personal Computer Server Operating System</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 153</td>
<td>Implementing and Administering a Directory Services Infrastructure for a Personal Computer Server Operating System</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 155</td>
<td>Designing Security for a Personal Computer Server Operating System</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 159</td>
<td>Network Security</td>
<td>1½</td>
</tr>
</tbody>
</table>

Print Production Skills Certificate
Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 113</td>
<td>Presentations and Publications</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 114</td>
<td>Print Design and Layout</td>
<td>1½</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Print Production</td>
<td>2</td>
</tr>
</tbody>
</table>

Web Programming Skills Certificate
Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 141</td>
<td>Introduction to HTML Programming</td>
<td>1½</td>
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<td>CIS 142</td>
<td>Intermediate HTML and Scripting</td>
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<tr>
<td>CIS 143</td>
<td>Designing Web Sites</td>
<td>1½</td>
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Computer Information Systems Courses (CIS)

CIS 39 Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

CIS 101 Introduction to Personal Computers and Operating Systems
(1½ units)(No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

This introductory course in the operation of the personal computer and its' operating system is designed for beginning students with very little or no previous exposure to microcomputers. Students will be introduced to the hardware components, systems software, and applications programs of a personal computer. Though both lecture and laboratory experience, students will gain the skills and confidence necessary to succeed in additional application training courses in spreadsheets, database design, word processing, and Web page construction as well as the transfer level comprehensive computer concepts course, CIS 110 – Introduction to Computer Information Systems. (CSU)

CIS 110 Introduction to Computer Information Systems
(3 units)(No prerequisite. Three lecture hours and one laboratory hour to be arranged weekly.)

This is an introductory survey of the needs for and roles of computer information systems within organizations. Emphasis is on computer requirements for organizations, history, hardware, programming, systems development, personal computers, Internet, and networks. Students will work with personal computers using application software for word processing, spreadsheets, and databases. Programs will be written and run in a high level language. This course is of interest to students in social sciences, humanities, vocational technical education, and business. Can also be offered in a distance learning format. (CSU/UC)

CAN BUS 6

CIS 113 Presentations and Publications
(1½ units)(No prerequisite. Advisory: Computer Information Systems 101. Two lecture and three laboratory hours weekly for eight weeks.)

This course introduces the fundamental design and layout requirements for the creation of effective computer-generated presentations and printed documents for business. The course's lecture component focuses on the operation of software that aids in the creation of color presentations, business graphics, and standard printed documents (e.g., stationery, business cards, flyers, and brochures). The lab component allows students to learn and practice the operation of at least one of three software packages (presentation, business graphics, and page layout). Basic layout, composition, and issues regarding typography, use of color, and choice of various output media are the underlying and unifying topics for the course. (CSU)

CIS 114 Print Design and Layout
(1½ units)(Prerequisite: Computer Information Systems 113. Two lecture and three laboratory hours weekly for eight weeks.)

This course introduces the student to the operation of professional-level print design and layout software for the production of documents such as business forms, brochures, newsletters, posters, flyers, business identity materials, and other printed pieces. The course does not present fundamental design concepts per se; rather, it focuses on the functions of the tools of design, such as layout software and complementary graphics editing software. In addition, students will learn about the print publishing cycle, its component parts and its contributing experts. (CSU)

CIS 115 Print Production
(2 units)(Prerequisite: Computer Information Systems 114. Three lecture and three laboratory hours weekly for eight weeks.)

This course follows CIS 114 in a sequence leading to an internship assignment or entry-level work in the digital print publishing industry. In this course, students use software tools (design and layout programs, graphic editing software, text editing software) to design and produce documents ready for the press. Students will work with computers configured in a local area network with shared resources, practice basic operations of vec-
tor and bitmapped graphics software, complete production jobs using professional-level layout software, and apply new terms and concepts of the digital publishing industry in planning and spec-ing print production jobs. (CSU)

CIS 117  Introduction to Database Design and Programming

(1½ units)(No prerequisite. Advisory: Computer Information Systems 101. Two lecture and three laboratory hours weekly for eight weeks.)

This is a first course in the design and installation of a database for personal computers. Students will use a personal computer database software program to create and program database applications. (CSU)

CIS 118  Introduction to Spreadsheet Design

(1½ units)(No prerequisite. Advisory: Computer Information Systems 110 or 101. Two lecture and three laboratory hours weekly for eight weeks.)

In this first course in the design and application of spreadsheets for personal computers, students will use a personal computer spreadsheet software program to design, create, and use spreadsheets for accounting, and other business applications. (CSU)

CIS 122  Networking Essentials

(1½ units)(No prerequisite. Advisory: Computer Information Systems 101. Three lecture hours weekly for eight weeks.)

This course will cover the basic concepts of networks, including hardware, planning, implementation, and troubleshooting through the development of a case study. (CSU)

CIS 126  Introduction to Windows

(1½ units)(No prerequisite. Advisory: Computer Information Systems 101. Two lecture and three laboratory hours weekly for eight weeks.)

This course provides an introduction to Windows for personal computers. Topics include Windows environment, menus and dialog boxes, folder management, Explorer, disk maintenance, and other Windows tools. (CSU)

CIS 127  Intermediate Database Design

(1½ units)(Prerequisite: Computer Information Systems 117. Two lecture and three laboratory hours weekly for eight weeks.)

This is a continuation of CIS 117. Students will use the advanced features of database software to design and implement database applications. Database applications will be created using development tools to integrate information from other applications, analyze data, utilize Internet capabilities, include forms for data input and validation, produce custom reports, and integrate databases for workgroups. (CSU)

CIS 128  Intermediate Spreadsheet Design

(1½ units)(No prerequisite. Advisory: Computer Information Systems 118. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course that will further prepare students in their ability to create and to use accurate electronic spreadsheets on a personal computer. Students will learn techniques of designing business-oriented spreadsheets on a personal computer. Students will learn how to plan, write, and execute program codes to manipulate a data management software package to meet management, marketing, and other business needs. (CSU)

CIS 137  Advanced Database Design

(1½ units)(No prerequisite. Advisory: Computer Information Systems 127. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course extending students’ database application development knowledge using Access. Students will concentrate on advanced topics and techniques such as designing complex forms and reports, customizing the user interface, action queries and SQL, using Visual Basic for Applications, error handling, ActiveX Controls, security, and connecting to the Web. (CSU)

CIS 138  Selected Topics

(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

CIS 141  Introduction to HTML Programming

(1½ units)(No prerequisite. Advisory: Computer Information Systems 110 or 101. Two lecture and three laboratory hours weekly for eight weeks.)

Hypertext Markup Language (HTML) is the language of the World Wide Web. In this class students will learn how to design, code, and implement Web pages using HTML. The focus of this beginning class will be creating pages with textual and limited inline image data and links for both Internet and Local Area Network Intranet applications. (CSU)

CIS 142  Intermediate HTML and Scripting

(1½ units)(No prerequisite. Advisory: Computer Information Systems 141. Two lecture and three laboratory hours weekly for eight weeks.)

This class is a continuation of CIS 141. Students will build on their knowledge of HTML and learn elementary client-side programming in JavaScript to add animation and interactive data exchange to Web pages. (CSU)

CIS 143  Designing Web Sites

(1½ units)(No prerequisite. Advisory: Computer Information Systems 142. Two lecture and three laboratory hours weekly for eight weeks.)

This course teaches students how to design and implement Web sites using Microsoft FrontPage. Students who understand how to use a simple text editor to develop source documents incorporating HTML, JavaScript, DHTML and server-side form han-
dlers will learn how a Web site editor creates static and dynamic pages. Additionally, FrontPage’s site management features will be fully explored. (CSU)

CIS 150 Personal Computer Server and Workstation Operating Systems
(2 units)(Prerequisite: Computer Information Systems 122. Three lecture and three laboratory hours weekly for eight weeks.)

A course for students who will install, configure, and maintain network server and workstation operating systems. Students will configure client profiles and server roles in a network environment. (CSU)

CIS 151 Implementing and Administering a Network Infrastructure for a Personal Computer Server Operating System
(1½ units)(Prerequisite: Computer Information Systems 150. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course for students who will install, configure, manage, monitor, and troubleshoot a network server operating system infrastructure. This course concentrates on the following network services: DHCP, DNS, remote access, network protocols, IP routing and NetBIOS naming conventions within a network server-based operating environment. (CSU)

CIS 153 Implementing and Administering a Directory Services Infrastructure for a Personal Computer Server Operating System
(1½ units)(Prerequisite: Computer Information Systems 150. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course for students who will install, configure, manage, monitor and troubleshoot Directory Services for a network server operating system. This course concentrates on the following: Directory Services and DNS, security and Directory Services within a network server-based operating environment. (CSU)

CIS 155 Designing Security for a Personal Computer Server Operating System
(1½ units)(Prerequisite: Computer Information Systems 150. Advisories: Business 101 and 112AB. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course for students who will design and implement a security system to meet the business requirements of a network server operating system infrastructure. This course includes analysis of security system requirements, auditing access to resources, authenticating users, and encryption. (CSU)

CIS 158 Managing a Personal Computer Network Environment
(1½ units)(Prerequisite: Computer Information Systems 122. Advisories: Computer Information Systems 150. Two lecture and three laboratory hours weekly for eight weeks.)

This course provides students with experience managing a network which is based on a personal computer server operating system. Students will develop skills necessary to manage, monitor, and troubleshoot a personal computer network environment. Students will develop skills in setting up file, print and Web servers. Students will learn to manage, monitor, and troubleshoot the Active Directory structure in a network as well as explore software deployment and group policy implementation. The process of setting up Remote Access, VPN’s and Terminal Services in a network will be developed by hands-on practice with network server operating systems. (CSU)

CIS 159 Computer Network Security Basics
(1½ units)(Prerequisite: Computer Information Systems 122. Advisories: Computer Information Systems 153. Two lecture and three laboratory hours weekly for eight weeks.)

This course is designed to prepare the student to support, monitor, configure, and test basic security features applied to personal computer networks. The goal of this course is to provide the student with a fundamental understanding of network security. Students explore principles applied in a network. They will learn how to implement a variety of security settings for data and services. (CSU)

CIS 161 Introduction to Computer System Hardware
(1½ units)(No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course that brings students up-to-date with the latest technology covered by the A+ exams. For the more experienced user, the course provides a fresh review and focus on what is required to meet the objectives of the A+ exams. (CSU)

CIS 162 Computer Operating Systems
(1½ units)(No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course that brings students up-to-date with the latest operating systems covered by the A+ exams. For the more experienced user, the course provides a fresh review and focus on what is required to meet the objectives of the A+ exams. (CSU)

CIS 163 Computer System Peripherals
(1½ units)(No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course that brings students up-to-date with the latest system peripherals included in the A+ exams. The course covers the installation, testing, troubleshooting, and maintenance of devices such as printers, disk drives, and monitors. (CSU)

CIS 164 Troubleshooting System Peripherals and Networking
(1½ units)(No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

In this course, students develop the skills necessary to identify and resolve computer system hardware and operating system software problems. Included in this course are the networking concepts relating to system troubleshooting. (CSU)
CIS 200  **Software Certification Test Preparation**
(½ unit)(No prerequisite. Advisories: Business Office Systems 114 or Computer Information Systems 117 or 118. One and one-half laboratory hours weekly.)

In this course, students work with computer software to evaluate skill level in selected application software and prepare for software certification tests. May be taken four times for credit. (CSU)

CIS 213N  **Internship in Networking**
(3 units)(Prerequisites: Computer Information Systems 150, 158. Corequisites: Computer Information Systems 151 or 153 or 155. Advisories: Computer Information Systems 161, 162. Two lecture and three laboratory hours weekly.)

This course bridges the gap between the classroom and the networking industry by providing an on-campus lecture class coupled with a short-term internship. Students gain an understanding of real networking work situations and expectations in a “real-life” context characterized by workgroup activities, multiple projects under deadline, and collaborative effort. Internships are not guaranteed. Projects may be suitable for students’ portfolios. (CSU)

CIS 213P  **Internship in Print Publishing**
(3 units)(Prerequisite: Computer Information Systems 115. Two lecture and three laboratory hours weekly.)

This course bridges the gap between the classroom and the printing industry by providing an on-campus lecture class coupled with a short-term internship, students gain an understanding of real print production work situations and expectations in a “real-life” context characterized by workgroup activities, multiple projects under deadline, and collaborative effort. Internships are not guaranteed. Projects may be suitable for students’ portfolios. (CSU)

CIS 215  **Visual BASIC Programming**
(3½ units)(No prerequisite. Advisory: Computer Information Systems 110. Three lecture and two laboratory hours weekly.)

The students will plan and create their own interactive Windows applications using Visual BASIC on a personal computer. Problems will be presented in logic and computation to develop skill in developing interactive BASIC programs. (CSU)

AA/AS Area E

CIS 237  **Introduction to SQL Programming**
(1½ units)(No prerequisite: Advisory: Computer Information Systems 137. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course extending students’ relational database application development knowledge using SQL. Students will concentrate on learning the SQL programming language including: single and multiple-table queries, updating data, database administration, reports and embedded SQL. (CSU)

CIS 249  **Directed Study**
(1-3 units)(Limit to Enrollment: Successful completion of twelve units in Computer Information Systems.)

This course is designed to give the student an opportunity for independent study in computer information systems. The student plans a project under the guidance of a computer information systems instructor. Evaluation is through reports and conferences and a final written report of the student’s work and findings. This course may be taken more than once for credit. (CSU/UC w/limit)

**COMPUTER SCIENCE**

Today there are thousands of different computer applications in science, industry, education, and government. The fields of space exploration, military defense, medicine, and pure and applied research all use computers in increasing numbers. There is hardly a field today in which computers are not used.

**Career Options**

**Faculty**
Frederick G. Schmitt

**Department Phone:** (415) 485-9510

**Transfer**
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

**A.S. in Computer Science**

With the rapid growth of computer and related technologies, preparation for a career in the computer sciences involves a course of study in the areas of basic science, mathematics and electrical engineering. There are two educational programs available to students interested in the computer sciences. The two areas are: (1) electrical engineering and computer science; and, (2) information science and software engineering. The student interested in computer architecture and design, control systems and communication theory, should consider electrical engineering and computer science programs (see A.S. in Engineering description). The information science and software engineering program will prepare those students interested in operating system and compiler design, graphics, and theoretical computer science, as described in the program below. Due to the diversity
among degree programs, a student who plans to obtain a degree in computer science from a four-year college or university should examine carefully all relevant transfer information concerning the particular program.

Please note: Students are required to complete English 150 for the Associate degree. All students should consult a counselor.

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<th>Requirements</th>
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<td><strong>Freshman Year</strong></td>
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<tr>
<td>COMP 110</td>
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<td>COMP 130</td>
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<td>MATH 116</td>
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<td>PHYS 207B</td>
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**Computer Science Courses (COMP)**

COMP 110 and 112: credit/no credit only

All other courses: Letter grade or credit/no credit.

In general, courses required for a transfer student’s four-year major should be taken on a letter grade basis.

**COMP 39 Selected Topics (Nondegree Applicable)**

(½-6 units)(Please see Selected Topics category.)

**COMP 75 Selected Applications**

(1 unit)(Prerequisite: Computer Science 110. Three laboratory hours weekly.)

This course offers experienced students the opportunity to further explore selected application packages running on the UNIX operating system on the Science Center computer. Applications include word processing, typesetting, the writer’s workbench, graphing with Plot2d, the UNIX operating system, databases and others. This is a self-paced, self-directed course. May be taken four times for credit.

**COMP 110 Introduction to Computers**

(1 unit)(No prerequisite. One-half lecture and one and one-half laboratory hours weekly.)

This course is an introduction to the computing facilities available on the Science Center computers. Students will learn the fundamentals of both the DOS and UNIX operating systems; how to log-on, use an editor, manage files and send electronic mail. A brief introduction to graphing, statistics, and programming packages is also included. (CSU)

**COMP 112 Introduction to UNIX**

(½ unit)(Prerequisite: Competence in any computer language. Two lecture hours weekly for four weeks.)

An accelerated introduction to the UNIX operating system for experienced programmers; how to log-on, use an editor, manage files, and send electronic mail. (CSU)

**COMP 115 Technical BASIC Programming**

(1½ units)(No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

This course is designed to introduce technical students to computers and computer programming using the BASIC language. (CSU)

**COMP 117 Discrete Mathematics**

(3 units)(Prerequisite: Math 121 or 123. Also offered as Math 117. Students may receive credit for Computer Science 117 or Math 117, but not for both courses. Three lecture hours weekly.)

This course is a survey of topics including set theory, combinatorics, graph theory, algorithm, logic, Boolean algebra, formal languages, and probability theory. Recommended for mathematics majors and students interested in engineering and applied fields. (CSU/UC)

**CSU Area B-4, IGETC Area 2**

**COMP 130 Introduction to Computer Programming**

(4 units)(Prerequisites: Math 103 and Computer Science 110. Computer Science 110 may be taken concurrently. Three lecture and three laboratory hours weekly.)

This course offers an introduction to problem solving using a structured, object-oriented programming language like C/C++ for those without prior programming experience. Examples and programming assignments are drawn from many areas, involving both numerical and non-numerical applications. (CSU/UC)

**AA/AS Area E**

**COMP 135 Introduction to Programming in Java**

(4 units)(Prerequisite: Math 103 or 103XY. Three lecture and three laboratory hours weekly.)

This course teaches students how to use a structured, object-oriented approach to build Java applications that solve real-world problems, and applets that can be deployed on a Web page. Principles of structured programming are illustrated with primitive data types and operations, control statements, arrays, and strings. Object-oriented programming discusses methods, objects, and classes, and continues with inheritance, polymorphism, abstract classes, and interfaces. Graphics programming and graphical user interfaces are emphasized along with event-driven programming and exception handling. Topics from multimedia and simple file input/output are also discussed. (CSU/UC)

**AA/AS Area E**

**COMP 139 Selected Topics**

(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)
COMP 140  Fundamentals of Programming in FORTRAN
(4 units) (Prerequisites: Math 121 or 123 and Computer Science 110. Both Math 121 or 123 and Computer Science 110 may be taken concurrently. Three lecture and three laboratory hours weekly.)

The complete standard FORTRAN 77 programming language. Emphasis is on problem solving and numerical methods, with applications to physical sciences, mathematics, engineering, and economics. (CSU/UC)
AA/AS Area E

COMP 150A  Introduction to Computers for Scientists and Engineers
(2 units) (Prerequisites: Math 104 and 105. Two lecture hours weekly.)

This course is an introduction to computer tools and techniques useful for scientific data analysis and problem solving. The course makes use of spreadsheet software (such as Microsoft Excel) and the MATLAB programming language. Students learn to perform routine data analysis, including use of mathematical equations, statistical analysis, graphing, and curve fitting, as well as basic programming structures and a variety of problem-solving techniques involving algebraic and trigonometric equations. (CSU/UC)

COMP 150B  Programming in MATLAB for Engineers
(2 units) (Prerequisites: Computer Science 150A and Math 123. Two lecture hours weekly.)

Designed to meet computer programming requirements for engineering transfer students, when combined with the prerequisite COMP 150A course. Students outline, write, test, and debug computer programs to solve problems and display results, with emphasis on proper documentation of computer code and reports. Common examples and applications of physics and engineering are used throughout the course. (CSU/UC)

COMP 160  Computer Organization: An Assembly Language Perspective
(3 units) (Prerequisite: Computer Science 130 or 230. Three lecture hours weekly.)

Description of a digital computer from a hardware point of view including organization of memory, registers, the central processing unit, peripheral devices, and control and data paths. (CSU/UC)

COMP 190  Prolog: Logic Programming and Artificial Intelligence
(3 units) (Prerequisite: Competence in a programming language. Three lecture hours weekly.)

This course is an introduction to Prolog, a declarative, procedural programming language. Applications to problems in logic, expert systems, and artificial intelligence. Examples of windowing, graphics, and sound using Turbo Prolog. (CSU/UC)

COMP 200  Programming in LISP
(3 units) (Prerequisite: Computer Science 120 or 190 or 230. Three lecture hours weekly.)

Fundamentals of symbolic computation using the LISP programming language, with special emphasis on the widely implemented Franz LISP dialect. Introduction to some of the principles and programming techniques used in artificial intelligence, with elementary applications to a wide variety of problems and areas such as heuristic problem solving, game playing, natural language processing, knowledge representation, pattern recognition, and associative database systems. (CSU/UC)
AA/AS Area E

COMP 220  Data Structures and Algorithms
(3 units) (Prerequisite: Computer Science 130 or 230. Three lecture hours weekly.)

This is a second programming course emphasizing the systematic design and implementation of larger programs, often using recursion. Topics include fundamental and self-adjusting dynamic data structures, specifically lists, stacks, queues, trees, graphs, and hash tables, with methods for their construction and maintenance; efficient algorithms for searching and sorting; string and file processing; and elementary principles of software engineering, object-oriented methods, and abstract data types. (CSU/UC)

COMP 230  Programming in C
(3 units) (Prerequisite: Computer Science 130 or 140. Students without UNIX experience may take Computer Science 110 concurrently. Three lecture hours weekly.)

An introduction to the C programming language and to some of the advanced programming techniques it makes possible. (CSU/UC) AA/AS Area E

COMP 232  Programming in JAVA
(3 units) (Prerequisite: Computer Science 230. Three lecture hours weekly.)

This course explains how to use a structured, object-oriented approach to build Java applications and applets. Principles of structured programming are illustrated with primitive data types and operations, control statements, arrays, and strings. Object-oriented programming begins with a discussion of methods, objects, and classes, and continues with class inheritance, polymorphism, abstract classes, and interfaces. Graphics programming and graphical user interfaces are introduced along with event-driven programming and exception handling. Some topics from internationalization, multithreading, multimedia, file input/output, and networking may also be covered. (CSU/UC)

COMP 235  Programming in C++
(3 units) (Prerequisite: Computer Science 230. Three lecture hours weekly.)
An introduction to the C++ programming language and to object-oriented programming concepts such as data abstraction, encapsulation, polymorphism, user-defined types, and inheritance. (CSU/UC)

COMP 249 Directed Study in Computer Science
(1-3 units)(Limit to Enrollment: A grade of "B" or higher in introductory computer courses such as Computer Science 140 or Computer Information Systems 110. Prior arrangement with the instructor is necessary.)

This offering is designed to encourage individual students to take science not provided either in the program or in their foreseeable formal study elsewhere. (CSU/UC w/limit)

COUNSELING
Counseling courses are designed to provide an in-depth exploration into the process of self-knowledge. The courses are specifically intended to enhance student study habits, provide insights into career possibilities, and establish suitable educational planning. Courses are taught both informally and experientially in order to arrive at a realistic view of oneself and to enable students to better assess their potential for making informed decisions. In addition to the established offerings, special topics are offered periodically in response to student interest.

Faculty
Rinetta Early, Robert E. Flynn, Theodora F. Fung, Bruce Furuya, Letta Hlavachek, Alexandra Magallanes, Bessie Ng-Jung, Karen Robinson, Joetta S. Tenison-Scott, Rose Thompson, Wendy Ullman, Charles E. Williams, Toni Wittenmeier

Department Phone: (415) 485-9431
Disabled Students: (415) 485-9406

Counseling Courses (COUN)

COUN 39 Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

COUN 70 Interpersonal Skills and Guidance
(½, 1 unit)(Prerequisite: Disabled student. One and one-half laboratory hours weekly for one-half unit and three laboratory hours weekly for one unit.)

A course designed to help disabled students discover avenues for realizing their best qualities in interpersonal communication and in life situations. Offers special guidance in learning confidence and ways to achieve best potential. Students are encouraged to share backgrounds, problems, and achievements with instructor and group. May be repeated for credit.

COUN 114 College Success Investigations
(3 units)(No prerequisite. Three lecture hours weekly.)

This course is an in-depth guide designed to introduce individuals to the role of higher education in society and understanding their role as students within the academic community.

The course focuses on academic and career planning, study skills, team development and self-understanding. Students will function as an interdependent group, supporting each other in a broad range of educational and personal issues. Faculty from a variety of disciplines will do presentations designed to assist students in their academic and career planning. (CSU/UC)

COUN 115AB Planning for Success in College
(½, 1 unit)(No prerequisite. One-half lecture hour weekly for one-half unit, and one lecture hour weekly for one unit.)

This course will focus on how to successfully prepare to transfer to UC, CSU, and private universities and colleges. Topics will include developing an educational plan and selecting courses for transfer, admission criteria and the review process, choosing a college major, developing an effective personal statement, completing applications, and use of Internet resources. (CSU)

COUN 120 Educational Planning
(½ unit)(No prerequisite. One hour weekly for eight weeks.)

This course is designed to assist students to select their major and to plan their educational programs. Can also be offered in a distance learning format. (CSU)

COUN 125 How to Study Effectively
(1 unit)(No prerequisite. Sixteen lecture hours per semester.)

This course is designed to introduce the student to proven study techniques including assessing learning styles, time management, stress reduction, listening and lecture note taking, efficient textbook reading, preparing for exams, improving memory, and critical thinking and writing. (CSU)

COUN 125L Effective Study Skills Lab
(½ unit)(No prerequisite. Two laboratory hours weekly.)

This course provides students the opportunity to assess their current study skills, and in the lab setting develop and practice proven study techniques in effective textbook reading, active listening, lecture note taking, exam preparation, memory and concentration improvement, and time budgeting. May be taken four times for credit. (CSU)

COUN 130 Career Life Skills Planning
(3 units)(No prerequisite. Three lecture hours weekly.)

This course focuses on the determination of personal and professional life goals using a reflective model of decision-making that integrates theory and practice that is applicable in a variety of situations over an individual's life span. Through a study of career decision making, students explore the impact of psycho-social, physical and affective factors on their own cognitive processes. This comprehensive approach to career planning will include exploration of interests, personality traits, values, and motivations. Self-knowledge and understanding of the globalization of the workforce will address understanding work place cultural pluralism, technological awareness, and one's role and impact in the workforce on the environment. Career planning will address linkages to choosing a college major, educational planning, changing jobs and career fields. (CSU)
COUN 132  Computerized Career Planning 
(½ unit)(No prerequisite. One and one-half independent study hours weekly.)
A self-directed study focusing on one's vocational interests and career utilizing a computerized guidance system — Eureka. Various assessment inventories will be used in conjunction with the Eureka Guidance System, counseling services, and current literature topics in vocational guidance. This course is designed to aid the student in making more effective career decisions. (CSU)

COUN 133A  Career Exploration 
(½ unit)(No prerequisite. One-half lecture hour weekly.)
This is a short course introducing self-assessment including interests, skills, values, and personality style, as it relates to career transition and choosing a major. (CSU)

COUN 133B  Career Exploration 
(1 unit)(No prerequisite. One lecture hour weekly.)
This course provides the student with a practical approach to making career and educational decisions. Self-assessment inventories and assignments will help students discover their interests, values, skills, and personality style. Students will learn to make career decisions that are compatible with their unique personality and interests. (CSU)

COUN 135  Effective Job Search Strategies 
(½ unit)(No prerequisite. Eight lecture hours per semester.)
This course provides practical step-by-step instructions for the job search process. Emphasis will be on career testing, job hunting methods and techniques, resume and cover letter preparation, and interviewing and follow-up procedures. (CSU)

COUN 139  Selected Topics 
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

COUN 140  Effective Communication for Peer Counselors 
(1 unit)(No prerequisite. One lecture and three laboratory hours weekly for one-half semester.)
A course designed to train students who will work with people to be more effective in their interpersonal communication. (CSU)

COUN 141  Peer Counseling 
(1 unit)(Prerequisite: Counseling 140. One lecture and three laboratory hours weekly for one-half semester.)
A course designed to train students to be effective peer counselors. (CSU)

COUN 142  Peer Counseling Seminar and Field Experience 
(2 units)(Prerequisite: Counseling 141. One lecture and three laboratory hours weekly.)

During the lecture/seminar hour, emphasis will be on topics pertaining to fieldwork experience. In addition, students will work three hours per week as peer counselors. (CSU)

COUN 153AB  Group Process 
(½, 1 unit)(No prerequisite. One-quarter lecture and three-quarter laboratory hour weekly for one-half student unit; and one-half lecture and one and one-half laboratory hours weekly for one student unit.)
This course is designed to provide students an opportunity to participate in a small group experience for the purpose of examining their behavior and the concepts of group behavior. The group will function as a mini-laboratory to improve self-awareness and communication with others according to individual needs and interests. Counseling 153B may be taken four times for credit. (CSU)

COUN 154  Community Resources for the Disabled 
(½ unit)(Prerequisite: Disabled student. One-half lecture hour weekly.)
Students with disabilities will learn about the various community resources available to them. Emphasis will be on such topics as social services, social security, medical assistance, financial aid, housing, and transportation. Presentations will be made by counseling staff and guest speakers. May be repeated for credit.

COURT REPORTING
The Court Reporting Program is designed for students interested in acquiring the skill necessary to secure employment as a verbatim reporter in our courts of law and legal and business offices.

Career Options
Convention Reporter, Court Reporter, Deposition Reporter, Freelance Reporter, Hearing Reporter

Faculty
Thomas Holub
Department Phone: (415) 883-2211, Ext. 8226
In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school. For information concerning the minimum requirements that a Court Reporting Program must meet in order to be recognized, contact: The Court Reporters Board of California; 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833; (916) 263-2636.

Court Reporting Program options are recognized by:
The Court Reporters Board of California
2535 Capitol Oaks Drive, Suite 230
Sacramento, CA 95833
Phone: (916) 263-3660
A.S. in Court Reporting, Occupational, Machine Shorthand Option in Legal or Medical Secretary, Scopist, Medical Transcriptionist, or Text Entry Specialist
(Career Certificate also awarded)

The Machine Shorthand Option is offered only at the Indian Valley Campus. This curriculum offers the student an opportunity to prepare for careers as a legal or medical secretary, scopist for court reporters, medical transcriptionist, or text entry specialist. The courses will also partially fulfill the Certified Shorthand Reporters Board requirements to “qualify” to take the State Certified Shorthand Reporters Examination. An Associate in Science degree in Court Reporting, Machine Shorthand Option is earned by completing the courses listed below and the College of Marin graduation requirements. A Career Certificate is awarded for satisfactory completion of all courses required for the major. Arrangements must be made by the student for the rental or purchase of a shorthand machine. The total length of time it takes to complete the machine shorthand skill requirements varies with each student.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. English 95, 96, 97, 98A, and 98B are required in order to “qualify” to take the state licensing examination. All students should consult a counselor.

### Requirements

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### Fall Semester

| COUR | 110 | Theory of Machine Shorthand | 8 |
| COUR | 166 | Law Library Skills | 1½ |
| COUR | 167 | Procedures and Ethics for the Court/Deposition Reporter | 1 |
| ENGL | 95* | Advanced Spelling | 1 |
| ENGL | 96* | Advanced Vocabulary | 1 |

### Spring Semester

| COUR | 112 | Beginning Machine Shorthand Workshop: Level I | 4 |
| COUR | 115J | Beginning Machine Shorthand Jury Charge: Level II-J | 2 |
| COUR | 115T | Beginning Machine Shorthand Two-Voice: Level II-T | 2 |
| COUR | 169A | Computer-Aided Transcription | 2 |
| COUR | 170 | Microtranscription | 1 |
| ENGL | 98A* | Grammar and Usage | 1 |
| ENGL | 98B* | Sentence Structure and Punctuation | 1 |

### Summer Session

| COUR | 115F | Beginning Machine Shorthand Four-Voice: Level II-F | 2 |
| COUR | 115S | Beginning Machine Shorthand Literary: Level II-S | 2 |
| COUR | 125J | Intermediate Machine Shorthand Jury-Charge: Level III-J | 2 |

| COUR | 125T | Intermediate Machine Shorthand Two-Voice: Level III-T | 2 |
| COUR | 150F | Beginning Machine Shorthand Four Voice: Level III-F | 2 |
| COUR | 150S | Intermediate Machine Shorthand Literary: Level III-S | 2 |
| COUR | 150J | Intermediate Machine Shorthand Jury-Charge: Level IV-J | 2 |
| COUR | 150T | Intermediate Machine Shorthand Two Voice: Level IV-T | 2 |
| COUR | 169B | Transcript Preparation/Formatting | 1 |
| COUR | 169C | Rapid-Data Entry | ½ |
| COUR | 170 | Microtranscription | 1 |
| MEDA | 120 | Medical Terminology I | 3 |

*A Applied toward the Career Certificate only.*

A.S. in Court Reporting, Occupational, Certified Shorthand Reporter Option
(Career Certificate also awarded)

The Certified Shorthand Reporter Option is offered only at the Indian Valley Campus. This program in conjunction with the academic courses required for the Machine Shorthand Option will fulfill the Certified Shorthand Reporters Board requirements to “qualify” to take the State Certified Shorthand Reporters Examination. An Associate in Science degree in Court Reporting, Certified Shorthand Reporter Option, is earned by completing the courses listed below, the academic courses required for the Machine Shorthand Option, and the College of Marin graduation requirements. A Career Certificate is awarded for satisfactory completion of all courses required for the major. The total length of time it takes to complete the machine shorthand skill requirements varies with each student.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. English 95, 96, 97, 98A, and 98B are required in order to “qualify” to take the state licensing examination. All students should consult a counselor.

### PREREQUISITES

Completion of:
- Court Reporting 110, 112, 115FJST, 125FJST, 150JT, 165, 166, 167, 169A, 169B, 169C, 170; English 95*, 96*, 97*, 98AB*;
- Medical Assisting 120, 121.

*A Applied toward the Career Certificate only.*

### Requirements

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Spring Semester

COUR 150F  Intermediate Machine Shorthand  Four-Voice: Level IV-F  2
COUR 150S  Intermediate Machine Shorthand  Literary: Level IV-S  2
COUR 175J  Intermediate Machine Shorthand  Jury Charge: Level V-J  2
COUR 175T  Intermediate Machine Shorthand  Two-Voice: Level V-T  2

Summer Session

COUR 175F  Intermediate Machine Shorthand  Four-Voice: Level V-F  2
COUR 175S  Intermediate Machine Shorthand  Literary: Level V-S  2
COUR 200J  Advanced Machine Shorthand  Jury Charge: Level VI-J  2
COUR 200T  Advanced Machine Shorthand  Two-Voice: Level VI-T  2

Fall Semester

COUR 210A  Advanced Machine Shorthand  5-Minute Four-Voice: Level VII-A  8
BUS 141  Intermediate Business English  2
W E 298B  Occupational Work Experience  2

Spring Semester

COUR 210B  Advanced Machine Shorthand  7.5-Minute Four Voice: Level VII-B  8
COUR 282  Certified Shorthand Reporter/Registered Professional Reporters Exam Preparation  2

Summer Session

COUR 210C  Advanced Machine Shorthand  10-Minute Four-Voice: Level VII-C  8

Court Reporting Courses (COUR)

Students must earn a letter grade in order to progress to the next skill level.

Students must also register for eight units of skill-building classes each semester to satisfy a Court Reporters Board of California regulation.

COUR 39  Selected Topics (Nondegree Applicable)  (½-6 units)  (Please see Selected Topics category.)

COUR 90  Legal Careers  (1 unit)  (No prerequisite. One lecture hour weekly.)

The student will explore the profession of law and related career opportunities including the practice of law, court reporting, paralegal, sales and marketing to the legal profession, administration of justice (police work, etc.), fiduciary administration (estates, trusts), and legal technology. Can also be offered in a distance learning format.

COUR 110  Theory of Machine Shorthand  (8 units)  (Prerequisite: Ability to type 30 words-a-minute. Five lecture and nine laboratory [four unsupervised] hours weekly.)

The student will study the theory and operation of the stenotype machine. This course is designed to develop knowledge of stenotype theory, machine dexterity, fluent reading of stenotype notes, and the ability to take dictation between 60 and 80 wpm for three minutes with better than 98% accuracy. Students will arrange for the rental or purchase of a stenotype machine at the student's expense prior to the first class meeting. Can also be offered in a distance learning format. (CSU)

COUR 112  Beginning Machine Shorthand Workshop: Level I  (4 units)  (Prerequisite: Court Reporting 110. Corequisites: Court Reporting 115J and 115T. Two and one-half lecture and four and one-half laboratory [two unsupervised] hours weekly.)

The student will complete the machine shorthand theory textbook. This course is designed to conclude the new stenotype theory principles; develop stenotype machine dexterity, improve fluent reading of stenotype notes; and the ability to take dictation at 75 wpm on 2-minute “Mandatory, Brief, and Phrase” tests and 3-minute unfamiliar Literary material with at least 90% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 115F  Beginning Machine Shorthand Four-Voice: Level II-F  (2 units)  (Prerequisite: Court Reporting 112. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 100 wpm on 4-minute, 4-Voice tests with at least 90% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 115J  Beginning Machine Shorthand Jury Charge: Level II-J  (2 units)  (Prerequisites: Court Reporting 110 and 110L. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 100 wpm on 3-minute, Jury Charge tests with at least 90% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)
COUR 115S  Beginning Machine Shorthand
Literary: Level II-S
(2 units)(Prerequisite: Court Reporting 110. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 100 wam on 3-minute, Literary tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 115T  Beginning Machine Shorthand Two-Voice: Level II-T
(2 units)(Prerequisites: Court Reporting 110 and 110L. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 100 wam on 3-minute, 2-Voice tests with at least 90% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 125F  Intermediate Machine Shorthand
Four-Voice: Level III-F
(2 units)(Prerequisite: Court Reporting 115F. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 125 wam on 3-minute, 4-Voice tests with at least 97.5% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 125J  Intermediate Machine Shorthand
Jury Charge: Level III-J
(2 units)(Prerequisite: Court Reporting 115J. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 125 wam on 5-minute, Jury Charge tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 125S  Intermediate Machine Shorthand
Literary: Level III-S
(2 units)(Prerequisite: Court Reporting 115S. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 125 wam on 5-minute, Literary tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 125T  Intermediate Machine Shorthand
Two-Voice: Level III-T
(2 units)(Prerequisite: Court Reporting 115T. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 125 wam on 5-minute, 2-Voice tests with at least 98.2% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 139  Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

COUR 150F  Intermediate Machine Shorthand
Four-Voice: Level IV-F
(2 units)(Prerequisite: Court Reporting 125F. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 150 wam on 5-minute, 4-Voice tests with at least 97.5% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 150J  Intermediate Machine Shorthand
Jury Charge: Level IV-J
(2 units)(Prerequisite: Court Reporting 125J. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 150 wam on 5-minute, Jury Charge tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)
with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 150S  Intermediate Machine Shorthand Literary: Level IV-S
(2 units)(Prerequisite: Court Reporting 125S. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 150 wpm on 5-minute, Literary tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 150T  Intermediate Machine Shorthand Two-Voice: Level IV-T
(2 units)(Prerequisite: Court Reporting 125T. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 150 wpm on 5-minute, 2-Voice tests with at least 98.2% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 165  Legal Terminology
(3 units)(No prerequisite. Three lecture hours weekly.)

The instructor will cover the following areas: (a) the general concepts of the law to include real and personal property, negligence and personal injury, contracts, wills, probate and domestic relations, corporate law, insurance, criminal law, and equity; (b) procedural law including trial procedures, subpoenas, depositions, appellate procedures, and the structure of the judicial system. Designed for either the legal secretary or the verbatim reporter. Field trips may include the courthouse, law library, jails and prisons. (CSU)

COUR 166  Law Library Skills
(1½ units)(No prerequisite. Three lecture hours weekly for eight weeks.)

This course is designed primarily for court reporting and pre-law students and legal secretaries, but is open to all. It introduces students to law libraries as a unique resource of our legal system. Students will explore the basic organization and tools of a law library in the forms of court case reports and other judicial and administrative decisions; state, federal, and local legislation; legal encyclopedias, periodicals, and summaries; and citations, abbreviations, and terms used in relation to these tools. The course will include field trips to the law library, and may include field trips to courthouses, jails and prisons. (CSU)

COUR 167  Procedures and Ethics for the Court/Deposition Reporter
(1 unit)(No prerequisite. Two lecture hours weekly for eight weeks.)

This course explores the career opportunities in court, deposition, and convention reporting concentrating on the ethics and procedures inherent to these careers. (CSU)

COUR 169A  Computer-Aided Transcription
(2 units)(Prerequisite: Court Reporting 110. Corequisite: Court Reporting 170. Two lecture hours weekly.)

The student will develop knowledge and skill in the use of a computer-aided transcription system. Introduction of the computerized stenotype machine, computer editing, printing, real-time reporting, and multimedia technology in the court reporting industry will be emphasized. Instruction is a combination of lecture/demonstration/imitation on the computer, class discussion, and individual practice sessions. (CSU)

COUR 169B  Transcript Preparation/Formatting
(1 unit)(No prerequisite. Corequisite: Court Reporting 170. One lecture hour weekly.)

This course emphasizes the transcription of the verbatim record of depositions, hearings, and judicial proceedings with word processing software. (CSU)

COUR 169C  Rapid Data Entry
(½ unit)(Prerequisite: Court Reporting 169A and 169C. Three laboratory hours weekly.)

Prepares the students to do computer data entry at 140 plus words a minute. The student will develop proficiency in the use of rapid-data-entry software, using the stenotype keyboard as the input and editing device. Instruction is a combination of lecture, demonstration on the computer, class discussion, and individual practice sessions. (CSU)

COUR 169D  Stenocaptioning I—Writing for Realtime
(1 unit)(Prerequisites: Court Reporting 169A and 169C. Three laboratory hours weekly.)

This course will concentrate on developing the skill and knowledge necessary to write a conflict-free reporting theory to provide instantaneous translation. May be taken four times for credit. (CSU)

COUR 170  Microtranscription
(1 unit)(No prerequisite. Corequisite: Court Reporting 169A or 169B or 169C. Three laboratory hours weekly.)

Open lab, students will complete assignments to develop their personal stenotype-to-English translation dictionaries. Jury charge, four-voice, question and answer, technical, and medical material will be emphasized during the entire semester. May be taken four times for credit. (CSU)
COUR 171, 172, 173  Four-Voice Speed and Accuracy Building
(1, 2, 3 units)(Prerequisites: Court Reporting 110 and 110L. One unit for 171, two units for 172, and three units for 173. Three, six, or nine laboratory hours weekly.)

These courses concentrate on developing speed and accuracy on four-voice material through repetitive use of the videocassettes in the Learning Center. Each may be taken a total of four times for credit, but combinations (COUR 171, 172, 173) may not exceed 12 units. (CSU)

COUR 175F  Intermediate Machine Shorthand
Four-Voice: Level V-F
(2 units)(Prerequisite: Court Reporting 150F. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 175 wpm on 5-minute, 4-Voice tests with at least 97.5% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 175J  Intermediate Machine Shorthand
Jury Charge: Level VI-J
(2 units)(Prerequisite: Court Reporting 150J. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 175 wpm on 5-minute, Jury Charge tests with at least 98.2% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 175S  Intermediate Machine Shorthand
Literary: Level VI-S
(2 units)(Prerequisite: Court Reporting 150S. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 175 wpm on 5-minute, Literary tests with at least 98.2% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 175T  Intermediate Machine Shorthand
Two-Voice: Level V-T
(2 units)(Prerequisite: Court Reporting 150T. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 200 wpm on 5-minute, 2-Voice tests with at least 98.2% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 200J  Advanced Machine Shorthand
Jury Charge: Level VI-J
(2 units)(Prerequisite: Court Reporting 175J. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 200 wpm on 10-minute, unfamiliar Jury Charge tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 200T  Advanced Machine Shorthand
Two-Voice: Level VI-T
(2 units)(Prerequisite: Court Reporting 175T. Total of eight units of machine shorthand required. One and one-quarter lecture and two and one-quarter laboratory [one unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 200 wpm on 5-minute, unfamiliar 2-Voice tests with at least 98.2% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 210A  Advanced Machine Shorthand
Five Minute Four-Voice: Level VII-A
(8 units)(Prerequisite: Court Reporting 175F. Total of eight units of machine shorthand required. Five lecture and nine laboratory [four unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 200 wpm on 5-minute, unfamiliar 4-Voice tests with at least 97.5% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)
COUR 210B  Advanced Machine Shorthand Seven and One-Half Minute Four-Voice: Level VII-B
(8 units) (Prerequisite: Court Reporting 210A. Total of eight units of machine shorthand required. Five lecture and nine laboratory [four unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 200 wpm on 7.5-minute, unfamiliar 4-Voice tests with at least 97.5% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 210C  Advanced Machine Shorthand Ten Minute Four-Voice: Level VII-C
(8 units) (Prerequisite: Court Reporting 210B. Total of eight units of machine shorthand required. Five lecture and nine laboratory [four unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 200 wpm on 10-minute, unfamiliar 4-Voice tests with at least 97.5% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 225J  Advanced Machine Shorthand Five Minute Jury Charge: Level VIII-J
(8) (Prerequisite: Court Reporting 200J. Total of eight units of machine shorthand required. Five lecture and nine laboratory [four unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 225 wpm on 5-minute, unfamiliar Jury Charge tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 225S  Advanced Machine Shorthand Five Minute Literary: Level VIII-S
(8 units) (Prerequisite: Court Reporting 175S. Total of eight units of machine shorthand required. Five lecture and nine laboratory [four unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 200 wpm on 5-minute, unfamiliar Literary tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 225T  Advanced Machine Shorthand Five Minute Two-Voice: Level VIII-T
(8 units) (Prerequisite: Court Reporting 200T. Total of eight units of machine shorthand required. Five lecture and nine laboratory [four unsupervised] hours weekly.)

This course is designed to develop stenotype machine dexterity; improve fluent reading of stenotype notes; the ability to take dictation at 225 wpm on 5-minute, unfamiliar 2-Voice tests with at least 95% accuracy; and continue the development of technical, medical, legal, and general vocabulary, as well as familiarization with current events. The student will simulate the role of court reporter in a variety of situations. May be taken four times for credit. (CSU)

COUR 249  Directed Study
(1-3 units) (Please see Directed Study category.) (CSU w/limit)

COUR 282  Certified Shorthand Reporter/Registered Professional Reporter Exam Preparation
(1 unit) (Prerequisites: Court Reporting 175 and 175L. Two lecture hours weekly for eight weeks.)

This course is a comprehensive review of legal terminology, professional practices, and applicable code sections in preparation for the Registered Professional Reporter and the Certified Shorthand Reporter examinations. May be taken three times for credit. (CSU)

DANCE
As well as developing high levels of physical and mental skills, dance provides a means to express creatively the personal side of our nature. Through its study students gain an understanding and appreciation of dance as an art form whether their goal be a career in dance or the sheer pleasure of movement.

Career Options
Choreographer, Commercial Theater Dancer, Composer, Concert Dancer, Costumer, Dance Critic, Dance Teacher, Dance Therapist, Night Club Entertainer, Notator, Reconstructor, Recreation Leader, Stage/Theater Designer, Studio Worker, Television Producer

Faculty
David Jones, Kristi Kuhn, Sandi Weldon
Department Phone: (415) 485-9460

Repeatability Policy for Dance Courses
All dance courses may be taken four times for credit not to exceed a total of 40 dance units. The following courses are not repeatable: Dance 105AB, 107, and 108. Repeatable lettered courses may be taken a total of four times, regardless of the letter: Dance 127AB, 130AB, 131AB, 228AB, 229AB, 241ABCD, and 260ABC.

A.A. in Dance
The A.A. degree prepares students for transfer into a four-year dance major or performing arts program. It serves as basic
preparation for professional performance and/or teaching careers, as well as being a springboard into further study of other dance-related areas.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Technique Courses
The following requirements are the minimum. The student is advised to take as many technique courses as possible in order to develop the highest skill level in any of the styles.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nine technique courses are required for the major, distributed as follows (minimum of 14 units).</td>
<td></td>
</tr>
<tr>
<td><strong>Ballet, two courses from:</strong></td>
<td></td>
</tr>
<tr>
<td>DANC 115 Modern Ballet I</td>
<td>1½</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>DANC 116 Modern Ballet II</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 126 Ballet I</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 127A Ballet II</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 127B Ballet II</td>
<td>2</td>
</tr>
<tr>
<td>DANC 175 Summer Intensive: Workshop in Classical Performance II</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 176 Summer Intensive: Workshop in Contemporary Classical Dance I</td>
<td>1½</td>
</tr>
<tr>
<td><strong>Modern, two courses from:</strong></td>
<td></td>
</tr>
<tr>
<td>DANC 130A Modern Dance I</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 130B Modern Dance I</td>
<td>2</td>
</tr>
<tr>
<td>DANC 131A Modern Dance II</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 131B Modern Dance II</td>
<td>2</td>
</tr>
<tr>
<td>DANC 172 Summer Intensive: Contemporary Dance Workshop I</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 173 Summer Intensive: Contemporary Dance Workshop II</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 232 Modern Dance III</td>
<td>2</td>
</tr>
<tr>
<td>DANC 240 Modern Dance IV</td>
<td>2</td>
</tr>
<tr>
<td><strong>Jazz, two courses from:</strong></td>
<td></td>
</tr>
<tr>
<td>DANC 122 Jazz Dance I</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 123 Jazz Dance II</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 170 Summer Intensive: Workshop in Broadway Dance I</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 171 Summer Intensive: Workshop in Broadway Dance II</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 224 Jazz Dance III</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 225 Jazz Dance IV</td>
<td>1½</td>
</tr>
<tr>
<td><strong>Musical Theatre, one course from:</strong></td>
<td></td>
</tr>
<tr>
<td>DANC 132 Musical Theatre I</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 133 Musical Theatre II</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 222 Musical Theatre III</td>
<td>1½</td>
</tr>
<tr>
<td><strong>Technique Electives</strong></td>
<td></td>
</tr>
<tr>
<td>Two additional courses from any of the above or from:</td>
<td></td>
</tr>
</tbody>
</table>

**Performance and Production**
Students with a dance career in mind should perform as frequently as possible. Students who wish to choreograph or teach must have knowledge, by experience, of what dancers deal with in performance.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Two courses from:</strong></td>
<td></td>
</tr>
<tr>
<td>DANC 160 Introduction to Dance Performance Skills</td>
<td>1</td>
</tr>
<tr>
<td>DANC 241A-D Dance Company</td>
<td>3-6</td>
</tr>
<tr>
<td>DANC 260A-C Musical Production: Dance</td>
<td>1-3</td>
</tr>
<tr>
<td><strong>One course from:</strong></td>
<td></td>
</tr>
<tr>
<td>DANC 154 Dance Production</td>
<td>1</td>
</tr>
</tbody>
</table>

**Workshop and Theory Courses**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One course from each of the following categories:</strong></td>
<td></td>
</tr>
<tr>
<td>Category A: Dance History</td>
<td></td>
</tr>
<tr>
<td>DANC 108 Dance History: Dancing - The Pleasure, Power, and Art of Movement</td>
<td>3</td>
</tr>
<tr>
<td>Category B: Improvisation and Choreography</td>
<td></td>
</tr>
<tr>
<td>DANC 135 The Art of Choreography I</td>
<td>2½</td>
</tr>
<tr>
<td>DANC 136 The Art of Choreography II</td>
<td>2½</td>
</tr>
<tr>
<td>Category C: Acting</td>
<td></td>
</tr>
<tr>
<td>DRAM 124 Acting for Anybody: Basic Acting</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 130 Theory and Practice in Acting I</td>
<td>3</td>
</tr>
<tr>
<td>Category D: Music</td>
<td></td>
</tr>
<tr>
<td>MUS 101 Introduction to Classical Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 105 Rock, Pop and Jazz</td>
<td>3</td>
</tr>
<tr>
<td>MUS 106 Music Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td><strong>Strongly suggested:</strong></td>
<td></td>
</tr>
<tr>
<td>H ED 115 Weight Control, Exercise, and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HUM 107 Humanities through the Arts (video course)</td>
<td>3</td>
</tr>
<tr>
<td>HUM 125 Myth, Symbol and the Arts</td>
<td>3</td>
</tr>
</tbody>
</table>

**Dance Courses (DANC)**

| DANC 39 Selected Topics (Nondegree Applicable)                             | ½-6 units | *(Please see Selected Topics category.)* |
| DANC 108 Dance History: Dancing - The Pleasure, Power, and Art of Movement | 3 units   | *(No prerequisite. Three hours weekly.)*

This videocassette course probes the traditions of dance in communities around the world from the waltz to the eloquent gestures of an Asante court dancer in Ghana; from the latest Hip-Hop in Morocco to a ballet class in Russia; from a church procession in Seville to a modern dance rehearsal in New York, in an attempt to understand the oldest and most compelling family of languages: the art of communication called dance. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A
DANC 112  Dancing in America
(1½ units)(No prerequisite. One lecture and two laboratory hours weekly.)
This course is an introduction to the basic skills of a variety of dance styles indigenous to America to be selected from such forms as street dance, ballroom, movement games, jazz, and tap. Two or three of these forms will be selected per semester for examination of their historical and socio-cultural backgrounds, movement theory, and execution of technique and style. May be taken four times for credit. (CSU/UC)

DANC 115  Modern Ballet I
(1½ units)(No prerequisite. One lecture and two laboratory hours weekly.)
Introduces the basics of classical ballet and how they may be integrated with modern dance techniques to form the idiom called modern ballet. Floor exercises, ballet barre, and center work using the two styles. Emphasis on proper body alignment, strength, flexibility and endurance. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. May be taken four times for credit. (CSU/UC)

DANC 116  Modern Ballet II
(1½ units)(No prerequisite. Advisory: Dance 115. One lecture and two laboratory hours weekly.)
Furthers the student's knowledge of the synthesis of ballet and contemporary dance techniques at the intermediate level. Performance techniques will be introduced. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. May be taken four times for credit. (CSU/UC)

DANC 117  Dancercise
(1½ units)(No prerequisite. One lecture and two laboratory hours weekly.)
This is a dance course designed to promote total fitness through the use of a variety of styles of dance, rhythmic movement, aerobics, strengthening and relaxation exercises, Yoga and Pilates. This pulse monitored program is structured to produce greater metabolic efficiency, increased energy, endurance, strength, flexibility and stress relief through an introduction of a variety of dance styles including Latin, hip hop, swing, jazz, modern and disco. Instructor supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 119  African-Haitian Dance
(1½ units)(No prerequisite. One lecture and two laboratory hours weekly.)
This course will include skills in African-Haitian dance based upon the technique of Katherine Dunham. Emphasis will be placed upon the development of rhythmic awareness through barre and floor progressions. Movement phases will be based upon authentic dances from Africa and the Caribbean Islands. Participants will learn to use their body parts polyrhythmically and in isolation. The history and the culture of the people will also be studied. May be taken four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 121  Popular Dance Styles
(1½ units)(No prerequisite. One lecture hour and two laboratory hours weekly.)
This class will enhance the beginning student's skill in mastering popular dance styles of the twentieth century. By exploring the technical basis of these styles, it is hoped that insights will be gained necessary for understanding and appreciating the emergence of popular dance in the last century. May be taken four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 122  Jazz Dance I
(1½ units)(No prerequisite. One lecture and two laboratory hours weekly.)
This class is primarily designed for students to develop a proficiency in beginning jazz dance technique. Rhythmic exercises and sequences, isolations, turns, walks, combinations, and polyrhythmic movement will be covered. Jazz choreography will also be explored. In addition, students will be given an opportunity to learn about the historical development of America's self-created dance form. May be taken four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1
DANC 123  Jazz Dance II  
(1½ units)(No prerequisite. Advisory: Dance 122. One lecture and two laboratory hours weekly.)

Emphasis in this class will be on the development of intermediate level jazz dance technique. Continued emphasis on rhythmic exercises and sequences, turns, walks, isolations, and polyrhythmic movement. Further exploration of jazz choreography will be covered, as well as aspects of the historical development of jazz dance. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 126  Ballet I  
(1½ units)(No prerequisite. One lecture and two laboratory hours weekly.)

Beginning ballet with exercises for body awareness and alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. References to different national styles and ballet history. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. May be taken four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 127AB  Ballet II  
(1½, 2 units)(No prerequisite. Advisory: Dance 126. One lecture and two laboratory hours weekly for one and one-half units, and one lecture and three laboratory hours weekly for two units.)

Dance 127A: Intermediate ballet technique. Emphasis on body alignment and placement, foot articulation, leg rotation, port de bras. Attention to the linkage of steps and the quality of individual movements. Introduction to principles of artistic expression.

Dance 127B: More intensive treatment of the material covered in Dance 127A. Includes exploration 1) of the dancer as artist and 2) of the elements of theatrical performance.

Combinations of Dance 127AB may be taken a total of four times for credit. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. (CSU/UC) AA/AS Area H

DANC 130AB  Modern Dance I  
(1½ units)(No prerequisite. One lecture and two laboratory hours weekly for one and one-half units, and one lecture and three laboratory hours weekly for two units.)

Dance 130A: Beginning modern dance technique. Explores positioning, alignment, and centering as they apply to balance, turns, elevations, and movement in and through space. Examines a variety of movement qualities, rhythms, and phrasing as well as space-time-energy concepts.

Dance 130B: The extended hours provide the opportunity to explore and practice the materials in greater depth and progress at a faster rate.

Combinations of Dance 130AB may be taken a total of four times for credit. (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 131AB  Modern Dance II  
(1½, 2 units)(No prerequisite. Advisory: Dance 130A or 130B. One lecture and two laboratory hours weekly for one and one-half units, and one lecture and three laboratory hours weekly for two units.)

Dance 131A: Intermediate technique, adding falls and the sight reading of simple movement phrases to skills developed in Modern I. Continued emphasis on alignment, centering, balance and sensitivity to space-time-energy in movement.

Dance 131B: The extended hours provide the opportunity to explore and practice the materials in greater depth and progress at a faster rate.

Combinations of Dance 131AB may be taken a total of four times for credit. (CSU/UC) AA/AS Area H

DANC 132  Musical Theatre I  
(1½ units)(No prerequisite. One lecture and two laboratory hours weekly.)

The study and practice of a variety of dance styles from musical theatre such as jazz, soft shoe, vaudeville, chorus line, ethnic dance, and ballroom dance. Explores the integration of music, dance and acting that is characteristic of musical theatre. Students will study Broadway musicals in groups, duets, or solos. Acting, vocal training, audition techniques, basic dance steps and terminology, and learning choreography are part of the study. Instructor supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. May be taken four times for credit. (Please refer to Dance repeatability policy in the catalog for requirements and limitations to repeat this course). (CSU/UC) AA/AS Area H, CSU Area C-1

DANC 133  Musical Theatre II  
(1½ units)(No prerequisite. Advisory: Dance 132. One lecture and two laboratory hours weekly.)

Designed for the actor/dancer/musician with an eye to creating and strengthening a performer versatile in the many movement styles found in musical theatre. Surveys the major dance styles of each decade in the history of the American Musical Theatre: vaudeville, tap, soft shoe of the 1930’s, story ballet of the 1940’s etc., as well as ethnic and character dance. Includes acting, vocal training, choreographic and audition techniques. Students may work on original choreography and/or solos, duets, quartets and chorus patterns. Culminates in a final musical theatre Cabaret performance. Instructor supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. May be taken four times for credit. (Please refer to Dance repeatability policy in the catalog for requirements and limitations to repeat this course). (CSU/UC) AA/AS Area H, CSU Area C-1
DANC 135  The Art of Choreography I  
(2½ units) (No prerequisite. Two lecture and two laboratory hours weekly.)  

The craft of choreography, its ingredients and tools. Discussion and exploration of form, content, design and the elements of time, space, and energy. Examination of shapes, texture, focus, dynamics, rhythm, and phrasing. May be taken four times for credit. (CSU/UC)  
AA/AS Area H, CSU Area C-1

DANC 136  The Art of Choreography II  
(2½ units) (No prerequisite. Advisory: Dance 135. Two lecture and two laboratory hours weekly.)  

A continuation of skills developed in Dance 135. Choreography of solo, small, and large group pieces using traditional and avant-garde compositional forms. May be taken four times for credit. (CSU/UC)  
AA/AS Area H, CSU Area C-1

DANC 139  Selected Topics  
(½-6 units) (Please see Selected Topics category.) (CSU/UC w/limit)

DANC 142  Tap Dance  
(1½ units) (No prerequisite. One lecture and two laboratory hours weekly.)  

This course will familiarize the student with the theory, terminology, history and technique of tap dancing as well as tap notation. The course includes footwork, progressions, patterns, and movement combination across the floor which will be developed into dances using a variety of tap dance styles including Latin, Rhythm Tap, Irish, Soft Shoe, American, Buck and Wing. The history of the art of tap dancing, significant dancers and choreographers and performances, both live and on tape, will be examined and compared for their stylistic contributions to the art form. The students will study the place of tap dance in our historical, social and cultural background in American theatre, film and dance. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

DANC 143  Tap Workshop  
(½ unit) (No prerequisite. Advisory: Dance 142. One-half lecture and one-half laboratory hour weekly.)  

This course will present an intensified focus and application of one specific style of tap dancing to be chosen based on student interest and skill level. The focus of the study will be on a class-by-class basis. The course will familiarize the student with the theory, terminology, history and technique of tap dancing with a focus on one particular style to be chosen from the five styles taught in the survey course Dance 142. The course includes footwork, progressions, patterns and movement combinations that will be developed into dances using one tap dance style to be determined by the instructor. The history of the art of tap dancing, significant dancers and choreographers and performances, both live and on tape will be examined and compared for their stylistic contributions to the specific form of tap dancing being studied each semester. The students will also study the place of tap dance in our historical, social and cultural background in American theatrical, film and dance. (CSU)  
AA/AS Area H

DANC 154  Dance Production  
(1 unit) (No prerequisite. One-half lecture and two laboratory hours weekly.)  

The production aspect of dance performance. Students participate in the technical and dress rehearsals for a performance, as well as completing tasks assigned by the director in the following areas: assistant to director, set design/construction, lighting, costuming, makeup, sound, special effects, budget and publicity. Instructor supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated practice. May be taken four times for credit. (Please refer to Dance repeatability policy in the catalog for requirements and limitations to repeat this course.) (CSU/UC)  
AA/AS Area H

DANC 160  Introduction to Dance Performance Skills  
(1 unit) (No prerequisite. One-half lecture and two laboratory hours weekly.)  

Basic skills of rehearsal and performance. Development of projection, stage presence, mastering stage space and artistic expression. Students perform in and/or choreograph for group, small groups, duet or solo pieces that are presented in a studio venue. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

DANC 161  Beginning Ballroom Dance  
(1½ units) (No prerequisite. One lecture and two laboratory hours weekly.)  

Fundamentals of ballroom dance. Students learn the basics of such dances as the cha cha, fox-trot, waltz, salsa, and swing. Includes discussion of the origins and development of these dances, and their contribution to the dance world. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

DANC 162  Continuing Ballroom Dance  
(1½ units) (No prerequisite. One lecture and two laboratory hours weekly.)  

Continuing fundamentals of ballroom dance. Students will add new step patterns, new dances, and more detailed styling to their basic knowledge of ballroom dances. Includes discussion of the history of the dances. May be taken four times for credit. (CSU/UC)  
AA/AS Area H
DANC 170  Summer Intensive: Workshop in Broadway Dance I  
(1½ units)(No prerequisite. Three lecture and six laboratory hours weekly for six weeks during the summer.)  
An intensive workshop focusing on a comparative analysis of the styles of Broadway dances from the past to the present. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

DANC 171  Summer Intensive: Workshop in Broadway Dance II  
(1½ units)(No prerequisite. Advisory: Dance 170. Three lecture and six laboratory hours weekly for six weeks during the summer.)  
An intensive workshop focusing on the historical social sources which shaped Broadway dances with emphasis on learning to utilize these sources as a means of becoming an expressive interpreter of the art. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

DANC 172  Summer Intensive: Contemporary Dance Workshop I  
(1½ units)(No prerequisite. Three lecture and six laboratory hours weekly for six weeks during the summer.)  
An intensive workshop experience focusing on movement, improvisation, and composition as related to the contemporary period. Beginning to intermediate level. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

DANC 173  Summer Intensive: Contemporary Dance Workshop II  
(1½ units)(No prerequisite. Advisory: Dance 172. Three lecture and six laboratory hours weekly for six weeks during the summer.)  
This course is a continuation of the skills developed in Dance 172. It is an intensive workshop focusing on movement, improvisation, and composition as related to the contemporary period. Intermediate to advanced level. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

DANC 175  Summer Intensive: Workshop in Classical Performance II  
(1½ units)(No prerequisite. Advisory: Dance 126. Three lecture and six laboratory hours weekly for six weeks during the summer.)  
This is an intensive workshop requiring intermediate to advanced level classical movement skills. Emphasizes theatrical focus and projection as they relate to performance. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

DANC 176  Summer Intensive: Workshop in Contemporary Classical Dance I  
(1½ units)(No prerequisite. Three lecture and six laboratory hours weekly for six weeks during the summer.)  
An intensive workshop focusing on the blending of contemporary and classical styles, with special emphasis on distinguishing the difference in the movement and expressive qualities of each so as to fuse them with integrity. Beginning to intermediate level movement skills. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

DANC 222  Musical Theatre III  
(1½ units)(No prerequisite. Advisory: Dance 133. One lecture and two laboratory hours weekly.)  
A continuation of the skills developed in Dance 133, designed to strengthen the intermediate student’s proficiency in the dance, vocal music and acting of musical theatre. Exploration of acting and audition techniques, methods of choreographing musicals and creating character through dance as a means to develop a versatile performer. Students have the opportunity to contribute original choreography and ideas. Includes discussion of the significant choreographic styles of various periods in American Musical Theatre and their socioeconomic and historical background. Culminates in a final musical theatre Cabaret performance. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

DANC 224  Jazz Dance III  
(1½ units)(No prerequisite. Advisory: Dance 123. One lecture and two laboratory hours weekly.)  
Emphasis in this class will be on the development of advanced level jazz dance technique. Continued emphasis on rhythmic exercises and sequences, turns, walks, isolations, and polyrhythmic movement. Further exploration of jazz choreography will be covered, as well as aspects of the historical development of jazz dance. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

DANC 225  Jazz Dance IV  
(1½ units)(No prerequisite. Advisory: Dance 224. One lecture and two laboratory hours weekly.)  
Emphasis in this class will be on the development of high level advanced jazz dance technique. Continued emphasis on rhythmic exercises and sequences, turns, walks, isolations, and polyrhythmic movement. Further exploration of jazz choreography will be covered, as well as aspects of the historical development of jazz dance. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

DANC 228AB  Ballet III  
(1½, 2 units)(No prerequisite. Advisory: Dance 127A or B. One lecture and two laboratory hours weekly for one and one-half units; and one lecture and three laboratory hours weekly for two units.)  
Dance 228A: Principles of ballet movement covered in Dance 127 are carried into advanced technique and vocabulary.
Emphasis on fluidity of movement and on integration of the physical, mental, and emotional skills that create the total dancer.

Dance 228B: Additional technical work, as well as exploration of major ballet styles (romantic, classical, contemporary), will be covered through videotape, discussion, and practice of ballet variations.

Combinations of Dance 228AB may be taken a total of four times for credit. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. (CSU/UC)

AA/AS Area H

DANC 229AB  Ballet IV

(1½, 2 units)(No prerequisite. Advisory: Dance 228A or 228B. One lecture and two laboratory hours weekly for one and one-half units; and one lecture and three laboratory hours weekly for two units.)

A continuation of skills developed in Dance 228AB. Emphasis on integrating the dancer's physical skills of equilibrium, extension, elevation, and endurance with the intellectual and emotional skills that create the artistry of the advanced dancer.

Combinations of Dance 229AB may be taken a total of four times for credit. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. (CSU/UC)

AA/AS Area H

DANC 232  Modern Dance III

(2 units)(No prerequisite. Advisory: Dance 131A or 131B. One lecture and three laboratory hours weekly.)

Advanced modern dance technique. Focuses on centering and energy flow as they function in alignment, turns, falls, extensions, elevations, and movements through space. Emphasizes learning to trust in the uniqueness of one's own movement expression. May be taken four times for credit. (CSU/UC)

AA/AS Area H

DANC 240  Modern Dance IV

(2 units)(No prerequisite. Advisory: Dance 232. One lecture and three laboratory hours weekly.)

A continuation of skills developed in Dance 232 with emphasis on technical control as it relates to individual anatomical structure, and on the student as performer. May be taken four times for credit. (CSU/UC) AA/AS Area H

DANC 241ABCD  Dance Company

(3, 4, 5, 6 units)(Prerequisites: Audition required. One and one-third to two and two-thirds lecture and five to ten laboratory hours weekly for three to six units.)

Students rehearse and perform faculty choreography in a formal concert (Predetermined number of scheduled performances). Focus on technique, choreographic phrasing, artistry, and performance presence.

Combinations of Dance 241ABCD may be taken a total of four times for credit. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. (CSU/UC)

AA/AS Area H

DANC 249  Directed Study

(1-3 units)(Please see Directed Study category.) (CSU/UC w/limit)

260ABC  Musical Production: Dance

(1, 2, 3 units)(Prerequisite: Audition. One-sixth, one-third, or one-half lecture and two and one-half, five, or seven and one-half laboratory hours weekly.)

Participation in a musical production presented by the Performing Arts Department. Emphasis on the utilization of a synthesis of dance techniques incorporating ballet, modern, and jazz; on learning and memorizing choreography; on developing an aesthetic sense of how the dance interfaces with other elements of a musical production, and on taking direction from the choreographer, stage and musical directors. Each may be taken a total of four times for credit, but combinations of Dance 260ABC may not exceed 12 units. (CSU/UC)

(AA/AS Area H)

DENTAL ASSISTING: REGISTERED

This program combines the technical knowledge of skills required to function successfully as a chairside dental assistant with the essential aspects of office procedures. The expanded functions that are required for state licensure are taught to clinical proficiency.

Career Options
Dental Assisting in Dental Clinics, Dental Assisting in Hospitals or Correctional Facilities, Dental Assisting in Private Dental Offices, Dental Office Management, Dental Receptionist, Dental Insurance Auditor, Dental Product Sales, Dental Assisting Instructor

Faculty
Grace Hom, CDA, RDAEF, MA – Program Coordinator

Department Phone: (415) 485-9319
FAX: (415) 485-9328 E-mail: grace.hom@marin.edu

Career Certificate in Dental Assisting: Registered

The Registered Dental Assisting Program is offered only at the Kentfield Campus. It is a sequential program leading to a Career Certificate.

Graduates are eligible to sit for the State Registered Dental Assistant Licensure Examinations, which require mandatory live-scan finger printing. Graduates are also eligible for the Dental Assisting National Board Examination.

Students must maintain a “C” grade or higher in all courses to earn their Certificate of Completion, a requirement of the Commission on Accreditation.
College of Marin’s courses in Registered Dental Assisting in addition to fulfilling the College of Marin graduation requirements will award an Associate in Science degree.

These courses will transfer toward a Bachelor’s degree in Health Science at California State Universities, (See a counselor or Director of Dental Assisting for more details.)

**Required:**
1. A minimum proof of course completion of English 98 or English 98SL or completion of College-level English.
2. High School diploma or equivalent
3. Applicants must be 18 years or older, which is a state requirement to operate dental radiation equipment.

**Advisory:**
1. English 116 or higher*
   *May be taken concurrently during the program.

College of Marin’s courses in Registered Dental Assisting plus the College of Marin graduation requirements will award an Associate in Science degree. These courses will transfer toward a Bachelor’s degree in Health Science at California State University, San Francisco. (See a counselor or the Director of Dental Assisting for more details.)

*Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

**Program Application Procedure:**
1. Applicants must complete English Requirement (see above).
2. Applicants must contact the Dental Assisting Department for availability and assistance in the selection of classes to be admitted to the program.
3. Applicants must file an application for admission with the College of Marin Office of Admissions and Records.

**Requirements Units**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>DENT 172 Dental Science I</td>
<td>4</td>
</tr>
<tr>
<td>DENT 174 Dental Materials</td>
<td>2</td>
</tr>
<tr>
<td>DENT 174L Dental Materials Application Lab</td>
<td>1</td>
</tr>
<tr>
<td>DENT 176 Dental Morphology, Histology, and Recordings</td>
<td>2</td>
</tr>
<tr>
<td>DENT 176L Dental Morphology, Histology, and Recordings Lab</td>
<td>1</td>
</tr>
<tr>
<td>DENT 180 Chairside I</td>
<td>2</td>
</tr>
<tr>
<td>DENT 180L Chairside I Lab</td>
<td>1</td>
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<tr>
<td>DENT 182 Dental Radiology</td>
<td>1</td>
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<tr>
<td>DENT 182L Dental Radiology Lab</td>
<td>1</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>DENT 178 Dental Science II</td>
<td>3</td>
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<tr>
<td>DENT 183 Dental Specialties</td>
<td>1</td>
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<tr>
<td>DENT 183L Dental Specialties Lab</td>
<td>½</td>
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<tr>
<td>DENT 184 Chairside II</td>
<td>4</td>
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</tbody>
</table>

**Summer Session**
DENT 192 Dental Assisting Clinical Applications in Dental Offices 2¼
DENT 192A Pit and Fissure Sealants ½
DENT 192AL Pit and Fissure Sealants Lab ½

NOTE: The above courses may be taken in two years. Only those students completing all dental assisting requirements of a semester may advance to the following semester.

NOTE: Courses must be taken in the semester as indicated in the career program section above.

NOTE: Current CPR (cardiopulmonary resuscitation). Two out of the three Hepatitis B vaccinations, Tetanus vaccinations, and TB testing must be completed by the end of the Fall semester prior to student participation in internships at dental Clinics or externships in dental offices.

**Dental Assisting Courses (DENT)**

**DENT 39 Selected Topics (Nondegree Applicable)**
(½–6 units) *(Please see Selected Topics category.)*

**DENT 100 Introduction to Health Careers**
(2 units) *(No prerequisite. Can be taken for credit as Dental Assisting 100, Health Education 100, Medical Assisting 100, or Nursing Education 100. However, credit will be awarded for only one course. Two lecture hours weekly.)*

This course is designed for students interested in pursuing a career in a health profession. It provides an overview of the current health care delivery system, the physical, mental, and emotional demands of the workplace and the skills needed by the healthcare worker today and in the future. Students will learn about qualifications and professional preparation needed for various careers and analyze the roles and responsibilities in today’s health care environment. This course is designed to help students develop realistic career goals as well as to give an appreciation of how the current health care delivery system is influencing individual health professional roles and responsibilities.

**DENT 139 Selected Topics**
(½–6 units) *(Please see Selected Topics category.)* *(CSU w/limit)*

DENT 184L Chairside II Lab 1
DENT 186 Clinical Dental Radiology 1
DENT 186L Clinical Dental Radiology Lab ½
DENT 187 Practicum 1
DENT 188 Clinical Application: Chairside Functions and Operative Procedures 6
DENT 190 Dental Practice Management and Economics 1
DENT 190L Dental Practice Management and Economics Lab 1
DENT 172  Dental Science I
(4 units)(No prerequisite. Corequisite: Dental Assisting 176. See Application Procedure. Four lecture hours weekly.)

The student will study microbiology as it relates to control of infection and disease in dental environments and effective methods of sterilization and disinfectants. This course will instruct the student in anatomy, histology, and physiology of the head, neck, and body systems as they relate to dentistry. (CSU)

DENT 174  Dental Materials
(2 units)(Prerequisite: Dental Assisting 176. Corequisite: Dental Assisting 174L. See Application Procedure. Two lecture hours weekly.)

Introduction to the physical and chemical properties of dental materials and their application for dental procedures to include gypsum, impression, cements, bases and liners, amalgam, and composites. (CSU)

DENT 174L  Dental Materials Application Lab
(1 unit)(Corequisite: Dental Assisting 174. Three laboratory hours weekly.)

This lab covers the applications of dental materials to include placement of temporary sedative restorations, placements of cement bases and liners. It also includes the taking and pouring of preliminary impression materials, preparing final impression materials, and manipulating dental amalgam and composites for dental procedures. (CSU)

DENT 176  Dental Morphology, Histology and Recordings
(2 units)(Prerequisite: English 92 or English as a Second Language 85 and 86. Corequisite: Dental Assisting 176L. See Application Procedure. Two lecture hours weekly.)

This course will instruct the student in dental terminology as it relates to tooth morphology and histology, charting, numbering systems, cavity classification, oral diagnosis, and treatment planning. (CSU)

DENT 176L  Dental Morphology, Histology and Recordings Lab
(1 unit)(Corequisite: Dental Assisting 176. Three laboratory hours weekly.)

The student will demonstrate ability to perform charting of oral cavity for teeth and tissues, recognize anomalies in oral cavity, and perform periodontal charting. (CSU)

DENT 178  Dental Science II
(3 units)(Prerequisite: English 92 or English as a Second Language 85 and 86. Three lecture hours weekly.)

Students will study pathology, prevention, nutrition, and pharmacology as they relate to dentistry. Applied psychology and communication skills with dental patients and coworkers will be explored. (CSU)

DENT 180  Chairside I
(2 units)(Prerequisite: Dental Assisting 176. Corequisite: Dental Assisting 180L. See Application Procedure. Two lecture hours weekly.)

This lab consists of the use and care of dental equipment; identification, application, and distribution of dental hand instruments and rotary instruments; pre set tray set-ups and their sequence of use; four-handed dentistry techniques; and preparation for chairside assisting in a clinical setting. (CSU)

DENT 180L  Chairside I Lab
(1 unit)(Corequisite: Dental Assisting 180. Three laboratory hours weekly.)

Under the direct supervision of an instructor, students will prepare the dental operatory, prepare the pre set tray, identify hand and rotary instruments for given procedures. In addition, students will demonstrate OSHA compliance with regard to assistant safety and infection control; demonstrate the application of Rubber Dam, matrix retainer, topical anesthetic as listed in the California State Practice Act; and demonstrate entry-level knowledge of assistant’s role in amalgam, composite, endodontics and fixed crown and bridge. (CSU)

DENT 182  Dental Radiology
(1 unit)(Prerequisite: Dental Assisting 176. Corequisite: Dental Assisting 182L. See Application Procedure. One lecture hour weekly.)

This course presents the information about the production and projection of x-rays as used in a dental office. Lecture will consist of methods of quality assurance, properties of x-rays, patient management and radiation, biology, and protection. (CSU)

DENT 182L  Dental Radiology Lab
(1 unit)(Corequisite: Dental Assisting 182. Three laboratory hours weekly.)

The lab requires that the student, under direct supervision of instructor, prepare for and perform exposing full-mouth sets of radiographs, evaluating the radiographs and maintaining records. These records are required by California Radiation Control Regulations (sections 30100 through 30468), Health and Safety Code (section 25661 H), and the Dental Practice Act (section 1014). Records are maintained for five years as proof of learning. (CSU)

DENT 183  Dental Specialties
(1 unit)(Prerequisite: Dental Assisting 176. Corequisite: Dental Assisting 183L. One lecture hour weekly.)

This course will provide knowledge required to obtain Coronal Polish license and an introduction into Dental Specialties. (CSU)

DENT 183L  Dental Specialties Lab
(½ unit)(Corequisite: Dental Assisting 183. One and one-half laboratory hours weekly.)

Students will perform and evaluate a coronal polish on a typodont and three patients under the supervision of a licensed dentist. Students will learn instruments and their uses in dental specialties. (CSU)
DENT 184 Chairside II
(4 units)(Prerequisite: Dental Assisting 176 and 180. Corequisite: Dental Assisting 184L. Four lecture hours weekly.)
This course covers advance chairside procedures for orthodontics, periodontics, removable prosthetics, pediatric dentistry, dental implants and oral surgery. It also prepares the dental assistant in expanded functions in temporary sedative restoration and provisional crown fabrication as part of the Registered Licensing Examination. The student will prepare an oral and written Table Clinic presentation on relevant dental topics to be presented to the Marin County Dental Society. (CSU)

DENT 184L Chairside II Lab
(1 unit)(Corequisite: Dental Assisting 184. Three laboratory hours weekly.)
This lab provides students with pre-clinical, hands-on practice of legal dental and registered dental assisting functions in the field of endodontics, orthodontics, removable prosthetics, pedodontic dentistry. It includes extensive hands-on practice in the fabrication of aluminum, polycarbonate, and custom acrylic temporary crowns and bridges. Students are prepared for license in ultrasonic scaler usage for licensed assistants. (CSU)

DENT 186 Clinical Dental Radiology
(1 unit)(Prerequisite: Dental Assisting 176 and 182. Corequisite: Dental Assisting 186L. One lecture hour weekly.)
This course teaches the student the method for evaluating diagnostic quality dental x-rays and the method of recognizing dental anomalies. It also covers the rationalization for exposing dental radiographs and instruction for the exposure and processing of intra-oral and extra-oral dental radiograph on human patients. (CSU)

DENT 186L Clinical Dental Radiology Lab
(½ unit)(Corequisite: Dental Assisting 186. One and one-half laboratory hours weekly.)
This lab involves exposing patients to x-rays for the purpose of producing dental radiographs for diagnostic examination by a dentist. It includes exposure, developing, mounting, and then sending full mouth sets of radiographs to a patient's dentist. (CSU)

DENT 187 Dental Assisting Clinical/Technique Practicum
(1 unit)(Prerequisite: Dental Assisting 176. Three laboratory hours weekly.)
A laboratory practicum to provide individual self-study practice in specific areas relating to radiology and/or extended functions as defined by a faculty member in the Dental Assisting Department. (CSU)

DENT 188 Clinical Application: Chairside Functions and Operative Procedures
(6 units)(Prerequisite: Dental Assisting 176. Dental assisting students must have CPR, Hepatitis B, and tetanus vaccinations before going to the dental school. Two lecture/seminar and twelve clinical hours weekly.)
Clinical practice utilizing four-handed dentistry at chairside including extended functions in general dentistry delegated to the dental assistant and the Registered Dental Assistant by the California Dental Practice Act. (CSU)

DENT 190 Dental Practice Management and Economics
(1 unit)(Prerequisite: Dental Assisting 176. Corequisite: Dental Assisting 190L. One lecture hour weekly.)
A dental office management course designed to develop basic skills and background in all phases of dental reception functions and office management procedures to include: computer management, oral and written communication, bookkeeping skills, case presentation and financial arrangements, insurance processing, banking procedures, computing salaries and tax records, and job seeking skills, i.e., interview techniques and resumes. (CSU)

DENT 190L Dental Practice Management and Economics Lab
(1 unit)(Corequisite: Dental Assisting 190. Three laboratory hours weekly.)
This lab includes hands-on training in computer management, written communication, bookkeeping, case presentation, financial arrangement, insurance and banking processing, and computing salaries and taxes. (CSU)

DENT 192 Dental Assisting Clinical Applications in Dental Offices
(2¼ units)(Prerequisite: Dental Assisting 183 and 186. Corequisite: Dental Assisting 192A. Advisory: English 98 or English 98SL. Four lecture and twenty four laboratory hours weekly for four weeks during the summer session.)
This course is designed to give students meaningful participation in a dental office or clinic in order to understand and apply the Dental Assisting chairside skills needed in the dental industry under the direct supervision of the dental staff. The one hour weekly seminar provides the students the opportunity to present dental office case management journals and observations, discuss perceptions and apply or improve assisting skills to their internship. (CSU)

DENT 192A Pit And Fissure Sealants
(½ unit)(Prerequisite: Dental Assisting 176. Corequisite: Dental Assisting 192 and 192AL. Advisory: English 98 or English 98SL. Two lecture hours weekly for four weeks during the summer session.)
This course is designed to give students knowledge in the application of Pit and Fissure sealants on patients. This course partially satisfies the State Dental Board to earn a Certificate in Pit and Fissure Sealants. (CSU)
DENT 192AL  Pit And Fissure Sealants Lab
(½ unit)(Prerequisite: Dental Assisting 183 and current CPR Certificate. Corequisite: Dental Assisting 192 and 192A. Advisory: English 98 or English 98SL. Six laboratory hours weekly for four weeks during the summer session.)

This course is designed to give students knowledge and meaningful participation in the application of Pit and Fissure sealants on patients. This Lab course partially satisfies the State Dental Board to earn a Certificate in Pit and Fissure Sealants. (CSU)

DIRECTED STUDY

The following information is the course description for all directed study courses that are offered in many disciplines throughout this catalog:

Directed Study Courses

249ABC Directed Study
(1-3 units)(Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate discipline. Three laboratory hours weekly per unit.)

Directed study courses are offered in most disciplines and are designed to give students an opportunity to participate in independent study and in enriched academic experiences not covered within the scope of available curriculum offerings. Students plan and execute a project under an instructor's direction. Students interested in registering for directed study should contact the discipline instructor to obtain an Application for Directed Study (instructor contract). The completed Application for Directed Study and an Add Card must then be submitted to the Office of Admissions and Records.

Students are limited to 4 enrollments (maximum of 12 units) of directed study. Directed study courses may be taken more than once for credit provided the same topic is not repeated.

DRAMA

The Drama Program offers a variety of major productions on the main stage and in the studio theater. Students receive college-level credit for participating in all aspects of production including acting as well as the various facets of technical theater such as sets, costumes, properties, lighting and sound. Additionally, there is a thriving Drama Club that sponsors student productions and events as well as an active Brown Bag Theater series that offers lunch hour programming including student-directed productions.

Career Options
Actor/Actress, Advertising Representative, Broadcast Technician, Business Agent, Casting Director, Choreographer, Comedian, Community Cultural Program Director, Costume Designer, Critic, Director, Dramatic Coach, Extra, Fundraiser, Hair Stylist, Lighting Operator, Makeup Artist, Mime, Playwright, Press Agent, Producer, Prop Maker, Public Affairs Director, Radio/TV Announcer, Recreation Specialist, Sales Representative, Set Builder, Set Carpenter, Set Designer, Set Painter, Sound Technician, Stage Manager, Stage Technician, Stunt Performer, Teacher, Theater Business Manager

Faculty
Carla ZilberSmith, William Allen Taylor
Department Phone: (415) 485-9555

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.A. in Drama
The drama major is offered only at the Kentfield Campus. The Drama Department gives students experience in writing, performing, designing and constructing sets, as well as in costume and makeup. It is an interdisciplinary program involving dance, art, music, and the English disciplines. Students in the program may transfer to four-year institutions or go into television and professional theatre groups.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements	 Units

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
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<tbody>
<tr>
<td>DRAM 110  Introduction to the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 150  Introduction to Technical Theatre</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 2528 Seminar and Fieldwork Experience</td>
<td>3</td>
</tr>
<tr>
<td>Six units to be selected from the following:</td>
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<tr>
<td>DRAM 116  Survey of Dramatic Literature – Ancient Greek to the Present</td>
<td>3</td>
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<tr>
<td>DRAM 117  Survey of Dramatic Literature – Shakespeare and His Theatre</td>
<td>3</td>
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<tr>
<td>DRAM 119  Theatre Criticism</td>
<td>3</td>
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<tr>
<td>Six units to be selected from the following:</td>
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<tr>
<td>DRAM 90  Careers in Performing Arts</td>
<td>1</td>
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<tr>
<td>DRAM 160  Stage Production</td>
<td>1</td>
</tr>
<tr>
<td>DRAM 161  Production Preparation and Crew – Sets and Properties</td>
<td>1-2</td>
</tr>
<tr>
<td>DRAM 162  Production Preparation and Crew – Costumes</td>
<td>1-2</td>
</tr>
<tr>
<td>DRAM 163  Production Preparation and Crew – Lights and Sound</td>
<td>1-2</td>
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<tr>
<td>DRAM 168  Theatre Management</td>
<td>1½</td>
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<tr>
<td>Eight units to be selected from the following:</td>
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<tr>
<td>DRAM 126  Improvisation for the Theatre</td>
<td>3</td>
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<tr>
<td>DRAM 130  Theory and Practice in Acting I</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 134  Acting for Director’s Workshop</td>
<td>1</td>
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<tr>
<td>DRAM 237  Techniques of Audition</td>
<td>½</td>
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<tr>
<td>DRAM 240  Stage Direction</td>
<td>3</td>
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</tbody>
</table>
Three units to be selected from the following:

| DRAM 125 | Stage Movement | 2 |
| DANC 132 | Musical Theatre Dance I | 1½ |
| MUS 181 | Voice I | 2 |

**Drama Courses (DRAM)**

**DRAM 39 Selected Topics (Nondegree Applicable)**

(1½-6 units)(Please see Selected Topics category.)

**DRAM 90 Careers in Performing Arts**

(1 unit)(No prerequisite. One lecture hour weekly.)

The student will explore various performing arts professions, including stage management, lighting, sound, set design, scenic painting, costuming, makeup, theatre management, and performance, through lecture, discussion, and a series of guest artist appearances. May be taken twice for credit.

**DRAM 110 Introduction to the Theatre**

(3 units)(No prerequisite. Three lecture hours weekly.)

A survey course designed to create an appreciation of the theatre by the student not majoring in drama and an orientation course for the drama major. Areas to be covered include the purpose of theatre, significant milestones in theatre history, a behind-the-scenes look at play production, and trends in contemporary theatre. Lectures are combined with viewing of live and videotaped scenes representing different types of theatre. Required for drama majors. (CSU/UC)

AA/AS Area C, CSU Area C-1, IGETC Area 3A

**DRAM 116 Survey of Dramatic Literature - Ancient Greek to the Present**

(3 units)(No prerequisite. Three lecture hours weekly.)

This course is a survey of the history of the theatre and dramatic literature from the Greek classic period to the present. Recommended for drama majors. (CSU/UC)

AA/AS Area C, CSU Area C-2, IGETC Area 3B

**DRAM 117 Survey of Dramatic Literature - Shakespeare and His Theatre**

(3 units)(No prerequisite. Three lecture hours weekly.)

This course is a study of selected plays of Shakespeare with emphasis on the transferal of the play from the written script to the stage. Recommended for drama majors. (CSU/UC)

AA/AS Area C, CSU Area C-2, IGETC Area 3B

**DRAM 119 Theatre Criticism**

(3 units)(No prerequisite: Advisory: Drama 110. Three lecture hours weekly.)

Students will learn the art of criticism through attending plays and reading theatrical literature as well as conducting an in-depth study of theatre critics and aestheticians. After gaining a foundation in criticism, students will go out to plays and critique them. (CSU/UC)

AA/AS Area C

**DRAM 122 Summer Theatre Outreach**

(6 units)(Prerequisite: Audition based upon a standardized level of performance. Sixty-four lecture hours and ninety-six laboratory hours of rehearsal and performances.)

This course is an intensive drama workshop involving music, dance, and theatre, in which students create and perform an original show. May be taken four times for credit. (CSU)

**DRAM 124 Acting for Anybody: Basic Acting**

(3 units)(No prerequisite. Three lecture hours weekly.)

A course for actors and nonactors alike, this course is designed to help students communicate with one another, overcome shyness and improve acting skills through the creation and performance of original scenes. May be taken four times for credit. (CSU/UC)

**DRAM 125 Stage Movement**

(2 units)(No prerequisite. One lecture hour and three laboratory hours weekly.)

This course is the study and practice of the art of physical theatre. Laban, Grotowski, Suzuki and others will be explored in this movement intensive. Actors are rarely in control of their bodies even though they are the essential tools of the actors. This class addresses the need for mastery over the physical realm in theatre. Recommended for all actors and required for all theatre majors. (CSU/UC)

**DRAM 126 Improvisation for the Theatre**

(3 units)(No prerequisite. Three lecture hours weekly.)

Improvisation is a participatory class in which students will practice skills necessary to support improvised performances. Students will be engaged in activities that will draw upon their ability to relax, to concentrate, and to respond spontaneously and honestly. This class will call upon and extend students' imagination and will provide opportunities to practice narrative skills. The class will culminate in a series of public performances. May be taken four times for credit. (CSU/UC)

**DRAM 127 Improvisation Performance**

(2 units)(No prerequisite. Advisory: Drama 126. One lecture and four laboratory hours weekly.)

This course is designed for students to rehearse as an ensemble, develop performance skills, and perform on a bi-weekly or weekly basis. May be taken four times for credit. (CSU/UC)

**DRAM 128 Improvisation II**

(3 units)(No prerequisite. Advisory: Drama 126. Three lecture hours weekly.)

This course is an intermediate improv class for students with prior improv experience. We will explore ensemble performance and become adept at different improv genre: narrative, long form, social commentary, and dramatic improv. May be taken four times for credit. (CSU/UC)
DRAM 129  Voice for the Stage
(1 unit)(Prerequisite: Drama 131. Two lecture hours weekly for eight weeks.)
This class teaches students how to control the instrument that is their voice. Students will explore various vocal techniques and look at differences in the British and American systems of voice acting. This class is recommended for all actors and required for all drama majors. (CSU)

DRAM 130  Theory and Practice in Acting I
(3 units)(No prerequisite. Corequisite: Drama 134. Three lecture hours and one laboratory hour weekly.)
Beginning class in acting techniques. Exercises in characterization, pantomime, improvisation, voice projection, and body movement. Required for drama majors. Combinations of Drama 130, 131, and 230 may be taken a total of four times for credit. (CSU/UC)

CSU Area C-1

DRAM 131  Theory and Practice in Acting II
(3 units)(No prerequisite. Advisory: Drama 130 and 134. Three lecture hours and one laboratory hour weekly.)
Emphasis is on the creation and analysis of a character through intensive rehearsal of scenes. Recommended for drama majors. Combinations of Drama 130, 131, and 230 may be taken a total of four times for credit. (CSU/UC)

DRAM 134  Acting for Director's Workshop
(1 unit)(No prerequisite. Approximately fifty-two laboratory hours of rehearsal and performances.)
Acting in student-directed scenes from Drama 240: Stage Direction. Audition, rehearsal and performance in student-directed scenes. Audition and performance time to be arranged. May be taken four times for credit. (CSU/UC)

DRAM 136  Acting For Television
(3 units)(No prerequisite. Three lecture hours weekly.)
This course examines the fundamentals of performing for video and includes exercises in the acting of scenes or short plays in a workshop situation. The student will gain experience in the writing, adaptation, directing, and acting of scenes and/or short plays in a workshop situation. The final project will be a videotaped performance of the student works. (CSU/UC)

DRAM 137  Stage Combat
(½ unit)(No prerequisite. One and one-half laboratory hours weekly.)
This class covers the history, theory and practice of recreating fights for the stage. Students will learn about a controlled simulated approach to performing punches, slaps, falls and choreographed sword work. The history of personal combat will also be covered. Recommended for drama majors. (CSU)

DRAM 139  Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)
DRAM 152  Costume Construction Techniques
(3 units) (Prerequisite: Drama 150. Corequisite: Drama 162. Two lecture and three laboratory hours weekly.)
A history of costume for stage use. Design and construction of costumes for production. May be taken four times for credit. (CSU/UC)

DRAM 153  Theatrical Lighting and Sound
(3 units) (Prerequisite: Drama 150. Corequisite: Drama 163. Three lecture hours weekly.)
The natures of light, color, electricity, and stage lighting equipment, and their application to planning lighting for productions. The elements and use of sound for theatrical productions. May be taken four times for credit. (CSU/UC)

DRAM 160  Stage Production
(1 unit) (No prerequisite. Fifty-two and one-half laboratory hours per semester.)
This is a general course in the practical aspects of stagecraft. Areas covered will be set construction, properties construction, costume construction, stage lighting, stage rigging, and sound operation. This course is open to all students, but must be taken by the actors cast in the semester's production. May be taken four times for credit. (CSU/UC) CSU Area C-1

DRAM 161  Production Preparation and Crew - Sets and Properties
(1-2 units) (No prerequisite. Approximately fifty-two and one-half laboratory hours required per unit.)
Practical participation in the construction of scenery and properties for a production, and involvement in a backstage crew assignment during performances of departmental productions. May be taken four times for credit. (CSU/UC) CSU Area C-1

DRAM 162  Production Preparation and Crew - Costumes
(1-2 units) (No prerequisite. Approximately fifty-two and one-half laboratory hours required per unit.)
Practical participation in the construction of costumes for a production, and involvement in a backstage costume crew assignment during performances of departmental productions. May be taken four times for credit. (CSU/UC)

DRAM 163  Production Preparation and Crew - Lights and Sound
(1-2 units) (No prerequisite. Approximately fifty-two and one-half laboratory hours required per unit.)
Practical application of lights and sound for a production, and involvement in a light or sound crew assignment during performances of departmental productions. May be taken four times for credit. (CSU/UC)

DRAM 166  Stage Makeup: Theory and Practice
(1 unit) (No prerequisite. Three laboratory hours weekly.)
Designed for students and members of the community interested in the art of makeup for the theatre. Course will include beards, character, ethnic, old age, animals, and stylized makeup. Students are encouraged to experiment and form their own designs. Students are required to purchase their own materials. May be taken four times for credit. (CSU/UC)

DRAM 167  Theatrical Design - Lights, Costumes, Scenery
(3 units) (Prerequisites: Drama 150 and either Drama 151 or 152 or 153. Corequisite: Drama 160 or 161 or 162 or 163. Two lecture and three laboratory hours weekly.)
An approach to theatrical design for all students of drama with a comprehensive study of composition, texture, line, balance, and color. May be taken four times for credit. (CSU/UC)

DRAM 168  Theatre Management
(1½ units) (No prerequisite. One lecture and one and one-half laboratory hours weekly.)
This course is an introduction to the principles and practice of stage and theatrical management. This course covers theatre financing, box office operations, stage and house management procedures, promotion and publicity. Strongly recommended for all theatre majors and required for theatre internship students. (CSU)

DRAM 217  Shakespearean Text Analysis for the Actor
(2 units) (No prerequisite. Corequisite: Drama 245. One lecture and three laboratory hours weekly.)
This class will cover the techniques necessary for the actor to analyze the text of a play by William Shakespeare in order to prepare for the performance of a role in a Drama Department production. The focus will be on verse and prose speaking, discovery of character through the language and historical stylistic approach to the performance of Shakespeare on stage. May be taken four times for credit. (CSU/UC)

DRAM 230  Advanced Acting Techniques
(3 units) (Prerequisite: Audition based upon a standardized level of performance. Evidence of successful completion of audition must be obtained from the Drama Department PRIOR to registration. Three lecture hours and one laboratory hour weekly.)
Emphasis on intensive preparation and analysis of major roles in selected scenes from plays of various types and periods. Combinations of Drama 130, 131, and 230 may be taken a total of four times for credit. (CSU/UC)
DRAM 231  Advanced Techniques for the Rehearsal and Performance of Contemporary Dramatic Works

(4 units)(Prerequisite: Audition based upon a standardized level of performance for roles in College productions. One lecture and nine laboratory hours weekly.)

A concentrated laboratory workshop for the advanced acting student in advanced techniques of rehearsal and performance of the more demanding and less well-known works of the contemporary and classic theatre. Students in this class will also assume the necessary technical duties required for production. May be taken four times for credit. (CSU/UC)

DRAM 237  Techniques of Audition

(½ unit)(Prerequisite: Drama 131 and audition. One and one-half laboratory hours weekly.)

This course is a workshop for acting students which covers the techniques of the audition process and how to prepare for auditions including memorizing monologues, cold reading from scripts, interview techniques, resume preparation and finding a suitable monologue. May be taken four times for credit. (CSU)

DRAM 238  Video Performance Workshop

(4 units)(Prerequisite: Drama 136. Four lecture hours weekly.)

This class is designed to provide students with an intensive experience in acting for the video camera. The class will involve the completion of a series of short dramatic and institutional projects. The emphasis will be on eliciting the best possible performance from an actor in a television studio environment. (CSU/UC)

DRAM 240  Stage Direction

(3 units)(No prerequisite. Advisory: Drama 110, 130, and 134. Two lecture and three laboratory hours weekly.)

The transference of the written script into live action on the stage. Auditions, casting, rehearsal techniques, fundamentals of composition, movement, characterization, and interpersonal relationships as used in the production of plays. May be taken four times for credit. (CSU/UC)

DRAM 245  Rehearsal and Performance

(4 units)(Prerequisite: Audition based upon a standardized level of performance for College productions. Corequisite: Drama 160. Total of 210 laboratory hours over nine weeks.)

Supervised activity in acting in the regularly scheduled production of plays. Minimum of three weekly lab hours and Drama 160 are required during preproduction in one of the technical areas. May be taken four times for credit. (CSU/UC)

CSU Area C1

DRAM 246  Rehearsal and Performance of a Modern Comedy

(4 units)(Prerequisite: Audition based upon a standardized level of performance for College productions. Corequisite: Drama 160. Total of 210 laboratory hours over nine weeks.)

Supervised activity acting in a modern comedy in the regularly scheduled production of plays by modern comedy authors. A minimum of three weekly laboratory hours and Drama 160 are required during preproduction in one of the technical areas: sets, lights, or costumes. May be taken four times for credit. (CSU/UC)

DRAM 249  Directed Study

(1-3 units)(Limit to Enrollment: Prior arrangement with instructor.)

Directed study in drama is offered to give students experience in planning a course of study of a technical project on their own initiative under departmental supervision. The directed study should deal with a special interest not covered in a regular course or with the exploration in greater depth of a subject presented in a regular course. Evaluation will be through conferences and written report(s) as determined by the student and instructor. May be taken more than once for credit. (CSU/UC w/limit)

DRAM 252ABC  Seminar and Fieldwork Experience

(2-4 units)(Prerequisite: Drama 150 or 168. One lecture and four fieldwork hours weekly for two units; one lecture and eight fieldwork hours weekly for three units; one lecture and twelve fieldwork hours weekly for four units.)

This course is designed to give theater students meaningful work experience in the areas of technical theater, theater management and acting. Each student will work in a theater, theater company or production company under the supervision of someone employed there. In the one-hour weekly seminar, students will evaluate their work in the field and share their experiences of the professional world with their peers. May be taken additional semesters, up to a course total of eight units (CSU)

DRAM 260  Musical Theatre Production Workshop

(4 units)(Prerequisite: Audition based upon a standardized level of performance for roles in College productions. Corequisite: Drama 160. Total of 210 laboratory hours over nine weeks.)

Supervised activity acting in the regularly scheduled production of musical plays. A minimum of three weekly lab hours and Drama 160 are required during preproduction in one of the technical areas. This course will cover acting, musicianship, dance and movement, voice production, and stagecraft. It culminates with the public performance of a full-stage musical. May be taken four times for credit. (CSU/UC)

CSU Area C-1
EARLY CHILDHOOD EDUCATION

The Early Childhood Education Program is designed to prepare students to become teachers or directors in children’s centers, nursery and preschools, prekindergartens, infant-toddler programs, employer-supported children’s centers, extended day-care or family day-care programs.

Career Options
Teacher, Head Teacher, or Director of: Children’s Centers, Employer-Supported Children’s Centers, Extended Day Programs, Family Day-Care Programs, Infant-Toddler Programs, Nursery and Preschools, Parent Cooperative Nursery Schools, Prekindergarten Programs

Faculty
Peggy Dodge - ECE Coordinator, Shaquam Edwards
Department	Phone: (415) 485-9319

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.S. in Early Childhood Education, Occupational (Career Certificate awarded. Skills Certificate in Early Childhood Education Core also awarded.)
To obtain an Associate in Science degree with a major in Early Childhood Education, students need to complete the required courses, as well as general education courses and graduation requirements. A Career Certificate is also awarded (see “Early Childhood Education Career Certificate Requirements”). In addition, a Skills Certificate is earned by satisfactory completion of the required courses. (See “Early Childhood Education Core Skills Certificate Requirements”)

Students who wish to enter the Early Childhood Education Program are advised to call or contact the program coordinator. The coordinator will discuss options for beginning the program and for tailoring individual scheduling needs to the structure of the program. Students who are enrolling in the student teaching practicum courses must meet with the Early Childhood Education Program coordinator, fill out an application, and complete all forms required by the Early Childhood Education Student Teaching Program prior to beginning their student teaching placements.

Please note: Students may take English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150 and 151 or 155. All students should consult a counselor.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
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<tr>
<td><strong>Recommended Sequence</strong></td>
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<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>ECE 100 Licensing and Permits: Introduction to Childcare Programs</td>
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<tr>
<td>ECE 114 Introduction to Early Childhood Education</td>
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<td>Recommended elective:</td>
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<td>ECE 101 Introduction to Child Development</td>
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<td><strong>Second Semester</strong></td>
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<td>ECE 112 Child, Family, and Community</td>
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<td>ECE 115 Introduction to Early Childhood Curriculum</td>
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<td>And one ECE elective (see list below)</td>
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<tr>
<td><strong>Third Semester</strong></td>
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<tr>
<td>ECE 131C **Health, Safety and Nutrition Practices for Young Children</td>
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<td>ECE 280 Early Childhood Education Fieldwork and Seminar I: Beg Practicum in Student Teaching</td>
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<td>ECE 110 Child Development</td>
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<td>And one ECE elective (see list below)</td>
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<td><strong>Fourth Semester</strong></td>
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<td>ECE 208 Exploring Cultural Diversity in the Early Childhood Curriculum</td>
<td>3</td>
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<td>ECE 222 Working with Special Needs Children in Early Childhood Classrooms</td>
<td>2</td>
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<td>ECE 281 ECE Fieldwork and Seminar II: Advanced Practicum in Student Teaching</td>
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<tr>
<td>PSY 114 Psychology of Human Development: Lifespan+</td>
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<td>ECE Electives (must complete two electives to fulfill requirements for AS degree)</td>
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<td>ECE 133 Creative Art Curriculum for Young Children</td>
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<td>ECE 135 Working with Children’s Challenging Behavior</td>
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<td>ECE 137 Emergent Literacy in the Early Childhood Classroom</td>
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<td>ECE 205 Continuing Experiences in Early Childhood Curriculum</td>
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<td>ECE 217 Fostering Creativity in the Classroom</td>
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<td>ECE 218 Caring for the Infant and Toddler</td>
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<td>ECE 219 Creating Quality Programs for Infants and Toddlers</td>
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<td>ECE 220A Early Childhood Administration A</td>
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<td>ECE 220B Early Childhood Education Administration B</td>
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<td>ECE 221 Teaching Science to Young Children</td>
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<td>ECE 224 Working with Parents in Early Childhood Programs</td>
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<td>ECE 225 Guidance and Limit-Setting in the Early Childhood Classroom</td>
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<td>ECE 295 Supervising Adults in Early Childhood Programs</td>
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+ Also fulfills College of Marin graduation requirement
Early Childhood Education Career Certificate

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<tr>
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<td>ECE 100</td>
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<td>ECE 110</td>
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<td>ECE 131C**</td>
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<td>PSY 114</td>
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<td>ENG 120</td>
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<td>ESL 120SL</td>
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* Early Childhood Education 114 may be waived and one elective taken instead if the student can show proof of recent early childhood classroom experience.

** A student with current certificates in pediatric CPR, First Aid and Illness and Injury Prevention can substitute any 2 unit elective for ECE131C. A student with current certificates in pediatric CPR may substitute ECE 131B for ECE 131C. A student with current certificates in pediatric CPR and First Aid may substitute Early Childhood Education 131A for ECE 131C.

Skills Certificate

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Career Certificate.

Early Childhood Education Core Skills Certificate

A student who has an Early Childhood Education Core Skills Certificate has completed 9-12 of the units required for the next level of certificate, the Career Certificate in Early Childhood Education. A student who has completed the required courses for the Early Childhood Education Core Skills Certificate has met the coursework requirements of the Department of Social Services to be a teacher in a Title 22 preschool or children's center. Upon completion of the Early Childhood Education Core Skills Certificate a student would be eligible to apply for the Associate Teacher level of the Child Development permit, issued by the Commission on Teacher Credentialing.

Licensing Coursework Requirements:

The Department of Social Services requires that anyone working in a children’s program as a teacher have at least 12 semester units of coursework in early childhood education, with at least one course in each of the following three subject areas:

1. Child or Human Growth and Development (ECE 101 or 110)
2. Child, Family and Community, or Child-Family Relations (ECE 112)
3. Programs and Curriculum (ECE 114, 115, 120, 132, 133, 134, 135, 137, 205, 208, 217, 218, 219, 221, 222, 223, 224, 225)

Child Development Permit Requirements:

The California Department of Education requires that anyone working in a children's program subsidized by the Child Development Division obtain the appropriate permit from the California Commission on Teacher Credentialing.

1. For Child Development Assistant Teacher Permit: Six units of early childhood education courses.
2. For Child Development Associate Teacher Permit: Twelve units in early childhood education including the core *** courses.
3. For Child Development Teacher Permit: Twenty-four units in early childhood education including the core *** courses, and 16 units in general education ****.
4. For Child Development Master Teacher Permit: Twenty-four units in early childhood education including the core *** courses, and 16 units in general education ****. Two units in adult supervision (ECE 295), and 6 units of specialization in an early childhood education subject area. Alternatives exist for teachers who already have a Bachelor's degree.
5. For Child Development Site Supervisor Permit: Associate degree with at least 24 units in early childhood education including the core *** courses, 6 units in early childhood education administration (ECE 220A, 220B), 2 units in adult supervision (ECE 295). Alternatives exist for teachers who already have a Bachelor's degree.
6. For Child Development Program Director Permit: Bachelor's degree with at least 24 units in early childhood education including the core *** courses, 6 units in early childhood education administration (ECE 220A, 220B), 2 units in adult supervision (ECE 295).

*** Core courses for the Child Development permit include at least one course in each of the following three subject areas:
1. Child or Human Growth and Development (ECE 101 or 110)
2. Child, Family and Community, or Child-Family Relations (ECE 112)
3. Programs and Curriculum (ECE 114, 115, 120, 132, 133, 134, 135, 137, 205, 208, 217, 218, 219, 221, 222, 223, 224, 225)
Early Childhood Education Courses (ECE)

ECE 39 Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

ECE 100 Licensing and Permits: Introduction to Childcare Programs
(½ unit)(No prerequisite. One-half lecture hour weekly.)
This course provides information regarding state requirements for being a teacher in a licensed children's program and for obtaining a Child Development Permit. Coursework requirements for the Associate of Science degree and Career Certificate in Early Childhood Education are reviewed. Information about setting up a family childcare program is also included. This course is required for both the Associate of Science degree and the Career Certificate in Early Childhood Education. It is also recommended for people wishing to learn about career options in Early Childhood Education and for providers already working in the field. Can also be offered in a distance learning format. (CSU)

ECE 101 Introduction to Child Development
(3 units)(No prerequisite. Three lecture hours weekly)
This course explores the ages and stages of development from birth to adolescence, describing physical, intellectual, social and emotional growth. Emphasis is on practical application of principles and adult role in supporting optimal growth. This course meets the Department of Social Services licensing requirements for coursework in early childhood education. It also meets requirements for all levels of the Child Development Permits. (D.S. # 1)

ECE 110 Child Development
(3 units)(No prerequisite. Three lecture hours weekly.)
The physical, social-emotional, cognitive and language development of children from conception to adolescence are explained. Implications of developmental understanding for care-giving strategies are included, with emphasis on practices in early childhood and early elementary education and child rearing. This course is required by the Department of Social Services to satisfy licensure requirements for coursework in ECE. It is also required for all levels of the Child Development Permits. (D.S. # 1) (CSU/UC)
AA/AS Area B, CSU Area D-7, IGETC Area 4

ECE 112 Child, Family, and Community
(3 units)(No prerequisite. Three lecture hours weekly.)
Explores the impact of the community and society on young children and their families. Components of the course include an overview of different types of families and parenting styles; the influence of media and politics on children and families; the effect of the community; current legislation, education, and public policy on children and families; examination of values, family roles, and place in society of diverse cultures and ethnic groups in the United States; and problems confronting children and their families today. (D.S. #2) (CSU)
AA/AS Area B, CSU Area D-7

ECE 114 Introduction to Early Childhood Education
(3 units)(No prerequisite. Three lecture hours weekly.)
This course is intended as an introduction to the field and study of early childhood education. It includes a survey of various types of early childhood programs, the different career paths in this field, an examination of leading philosophies of early childhood education, and an overview of the domains of child development. Students will also learn group management techniques to use in a classroom setting; why play is so important in the early childhood curriculum and how to observe children and write child observations. This course also offers an exploration of the roles and challenges associated with being a teacher of young children. (D.S. #3)(CSU)

ECE 115 Introduction to Early Childhood Curriculum
(3 units)(No prerequisite. Three lecture hours weekly.)
In this course students will learn how to plan, design and present activities for areas of the early childhood curriculum such as art, music, movement, circle times, pre-math, language, physical knowledge, emergent literacy, and cultural diversity. Approaches for setting up classrooms, developing anti-bias materials, managing and supervising groups of children are also included. (D.S. #3) (CSU)

ECE 120 Planning and Teaching an After School Program
(1 unit)(No prerequisite. Sixteen lecture hours per semester.)
This course includes age-appropriate activities for after school programs, aspects of after school care, and strategies for working with and understanding children in after school settings. (D.S. #5) (CSU)

ECE 131A Health, Safety, and Nutrition Practices for Young Children
(1 unit)(No prerequisite. Can be taken for credit as Early Childhood Education 131A or Physical Education 131A. However, credit will be awarded for only one course. Two lecture hours weekly for eight weeks.)
In this course students will learn about universal health precautions, O.S.H.A. guidelines, planning classroom nutrition programs, and other current health and safety practices to use when working with young children. Other topics include emergency plans for earthquakes, how to recognize and report suspected child abuse, and injury prevention for young children. (D.S. #7) (CSU)
ECE 131B  Health, Safety, and Nutrition Practices for Young Children  
(1½ units)(No prerequisite. Can be taken for credit as Early Childhood Education 131B or Physical Education 131B. However, credit will be awarded for only one course. Two lecture hours weekly for twelve weeks.)

In this course students will learn about universal health precautions, O.S.H.A. guidelines, planning classroom nutrition programs, and other current health and safety practices to use when working with young children. Basic First Aid training is featured in this course. Other topics include emergency plans for earthquakes, how to recognize and report suspected child abuse, and injury prevention for young children. Certificates will be issued upon completion of Pediatric First Aid training. (D.S. #7) (CSU)

ECE 131C  Health, Safety, and Nutrition Practices for Young Children  
(2 units)(No prerequisite. Can be taken for credit as Early Childhood Education 131C or Physical Education 131C. However, credit will be awarded for only one course. Two lecture hours weekly for sixteen weeks.)

In this course students will learn about universal health precautions, O.S.H.A. guidelines, planning classroom nutrition programs, and other current health and safety practices to use when working with young children. Pediatric CPR and basic First Aid training are featured in this course. Other topics include emergency plans for earthquakes, songs to recognize and report suspected child abuse, and injury prevention for young children. Certificates will be issued upon completion of CPR and Pediatric First Aid training components. (D.S. #7) (CSU)

ECE 132  Planning and Leading Circle Times with Young Children  
(1 unit)(No prerequisite. One lecture hour weekly.)

Includes approaches for planning and leading circle times for preschoolers, toddlers, school-agers and mixed age groups. Features ideas for materials, songs and activities for circle times and strategies for managing groups and guiding young children during circle times. This course can be applied towards licensing and Child Development Permit coursework requirements in the subject area of Programs and Curriculum. (D.S. #3) (CSU)

ECE 133  Creative Art Curriculum for Young Children  
(2 units)(No prerequisite. One lecture and three laboratory hours weekly.)

In this course students will learn how to plan, design and present a process-oriented art curriculum for young children. Through in-class hands-on art activities students will sample a variety of media for children. An overview of current trends in early art education is also included. (D.S. #3) (CSU)

ECE 134  Understanding Young Children's Temperaments  
(1 unit)(No prerequisite. One lecture hour weekly.)

How to work with children of different temperament types; examination of the different temperament types; overview of research on temperament and children; how to recognize the different temperamental traits, strategies and approaches for working successfully with young children of different temperamental types in group care and classroom settings. (D.S. # 1) (CSU)

ECE 135  Working With Children's Challenging Behavior  
(2 units)(No prerequisite. Two lecture hours weekly.)

In this course students will be provided with descriptors and characteristics of challenging behavior in young children in early childhood classroom settings. Strategies and approaches for managing children's challenging behavior are featured. In addition methods for working with parents when their child displays challenging behavior and for locating outside help are also included. (D.S. #3) (CSU)

ECE 137  Emergent Literacy in the Early Childhood Classroom  
(3 units)(No prerequisite. Three lecture hours weekly.)

This course introduces students to the early literacy curriculum. It includes methods for setting up a classroom and planning curriculum to foster the development of pre-reading and pre-writing skills. Strategies for working with children who speak languages other than English are also included. Approaches for involving families in supporting language and literacy development in children are covered. Students will also learn about methods for assessing children's skills in speaking, pre-reading, and pre-writing. The curriculum for this course is based on NAEYC’s “Heads Up! Reading” Early Literacy Program and features videos and/or broadcasts from the NAEYC’s “Heads Up! Reading” satellite course. (D.S. #3) (CSU)

ECE 139  Selected Topics  
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

ECE 205  Continuing Experiences in Early Childhood Curriculum  
(3 units)(Prerequisite: Early Childhood Education 115; Advisory: Early Childhood Education 114. Three lecture hours weekly.)

This course provides information, ideas, and hands-on experience in exploring a variety of innovative curriculum models such as “the emergent curriculum,” the “Project Approach,” and the “Reggio Emilia Approach.” Students will explore strategies and approaches for developing long-term projects with your children. Approaches for “documenting and recording” children’s experiences in long-term projects are also included. (D.S. #3) (CSU)
ECE 208 Exploring Cultural Diversity in the Early Childhood Classroom
(3 units)(No prerequisite. Three lecture hours weekly.)
In this course students will become familiar with the concepts of cultural diversity, the anti-bias curriculum and culturally competent approaches to care giving and communicating with families of children they serve. Ideas and examples for creating culturally diverse classroom materials and activities are provided. An in-depth exploration of the anti-bias curriculum and approaches for implementing it are a feature of this course. In addition, the course includes an examination of what it means to become a culturally competent early childhood educator. (CSU)

ECE 217 Fostering Creativity in the Classroom
(2 units)(No prerequisite. Two lecture hours weekly.)
This course offers a variety of strategies and hands-on ideas for fostering creativity in young children. It examines aspects of creative thinking and provides methods for planning creative activities in all curriculum areas. This course satisfies the “Programs and Curriculum” requirement for licensing and can be applied toward coursework for a Child Development Permit. (D.S. #3) (CSU)

ECE 218 Caring for the Infant and Toddler
(3 units)(No prerequisite. Three lecture hours weekly.)
This course covers approaches, techniques, and materials to use in caring for infants and toddlers in a program setting. Methods for developing age-appropriate curricula and setting up environments are included. This course can be applied toward credit in infant-toddler care required by the Department of Social Services and toward credit for the Child Development Permits. (D.S. #4) (CSU)

ECE 219 Creating Quality Programs for Infants and Toddlers
(3 units)(No prerequisite. Three lecture hours weekly.)
This course focuses on how to develop a quality program for infants and toddlers in group care and how to provide for their needs, growth, and interests day to day. The importance of the caregiver’s role, building a relationship with parents, an examination of criteria for quality infant/toddler programs is also included. It is recommended for staff working in infant/toddler programs. (CSU)

ECE 220A Early Childhood Education Administration A
(3 units)(No prerequisite. Three lecture hours weekly.)
This course covers information and methods for developing, teaching, and administering a preschool program. Topics include a survey of types of preschool programs, how to staff and plan a budget for a preschool program, the role of an administrator, setting up preschool environments, and planning for children. This course can be applied toward the administration course requirement for the Site Supervisor and Program Director Child Development Permits. This course is recommended in particular to directors and head teachers seeking credit in early childhood education administration. (D.S. #6) (CSU)

ECE 220B Early Childhood Education Administration B
(3 units)(Prerequisite: Early Childhood Education 220A. Early Childhood Education 220A may be taken concurrently. Three lecture hours weekly.)
This course provides in-depth examination of such aspects of early childhood program administration as parent involvement, obtaining child and family histories, implementing regulation requirements, program evaluation procedures, child assessments, staff supervision, and nutrition programs. Administration of Title 5 childcare programs is also examined. This course can be applied toward credit needed for Site Supervisor and Program Director Child Development Permits. This course is recommended in particular for directors, head teachers, and teachers seeking an advanced early childhood administration course. (D.S. #6) (CSU)

ECE 221 Teaching Science to Young Children
(2 units)(No prerequisite. Two lecture hours weekly.)
In this course students learn how to design and present developmentally appropriate science curricula for young children. Included are hands-on science activities with recommended materials. Young children’s thinking and other cognitive processes are also examined. This course can be applied toward state licensing and Children’s Center Permit requirements for coursework in “Programs and Curriculum.” (D.S. #3) (CSU)

ECE 222 Working with Special Needs Children in Early Childhood Classrooms
(2 units)(No prerequisite. Two lecture hours weekly.)
This course prepares students to work with infants, toddlers, and preschoolers with special needs in a classroom setting. It includes approaches for assisting special needs children in classroom routines; assessing and identifying special needs; writing an Individual Education Plan, and working with parents of special needs infants, toddlers, and preschoolers. (CSU)

ECE 223 Music Activities for Young Children
(1 unit)(No prerequisite. Sixteen and one-half lecture hours per semester.)
Through a survey of teaching methods and hands-on music activities, this course enables students to develop a rich and enjoyable music program for young children, understand basic musical concepts, present culturally diverse music activities, and foster reading and math readiness through music. This course meets the Department of Social Services’ requirement for coursework in the area of “Programs and Curriculum.” (D.S. #3) (CSU)
ECE 224  Working with Parents in Early Childhood Programs
(2 units)(No prerequisite. Two lecture hours weekly.)

In this course students learn approaches and techniques for working with parents in infant/toddler, preschool and extended day programs. It includes strategies for planning and leading parent-teacher conferences, effective techniques for communicating with parents, and ideas for parent involvement in early childhood programs. (CSU)

ECE 225  Guidance and Limit-Setting in the Early Childhood Classroom
(2 units)(No prerequisite. Two lecture hours weekly.)

Strategies and approaches for guiding and setting limits with young children in classroom settings are presented and explored in this course. Guidance and limit-setting techniques for working with toddlers, preschoolers, and school-age children are included. Also featured are methods for assisting young children in conflict resolution. (D.S. #3) (CSU)

ECE 239  Current Issues in Early Childhood Education
(1-3 units)(No prerequisite. Hours will vary with selected topic.)

Specialized and contemporary topics in the area of early childhood education are the focus of this course. The subject matter will vary with the needs and interests of the students. The course content will also be designed to meet educational requirements for Department of Social Services licensing and Child Development Permit attainment. The specific topic for each semester will be announced in the class schedule. The class may be taken more than once, provided that the topic of the course is not the same. (D.S. #3) (CSU)

ECE 249  Directed Study
(1-3 units)(Please see Directed Study category.) (CSU w/limit)

ECE 260  Marin Childcare Conference and Follow-up One-Day Workshop
(1 unit)(No prerequisite. Sixteen hours per semester.)

Part I of this course is a day conference (eight hours) for childcare providers and any other interested parties. Participants may choose from mid-morning and afternoon workshops on current issues, trends, and policies in early childhood education. A keynote presentation is also included. This conference is held off-campus.

Part II consists of a one-day workshop (eight hours) in which instructor reviews and expands on topics that have been presented in conference workshops (i.e. implementing new curriculum ideas or new licensing policies utilizing new approaches for special education at early childhood level). Part II of this course is held on the Kentfield campus. May be taken four times for credit. (CSU)

ECE 261  One-Day Conference Course
(½ unit)(No prerequisite. Eight lecture hours for one day.)

This is a one-day, eight-hour conference course. Topics and content of this course may vary. This course can be used to meet professional growth requirements for renewal of the assistant teacher, teacher, master teacher, site supervisor, or director level of child development permit. May be taken four times for credit. (CSU)

ECE 280  Early Childhood Education Fieldwork and Seminar I: Beginning Practicum in Student Teaching
(4½ units)(Prerequisite: Early Childhood Education 115. Advisory: Early Childhood Education 114. One and one-half seminar and twelve fieldwork hours weekly.)

This course provides student teaching experience in the campus children's center classrooms or in early childhood classrooms off campus. Students plan and lead activities for children, set up classroom projects, and meet regularly with their supervising teacher. Included in this course is a seminar, which meets either for one and one-half hours a week or three hours every other week. (Please check current class schedule.) It provides students with opportunities to learn about skills for working effectively with young children in classroom settings and to discuss experiences in present teaching placements.

In accordance with the licensing requirements of the Department of Social Services, the early childhood education practicum courses require that students be fingerprinted and complete the Department of Social Services forms for adults participating in a licensed children's program. To do so, students are to make an appointment with the Early Childhood Education Program Coordinator prior to beginning the practicum courses in order to complete forms or to verify that they already have these forms on file with the Department of Social Services.

Students who wish to do their teaching off campus are required to be at a site that meets at least one of the Early Childhood Education Program's criteria for off-campus student teaching. (D.S. #3) (CSU)

ECE 281  Early Childhood Education Fieldwork and Seminar II: Advanced Practicum in Student Teaching
(4½ units)(Prerequisite: Early Childhood Education 280. One and one-half seminar and twelve fieldwork hours weekly.)

Students receive advanced training and experience in student teaching in the campus children's center or in early childhood programs off campus. Training includes developing effective classroom management and child guidance techniques, as well as planning and leading activities in all areas of the early childhood curriculum. A seminar is included in this course in which students will learn about and discuss teaching strategies and techniques to be used at an advanced level of student teaching.

To enroll in this course students must have completed and submitted all forms required for early childhood education practicum courses. Students who wish to do their student teaching
off campus are required to be at a site which meets at least one of the Early Childhood Education Program’s criteria for accepted off-campus teaching sites. (D.S. #3) (CSU)

ECE 295 Supervising Adults in Early Childhood Programs
(2 units)(No prerequisite. Two lecture hours weekly.)
This course offers methods for working with, supervising, and training staff and student teachers in a childcare setting. Topics include an examination of effective supervisory styles, approaches for motivating staff, perspectives on staff members as adult learners, methods for evaluating and conferring with staff, and strategies for assisting staff in assessing their classroom, curriculum, and interactions with children.
This course is recommended for teachers, head teachers, directors, and site supervisors who are currently supervising or wish to supervise staff or student teachers in their programs. It is a requirement for anyone who wishes to obtain a Site Supervisor or Program Director Child Development Permit. (D.S. #7) (CSU)

ECONOMICS

Courses in economics provide students with a foundation, which will prepare them for careers in business and government. Economists who work in business are expected to help their firms adapt to the changing environment. This typically involves short- and long-term economic forecasts of how changes in the economic environment will affect various aspects of the business such as marketing, purchasing, industrial relations, and finance. Most economists employed by the government are specialists in such fields as agriculture, labor, business, and international trade.

Career Options

Faculty
Robert P. Kennedy, Norman Pacula
Department Phone: (415) 485-9630

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

Economics Courses (ECON)

ECON 39 Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

ECON 101 Principles of Macroeconomics
(3 units)(No prerequisite. Advisories: Eligibility for English 120 and eligibility for Math 103. Economics 102 may be taken before Economics 101. Three lecture hours weekly.)
This course is an introduction to macroeconomic analysis, the economy as a whole. The student will study the determinants of GDP (gross domestic product), employment, income, savings, and investment. Emphasis is placed upon the study of government intervention in the economy through fiscal policy and monetary policy aimed at reducing economic fluctuations. Includes a brief history of economic theory and an introduction to monetarism. (CSU/UC) AA/AS Area B, CSU Area D-2, IGETC Area 4, CAN ECON 2

ECON 102 Principles of Microeconomics
(3 units)(No prerequisite. Advisories: Eligibility for English 120 and eligibility for Math 103. Economics 101 and Economics 102 may be taken in either order. Three lecture hours weekly.)
This course is an introduction to microeconomic analysis, how the various units in the economy make decisions. The student will study the scarcity, demand, supply, equilibrium price and the allocation of resources in market structures of pure competition, monopolistic competition, oligopoly, and monopoly. This course includes an introduction to international economics. (CSU/UC) AA/AS Area B, CSU Area D-2, IGETC Area 4, CAN ECON 4

ECON 125 Research Methods and Term Papers in the Social Sciences
(3 units)(No prerequisite. Advisory: Competence in written language skills comparable to eligibility for English 150. Students may receive credit for this course as Economics 125, Ethnic Studies 125, History 125, Political Science 125, or Social Science 125. However, credit will be awarded for only one discipline. Three lecture hours weekly.)
This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Various social science faculty members will offer their expertise to students on an individual basis as they develop their presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern.
Economics 125 is designed for students who want the research and term paper skills, but are not working for satisfaction of the Critical Thinking Requirement (A, III) for the Bachelor of Arts degree at California State University. Social Science 125 does meet that requirement. (CSU/UC)
ECON 139  Selected Topics  
(½-6 units) (Please see Selected Topics category.) (CSU/UC w/limit)

ECON 201  Understanding Globalization: The Impact of Social, Political, and Economic Change  
(3 units) (No prerequisite. Can be taken for credit as Economics 201 or Behavioral Science 201 or Political Science 201. However, credit will be awarded for only one discipline. Three lecture hours weekly.)

The world is becoming more integrated and interdependent, heightening the need for greater understanding of the impact of globalization on the economy, politics, and society. This interdisciplinary team-taught course explores the new wave of global political, economic, and social change and the opportunities and challenges it brings to states, institutions, and individuals. Focus is upon what the individual will need to know and understand to be an effective participant in these rapidly changing global phenomena. (CSU/UC)

ECON 215  Survey of Current Events and Issues  
(3 units) (No prerequisite. Can be taken for credit as Economics 215 or Political Science 215 or Social Science 215. However, credit will be awarded for only one discipline. Three lecture hours weekly.)

This course is an opportunity to critically examine and discuss significant world developments and to attempt to understand the sources of those developments. Each student will have an opportunity to focus on issues of particular interest and to share that information with the group. When possible, informed participants in world and national events will meet with the class to share insights. (CSU/UC w/limit)

ECON 249  Directed Study  
(1-3 units) (Please see Directed Study category.) (CSU/UC w/limit)

EDUCATION

Courses in this area provide students with an introduction to the field of public education and practical experience in literacy, curriculum planning, and classroom assessment. Courses include field placement in classrooms under the supervision of an experienced mentor teacher.

Faculty
Sandy Boyd
Department Phone: (415) 485-9630

Skills Certificates
Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Career Certificates.

Education Skills Certificate
The Education Certificate indicates that the student has successfully completed foundation coursework in education, teaching and learning, and has gained experience working as a volunteer in a K-12 classroom.

Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 110</td>
<td>Introduction to Education</td>
<td>3</td>
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</table>

Six units from

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>EDUC 111</td>
<td>Foundations of Teaching</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 122</td>
<td>Understanding Literacy and Creating Effective Learning Environments</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 222</td>
<td>Designing And Assessing Learning Experiences for All Students</td>
<td>3</td>
</tr>
</tbody>
</table>

Education Courses (EDUC)

EDUC 39  Selected Topics (Nondegree Applicable)  
(½-6 units) (Please see Selected Topics category.)

EDUC 110  Introduction to Education  
(3 units) (No prerequisite. Three lecture hours weekly.)

This course is an introduction to the field of public education for those interested in teaching and learning. This course includes information about school governance, the nature of teaching as a profession, and the philosophies of education. (CSU/UC)

EDUC 111  Foundations of Teaching  
(3 units) (No prerequisite. Three lecture hours weekly.)

This course explores what it means to be a professional teacher in today’s high-stakes environment of education. Building upon a strong mentoring approach, this course helps students make decisions about their teaching future by fostering an awareness of the realities of teaching in America today. This approach provides student with the tools and information necessary to explore what it takes to become a professional teacher and choosing teaching as a career. Also included are practical perspectives for meeting the challenges of teaching as well as practical and foundational topics that provide students with a well-rounded view of the teaching profession. (CSU/UC)

EDUC 113  Instructional Design  
(3 units) (No prerequisite. Three lecture hours weekly.)

This course will provide a basic knowledge of instructional design. Emphasis will be on developing a final project, which will allow the learner to gain experience while learning the theory and applications of instructional design. There will also be broad exposure to predominant instructional design theories, which will allow the student to choose the one that best suits the purpose at hand. The final project will be in an educational setting. (CSU)
EDUC 119  Effective Teaching Strategies in Wellness and Fitness
(3 units)(No prerequisite. Advisory: Physical Education 116. Three lecture hours weekly.)

This course is designed to help students become more effective wellness and fitness professionals. Students will develop a toolbox of practical teaching, learning, and evaluation methods to increase their ability to convey their knowledge to others in this field and more successfully impact their future clients, students, or athletes. (CSU)

EDUC 122  Understanding Literacy and Creating Effective Learning Environments
(3 units)(No prerequisite. Condition for enrollment: Fingerprint and TB clearance prior to classroom tutoring are required. Two lecture and three hours weekly of field placement in classrooms under the supervision of an experienced mentor teacher and the course instructor.)

This course is designed to give the student practical experience in understanding literacy across the elementary school curriculum and an overview of the skills and knowledge needed to tutor students effectively in reading and related subjects. Critical issues of creating and maintaining effective environments for successful student learning are covered, including physical, social, and academic aspects of the classroom. Elements of the California Standards for the Teaching Profession (CSTP) are embedded in this course. (CSU)

EDUC 139  Selected Topics
(½-6 units)(Please see Selected Topics category.)
(CSU w/limit)

EDUC 222  Designing and Assessing Learning Experiences for All Students
(3 units)(No prerequisite. Condition for enrollment: Fingerprint and TB clearance prior to classroom tutoring are required. Two lecture and three hours weekly of field placement in classrooms under the supervision of an experienced mentor teacher and the course instructor.)

This course provides an introduction to curriculum planning and classroom assessment in California's diverse public school settings. The course will cover drawing on and valuing students' backgrounds, interests, and developmental learning needs in planning for instruction, the purposes of schooling, the experience of school for diverse students, collecting and using multiple sources of information to assess student learning, working with students, families and other audiences about student progress, and using assessments to guide instruction. Elements of the California Standards for the Teaching Profession (CSTP) are embedded in this course. (CSU)

EDUC 249  Directed Study
(1-3 units)(Please see Directed Study category.)
(CSU w/limit)

ELECTRONICS TECHNOLOGY

Courses in this area provide a limited introduction to electronics and telecommunication technology. They are designed to equip the student with basic terminology, concepts, and some measurement and diagnostic skills.

Career Options

Department Phone: (415) 883-2211, Ext. 8108

Electronics Technology Courses (ELEC)

ELEC 100  Fundamentals of Electronics
(2 units)(No prerequisite. Thirty-four hours per semester.)

Introduction to principles, terminology, and measurements of electrical circuits and electronic systems. Behavior of DC and AC circuits and electronic devices with their applications in automotive, computer, communications, power distribution, and entertainment systems. (CSU)

ELEC 139  Selected Topics
(½-6 units)(Please see Selected Topics category.)
(CSU w/limit)

ELEC 249  Directed Study
(1-3 units)(Please see Directed Study category.)
(CSU w/limit)

ENGINEERING

No profession has as many diverse specialties and applications as engineering. Few other professions offer the challenge, financial rewards, and opportunity to make a contribution to the betterment of our environment and standard of living as engineering. There are many specialties in engineering and within each area there are countless subdivisions. Our technology has grown so pervasive and complex that each facet of an engineering problem demands a specific type of training and expertise.

Career Options
Aerodynamicist, Agricultural Engineer, Ceramic Engineer, Chemical Engineer, Civil Engineer, Customer Service Representative, Designer, Drafter, Electrical Engineer, Electronics Engineer, Field Service Engineer, Industrial Engineer, Management Analyst, Marine Engineer, Materials Scheduler, Mechanical Engineer, Metallographer, Metallurgical Engineer, Mining Engineer, Nuclear Engineer, Operations Analyst, Petroleum Engineer, Production
Manager, Project Director, Research Scientist, Safety Engineer, Sales Engineer, Surveyor, Systems Analyst, Technical Illustrator, Tester, Welding Technician

Faculty
Erik Dunmire
Department Phone: (415) 485-9510

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.S. in Engineering
The Kentfield Campus offers a two-year, lower division Engineering Core Program which, when satisfactorily completed, allows the student to transfer to the engineering program at the four-year college or university. To provide an effective and economical program for lower division engineering education, the State of California has adopted the curriculum developed by the Engineering Liaison Committee of the Articulation Counsel of California. This agreement coordinates the transferable course offerings between community colleges and the four-year colleges and universities in California. After completing the lower division engineering curriculum, it is common to complete a Bachelor’s degree in two years at the four-year school. Due to the diverse nature of availability among engineering programs, students are strongly advised to enroll in Engineering 110 as soon as possible. Please note: Students are required to complete English 150 for the Associate degree. All students should consult a counselor.

### Requirements

<table>
<thead>
<tr>
<th>Freshman Year — Fall Semester</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ENGG 110 Careers in Engineering and Technology</td>
<td>1</td>
</tr>
<tr>
<td>MATH 123 Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 131 General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>COMP 110 Introduction to Computers</td>
<td>1</td>
</tr>
<tr>
<td><strong>For Civil Engineering add:</strong></td>
<td></td>
</tr>
<tr>
<td>ENGG 125 Introductory Engineering Graphics</td>
<td>4</td>
</tr>
<tr>
<td><strong>For Mechanical Engineering add:</strong></td>
<td></td>
</tr>
<tr>
<td>ENGG 125 Introductory Engineering Graphics</td>
<td>4</td>
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<thead>
<tr>
<th>Freshman Year — Spring Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 140 Fundamentals of Programming in FORTRAN</td>
<td>4</td>
</tr>
<tr>
<td>MATH 124 Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 207A Mechanics and Properties of Matter</td>
<td>5</td>
</tr>
<tr>
<td><strong>For Civil Engineering add:</strong></td>
<td></td>
</tr>
<tr>
<td>CHEM 132E General Chemistry II, Lecture Only</td>
<td>3</td>
</tr>
<tr>
<td><strong>For Mechanical Engineering add:</strong></td>
<td></td>
</tr>
<tr>
<td>CHEM 132E General Chemistry II, Lecture Only</td>
<td>3</td>
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<tr>
<td>ENGG 126 Intermediate Engineering Graphics</td>
<td>2</td>
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</table>

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<thead>
<tr>
<th>Sophomore Year — Fall Semester</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ENGG 235 Engineering Mechanics -- Statics</td>
<td>3</td>
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</table>

### A.S. in Engineering Technology, Occupational
The engineering technician is a valuable part of the team working together in every branch of modern industry. The work of the technician is “practical” such as surveying, drafting, laboratory testing, and equipment operation and maintenance. At the Kentfield Campus, a core program is suggested for the student who is interested in engineering technology. The student will elect additional courses to further prepare for some specialty such as draftsman, surveyor, engineering maintenance specialist, salesman, shop, or laboratory technician.

Upon entering this program the student should seek the advice of an instructor in engineering regarding electives, possible employment, and current demands of industry.

Please note: Students may choose English 120 or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

### Requirements

<table>
<thead>
<tr>
<th>Freshman Year — Fall Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHEM 114 Introduction to Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>COMP 110 Introduction to Computers</td>
<td>1</td>
</tr>
<tr>
<td>ELEC 100 Fundamentals of Electronics</td>
<td>2</td>
</tr>
<tr>
<td>ENGG 110 Careers in Engineering and Technology</td>
<td>1</td>
</tr>
<tr>
<td>ENGG 125 Introductory Engineering Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ENGG 126 Intermediate Engineering Graphics</td>
<td>2</td>
</tr>
<tr>
<td>ENGG 150 Construction Engineering: Materials and Methods I</td>
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<tr>
<td>ENGG 151 Construction Engineering: Materials and Methods II</td>
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<tr>
<td>ENGG 256 Practical Materials Science</td>
<td>3</td>
</tr>
<tr>
<td>ENGG 257 Practical Plane Surveying</td>
<td>3</td>
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<tr>
<td>MACH 120 Machine Technology I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 104 Plane Trigonometry</td>
<td>3</td>
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</tbody>
</table>
Engineering Courses (ENGG)

ENGG 39  Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

ENGG 110  Careers in Engineering and Technology
(1 unit)(No prerequisite. One lecture hour weekly.)
This course introduces students to the different branches of engineering, emphasizing the educational requirements and the employment expectations upon completion of a four-year degree program. The course outlines basic lower-division transfer plans in detail and provides an overview of the course work required after transfer. This course helps students select from possible transfer options those that best fit personal needs and career objectives. Engineering 110 is intended for students considering careers in engineering, computer science, or related engineering technologies. (CSU/UC)

ENGG 110B  Introduction to Engineering Design
(2 units)(No prerequisite. Corequisite: Computer Science 150A. Advisories: Engineering 110 and 125. One lecture and three laboratory hours weekly.)
This course introduces the student to team-oriented engineering design and problem-solving processes, as well as the use of computers in the solution of a wide variety of engineering problems. Students engage in hands-on design activities, covering all stages of the design process from initial need identification through finished product evaluation, including experimental design and data analysis to support design efforts. Throughout the course, emphasis will be given to technical communications, teamwork, engineering design and problem-solving methodologies. Specific assignments and activities within the course represent a broad range of engineering disciplines. (CSU/UC)

ENGG 125  Introductory Engineering Graphics
(4 units)(No prerequisite. Two lecture and six laboratory hours weekly.)
This course helps students develop the functional skills required for engineering graphical communication, geometric construction, and dimensioning in accordance with ANSI standards. It presents engineering sketching and drawing with an introduction to CAD systems. It also covers the fundamentals of orthographic projection and descriptive geometry, providing applications to engineering design. The course helps students develop their spatial reasoning skills. This course is designed to serve a diversity of disciplines, but with an emphasis on engineering applications. (CSU/UC)

ENGG 126  Intermediate Engineering Graphics
(2 units)(Prerequisite: Engineering 125. One lecture and three laboratory hours weekly.)
This course is a continuation of Engineering 125 with an emphasis on engineering design and CAD work. Topics include limit dimensioning, geometric tolerancing, working drawings, and the design process. (CSU/UC)

ENGG 139  Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

ENGG 150  Construction Engineering: Materials and Methods I
(3 units)(Prerequisite: Enrollment in engineering or Engineering Technology Programs for at least one year, or equivalent study and/or employment. Three lecture hours weekly.)
Evaluation and effects of loads on structures, earthwork construction, pipeline and utility construction, tunneling, pavements, masonry construction, and discussion of conversion to metric system throughout the course. (CSU)

ENGG 150B  Programming in MATLAB for Engineers
(2 units)(Prerequisites: Computer Science 150A and Math 123. Two lecture hours weekly.)
Designed to meet computer programming requirements for engineering transfer students, when combined with the prerequisite COMP 150A course. Students outline, write, test, and debug computer programs to solve problems and display results, with emphasis on proper documentation of computer code and examples. Common examples and applications of physics and engineering are used throughout the course (CSU/UC)

ENGG 150B  Construction Engineering: Materials and Methods II
(3 units)(Prerequisite: Engineering 150. Three lecture hours weekly.)
Steel construction, timber construction, construction surveying, interpretation and administration of contracts, review of contract drawings for a real project constructed for BART, and development in class of step-by-step construction procedure. (CSU)

ENGG 150B  Programming in MATLAB for Engineers
(2 units)(Prerequisites: Computer Science 150A and Math 123. Two lecture hours weekly.)
Designed to meet computer programming requirements for engineering transfer students, when combined with the prerequisite COMP 150A course. Students outline, write, test, and debug computer programs to solve problems and display results, with emphasis on proper documentation of computer code and examples. Common examples and applications of physics and engineering are used throughout the course (CSU/UC)

ENGG 151  Construction Engineering: Materials and Methods I
(3 units)(Prerequisite: Engineering 150. Three lecture hours weekly.)
Steel construction, timber construction, construction surveying, interpretation and administration of contracts, review of contract drawings for a real project constructed for BART, and development in class of step-by-step construction procedure. (CSU)

ENGG 156  Intermediate Technical Drawing, with Introduction to CADD
(2 units)(Prerequisite: Engineering 125. Corequisite: Computer Science 110. One lecture and three laboratory hours weekly.)
Continuation of Engineering 125 for technology majors. Conducted simultaneously with Engineering 126, it includes most of the same topics listed below with increased emphasis on drafting skills and more detailed applications in place of topics omitted. A seven-week introduction to computer-assisted design and drafting on the ComputerVision MicroCADD System. Manual drafting topics include limit dimensions, geometric tolerances, threads and fasteners, working drawings, shop processes, intersections and developments, sheet metal drafting, structural drawings, and machine drawings. Both customary and metric units used. (CSU)
ENG 210  Engineering Surveying
(3 units)(Prerequisites: Math 121 or 123 and Engineering 125. Two lecture and three laboratory hours weekly.)
This course covers basic concepts and methods of surveying fieldwork and computations for engineering and related fields. Topics include chaining, leveling, traverses, horizontal and vertical curves, stadia, topography, and earthwork. Machine computations, note keeping, adjustment of instruments, and analysis and control of random and systematic errors including least-squares methods are integral parts of the course. (CSU/UC)
CAN ENGR 10

ENG 220  Electric Circuit Analysis
(3 units)(Prerequisites: Physics 207B, Math 223 and 224. Math 224 may be taken concurrently. Three lecture hours weekly.)
This course is an introduction to the theory and analysis of electric circuits. Natural and forced responses of circuits, solutions by use of differential equations, and steady-state solutions of circuits to which sinusoidal forcing functions have been applied. Consideration of basic circuit elements and concepts of impedance, admittance, energy, power, and signal processing. (CSU/UC)
CAN ENGR 8

ENG 235  Engineering Mechanics — Statics
(3 units)(Prerequisites: Engineering 125 and Math 124 (either or both may be taken concurrently) and Physics 207A. Three lecture hours weekly.)
Principles of statics of particles and rigid bodies and their application to the solution of structure, frame, and machine problems; shear and bending moments in beams; distributed forces; friction, virtual work; and products of inertia. (CSU/UC)
CAN ENGR 4

ENG 245  Engineering Materials Science
(3 units)(Prerequisites: Chemistry 131 and Physics 207A. Two lecture and three laboratory hours weekly.)
The internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, and composites, are studied with emphasis on the effects of heat, stress, imperfections, and chemical environments. Laboratories provide direct observations of the structures and behaviors discussed in the course, experience with the operation of testing equipment, and the preparation of experimental reports. (CSU/UC)
CAN ENGR 8

ENG 249  Directed Study
(1-3 units)(Please see Directed Study category.) (CSU/UC w/limit)

ENG 256  Practical Materials Science
(3 units)(No prerequisite. Advisories: Physics, chemistry, and metal shop helpful. Two lecture and three laboratory hours weekly.)
Mechanical properties of metals (with emphasis on steels) and some plastics resulting from their internal structures, methods of production and fabrication, heat treatments, deformations, and chemical environments. Weekly labs include treatments, preparations, standard tests, and examinations of specimens to show clearly how properties such as strength and hardness vary between different materials, and between specimens of the same material that have had different treatments.
Brief coverage of composites (concrete and/or wood) may be included, depending on class composition. (CSU)

ENG 257  Practical Plane Surveying
(3 units)(Prerequisite: Math 101 or 102. Corequisite: Math 102G or Math 95K and 95L. Two lecture and three laboratory hours weekly.)
This course is a practical introduction for those not requiring the more professionally oriented Engineering 210. This course presents essential surveying concepts and training in widely used computational and fieldwork procedures. Proper use of tapes, compasses, rods, levels, alidades, and transits is explained for measurement of the distances, directions, and elevations of existing features and staking out control for new construction designs including simple curves and earthwork. Tables, scientific calculators, and computers are used to minimize hand computations and prerequisite mathematics. (CSU)

ENGLISH

The essence of the English major involves the development of skills and techniques such as looking at language development and literature in-depth. This elicits the ability to analyze, to ascertain assumptions, to determine values, and to make intelligent judgments and decisions. For the reasons cited, a major in English would be appropriate for the professions of law, medicine, or industry.

Career Options
Advertising Copy Writer, Bookstore Manager/Staff, Continuity Writer, Editor, Foreign Service Officer, Freelance Writer, Fundraiser, Grant Writer, Interviewer, Journalist, Lawyer, Legislative Assistant, Librarian, Management Trainee, Media Specialist, News Analyst, Newspaper Reporter, Personnel Specialist, Public Information Officer, Publicity Director, Publishing Agent, Radio/TV Announcer, Reader, Research Assistant, Sales Representative, Scriptwriter, Speech Pathologist, Teacher, Technical Writer, Training Specialist

Faculty
Carol Adair, Windee Cottle, Sandra Douglass, Janet Mackintosh, Donna Monahan, David Rollison, Ingrid Schreck, John Sutherland, Michael A. Timmel, Blaze Woodlief

Department Phone
Kentfield Campus: (415) 485-9348
Indian Valley Campus: (415) 883-2211, Ext. 8326

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.
A.A. in English

The Associate in Arts in English provides students with a solid basis for the continuing study of English, American and world literature and develops skills in critical thinking and writing. An English major is the foundation for careers requiring verbal proficiency, analytic skills, literary competence, insight, and the exercise of judgment.

Please note: Students are required to complete English 150 for the Associate degree. All students should consult a counselor.

Requirements

Completion of:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENGL 151</td>
<td>Reading and Composition (18)</td>
<td>4</td>
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<tr>
<td>ENGL 155</td>
<td>Critical Thinking/Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 222</td>
<td>Survey of English Literature I</td>
<td>3</td>
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<tr>
<td>ENGL 223</td>
<td>Survey of English Literature II</td>
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Two courses from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 221A</td>
<td>Survey of American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 221B</td>
<td>Survey of American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 224</td>
<td>Survey of World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 225</td>
<td>Survey of World Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 230</td>
<td>Survey of Shakespeare</td>
<td>3</td>
</tr>
</tbody>
</table>

One course from:

Any English course numbered 200 or above 3

English Courses (ENGL)

English 98 and 120: Instructor retains option of assigning letter or credit/no credit grade.

English 130, 150, 151, 155: Letter grade only.

All other courses: Letter grade or credit/no credit.

In general, courses required for a transfer student’s four-year major should be taken on a letter grade basis.

The College of Marin offers an English assessment testing service to provide prospective students with information with which to make informed decisions when enrolling in English courses. Students are provided with their test scores. Students registering for English courses who need help in interpreting their individual placement test scores and/or in deciding whether to register for or remain enrolled in an English course can seek assistance from a counselor or their English instructor.

For information about the English Assessment Test, students can call the Testing Office at (415) 485-9469 (located in the Student Services Building, Room 18, Kentfield Campus); or (415) 883-2211, ext. 8326 (located at Indian Valley Campus).

BASIC SKILLS COURSES

ENGL 10 College Skills: Assessment and Improvement Strategies

(1 unit)(No prerequisite. One lecture hour weekly.)

This course will help students develop a comprehensive understanding of their current strengths and weaknesses in the language skills necessary for college success. Included will be complete diagnostic testing in reading, vocabulary, and writing. In addition, various techniques and strategies will be introduced so that each student knows what kind of work is necessary for improvement. Students will have, upon completion, a list of specific skills for further study, a realistic idea of current academic level, an understanding of campus resources available for in-depth skills development, and a set of strategies for continued language improvement.

ENGL 11 College Skills: Essential English for Exams

(1 unit)(No prerequisite. One lecture hour weekly.)

This course will focus on the reading, thinking, and writing skills that are necessary to pass standardized English tests like the General Educational Development (GED) high school equivalency exam. Students will receive instruction and practice in the four levels of thinking skills normally tested on these exams. Also, students will learn how to spot grammar and organizational errors in written text and how to plan and organize a 250 word essay from a given topic in order to pass the essay exams. Practice exams will be given for the final. (Non-GED candidates are welcome.)

ENGL 12 College Skills: Reading and Thinking in Math

(1 unit)(No prerequisite. One lecture hour weekly.)

This course is designed for those students who desire their GED diploma or to satisfy College of Marin graduation requirements but who have trouble in math. In this course students will focus on the concepts behind math and begin to analyze the language and symbols of math, the thinking style that is required to do well in math, the benefits of mental calculations and estimating, and start to develop the habit of making math make sense in real life situations.

ENGL 13 College Skills: Participating in Class

(1 unit)(No prerequisite. One lecture hour weekly.)

This course will give students confidence in reading aloud, understanding lectures, asking and answering questions, and expressing themselves clearly in class.

ENGL 14 College Skills: Shaping Sentences

(1 unit)(No prerequisite. One lecture hour weekly.)

This six-week course will provide extensive instruction and practice in composing interesting, alive, and correct sentences for college papers and other writing. Students will learn how to add color, variety, and specific detail to their sentences while applying the techniques of sentence and idea combining. In addition, students will explore word choice for appropriateness and punctuation for effect.

ENGL 15 College Skills: Exploring English

(1 unit)(No prerequisite. One lecture hour weekly.)

Each time this course will explore a different cultural theme (for example, famous cheaters in sports). Based on the readings, students will apply spelling rules, build their vocabulary, comprehend ideas, and write outlines, summaries, and responses.
ENGL 16  College Skills: Perfect Punctuation
(1 unit)(No prerequisite. One lecture hour weekly.)
This course will give students confidence in using punctuation correctly in their writing. They will master the rules relating to commas, semicolons, quotes, apostrophes, hyphens, dashes, colons and parentheses, when to put them in and when to leave them out.

ENGL 17  College Skills: Reading Textbooks
(1 unit)(No prerequisite. One lecture hour weekly.)
This course will help students become more skillful and efficient learners. The course takes an integrated approach to understanding texts will include active reading strategies, note-taking, memory techniques, and test-taking tips.

ENGL 18  College Skills: Taking Essay Tests
(1 unit)(No prerequisite. One lecture hour weekly.)
This short course will provide instruction and practice in taking essay tests. Students will learn the various types of questions along with appropriate responses for each type. The process of writing a short outline and draft which is edited and proofread quickly will be modeled and practiced.

ENGL 39  Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

ENGL 62  Developmental Reading and Writing
(5 units)(Corequisite: English 62L. Five lecture hours weekly.)
This course introduces the related ideas required for academic reading and writing: main ideas, logical support, implied meanings, relationships, patterns of organization, and vocabulary building. Students will learn how to write complete sentences of various types, plan before writing, and construct well-organized paragraphs.

ENGL 62L  Developmental Reading and Writing Lab
(1 unit)(No prerequisite. Corequisite: English 62. Three laboratory hours weekly.)
This lab will reinforce and extend the reading and writing skills learned in English 62. May be taken four times for credit.

ENGL 70-79  Basic Skills Open Lab
(1-10 units)(No prerequisite. Students are advised to meet with the instructor to determine appropriate courses to take.)
A series of minicourses designed to develop basic English language skills. Offered on an individualized basis, each module may be entered and completed at any time during the semester. Each module requires approximately 48 classroom hours and may be taken four times for credit.

<table>
<thead>
<tr>
<th>Modules offered</th>
<th>Units</th>
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<tbody>
<tr>
<td>70. Phonics.</td>
<td>1</td>
</tr>
<tr>
<td>71. Spelling I.</td>
<td>1</td>
</tr>
<tr>
<td>72. Spelling II.</td>
<td>1</td>
</tr>
<tr>
<td>73. Vocabulary I.</td>
<td>1</td>
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ENGL 92  Reading and Writing Skills
(5 units)(No prerequisite. Corequisite: English 92L. Five lecture hours weekly.)
Students develop their abilities to analyze and respond to reading material in a variety of disciplines. At the same time, they learn to construct well-organized and developed paragraphs using correct grammar and sentence structure.

ENGL 92L  Reading and Writing Skills Lab
(1 unit)(No prerequisite. Corequisite: English 92. Three laboratory hours weekly.)
In this course, students will practice and extend the reading, grammar, and writing skills introduced in English 92. They receive personal help with their assignments from a professional staff. May be taken twice for credit.

ENGL 94  Reasoning and Logic
(1 unit)(No prerequisite. Three laboratory hours weekly.)
This course will significantly increase students’ verbal and mathematical reasoning skills. It is an excellent preparation for courses that meet the California State University critical thinking requirement.

ENGL 95  Advanced Spelling
(1 unit)(No prerequisite. Advisory: English 71 or English 72 or 75th percentile on pretest. Three laboratory hours weekly.)
Designed primarily for students in the Court Reporting Program, this course provides students with the skills to master English spelling at an advanced level. Students build their visual memory, study phonetic and structural patterns, and study frequently misspelled and misused words.

ENGL 96  Advanced Vocabulary
(1 unit)(No prerequisite. Advisory: English 73 or English 74 or 75th percentile on pretest. Three laboratory hours weekly.)
Designed primarily for students in the Court Reporting Program, this course presents strategies for building an extensive vocabulary. Topics include the history and etymology of English, dictionary skills, using context clues, word parts, and other word analysis skills.

ENGL 97  Critical Reading
(1 unit)(No prerequisite. Advisory: English 76 or 75th percentile on pretest. Three laboratory hours weekly.)
Designed primarily for students in the Court Reporting Program, this course significantly increases students’ reading comprehension and critical thinking abilities. Topics include vocabulary in context, structural analysis of difficult material, inference, and conclusion and judgment skills.
ENGL 98  Introduction to College Reading and Composition I
(3 units)(Prerequisite: English as a Second Language 89A or English 92, or English placement test. Three lecture hours and one laboratory hour weekly.)

This course is designed to prepare students for success in college level academic reading and writing. Focus is on writing fluency and familiarity with the conventions of standard written English. Assignments show the interconnection among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the Writing Center. This course can be offered in a distance learning, online or hybrid format.

English 98 may be offered as three separate self-paced classes:

98A. Grammar and Usage. (1)
(One lecture and one-third laboratory hour weekly.)

98B. Sentence Structure and Punctuation. (1)
(One lecture and one-third laboratory hour weekly.)

98C. The Paragraph and Short Essay. (1)
(One lecture and one-third laboratory hour weekly.)

ENGL 98SL  Introduction to College Reading and Composition I – for Non-Native English Speakers
(3 units)(Prerequisite: English as a Second Language 89A or 83 or English 92 or English placement test. Three lecture hours and one laboratory hour weekly.)

This course is for non-native English speakers. Students will practice reading, writing, and critical thinking to improve reading comprehension and develop their academic writing skills. The course is designed to prepare students for success in college-level reading and writing. Focus is on writing fluency and familiarity with the conventions of standard written English. Assignments show the interconnection among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the ESL Lab and/or Writing Center Lab.

ENGL 99  Intensive Grammar Review
(1/2 unit)(No prerequisite. One and one-half laboratory hours weekly.)

This is an intensive, self-paced course that reviews common problems in grammar, punctuation, and usage. It is not intended to be an exhaustive study of the subject, but rather a focused review of such typical mistakes as run-ons, fragments, agreement errors, faulty parallelism, and inappropriate punctuation. This course is designed for students in English 150, 151, and 155, but may be taken by anyone wanting to improve basic grammar skills. May be taken twice for credit.

COLLEGE LEVEL COURSES

ENGL 116  College Reading
(3 units)(No prerequisite. Three lecture hours weekly.)

A course designed to strengthen students’ ability to understand and respond to college-level readings in all disciplines. Emphasis is on critically evaluating purpose, support, conclusions, tone, and language. Vocabulary enhancement is included. (CSU)

ENGL 117  Speed Reading
(1 unit)(No prerequisite. One lecture hour weekly.)

In this individualized course students will learn efficient reading techniques that will help them double or triple their present reading rate with increased concentration, comprehension, and retention. Developing reading flexibility will be emphasized as students learn to vary their reading rate to suit their purpose. Skimming, scanning, and textbook reading will also be covered. Can also be offered in a distance learning format. (CSU)

ENGL 120  Introduction to College Reading and Composition II
(3 units)(Prerequisite: English 98 or 98SL or English Placement Test. Three lecture hours and one laboratory hour weekly.)

Students sharpen their skills in reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This course is designed to prepare students for success in college-level academic reading and writing, emphasis being placed upon thinking clearly and logically and upon the construction of cogent arguments. Students also review such matters as standard usage, appropriate diction, punctuation, grammar, and ways to achieve variety in sentence structure within the context of the essay. Assignments show the interconnection among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the Writing Center. This course can be offered in a distance learning, online, or hybrid format. (CSU) AA/AS Area D

ENGL 120SL  Introduction to College Reading and Composition II – for Non-Native English Speakers
(3 units)(Prerequisite: English 98 or 98SL or English Placement Test. Three lecture hours and one laboratory hour weekly.)

This course is for non-native English speakers. Students sharpen their skills in reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This course is designed to prepare students for success in college-level academic reading and writing, emphasis being placed upon the construction of cogent arguments. Students also review standard usage, appropriate diction, punctuation, grammar, and ways to achieve variety in sentence structure. Assignments show the interconnection among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the ESL Lab and/or Writing Center Lab. (CSU/UC)
ENGL 130  Critical Thinking  
(3 units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)
This course is designed to sharpen student's abilities to reason clearly. It is an introductory level course in the arts of rhetoric and logic. Students will learn to recognize and analyze common fallacies found in political statements, magazine commentary, news coverage, editorials, advertisements, and classical persuasive works. They will develop ways to organize their ideas and express them rationally, as well as ways to judge the quality of ideas and the purposes of various examples ranging from propaganda to persuasion to philosophy.
This course satisfies the CSU critical thinking requirement and offers students a chance to refine and continue developing their writing and reading skills before transferring. (CSU/UC) 
AA/AS Area E, CSU Area A-3

ENGL 139  Selected Topics  
(½-6 units) (Please see Selected Topics category.) (CSU/UC w/limit)

ENGL 150  Reading and Composition (1A)  
(3 units) (Prerequisite: English 120 or 120SL. Three lecture hours weekly.)
This course is intended to develop and refine students' writing, reading, and critical thinking abilities. Students read and discuss various works and write expository and argumentative prose. In some classes a term paper may be required. May also be offered in a distance learning format. (CSU/UC) 
AA/AS Area D, CSU Area A-2, IGETC Area 1A, CAN ENGL 2, CAN ENGL SEQ A = Engl 150 + 151

ENGL 151  Reading and Composition (1B)  
(4 units) (Prerequisite: English 150. Four lecture hours weekly.)
This is a critical thinking/composition course that highlights literary texts as material from which students will derive samples of the critical exercises of their thinkers and evidence to use in critical constructions of their own. The term “literary evidence” is broadly defined here to include critical and argumentative essays, biographical or historical discussions, belletristic writing, and texture analysis, as well as poetry, drama, short stories, and novels. Students will develop skills in analysis, interpretation, informal logic, and expository and persuasive essay writing. They will learn to identify arguments, both in persuasive polemical discourse where arguments are presented and defended, and in subtler, more emotional texts where arguments are implied or masked. They will develop skills in recognizing and distinguishing fallacious reasoning from cogent reasoning in a variety of formats. Student essays will be expected to demonstrate a capacity for presenting complex ideas (problems with ambiguous or multiple solutions, for example) in a clear, coherent, convincing manner, with particular attention to matters of organization and style. A minimum of eight thousand words of writing (including two revisions) will be required. May also be offered in a distance learning format. (CSU/UC) 
AA/AS Areas C or E, CSU Area A-3, IGETC Area 1B, CAN ENGL 4, CAN ENGL SEQ A = Engl 150 + 151

ENGL 155  Critical Thinking/Composition  
(4 units) (Prerequisite: English 150. Four lecture hours weekly.)
This course is intended to develop rhetorical, critical, argumentative, and organizational skills in written composition and heightened perceptivity in analytical reading. Extensive analysis of texts will exercise the students' faculties of critical and logical thinking. The investigation and analysis of writing models will focus on deductive, inductive and inferential reasoning, on assumptions and inferences embedded in argument, on the informal logical fallacies, on divergent world views, and on incoherencies and biases in presentation. Student essay will be expected to demonstrate a capacity for presenting complex ideas in a clear, coherent, and convincing manner, with particular attention shown to matters of organization and style. A minimum of eight thousand words of writing will be required of each student. (CSU/UC) 
AA/AS Area E, CSU Area A-3, IGETC Area 1B

ENGL 202-203  Creative Writing I and II  
(3-3 units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)
This course is designed to familiarize qualified students with the discipline and craft of fiction, poetry, or drama. Writing samples are to be submitted within the first week of class. English 202 and English 203 may each be taken twice for credit. (CSU/UC) 
CAN ENGL 6 = Engl 202

ENGL 208  Short Fiction  
(3 units) (No prerequisite. Three lecture hours weekly.)
In this course students examine short stories and novellas as literary forms. Readings include representative works by mainstream and multicultural writers as well as classical masters. Lectures provide historical and cultural background helpful in appreciating the literature; class discussions focus on interpretation and on the analysis of traditional literary devices such as plot, character, point of view, and theme. (CSU/UC) 
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 212  Introduction to Poetry  
(3 units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)
This course examines poetry as a major literary genre. Students are introduced to the special uses of language and form found in poetry, and to the historical and cultural factors that have influenced poetry's stylistic developments. (CSU/UC) 
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 214  The Popular Novel  
(3 units) (No prerequisite. Three hours weekly.)
This videocassette course includes twentieth-century American literature that has been very successful in the market place. Some novels, like "The Great Gatsby" and "The Old Man and the Sea", are now considered classics; others are minor, but well-crafted works. Students study the novel as a literary genre and as a reflection of the dynamics and diversity of American life.
addition to reading the novels, students view corresponding videotapes from an outstanding selection of films and write analytic papers. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 218  The American Short Story
(3 units)(No prerequisite. Three hours weekly.)

This videocassette course is based on The American Short Story film series from PBS. It introduces students to the American literary tradition through reading of selected short stories and related criticism, plus the viewing of the PBS film production of each story. Students will analyze short works of fiction for thematic content and to express their understanding through competent writing. Authors include Hemingway, Twain, James, O’Connor, Fitzgerald, and others. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 219  Voices and Visions
(3 units)(No prerequisite. Advisory: Eligibility for English 120. Three hours weekly.)

Based on the acclaimed PBS series, this course offers a close look at the creative lives of 13 American poets. Beginning with precursors Whitman and Dickinson, the programs cover the entire range of twentieth century verse. Each writer’s work is considered within a broad context involving literary tradition and cultural developments, with attention to geographical locale, family background, and individual preoccupations as well. While exploring the varieties of poetic inspiration, students gain experience in reading for comprehension and pleasure. Programs may be viewed by cassette. Writers include Frost, Eliot, Pound, Moore, Williams, Plath, and others. (CSU/UC)
AA/AS Area C, CSU Area C-2

ENGL 220  Detective Fiction
(3 units)(No prerequisite. Three hours weekly.)

Detective fiction has undergone considerable change since its inception in the 1840’s by Edgar Allan Poe. This videocassette course will trace the development of the genre from classic mysteries, to hard-boiled detective stories, to police procedurals. Students will read representative works by such authors as Poe, Doyle, Christie, Hammett, Chandler, and MacDonald; and they will view corresponding videotapes from an outstanding selection of film classics. Emphasis will be on the conventions of the form, the elements of fiction, the methods of critical thinking used in solving crimes, and the ethical problems raised in the works under discussion. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 221A  Survey of American Literature I
(3 units)(Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

In this course, the student will examine representative American writings, with emphasis shared between the canonized “major” authors and works from America’s “other” voices, including Native American, Chicano and Hispanic American, and African-American authors. Lectures, discussions and media presentations will relate the literature to the developing social and philosophical attitudes that characterize American civilization. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 221B  Survey of American Literature II
(3 units)(Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

In this course, the student will examine representative American writings, with emphasis shared between the canonized “major” authors and works from America’s “other” voices, including Native American, Chicano and Hispanic American, and African-American authors. Lectures, discussions and media presentations will relate the literature to the developing social and philosophical attitudes that characterize American civilization. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 222  Survey of English Literature I and II
(3-3 units)(Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

English 222-223 is a survey course in the language and literature of England and includes the reading of typical works from each of the important periods of literary development beginning with Beowulf and ending with twentieth-century literature. Lectures supply the background necessary for appreciation of the works that are read and suggest the wealth of literary material that is available to the intellectually curious reader or to the student of literature. The course is divided into two parts: English 222 being given in the first semester and English 223 in the second. Either part may be taken separately, but the student who plans to continue a study of literature is encouraged to take both in chronological order. English 223 can also be offered in a distance learning format. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B, CAN ENGL 8 = Engl 222, CAN ENGL 10 = Engl 223, CAN ENGL SEQ B = Engl 222 + 223

ENGL 224  Survey of World Literature I
(3 units)(Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

This course surveys the imaginative literature of the world (excluding English and American literature) from antiquity through the Renaissance, e.g., from Homer and Sophocles to Cervantes and Rabelais. Lectures supply the background necessary for appreciation of the works that are read. Each is viewed both as an integral work of art and as a reflection of the values central to the narrative modes that have evolved through the centuries. Lyric and dramatic forms are also considered. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 225  Survey of World Literature II
(3 units)(Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

This course surveys the imaginative literature of the world (excluding English and American literature) from early modern to post modern times, for example from Voltaire and Goethe to Sartre and Kafka. Lectures supply the background necessary for
ENGL 230  Survey of Shakespeare  
(3 units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

This survey will examine representative plays from each period in Shakespeare's career. It will focus on the main genres — romance, tragedy, comedy, and history play — and locate the plays in their historical context. Lectures will define critical approaches that open discussion of the dramatic and literary qualities of Shakespeare's work. (CSU/UC)  
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 235  Women in Literature  
(3 units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

The representation of the character and role of women in Western culture from Greek tragedy through contemporary literature, with a particular emphasis on American literature, will be examined through the analysis of selected texts. Lectures and discussions will concentrate on such issues as the conception of the female character, elements of women's language, the development of female writers, and the relations between literary representation and social reality. The primary focus will be on women in American literature by both male and female authors, on the writing of minority women, and on the political and cultural context of literature. (CSU/UC)  
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 237  The Literature of American Cultures  
(3 units) (Prerequisite: Eligibility for English 120. Three lecture hours weekly.)

This class will explore the richness and diversity of American culture by studying the literature of several social and ethnic groups. It will focus on themes of identity and community in works by Afro-American, Native American, Jewish American, Latino, and Asian American writers. Close reading of representative texts will be placed in the context of twentieth century cultural history. (CSU/UC)  
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 240  Classic Children's Literature  
(3 units) (Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

An inquiry into the basic nature of children's literature; what are its social, philosophical, spiritual, and esthetic values. The course will consider techniques and modern critical theories, but the focus will be on practical criticism for the nonspecialist. Specific works studied will be representative of several genres, cultures, and periods of children's literature. (CSU/UC)  
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 242  Global Writings  
(3 units) (Prerequisite: English 120. Can be taken for credit as English 242 or Humanities 242. However, credit will be awarded for only one course. Three lecture hours weekly.)

The cultural diversity and complex histories of the nations composing the contemporary international world are revealed in a variety of forms of writings from the twentieth century. Discussion and analysis of representative texts focus on colonial exploitation, political domination, liberation, formations of racism, gender inequality, expressions of cultural power, ethnic conflict and division, immigration and migrancy, and processes of globalization. It is recommended for majors in International Relations. (CSU/UC)  
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL 249  Directed Study  
(1-3 units) (Limit to Enrollment: English 150.)

A tutorial allowing a student to explore, through individual research, some intellectual problem or some academic area that the student wants to investigate in-depth. The student will plan and execute a project under the direction of a faculty member willing to act as tutor and qualified to supervise within the academic area relevant to the student's project. Evaluation is made through conferences and written reports; hours and numbers of reports are determined by the instructor in consultation with the student. May be taken more than once for credit. (CSU/UC w/limit)

ENGLISH AS A SECOND LANGUAGE

This program is recommended for non-native speakers of English. It offers students the opportunity to develop and practice basic English grammar, writing, and reading skills. Courses are also designed to help students improve communication by developing their listening and speaking skills. Courses are offered from intermediate to advanced levels.

Faculty
Barbara Bonander, Sandy Douglass, Robin Lavin, Wendy L. Walsh, Blaze Woodlief

Department Phone: (415) 485-9644

The College of Marin offers an English as a Second Language placement testing service to provide prospective students with information with which to make informed decisions when enrolling in English as a Second Language courses. Students are provided with their test scores. Students registering for English as a Second Language courses, who need help in interpreting their individual placement test scores and/or in deciding whether to register for or remain in an English as a Second Language course, can seek assistance from a counselor or their instructor.
English as a Second Language Courses (ESL)

The College of Marin offers an English as a Second Language placement testing service to provide prospective students with information with which to make informed decisions when enrolling in English as a Second Language courses. Students are provided with their test scores. Students registering for English as a Second Language courses, who need help in interpreting their individual placement test scores and/or in deciding whether to register for or remain in an English as a Second Language course, can seek assistance from a counselor or their instructor.

For information about the English as a Second Language Placement Test, students can call the Testing Office at (415) 485-9469 (located in the Student Services building, Room 18, Kentfield Campus).

ESL 39 Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

ESL 40L Low Intermediate English as a Second Language Skills Lab
(½, 1 unit)(No prerequisite. One and one-half laboratory hours weekly for one-half student unit, and three laboratory hours weekly for one student unit.)

English as a Second Language students will improve their English in this interactive computer-based multimedia course. This lab offers low intermediate students the opportunity to practice their listening, pronunciation, speaking, vocabulary, and grammar skills in a self-paced laboratory environment. American culture and English as a Second Language life skills will be included. May be taken four times for credit.

ESL 50 Review of Low Intermediate English as a Second Language
(3 units)(No prerequisite. Advisory: ESL Placement Test. Three lecture hours weekly.)

This review course is designed for English as a Second Language students at the low intermediate level. The course will review the major points covered in English as a Second Language 54, 55, and 56. May be taken four times for credit.

ESL 53 Intermediate English as a Second Language: Writing and Grammar
(4 units)(No prerequisite. Advisory: ESL Placement Test. Four lecture hours and one laboratory hour weekly.)

This course introduces the conventions of standard written English to intermediate nonnative English speakers and reviews basic grammar structures. Emphasis is placed on sentence structure and the correct use of tenses.

ESL 54 Intermediate English as a Second Language: Grammar
(3 units)(No prerequisite. Advisory: ESL Placement Test. Three lecture hours and one laboratory hour weekly.)

This course will review basic grammar structures for non-native speakers of English. Emphasis will be placed on the verb tenses.

ESL 56 Intermediate English as a Second Language: Words I (Vocabulary, Spelling, Reading, and Discussion)
(4 units)(No prerequisite. Advisory: ESL Placement Test. Four lecture hours weekly.)

This course is designed to improve the reading comprehension and vocabulary usage of non-native speakers of English. This course will include reading skills, study skills, short stories and the reading of short novels.

ESL 58A Pronunciation for Non-native Speaker I
(2 units)(No prerequisite. Four lecture hours weekly for eight weeks.)

This course will provide English as a Second Language students the opportunity to improve their production of standard American English. Students will practice the sound system, and the rhythm of the language to become more intelligible and to gain understanding of spoken English.

ESL 58B Pronunciation for Non-native Speaker II
(2 units)(No prerequisite. Four lecture hours weekly for eight weeks.)

This course will provide English as a Second Language students the opportunity to improve their production of standard American English. Students will practice stress and intonation patterns, linking, assimilation, and prominence to become more intelligible and to gain understanding of spoken English.

ESL 60 Intermediate English as a Second Language: Listening and Speaking
(3 units)(No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 47. Three lecture hours weekly.)

This is an intermediate course in listening and speaking communication skills recommended for non-native speakers taking English as a Second Language 50-level or 60-level courses. Students will be introduced to formal and informal speaking and listening skills to provide a bridge to educational and career opportunities.

ESL 63 High Intermediate English as a Second Language: Writing and Grammar
(4 units)(No prerequisite. Advisory: ESL Placement Test; completion of English as a Second Language 53 or 54. Four lecture hours and one laboratory hour weekly.)

This course is suitable for the high intermediate student with a good foundation in English grammar and writing. There is an
emphasis on grammatical accuracy and on writing a logical sequence of sentences in organized paragraphs. Completion of all 50-level ESL courses is recommended.

**ESL 64 High Intermediate English as a Second Language: Grammar**

(3 units)(No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 44 or 54. Three lecture hours and one laboratory hour weekly.)

This high intermediate course is designed to improve language and grammar skills for non-native English speakers. Recommended completion of all 50-level English as a Second Language classes.

**ESL 66 High Intermediate English as a Second Language: Words II (Vocabulary, Spelling, Reading, and Discussion)**

(4 units)(No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 46 or 56. Four lecture hours weekly.)

This course will provide high intermediate English as a Second Language students with practice reading stories and short novels, newspapers and other non-fiction materials. Students will be introduced to academic reading and study skills. Students will learn to use various resources available at the COM library. Completion of all 50-level English as a Second Language classes is recommended.

**ESL 68 American Topics**

(2 units)(No prerequisite. Two lecture hours weekly.)

This course will help students understand important American topics, past and present, through lecture, reading, and discussion. Examples of topics include the education system, the American dream, drugs and drug treatment. May be taken four times for credit.

**ESL 70 Review of Intermediate English as a Second Language**

(3 units)(No prerequisite. Advisory: ESL Placement Test. Three lecture hours weekly.)

This review course is designed for English as a Second Language students at the intermediate level. The course will review the major points covered in English as a Second Language 64, 65, and 66. May be taken four times for credit.

**ESL 72 Practical Writing and Reading Skills for Intermediate to Advanced English as a Second Language Students**

(4 units)(No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 60 level courses. Four lecture hours weekly.)

This course is designed to help English as a Second Language students improve their reading and writing skills in their daily and working lives. Coursework will include information gathering, exposure to business language and idioms, and consumer information.

**ESL 73 Low Advanced English as a Second Language: Writing and Grammar**

(4 units)(No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 63 or 64. Four lecture hours and one laboratory hour weekly.)

In this course, students improve their writing skills including writing effective paragraphs and short compositions. Intermediate and advanced grammar structures and punctuation are reviewed. Completion of all 60-level ESL courses is recommended.

**ESL 74 Low Advanced English as a Second Language: Grammar**

(3 units)(No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 64. Three lecture hours and one laboratory hour weekly.)

This course is designed for low advanced English as a Second Language students who need to refine their understanding of grammar. Completion of all 60-level English as a Second Language courses is recommended.

**ESL 76 Low Advanced English as a Second Language: Words III (Vocabulary, Spelling, Reading, and Discussion)**

(4 units)(No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 66. Four lecture hours weekly.)

This course is designed to improve the reading comprehension and academic vocabulary of low advanced nonnative speakers of English. This course will include reading skills, study skills, novel reading, and library research projects. Completion of all 60-level English as a Second Language courses is recommended.

**ESL 78 English as a Second Language for CIS 101**

(1 unit)(No prerequisite. One lecture hour weekly.)

This class is an ESL course emphasizing development of English speaking, listening, reading and writing skills needed for student studying Computer Information Systems.

**ESL 80 Advanced English as a Second Language: Listening and Speaking for Social, Academic and Workplace Situations**

(3 units)(No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 60 or 67. Three lecture hours weekly.)

This course in listening and speaking skills is recommended for low-advanced to advanced English as a Second Language students. It will help students improve their listening and speaking skills necessary to participate in college, workplace and everyday life situations. Students will practice listening and note taking skills, will conduct interviews, give presentations and lead discussion sessions.
ESL 83  Advanced English as a Second Language: Writing and Grammar
(4 units)(No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 73, or 74 and 75. Four lecture hours and one laboratory hour weekly.)
This course is suitable for the advanced student with a strong foundation in English grammar and writing. This course is designed to review and build upon grammar and writing skills, enabling the student to function in academic courses and write short papers with a controlling idea. Completion of all 70-level ESL courses is recommended.

ESL 84AV  Advanced English as a Second Language: Grammar
(3 units)(No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 74 or 84. Three lecture hours and one laboratory hour weekly.)
This course is designed for advanced English as a Second Language students who need to refine their understanding of grammar for academic writing. Completion of all 70-level English as a Second Language classes is recommended.

ESL 86  Advanced English as a Second Language: (Vocabulary and Reading Skills)
(4 units)(No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 76. Four lecture hours weekly.)
This course is designed to help advanced English as a Second Language students improve reading comprehension and to develop academic vocabulary. It will also improve study skills for more effective reading of textbooks and other material, including short fiction.

ESL 87A Advanced English as a Second Language: Academic Listening and Speaking
(3 units)(No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 60 or 67. Three lecture hours weekly.)
This course in listening and speaking is recommended for advanced English learners. It will help students improve their listening and speaking with skills necessary for academic success. Completion of all 70-level English as a Second Language classes is recommended.

ESL 88A  Introduction to Editing for English as a Second Language Students
(1 unit)(No prerequisite. Advisory: Concurrent enrollment in English as a Second Language 89A or other composition courses. One and one-third lecture hours weekly for twelve weeks.)
This course is designed for English as a Second Language students enrolled in advanced writing courses. Students will learn to identify and connect in syntax, logic and structure their own writings at the final draft stage. Areas of concentration include common errors in shifting tenses, punctuation complex sentences and use of the passive voice.

ESL 88B  Advanced Editing for English as a Second Language Students
(1 unit)(No prerequisite. One and one-third lecture hours weekly for twelve weeks.)
This course is designed for English as a Second Language students who are enrolled in advanced writing courses. Students will learn to identify and connect in syntax, logic and structure their own writings at the final draft stage. Areas of concentration include common errors in shifting tenses, punctuation complex sentences and use of the passive voice.

ESL 89A  Advanced Reading and Writing Skills for English as a Second Language Students
(5 units)(No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 75 and 76 or 85 and 86. Five lecture hours weekly.)
This course is designed to develop the efficient reading and writing skills required of college students. Students will be reading a variety of materials and responding to them. Students will write summaries, critiques, paragraphs, and other short papers with a controlling idea. Areas of concentration include vocabulary development, grammar, literal and inferential critical thinking strategies, comprehension skills, and content area strategies. Recommended completion of all 70-level ESL courses.

Note: The following cross-listed English courses are intended for English as a Second Language students.

English 98SL  Introduction to College Reading and Composition I – for Non-Native English Speakers
(3 units)(Prerequisite: English as a Second Language 89A or 83 or English 92 or English Placement Test. Three lecture hours and one laboratory hour weekly.)
This course is for non-native English speakers. Students will practice reading, writing and critical thinking to improve reading comprehension and develop their academic writing skills. The course is designed to prepare students for success in college-level reading and writing. The focus is on writing fluency and familiarity with the conventions of standard written English. Assignments show the interconnection among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the ESL Lab and/or Writing Center Lab.

English 120SL  Introduction to College Reading and Composition II – for Non-Native English Speakers
(3 units)(Prerequisite: English 98 or English 98SL or English placement test. Three lecture hours and one laboratory hour weekly.)
This course is for non-native English speakers. Students sharpen their skills in reading, writing and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. This course is designed to prepare students for success in college level academic reading and writ-
environmental landscaping

environmental landscaping is more than making the world around us a beautiful place. It's about creating environments that function practically and in harmony with nature. It's growing plants, designing the spaces, and installing the landscapes. The courses are designed to meet the needs of both the home gardener and the professional gardener wanting to gain more knowledge in environmental landscaping. The field is appealing to both groups: those wanting to work in outdoor occupations and those who like to work with high tech equipment. This curriculum is designed so that graduates, depending upon their interest, abilities, and achievement, may qualify for employment in a wide variety of capacities.

Career Options
Arboriculture (Tree Care), Commercial Landscape Management, Environmental Planning, Interiorscape Design and Maintenance, Landscape Design and Installation, Landscape Irrigation, Landscape Salesperson, Nursery Specialist/Propagator, Park Supervision, Residential and Estate Maintenance, Retail Nursery Sales, Wholesale Nursery Production

Faculty
Fernando Agudelo-Silva
Department Phone: (415) 883-2211 Ext. 8532

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.S. in Environmental Landscaping, Occupational
(Career Certificate in Landscape Construction and Design Concepts Specialty, Landscape Maintenance Specialty, and Nursery Management Specialty also awarded)
This curriculum is designed so that graduates, depending upon their interests, abilities, and achievement, may qualify for employment in a wide variety of capacities.

A Career Certificate is awarded for completion of the core program plus the additional course requirements in each specialty.

The Associate in Science degree is awarded for completion of all requirements in the core program and chosen specialty, as well as completion of general education and graduation requirements.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor. (An additional specialty degree or certificate can be awarded only if twelve of the required units have not been used for any other degree or certificate.)

CORE PROGRAM
The following courses are required of all Environmental Landscaping degree and/or Career Certificate students.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ELND 110A Introduction to Environmental Landscaping</td>
<td>1½</td>
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<tr>
<td>ELND 110B Introduction to Environmental Landscaping</td>
<td>1½</td>
</tr>
<tr>
<td>ELND 120A Landscape Ecology</td>
<td>1½</td>
</tr>
<tr>
<td>ELND 120B Landscape Ecology</td>
<td>1½</td>
</tr>
<tr>
<td>ELND 154A Plant Materials I</td>
<td>1½</td>
</tr>
<tr>
<td>ELND 154B Plant Materials I</td>
<td>1½</td>
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<tr>
<td>ELND 210A Integrated Pest Management</td>
<td>1</td>
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<tr>
<td>ELND 210B Insect Identification and Control</td>
<td>1</td>
</tr>
<tr>
<td>ELND 210C Integrated Pest Management of Plant Diseases and Weeds</td>
<td>1</td>
</tr>
<tr>
<td>ELND 254A Plant Materials II</td>
<td>1½</td>
</tr>
<tr>
<td>ELND 254B Plant Materials II</td>
<td>1½</td>
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</tbody>
</table>

SPECIALTIES
In addition to the core program listed above, each Environmental Landscaping degree and/or Career Certificate student will complete one of the following specialties:

Landscape Construction and Design Concepts Specialty
ELND 157 Principles of Landscape Design | 3
ELND 158 Landscape Materials and Construction | 3
ELND 201 Special Topics in Landscape Design | 3
ELND 253 Landscape Irrigation Systems | 3
ELND 260 Landscape Estimating and Management | 3

Landscape Maintenance Specialty
ELND 251 Turfgrass Management | 3
ELND 253 Landscape Irrigation Systems | 3
ELND 262A Environmental Maintenance Practices | 1½
ELND 262B Environmental Maintenance Practices | 1½

Nursery Management Specialty
ELND 157 Principles of Landscape Design | 3
ELND 262A Environmental Maintenance Practices | 1½
ELND 262B Environmental Maintenance Practices | 1½
ELND 264 Landscape Nursery Practices | 3

Environmental landscaping students working toward a degree may wish to consider the following courses as electives to enhance job skills.

ARCH 120 Beginning Architectural Drafting | 4
Environmental Landscaping Courses (ELND)

ELND 39  Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

ELND 110A  Introduction to Environmental Landscaping
(1½ units)(No prerequisite. Three lecture hours weekly for eight weeks.)
This foundation class, essential for any one interested in plants either as a career or a hobby, introduces students to concepts necessary for gardening or landscaping following environmentally sound techniques. It covers information about: establishment of gardens and landscapes, irrigation, integrated management of insects, mites, plant diseases and weeds, pruning and design. (CSU)

ELND 110B  Introduction to Environmental Landscaping
(1½ units)(No prerequisite. Three lecture hours weekly for eight weeks.)
This short class is the second half of an introductory course in environmental landscaping and is essential for any one interested in plants either as a career or a hobby. This class introduces students to concepts necessary for gardening or landscaping following environmentally sound techniques. It covers information about: establishment of gardens and landscapes, irrigation, integrated management of insects, mites, plant diseases and weeds, pruning and design. (CSU)

ELND 120A  Landscape Ecology
(1½ units)(No prerequisite. Three lecture hours weekly for eight weeks.)
This class is essential for anyone interested in ecological gardening and landscaping. The class covers evolution of ecological concepts, structure and function of plant ecosystems and factors that regulate plant communities. It covers the effects of climate on plant communities and their relevance for gardening and landscaping. This short class is the second half of a two-class sequence on plant ecology. May be taken twice for credit. (CSU)

ELND 120B  Landscape Ecology
(1½ units)(No prerequisite. Three lecture hours weekly for eight weeks.)
This class is essential for anyone interested in ecological gardening and landscaping. The class covers evolution of ecological concepts, structure and function of plant ecosystems and factors that regulate plant communities. It covers the effects of climate on plant communities and their relevance for gardening and landscaping. This short class is the second half of a two-class sequence on plant ecology. May be taken twice for credit. (CSU)

ELND 139  Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

ELND 154A  Plant Materials I
(1½ units)(No prerequisite. Two and one-half lecture and one and one-half laboratory hours weekly for eight weeks.)
Identification, habits of growth, cultural and environmental requirements, and use of woody and herbaceous plants grown in the landscape. Plants will be studied during that time of year when they are of significant interest in the landscape. (Covers plants that are attractive in the winter and spring.) This is a short course of eight weeks and the first part of the spring plant identification course. (CSU/UC)

ELND 154B  Plant Materials II
(1½ units)(No prerequisite. Two and one-half lecture and one and one-half laboratory hours weekly for eight weeks.)
Identification, habits of growth, cultural and environmental requirements, and use of woody and herbaceous plants grown in the landscape. Plants will be studied during that time of year when they are of significant interest in the landscape. (Covers plants that are attractive in the winter and spring.) This is a short course of eight weeks and the second part of the spring plant identification course. (CSU/UC)
ELND 157  Principles of Landscape Design
(3 units) (Prerequisite: Architecture 120. Two lecture and three labora-
utory hours weekly.)
An introduction to the general concepts of landscape design, in-
includings the history and fundamentals of the development of
a landscape design and basic site analysis. Also studied will be
the principles of implementation in relation to landscape
construction and maintenance. (CSU/UC)

ELND 158  Landscape Materials and Construction
(3 units) (No prerequisite. Two lecture and three laboratory hours
weekly.)
This course is a survey of materials and techniques used in the
construction of landscapes. Materials included will be wood, ma-
sorl, irrigation, drainage, soil amendments and outdoor light-
ing. Also covered will be the reading and interpretation of plans
and specifications as well as elementary surveying and grade
interpretation. This course is designed to aid in the successful
completion of the California Landscape Contractors examina-
tion. (CSU)

ELND 201  Special Topics in Landscape Design
(3 units) (No prerequisite. Advisory: A drafting course or an intro-
ductive course in landscape design. Two lecture and three labora-
ory hours weekly.)
This class explores current and specialized landscape design
aspects. Topics include current design trends in light of eco-
logical, social, economic and technology circumstances. Subjects
covered may include new materials (plants, lights, structures,
embellishments) and techniques (hardware, software) and con-
nections between landscape design, ecological sustainability
and health. May be taken three times for credit. (CSU)

ELND 202  Specialized Landscape Construction
Projects.
(3 units) (No prerequisite. Two lecture and three laboratory hours
weekly.)
This class explores special aspects of landscape materials and
construction. Topics include tools, techniques, materials and pro-
cesses necessary to build a wide variety of structures in landscapes.
The class includes projects such as working with various types of
wood, stone, brick, tile and concrete. Students will participate in
class projects to build diverse structures utilized in gardens and
landscapes. May be taken three times for credit. (CSU)

ELND 210A  Integrated Pest Management
(1 unit) (No prerequisite. Three and one-half lecture hours weekly for
five weeks.)
This class addresses principles to establish and implement
Integrated Insect Pest Management (IPM) strategies and tactics
in gardens and landscapes. It covers approaches for ecological
sound management of organisms associated with plants in land-
scrapes. Information presented includes ecological basis for IPM,
process to establish an IPM plan and IPM strategies and practices.
This short class is the first third of a three-class sequence of IPM
classes. (CSU)

ELND 210B  Insect Identification and
Management
(1 unit) (No prerequisite. Three and one-half lecture hours weekly for
five weeks.)
This class addresses identification of common arthropods
found in gardens and landscapes. It also addresses ecologically
sound strategies and tactics to manage arthropods on plants fol-
lowing Integrated Pest Management (IPM) principles. The class
covers biological, microbiological, chemical and cultural arthro-
pod management methods. This short class is the second third of
a three-class sequence in IPM. (CSU)

ELND 210C  Integrated Pest Management of Plant
Diseases and Weeds
(1 unit) (No prerequisite. Three and one-half lecture hours weekly for
five weeks.)
This class addresses strategies for ecologically sound manage-
ment of plant diseases and weeds in gardens and landscapes. It
also addresses approaches to identify common plant pathogens
and the selection and use of management options. The class
covers biology and ecology of plant pathogens and weeds, and
nature and function of chemical, biological and cultural man-
gement methods. This class is the last third of a three-class
sequence in IPM. (CSU)

ELND 249  Directed Study
(1-3 units) (Limit to Enrollment: Landscape Management 110.)
Individual study in a subject of interest in landscape manage-
ment that goes beyond regular course offerings. The student
plans and executes an individual project under the direction of
a member of the department. Evaluation is through a detailed
written report or examination of the study undertaken. May be
taken more than once for credit. (CSU w/limit)

ELND 251  Turfgrass Management
(3 units) (No prerequisite. Two lecture and three laboratory hours
weekly.)
A course designed to bring about an understanding of the
major turfgrass grown in Northern California and their man-
gagement. A study of turfgrass maintenance practices such as
mowing, fertilization, irrigation, and control of weeds, insects,
and diseases. (CSU)

ELND 253  Landscape Irrigation Systems
(3 units) (No prerequisite. Two lecture and three laboratory hours
weekly.)
This class covers topics essential to provide water, in an eco-
logically sensitive manner, to plants in gardens and landscapes.
Concepts covered include: soil /water/ plant /weather relations-
ships, basic hydraulics, site information, irrigation requirements,
design and installation of diverse types of irrigation systems.
(CSU)
ELND 254A  Plant Materials II
(1½ units)(No prerequisite. Two and one-half lecture and one and one-half laboratory hours weekly for eight weeks.)
Identification, habits of growth, culture, environmental requirements, and use of woody and herbaceous plants grown in the landscape. Plants will be studied that exhibit late summer features such as flowers, fruit and foliage color. This is a short course of eight weeks to highlight late summer interest in the garden. (CSU/UC)

ELND 254B  Plant Materials II
(1½ units)(No prerequisite. Two and one-half lecture and one and one-half laboratory hours weekly for eight weeks.)
Identification, habits of growth, culture, environmental requirements, and use of woody and herbaceous plants grown in the landscape. Plants will be studied that exhibit autumn features such as flowers, fruit, foliage coloration and deciduous appearance. This is a short course of eight weeks to highlight autumn interest in the garden. (CSU/UC)

ELND 260  Landscape Estimating and Management
(3 units)(No prerequisite. Three lecture hours weekly.)
A study of business practices related to the construction of ornamental landscapes. Includes publications for new jobs, site evaluation, landscape plans (design), and specifications. Office and business practices for the landscape contracting industry. Bid document breakdowns, price comparisons, capital expenditures, preparation of bid documents, subcontracting, certificates of insurance, lien notices, and as-built drawings. (CSU)

ELND 264  Landscape Nursery Practices
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)
A course that covers the practices used in the operation of a commercial nursery including nursery structures and layout, seeding, transplanting, balling, potting, canning, fertilizing, pest control, and plant diseases. Propagation of plants, planting soil mixtures, their preparation and use. Legal aspects of operating a commercial retail nursery. Advertising and merchandising of nursery products. (CSU)

ETNIC STUDIES
The course offerings are intended for those who desire to gain insights into Third World peoples and their communities. Students will receive a unique educational experience since the courses offer emphasis on the historical and philosophical impact of the cultures of Black, Hispanic, Asian American, and American Indian peoples, and their contributions to the culture of the United States.

Faculty
Walter B. Turner
Department Phone: (415) 485-9630

A.A. in Ethnic Studies
The Ethnic Studies Program provides transfer, general education, general interest courses, as well as an Associate in Arts degree. The Associate in Arts Degree in Ethnic Studies is designed for those who desire to gain insight into the historical and philosophical impact of cultures and their contribution to the culture of the United States.

Please note: Students may take English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ETST 110</td>
<td>Introduction to Ethnic Studies</td>
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<tr>
<td>ETST 125</td>
<td>Research Methods and Term Papers in the Social Sciences</td>
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<tr>
<td>S SC 125</td>
<td>Research Methods and Term Papers in the Social Sciences</td>
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<tr>
<td>HIST 117</td>
<td>History of the United States I</td>
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<td>or</td>
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<tr>
<td>HIST 118</td>
<td>History of the United States II</td>
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<tr>
<td>Nine additional units to be chosen from the following courses:</td>
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<tr>
<td>ETST 111</td>
<td>History of Black Americans (A)</td>
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<tr>
<td>ETST 112</td>
<td>History of Black Americans (B)</td>
</tr>
<tr>
<td>ETST 121</td>
<td>History of La Raza in the United States</td>
</tr>
<tr>
<td>ETST 151</td>
<td>Native American History</td>
</tr>
<tr>
<td>ETST 154</td>
<td>Native American Literature</td>
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</tbody>
</table>
Ethnic Studies Courses (ETST)

ETST 39  Selected Topics (Nondegree Applicable) (½-6 units) (Please see Selected Topics category.)

ETST 108  Arts of the Americas (3 units) (No prerequisite. Can be taken for credit as Ethnic Studies 108, Art 108, or Humanities 108. However, credit will be awarded for only one course. Three lecture hours weekly.)

A survey of the arts and architecture of the Americas — North, Central, Caribbean and South Americas — focusing on a selection of works from the major pre-Columbian, Spanish Colonial, and modern cultures. Art of the United States will focus on works from the culturally diverse peoples of the Bay Area. (CSU/UC) AA/AS Area B or F & G, CSU Area D-3, D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

ETST 110  Introduction to Ethnic Studies (3 units) (No prerequisite. Three lecture hours weekly.)

A survey course which is designed to promote academic and professional knowledge of, and sensitivity to, historical and cultural developments important to ethnic groups in the United States. This is a foundation course in which students will develop an understanding of the social, economic, political, and cultural experiences of ethnic minorities in America. (CSU/UC) AA/AS Area B & G, CSU Area D-3, IGETC Area 4

ETST 111  History of Black Americans (A) (3 units) (No prerequisite. Ethnic Studies 111 is not a prerequisite for Ethnic Studies 112. Three lecture hours weekly.)

This course is a historical survey of the African/African American experience from early social developments on the African continent to the beginning of the twentieth century in the United States. The course is designed around several key themes that chronologically connect and provide analysis for understanding the African American experience. The key goal of this class is to understand the African American experience in the context of American history and world history. (CSU/UC) AA/AS Areas B or F & G, CSU Area D-3, D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

ETST 112  History of Black Americans (B) (3 units) (No prerequisite. Ethnic Studies 111 is not a prerequisite for Ethnic Studies 112. Three lecture hours weekly.)

This is a historical survey of the African American experience from the American revolutionary era to contemporary African American issues. The course will focus on the history and social and political aspirations and movement among African Americans and their evolution through the civil rights movement to contemporary developments. The key goal of this course to understand the African American experience in the context of American history. (CSU/UC) AA/AS Areas B or F & G, CSU Area D-3, D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

ETST 121  History of La Raza in the United States (3 units) (No prerequisite. Three lecture hours weekly.)

This course is a historical survey of the La Raza experience in North America from pre-Columbian experiences through the contemporary era. The course will focus on the development of a distinctive La Raza culture and its political, social, and economic manifestations in the United States. The key goal is to provide students with an understanding of the diversity of the La Raza experience in the context of American history. (CSU/UC) AA/AS Areas B or F & G, CSU Area D-3, D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

ETST 125  Research Methods and Term Papers in the Social Sciences (3 units) (No prerequisite. Advisory: Competence in written language skills comparable to eligibility for English 150. Students may receive credit for this course as Economics 125, Ethnic Studies 125, History 125, Political Science 125, or Social Science 125. However, credit will be awarded for only one discipline. Three lecture hours weekly.)

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college-level presentations. Various social science faculty members will offer their expertise to students on an individual basis as they develop their presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women’s studies, ethnic studies, current issues, and issues of community concern.

Ethnic Studies 125 is designed for students who want the research and term paper skills, but are not working for the satisfaction of the Critical Thinking Requirement (A, III) for the Bachelor of Arts degree at California State University. Social Science 125 does meet that requirement. (CSU/UC)

ETST 128  Art Field Trips (1-4 units) (No prerequisite. Can be taken for credit as Ethnic Studies 128 or Art 128 or Humanities 128. However, credit will be awarded for only one discipline. Three-quarter lecture and three-quarter laboratory hours weekly for one unit, one and one-half lecture and one and one-half laboratory hours weekly for two units, two and one-quarter lecture and two and one-quarter laboratory hours weekly for three units, and three lecture and three laboratory hours weekly for four units.)

A complement to art history and studio art courses, this course allows students to experience the art and architecture of sites like New York, Mexico City, and Rome first-hand. Pretrip lectures will set up background for an intensive field trip(s) that may include visits to museums, galleries, libraries, artists’ studios, and to architectural and archeological sites where lecture, discussion, and personal exploration will take place. May be used to bring students to a major media-specific conference. Each discipline may be taken four times for credit. (CSU)
ETST 139  Selected Topics  
(½-6 units) (Please see Selected Topics category.) (CSU/UC w/limit)

ETST 151  Native American History  
(3 units) (No prerequisite. Three lecture hours weekly.)
An introductory historical survey to Native American cultures of North America from the pre-colonial period to the present. The course will emphasize the diversity of North American Native cultures and their social and political evolution. A key theme of the course will be the issues of land, political and social interactions with European cultures, and late twentieth century political and economic developments. (CSU/UC)  
AA/AS Areas B or F & G, CSU Area D-3, D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

ETST 154  Native American Literature  
(3 units) (No prerequisite. Three lecture hours weekly.)
This course is a survey of Native American literature and culture. The course will focus on the work of selected Native American authors, both poets and fiction writers, with an emphasis on Native American cultures and the social issues facing Native Americans. The course will also develop student’s creative writing skills and their cultural sensitivity. The goal of the class is to understand the Native American experience in the context of Native American literature and the history of this American hemisphere. (CSU/UC)  
AA/AS Areas B or C & G, CSU Area C-2, IGETC Area 3B

ETST 242  Contemporary African Affairs  
(3 units) (No prerequisite. Three lecture hours weekly.)
This course will research and analyze the social, political, and economic developments of contemporary Africa. The course will provide a historical background to colonialism and contemporary Africa, utilizing literature, film, and primary source material. Key themes of the course will include nationalism, globalization, contemporary conflicts, and African development. (CSU/UC)

ETST 249  Directed Study  
(1-3 units) (No prerequisite.) (CSU/UC)

FILM/VIDEO
The curriculum is designed to provide theory and skills for those who are interested in films, television and broadcast studio, whether students' goals be transfer, professional, or self-enrichment. Its production courses are hands-on, with equal emphasis on aesthetic principles and technology.

Career Options
Animator, Announcer, Broadcast Technician, Camera Operator, Disc Jockey, Engineering Technician, Film Director, Film Editor, Freelance Film Maker, Light Technician, News Broadcaster, News Director, Producer, Production Engineer, Program Assistant, Reporter, Screenwriter, Sound Editor, Sound Recorder, Sportscaster, Studio Technician, Teacher, Videotape Photographer, Writer

Faculty
Frank Crosby
Department Phone: (415) 485-9348

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.A. in Communications, Filmmaking Option
Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>COMM 150 Introduction to Filmmaking</td>
<td>4</td>
</tr>
<tr>
<td>COMM 240 Advanced Production Projects</td>
<td>3</td>
</tr>
<tr>
<td>COMM 170 Workshop in Cinematography</td>
<td>3</td>
</tr>
<tr>
<td>COMM 175 Avid Nonlinear Editing</td>
<td>3</td>
</tr>
</tbody>
</table>

Six additional units to be selected from the following:

- Any advanced film production course
  - COMM 109A History of Film: Beginning to 1950
  - Or
  - HUM 109A History of Film: Beginning to 1950
  - COMM 109B History of Film: 1950 to the Present
  - Or
  - HUM 109B History of Film: 1950 to the Present
  - COMM 110 Introduction to Mass Communication
  - Or
  - JOUN 110 Introduction to Mass Communication
  - COMM 160 Images of Race, Gender, and Class in the Media
    - Or
  - COMM 162 Advanced Film and Television Writing (Must be taken twice for six units.)
  - 6

A.A. in Communications, Screenwriting Option
Please note: Students are required to complete English 150 for the Associate degree. All students should consult a counselor.

Requirements

<table>
<thead>
<tr>
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<tr>
<td>COMM 109A History of Film: Beginning to 1950</td>
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<tr>
<td>Or</td>
<td></td>
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<tr>
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<td>4</td>
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<tr>
<td>Or</td>
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<tr>
<td>HUM 109B History of Film: 1950 to the Present</td>
<td>4</td>
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<tr>
<td>COMM 161 Film and Television Writing</td>
<td>3</td>
</tr>
<tr>
<td>COMM 162 Advanced Film and Television Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

(All must be taken for Screenwriting Option.)
One course to be chosen from the following:

COMM 150 Introduction to Filmmaking 4

Three additional units to be selected from the following:

COMM 110 Introduction to Mass Communication 3

Or

JOUN 110 Introduction to Mass Communication 3

COMM 160 Images of Race, Gender and Class in the Media 3

Or

JOUN 160 Images of Race, Gender and Class in the Media 3

COMM 162* Advanced Film and Television Writing 3

COMM 163 Screenplay Projects 3

COMM 166 Writing Short Film and Television Productions 3

Any other film or television production course 4

* May be taken four times for credit.

Film/Video Courses (COMM)

COMM 39 Selected Topics (Nondegree Applicable)

(½-6 units)(Please see Selected Topics category.)

COMM 108 Film Studies/Selected Topics

(1 unit)(No prerequisite. Either one evening a week for six weeks, or six three-hour classes [two weeks], or seventeen and one-half hours on one weekend.)

This class offers an intensive survey of a single subject of film study such as influential director, screenwriter, cinematographer, or an influential movement in film history. Subjects of study change, but will include such topics as the following: the Director (Hitchcock, Fellini, Truffaut, Nicholas Ray, Frank Capra); the Screenwriter (Waldo Salt, John Sayles, David Mamet, John Patrick Shanley); Animation (classic, Disney, Fleisher); and Focus on Film Noir, Focus on the Western, Focus on French New Wave, Focus on Italian Neo-Realism, Japanese Cinema, Focus on Third World. Check current schedule for particular focus offered. Communications 108 may be taken more than once for credit provided the same topic is not repeated. (CSU)

AA/AS Area C (three units)

COMM 109A History of Film: Beginning to 1950

(4 units)(No prerequisite. Can be taken for credit as Communications 109A or Humanities 109A. However, credit will be awarded for only one course. Four lecture hours weekly.)

This course offers a chronological survey of narrative film as art, business, technology, and politics from the beginning of the movies in the 1890s to post World War II. Periods and movements covered will include the Silent Era, German Expressionism, Soviet Avant Garde and editing of the 1920s, French classicism, American Studio Period and sound, as well as the history of censorship in the United States. Classroom screenings of representative films. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

COMM 109B History of Film: 1950 to the Present

(4 units)(No prerequisite. Can be taken for credit as Communications 109B or Humanities 109B. However, credit will be awarded for only one course. Four lecture hours weekly.)

This course offers a chronological survey of narrative film as art, business, technology, and politics from 1950 to the present. Periods and movements covered will include the American Studio Period, 1950s Film Noir and subversive movements, Italian Neorealism, French Nouvelle Vague, National Cinemas of Sweden, England, Czech Golden Age, Poland, Hungary, Japan, India, China, Iran, The New German Film, Third World Cinemas; Australia, the Hollywood Renaissance of the 1960s and 1970s, Dogma 95, and independent film movements. (CSU/UC)

AA/AS Area C, CSU Area C-1, IGETC Area 3A

COMM 139 Selected Topics

(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

COMM 140 Film Direction

(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)

Functions of the director in relation to cast and crew; process of casting, script breakdown, blocking, dramatic and cinematic interpretation of scripted material, and practice in crew functions following the professional model. We will explore how the director and crew operate in a variety of genres, i.e., theatrical, documentary, commercial, training, etc. (CSU)

COMM 144 Developing Ideas for Film, Multimedia and Video Projects

(2 units)(No prerequisite. Two lecture hours weekly.)

This class is appropriate for anyone who needs to learn how to develop a concept, idea or story for short film, multi media and video projects. The focus of the course is to give students the skills and practical experience necessary to create a script for a short documentary, multimedia, narrative, music, experimental, interview, personal and promotional film and video projects. (CSU)

COMM 146 Film/Video Production

(1 unit)(No prerequisite. Other limitations: Basic English Skills. One lecture hour weekly.)

This hands-on class is appropriate for anyone who needs to learn how to complete preproduction tasks for film and video. The focus of the course is to give students the skills and practical experience necessary to carry out preproduction duties for documentary, narrative, music, experimental, interview, personal and promotional film and video projects. (CSU)

COMM 150 Introduction to Filmmaking

(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)

This hands-on class is appropriate for anyone who is considering a career in cinema or who wants to take a filmmaking class for fun and personal enrichment. The focus of the course is to
give students a basic set of filmmaking and visual communications skills. Using digital video, 16mm film and computers, students, working in groups and individually, learn and practice the fundamentals of filmmaking without having to incur the cost of producing a complete film. (CSU)

COMM 151 Video Production: Shooting on Location
(3 units) (No prerequisite Two and one-half lecture and one and one-half laboratory hours weekly.)

This hands-on class is appropriate for anyone who needs to gain basic video field production skills or who wants to take a video production class for fun and personal enrichment. The focus of the course is to give students a basic set of video production and visual communication skills. Using small and lightweight digital video equipment, students, working in groups and individually, learn how to shoot video on location for documentary, narrative, music, experimental, interview, personal and promotional projects. (CSU)

COMM 161 Film and Television Writing
(3 units) (No prerequisite. Three lecture hours weekly.)

This course is designed to teach students the basics of dramatic writing so that they can learn the functions of each act of a drama in drawing sympathy for characters, creating interesting conflict, and unifying the message.

The student will analyze completed feature films, screenplays, and television programs for their structure, pacing, and characterization. They will create their own original stories, both for television and for film; write several scenes in correct format; and complete a treatment for feature film or television. (CSU)

COMM 162 Advanced Film and Television Writing
(3 units) (Prerequisite: Communications 161. Three lecture hours weekly.)

This course assumes students have some experience writing in screenplay or teleplay format and are familiar with basic structure, dramatic conflict, and character development. Class is a workshop/seminar format; students present original works-in-progress for rewrite suggestions. Lessons in issues of subtext, dialogue, plot motivation, development of characters’ psychological needs, and plot tightening for pacing will be given. May be taken four times for credit. (CSU)

COMM 163 Screenplay Projects
(3 units) (Prerequisite: Communications 162. Three lecture hours weekly.)

This course assumes the student has already taken five semesters of Writing for TV and Film and is working on either a continuing screenplay or teleplay project or is starting a new project. Class is a workshop-seminar format; students present original works-in-progress for rewrite suggestions. May be taken four times for credit. (CSU)

COMM 166 Writing Short Film and Television Productions
(3 units) (No prerequisite. Three lecture hours weekly.)

Exercises to develop fluency in the language of the motion picture. Creation of shooting scripts and/or storyboarding for short documentary, animated, or narrative films and videos. Viewing and analysis of representative works to examine structure and style. May be used to develop projects for production courses. (CSU)

COMM 170 Workshop in Cinematography
(3 units) (Prerequisite: Communications 150. Two lecture and three laboratory hours weekly.)

This is an intermediate level class that teaches intermediate techniques of cinematography and lighting through classroom instruction, exercises, and studio and location shooting. In addition, students will learn how to maintain camera and lighting equipment and develop advanced skills in visual communication and the art and craft of cinematography. May be taken twice for credit. (CSU)

COMM 175 Avid Nonlinear Editing Workshop
(3 units) (Prerequisite: Communications 150. Two lecture and three laboratory hours weekly.)

This course provides basic instruction in the theory and practical application of nonlinear editing for film and video using the Avid editing workstation. The emphasis is on developing students’ skills through hands-on work and practice on the Avid system. May be taken three times for credit. (CSU)

COMM 176 Advanced Avid Nonlinear Editing
(1 unit) (Prerequisite: Communications 175. One lecture hour weekly.)

Using lecture, demonstration, and hands-on practice this workshop explores advanced Avid nonlinear editing techniques. It introduces horizontal and vertical effects, nesting, keying, key frames, and media and project management. May be taken twice for credit. (CSU)

COMM 177 ProTools Nonlinear Audio Editing
(3 units) (No prerequisite. Advisory: Basic computer skills. Two lecture and three laboratory hours weekly.)

Using lecture, demonstration, and hands-on practice, this workshop explores basic audio nonlinear editing techniques. It introduces digital audio workstations, digital multitrack recording, and midi and digital signal processing. May be taken twice for credit. (CSU)

COMM 181 Film and Video Audio Recording Workshop
(1 unit) (No prerequisite. One lecture hour weekly.)

This workshop helps students develop basic skills in location sound recording for film and video. Topics include basic use of microphones, introduction to analog and digital sound recording, and techniques for recording good quality sound on location. May be taken twice for credit. (CSU)
COMM 182  Sync-Sound Production Workshop  
(1 unit)(Prerequisite: Communications 150. One lecture hour weekly.)  
This workshop is designed to teach students the basics of sync-sound preproduction planning and production and prep for editing a sync-sound film. Using film, cameras, and computers students working in small groups shoot and sync a short dialogue scene. May be taken twice for credit. (CSU)

COMM 183  Microphone Use and Technique for Film and Video  
(2 units)(No prerequisite. Other limitations: Basic English Skills. Two lecture hours weekly.)  
This class is appropriate for anyone who needs to learn how microphones work, how to select the correct microphone for a project, how and where to set up the microphone to capture the best sound and ways to change a location or studio into a sound-friendly environment. The focus of the course is to give students the knowledge and skills to design and create effective sound for documentary, multimedia, narrative, experimental, and promotional film and video projects. (CSU)

COMM 240  Advanced Production Projects  
(3 units)(Prerequisites: Communications 140, 150, 166, and 170. Three lecture hours weekly.)  
This class is an advanced level seminar that allows students to work on their second-year film projects. The seminar includes a critical and analytical evaluation of students' films, working as crew on other advanced level students' projects, and completing postproduction work. May be taken four times for credit. (CSU)

COMM 249  Directed Study  
(1-3 units)(Please see Directed Study category.) (CSU w/limit)

FIRE TECHNOLOGY
These courses provide occupational education and training for men and women who wish to pursue coursework in fire technology.

Department Phone: (415) 883-2211, Ext. 8108

Skills Certificates
Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Career Certificates.

Emergency Medical Technician Training Course Skills Certificate
The Emergency Medical Technician Training Course certificate meets the requirements of the California Health and Safety Code for basic EMT-1 training. The approving authority is the Marin County Emergency Medical Service Agency. This course completion is valid for two years from the completion date and shall be recognized statewide. Note: This is not an EMT-1 Certificate.

Requirements

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>FIRE 112</td>
<td>6</td>
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</table>

Fire Technology Courses (FIRE)

FIRE 39  Selected Topics (Nondegree Applicable)  
(½-6 units)(Please see Selected Topics category.)

FIRE 112  Emergency Medical Technician – 1  
(6 units)(Prerequisite: First Aid for Public Safety Personnel or equivalent and CPR for Health Care Providers. Previous EMT-1, EMT-2, EMT-P accepted. Five lecture and three laboratory hours weekly. Plus ten additional hours to be arranged and four hours testing.)  
This course provides instruction in the skills and knowledge required for the Emergency Medical Technician (EMT1) scope of practice. Supervised clinical experience with emergency ambulance providers and or hospital emergency room is included. Enrollment limited to 30. A health clearance and a criminal background clearance are required by clinical agencies. (CSU)

FIRE 139  Selected Topics  
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

FIRE 249  Directed Study  
(1-3 units)(Please see Directed Study category.) (CSU w/limit)

FIRE 255  Wildland Fire Fighting  
(1½ units)(No prerequisite. Sixteen lecture and twenty-four laboratory hours.)  
A basic course designed to give the student a fundamental understanding of the wildland fire behavior, safety equipment, dozer safety, construction of handlines, and fire control. May be taken four times for credit. (CSU)

FRENCH
A major reason for studying the French language is the enrichment of one's intellectual growth in context with the rest of the world. In learning French one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. On the practical side, any field of specialization (journalism, medicine, law, business, teaching) is enhanced if one can speak another language. In California, knowledge of a modern language is now required in many jobs that deal with the public such as Civil Service, social work, nursing, and other service-oriented fields.

Career Options
Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

Policy Statement Regarding Sequence of Enrollment in Modern Language Classes
Although students are advised to enroll in language courses sequentilly, they will not be precluded from enrolling in lower level language classes after completion of more advanced courses. Students should be aware, however, that units resulting from the lower level courses may not be accepted at transfer institutions as a part of the required transferring units.

A.A. in French
Students may take classes at either campus to fulfills requirements for the major.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>FREN 101</td>
<td>5</td>
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<tr>
<td>FREN 102</td>
<td>5</td>
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<tr>
<td>FREN 203</td>
<td>5</td>
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</tbody>
</table>

In addition, completion of one course from the following list:

| FREN 110 | Conversational French I | 4 |
| FREN 112 | Conversational French II | 4 |
| FREN 114 | Conversational French III| 4 |
| FREN 204 | Intermediate French IV   | 4 |
| FREN 225 | Advanced French I        | 3 |
| FREN 226 | Advanced French II       | 3 |
| FREN 249 | Directed Study           | 3 |

French Courses (FREN)
All French courses can be taken for a letter grade or credit/no credit.
In general, courses required for a transfer student’s four-year major should be taken on a letter grade basis.

FREN 39 Selected Topics (Nondegree Applicable)
(1/2-6 units)(Please see Selected Topics category.)

FREN 101 Elementary French I
(5 units)(No prerequisite. Four lecture and three laboratory hours weekly.)
A beginning course which offers study and practice in speaking, understanding, reading, and writing French, along with an exploration of cultural aspects of the French-speaking world. The three-hour weekly laboratory requirement enhances the student’s verbal and comprehension skills through the use of audiovisual materials. May also be offered in a distance learning format. (CSU/UC)
AA/AS Area C, CSU Area C-2, CAN FREN 2, CAN FREN SEQ A = Fren 101 + 102, UC Language other than English

FREN 102 Elementary French II
(3 units)(Prerequisite: French 101. Three lecture hours weekly.)
Further emphasis is placed on the structure of the language, verbal communication, and understanding of French culture. Continued use of the language laboratory for further mastery of the language. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B, CAN FREN 4, CAN FREN SEQ A = Fren 101 + 102

FREN 108A French Culture and Literature Go to the Cinema
(3 units)(Prerequisite: French 101 or equivalent. Three lecture hours weekly.)
This course is designed to introduce students to films that were inspired by classic, significant and, in many instances, famous literary pieces. The emphasis will be on the connection between the novel/story and its artistic expression in the film. This course will teach the students about traditional and modern trends in French literature and film. It will establish a connection between literature and socio-cultural and political changes in French-speaking countries, through these two artistic and expressive means.
CSU Area C-2, IGETC Area 3B

FREN 108B French Culture and Literature Go to the Cinema
(3 units)(Prerequisite: French 101 or equivalent. Three lecture hours weekly.)
This course is designed to introduce students to the films that were inspired by famous cultural aspects of the twentieth century in French society. The emphasis will be on the connection between the French era and its artistic expression in the film. This course will also teach the student about traditional and modern trends in French literature. It will establish a connection between socio-cultural and political changes in French-speaking countries, through these two artistic and expressive means.
CSU Area C-2, IGETC Area 3B

FREN 110 Conversational French I
(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)
Use of modern colloquial French in conversation with elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar.
Oral practice in speaking and understanding French through the use of videos, audiocassettes, and other audiovisual packages related to class work. Use of audio materials depicting everyday situations for improving fluency and accuracy in pronunciation.
Can also be offered in a distance learning format. (CSU)
FREN 112  Conversational French II
(4 units)(Prerequisite: French 110. Three lecture and three laboratory hours weekly.)
Continued use of modern colloquial French in conversation with elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar.
Continued oral practice in speaking and understanding French through the use of videos, audiocassettes, and other audiovisual packages related to class work. Use of audio materials depicting everyday situations for improving fluency and accuracy in pronunciation. (CSU)

FREN 114  Conversational French III
(4 units)(Prerequisite: French 112. Three lecture and three laboratory hours weekly.)
Continued use of modern colloquial French in conversation with elementary grammar. Designed for students wishing to acquire skills of the spoken language with a minimum of formal grammar.
Continued oral practice in speaking and understanding French through the use of videos, audiocassettes, and other audiovisual packages related to class work. Use of audio materials depicting everyday situations for improving fluency and accuracy in pronunciation. (CSU)

FREN 139  Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

FREN 203  Intermediate French III
(5 units)(Prerequisite: French 102. Advisory: Concurrent enrollment in French 114. Four lecture and three laboratory hours weekly.)
Review and expansion of grammatical concepts with continued emphasis on verbal communication. Introduction to literary and journalistic readings for vocabulary and idiom expansion as well as cultural enrichment. (CSU/UC)
AA/AS Area C, IGETC Area 3B

FREN 204  Intermediate French IV
(4 units)(Prerequisite: French 203. Four lecture hours weekly.)
A further study of the French language with a review of the grammar and extensive readings from the literature and press with emphasis on verbal communication. An exploration of the use of French and the impact of French culture outside of France. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

FREN 225-226  Advanced French I and II
(3-3 units)(Prerequisite for French 225 is French 204. French 225 is a prerequisite for French 226. Three lecture hours weekly.)
Courses aimed at expanding the student’s knowledge of the French language and civilization through the study of grammar, literature, and the French press, with particular emphasis on present-day France. Additional emphasis is placed on an advanced level of verbal communication. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

FREN 249  Directed Study
(1-3 units)(Limit to Enrollment: French 225 and 226.)
Hours and content to be arranged by consultation with the instructor. This course may be taken four times for credit. (CSU/UC w/limit)

GEography

There is a wide diversity of careers that geography offers. Possible avenues for specialization include business, government, teaching, cartography, conservation, land use, photogrammetry, climatology, soil and agriculture, urban and regional planning, resource evaluation, industrial location sites, and marketing research.

Career Options
Cartographer, City Planner, Computer Mapper, Geographic Analyst, International Economist, Land Officer, Location Analyst, Map Curator, Market Researcher, News and Travel Magazine Editor, Soil Conservationist, Teacher, Transportation Planner

Faculty
Donald J. Foss, Victor V. Minasian

Department Phone: (415) 485-9510

Transfer
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A.S. in Geography
The Geography Program provides transfer, general education, general interest courses, as well as an Associate in Science degree.

Please note: Students may take English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

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<td>GEOG 101</td>
<td>The Physical Environment</td>
<td>3</td>
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<tr>
<td>GEOG 101L</td>
<td>Physical Environment Laboratory</td>
<td>1</td>
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<tr>
<td>GEOG 102</td>
<td>The Human Environment</td>
<td>3</td>
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<tr>
<td>GEOG 103</td>
<td>Environment Geology</td>
<td>3</td>
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<tr>
<td>GEOG 109</td>
<td>General Oceanography</td>
<td>3</td>
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<tr>
<td>GEOG 110</td>
<td>Earth Science</td>
<td>3</td>
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<tr>
<td>S SC 125</td>
<td>Research Methods and Term Papers in the Social Sciences</td>
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<td>Introduction to Geographic Information Systems</td>
<td>1½</td>
</tr>
<tr>
<td>GEOG 126</td>
<td>Application of Geographic Information Systems Research</td>
<td>1½</td>
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<td>Physical Environment Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>GEOG 102</td>
<td>The Human Environment</td>
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<td>3</td>
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<tr>
<td>S SC 125</td>
<td>Research Methods and Term Papers in the Social Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Department Phone: (415) 485-9510

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities

A.S. in Geography
The Geography Program provides transfer, general education, general interest courses, as well as an Associate in Science degree.

Please note: Students may take English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>GEOG 101</td>
<td>The Physical Environment</td>
<td>3</td>
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<tr>
<td>GEOG 101L</td>
<td>Physical Environment Laboratory</td>
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<tr>
<td>GEOG 102</td>
<td>The Human Environment</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 103</td>
<td>Environment Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 109</td>
<td>General Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 110</td>
<td>Earth Science</td>
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</table>

Six additional units selected from the following courses:

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<tr>
<th>Course</th>
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<th>Units</th>
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<tr>
<td>GEOG 125</td>
<td>Introduction to Geographic Information Systems</td>
<td>1½</td>
</tr>
<tr>
<td>GEOG 126</td>
<td>Application of Geographic Information Systems Research</td>
<td>1½</td>
</tr>
<tr>
<td>GEOL 103</td>
<td>Environment Geology</td>
<td>3</td>
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<tr>
<td>GEOL 109</td>
<td>General Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 110</td>
<td>Earth Science</td>
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<tr>
<td>S SC 125</td>
<td>Research Methods and Term Papers in the Social Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>
Geography Courses (GEOG)

GEOG 39  Selected Topics (Nondegree Applicable)  
(½-6 units)(Please see Selected Topics category.)

GEOG 101  The Physical Environment  
(3 units)(No prerequisite. Three lecture hours weekly.)
Description, explanation and world distribution of the natural phenomena that constitute man's physical environment. The phenomena surveyed include earth-sun relationships, weather, climate, soils, and landforms. Principles of map construction and interpretation are also studied. (CSU/UC)  
AA/AS Area A, CSU Area B-1, IGETC Area 5A, CAN GEOG 2

GEOG 101L  Physical Environment Laboratory  
(1 unit)(Prerequisite: Geography 101 or concurrent enrollment. Three laboratory hours weekly.)
Practical observations and applications of the geographic grid, atlases and topographic maps; rocks and tectonic activity, weather and climate, and natural vegetation and soils. Exercises are designed to supplement Geography 101. Classes will meet periodically at off-campus locations within Marin County and students are expected to provide their own transportation. (CSU/UC)  
AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOG 102  The Human Environment  
(3 units)(No prerequisite. Three lecture hours weekly.)
This course is designed to offer students an overview of the interrelationships between human societies and the environment. It includes an examination of population developments, migrations, environmental modifications, and the spatial distribution of phenomena such as language, religion, economic systems, and urbanization. (CSU/UC)  
AA/AS Area B, CSU Area D-5, IGETC Area 4, CAN GEOG 4

GEOG 109  Geography of California  
(3 units)(No prerequisite. Three lecture hours weekly.)
An introduction to the tools of geography, to the systems approach to the study of the physical and biological elements of California’s landscape, to the distribution patterns of these elements, and to the significance of such patterns. (CSU/UC)  
AA/AS Area A or B, CSU Area D-5, IGETC Area 4

GEOG 112  Meteorology and Climatology  
(3 units)(No prerequisite. Three lecture hours weekly.)
This survey course in climatology and meteorology introduces the student to the studies of atmospheric sciences and the consequences that face the floral and faunal assemblage of the earth as man and nature continue to alter the atmosphere and subsequent climate. (CSU/UC)  
AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOG 116  Field Geography, Marin Country  
(1 unit)(No prerequisite. Three lecture and three laboratory hours weekly for five weeks.)
Each offering includes field exposure and experience with data collection techniques related to Marin’s biogeographic zones, geologic bedrock and soils characteristics, hydrological, atmospheric, and cultural geographic characteristics. May be taken four times for credit. (CSU)

GEOG 125  Introduction to Geographic Information Systems  
(1½ units)(No prerequisite. Advisories: Familiarity with Windows operating system and software is "highly" recommended. Suggested completion of Computer Science 110 or Computer Information Systems 110 or 101. Two lecture and three laboratory hours weekly for eight weeks.)
An interdisciplinary course that explores Geographic Information Systems (GIS) used for acquisition, storage, management, analysis, and communication of spatial data. The course addresses how GIS can be used as a tool for diverse academic disciplines. The course will introduce the student to GIS through the use of ArcGIS software. The subsequent course (Geography 126) is a project-oriented course that stresses acquisition and application of data in the student’s chosen academic area of interest. (CSU/UC)

GEOG 126  Application of Geographic Information Systems in Research  
(1½ units)(Prerequisite: Geography 125. Two lecture and three laboratory hours weekly for eight weeks.)
Geographic Information Systems use has become essential to the effective operation of both public and private organizations. Students will be taught how to retrieve and apply data from their area of interest using ArcGIS software. Students will develop a project related to their area of academic interest and submit written and oral presentations of their project using GIS software and other skills developed in this course and the prerequisite course. (CSU)

GEOG 139  Selected Topics  
(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

GEOG 249  Directed Study  
(1-3 units)(Limit to Enrollment: Completion of at least two courses in geography with a grade point average of 3.0 or higher in those courses.)
Directed study may consist of readings, research, or projects which are to be arranged with a geography instructor the semester prior to that in which the directed study is to be done. This course may be taken more than once for credit. Please see Directed Study category. (CSU/UC w/limit)

And eight additional units of degree-applicable social science courses identified as: Economics, Ethnic Studies, Geography, History, Political Science, and Social Science.
GEOLOGY

Geologists are curious about the world in which they live. The earth is their laboratory. Geology is the fundamental discipline used to explain the natural earth systems that shape our changing planet. Today the majority of geoscientists are employed in the environmental fields, but many are also employed in the exploration for and production of natural resources.

Career Options

Aerial Photo Interpreter, Earth Historian, Environmental Geologist, Exploration Geophysicist, Field Geologist, Geochemist, Geological Engineer, Geological Technician, Geology Drafter, Hydrologist, Laboratory Research Worker, Map Editor, Meteorologist, Mining Geologist, Oceanographer, Paleontological Assistant, Paleontologist, Park Naturalist, Petroleum Geologist, Petrologist, Prospector, Research Scientist, Scientific Illustrator, Sedimentologist, Soils Engineer, Teacher, Technical Writer, Tester, Weather Observer

Faculty

Donald J. Foss
Department Phone: (415) 485-9510

Transfer

Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities

A.S. in Geology

While students may take classes at both campuses, the majority of courses required for the major are offered at the Kentfield Campus.

Please note: Students are required to complete English 150 for the Associate degree. All students should consult a counselor.

Requirements

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<td>MATH 104</td>
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<tr>
<td>PHYS 108A</td>
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<tr>
<td>PHYS 108B</td>
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Geology Courses (GEOL)

GEOL 39 Selected Topics (Nondegree Applicable)
(½-6 units)
(Please see Selected Topics category.)

GEOL 99 General Science
(3 units)
(No prerequisite. Can be taken for credit as Geology 99 or Biology 99. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course is designed for students who have not reached the level of success they desired in high school or college science courses and for individuals returning to school after an extended absence. The course covers basic scientific principles and concepts of the physical and life sciences and prepares students to move into other science classes with the information, understanding, and skills required to succeed. Introductory topics in biology, chemistry, geography, geology, meteorology, and physics are discussed. This course also provides an excellent overview of the most important topics in science today for anyone interested in learning more about the natural world.

GEOL 101 Geological Field Excursions to National Parks
(1 unit)
(Prerequisite: Concurrent enrollment in Geology 102. There will be three, two-day field trips.)

This course provides the opportunity to see and understand more fully the geology, landforms, and natural environment of national parks. Three, two-day field trips will be required. This course will normally be offered in the spring semester. Students should be aware that minimal expenses would be incurred during the field trips. This course is repeatable if different national parks are studied. (CSU)

GEOL 102 Geologic Setting of the National Parks
(2 units)
(No prerequisite. Two lecture hours weekly.)

Designed for the student’s enrichment of the natural environment of National Parks, with emphasis on parks of the western hemisphere. (CSU)

GEOL 103 Environmental Geology
(3 units)
(No prerequisite. Three lecture hours weekly.)

Environmental geology is the fascinating study of the interactions of the human race and the physical environment. The course centers on how mankind alters the physical environment in order to better suit our immediate needs and how these alterations in turn dictate the course of our future. The emphasis is always on the balance between short-term reward and long-term consequence. Field trips may be offered. (CSU/UC)

AA/AS Area A, CSU Area B-1, IGETC Area 5A
GEOL 105 Cosmic Evolution
(3 units)(No prerequisite. Can be taken for credit as Astronomy 105, Biology 105, or Geology 105. However, credit will be awarded for only one course. Three lecture hours weekly.)
This is an interdisciplinary course that explores the origins and evolution of the cosmos from the Big Bang and the formation of the universe and Earth, to the development of life. Students will explore basic concepts and principles that bind all scientific disciplines, and the nature of science and scientific inquiry. Through the study of astronomy, chemistry, geology, and biology, students will discover the interrelatedness of all matter, living and nonliving in the cosmos and how physical and chemical processes eventually led to the evolution of living organisms. (CSU/UC)
AA/AS Area A, CSU Area B-1 or B-2, IGETC Area 5A

GEOL 107 Introduction to Rocks and Minerals
(1-3 units)(No prerequisite. One-half lecture hour and one and one-half laboratory hours weekly per unit.)
A beginning course in the study and identification of common rocks and minerals. (CSU)

GEOL 109 General Oceanography
(3 units)(No prerequisite. Three lecture hours weekly.)
A general survey course in ocean science for any interested student. Particularly important for students considering a career in marine science or technology. (CSU/UC)
AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL 110 Earth Science
(3 units)(No prerequisite. Three lecture hours weekly. Not open to students who have taken or are taking Geology 120.)
Introduction to the basic principles of geology. A nonlaboratory general education course. (CSU/UC)
AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL 114 Geology of California
(3 units)(No prerequisite. Three lecture hours weekly.)
A study of California’s scenic landscape and geologic environments. (CSU/UC)
AA/AS Area A, IGETC Area 5A

GEOL 115 Volcanoes
(1 unit)(No prerequisite. One lecture hour weekly.)
A study of the nature and power of the major active volcanoes of the world. (CSU)

GEOL 116 Volcanoes and Earthquakes
(2 units)(No prerequisite. Two lecture hours weekly.)
An introduction to the geological workings of Earth focusing on the study of the causes, processes, and products of volcanoes and earthquakes. Great natural disasters and scientific efforts to predict such disasters are studied. (CSU/UC)

GEOL 120 Physical Geology
(3 units)(No prerequisite. Three lecture hours weekly.)
This course is the study of the basic principles of geology and the processes responsible for the formation of rocks, minerals, and the natural landforms of the earth. (CSU/UC)
AA/AS Area A, CSU Area B-1, IGETC Area 5A, CAN GEOL 2=Geol 120 + 120L

GEOL 120L Physical Geology Lab
(1 unit)(Prerequisite: Geology 120 or concurrent enrollment. Three laboratory hours weekly.)
This course is a hands-on study of minerals, rocks, maps, and geologic field problems. Students will emerge with life skills that will enable them to interpret the geologic conditions of their surroundings. This laboratory class is field-oriented. (CSU/UC)
AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL 121 Historical Geology
(4 units)(Prerequisite: Geology 120 and 120L. Three lecture and three laboratory hours weekly.)
A study of Earth’s past and the evolution of landscapes and living organisms throughout geologic time. (CSU/UC)
AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL 125 Field Geology I
(2½ units)(Prerequisite: Geology 110 or 120 or concurrent enrollment. Seventy-eight and three-fourths hours of field investigation to be arranged over three weekends, and sixteen lecture hours to be arranged.)
Lecture and field trips designed to introduce geologic field studies, and to acquaint students with the geology and geologic history of Northern California. May be taken four times for credit. (CSU/UC)

GEOL 126 Field Geology II
(2 units)(Prerequisite: Geology 120. Contact instructor before enrolling. A ten-day field trip during the spring break and twelve lecture hours to be arranged.)
The study of geologic phenomena in selected areas of the Western United States. May be taken four times for credit. (CSU/UC)

GEOL 127AB Extended Field Studies
(1½ - 3 units)(Prerequisite: Geology 120. A seven-day field trip and eight lecture hours to be arranged for one and one-half units, and a fourteen-day field trip and sixteen lecture hours to be arranged for three units.)
A one- or two-week field investigation of a selected area. May be taken four times for credit. (CSU)

GEOL 128 Geologic Studies of Pt Reyes and the San Andreas Fault
(2 units)(No prerequisite. A three-hour meeting is required at the beginning for logistics. Five eight-hour sessions.)
Marin County is blessed with an extraordinary geology. This course focuses on the Point Reyes Peninsula and its relationship to the San Andreas Fault System. The course meets for a total of 40 hours at geologically unique locations chosen to illustrate the geological features and geological history of this portion of the county through field lecture, direct observation and geological exercises. May be taken twice for credit. (CSU)

**GEOL 129 Field Studies of Marin East of the San Andreas Fault**

(2 units)(No prerequisite. A three-hour meeting is required at the beginning for logistics. Five eight-hour sessions.)

Marin County is blessed with an extraordinary geology. This course focuses on the area east of the San Andreas Fault. The course meets for a total of 40 hours at geologically unique locations chosen to illustrate the geological features and geological history of this portion of the county through field lecture, direct observation and geological exercises. (CSU)

**GEOL 138 Introduction to Environmental Sciences**

(4 units)(No prerequisite. Can be taken for credit as Biology 138 or Geology 138. However, credit will be awarded for only one course. Three lecture and three laboratory hours weekly.)

This course is a science-based course and takes an interdisciplinary approach to understanding the environmental crisis that confronts us all. Our studies combine ideas and information from natural sciences (such as biology, chemistry and geology) and social sciences (such as economics, politics, and ethics) to present a general idea of how nature works and how humans and ecosystems are interconnected. It is a study of connections in nature. Discussions will focus on an understanding of ecosystem services, how humans interfere with earth's life support systems and how to deal with the environmental problems we face. Emphasis is placed on understanding various world views and how they affect our values. Our field studies will include visits to restoration projects, local ecosystem field studies and local environmental conferences. (CSU/UC)

CSU Area B-1, IGETC Area 5A, 5B

**GEOL 139 Selected Topics**

(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

**GEOL 140 Environmental Field Techniques**

(1 unit)(No prerequisite. Can be taken for credit as Geology 140 or Biology 140. However, credit will be awarded for only one course. Three laboratory hours weekly.)

This course is designed to teach the fundamentals of environmental sampling and monitoring. Topics include surveying and mapping; data collection and management; and hydrological, geological, and biological assessment methods. This course is field-based, and the emphasis is on the mastery of practical field techniques. May be taken four times for credit. (CSU)

**GEOL 142 Environmental Policy and Planning**

(3 units)(No prerequisite. Can be taken for credit as Geology 142 or Biology 142. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course is a study of federal, state, and local environmental legislation. It is a chronology of America's awakening to environmental issues and a study of our efforts to resolve these issues through the planning process. An understanding of the content of this course is vital for environmental scientists, planners, and developers. (CSU/UC)

**GEOL 145 Ethics in Science**

(3 units)(No prerequisite. Can be taken for credit as Geology 145 or Biology 145. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course explores some of the most pressing issues facing our society today. It enables students to investigate and understand the controversies surrounding current and future technologies, and helps them make rational decisions when faced with situations in their own lives and at the voting booth. The approach is an interdisciplinary one, combining basic science, applied research, ethics, and decision-making processes. Topics include scientific fraud, recombinant DNA technologies, the human genome project, energy and land use, and toxic waste. This course is appropriate for both science and nonscience majors. (CSU/UC)

AA/AS Area C

**GEOL 201 Elementary Mineralogy**

(4 units)(Prerequisite: Geology 120. Three lecture and three laboratory hours weekly.)

An introduction to the basic principles of mineralogy including crystallography; the basic concepts of physical, chemical, and optical mineralogy; and the formation and occurrence of mineral deposits. Laboratory work includes the determination of minerals by physical properties, chemical tests with the use of the blowpipe, crystal morphology, and the study of minerals in thin section under the polarizing microscope. (CSU/UC)

CSU Area B-1, IGETC Area 5A

**GEOL 242 Geology and Biology of the Basin and Range and the Colorado Plateau**

(3 units)(No prerequisite. Can be taken for credit as Geology 242 or Biology 242. However, credit will be awarded for only one course. A two-week field trip that includes seventeen and one-half lecture hours and thirteen, eight-hour field experiences.)

This course is a two-week field course through the Basin and Range and Colorado Plateau Provinces. It includes a raft trip down the Colorado or Green River. The geological and biological evolutions of the area are explored through observation, experimentation, and study of the diverse abiotic and biotic contributors to the area. Course topics include: stratigraphy and structure; fluvial landforms and processes; species dispersion, radiation and evolution; ecology; and the art of fly fishing. Through lectures and
a broad range of field experiences, students will gain an understanding of the factors that shaped and continue to shape this unique area. May be taken four times for credit. (CSU)

GEOL 249  Directed Study
(1-3 units) (Limit to Enrollment: Prior arrangement with the instructor is necessary. At least ten units of geology work completed with a grade point average of 2.7 or higher.)
A course designed to give the student an opportunity to participate in a research program. May be taken more than once for credit. (CSU/UC w/limit)

GEOL 250  Scientific Research and Reporting
(1 unit) (No prerequisite. Advisories: Biology 110 and Geology 120. Can be taken for credit as Geology 250 or Biology 250. However, credit will be awarded for only one course. One lecture hour weekly.)
Scientific research and reporting is a hands-on, individualized course designed to walk learners step-by-step through a scientific research project of their choice. The final report of their findings will be delivered at a professional meeting. This course is designed for science majors that have completed the first year of their curriculum and desire a hands-on, real world experience in science. May be taken four times for credit. (CSU/UC)

HEALTH EDUCATION

Department Phone: (415) 485-9580

Skills Certificate in Personal Fitness Trainer
The Personal Fitness Trainer Skills Certificate constitutes a skill and knowledge set that enables students to either begin as an entry-level Personal Fitness Trainer (PFT) or advance in their already existing PFT careers.

Advised for the Certificate:
PE 116 - Career Opportunities in Wellness and Fitness (3 units)

Requirements

<table>
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<tr>
<th>Core 1 (choice of one of the following)</th>
<th>Units</th>
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<tr>
<td>PE /BIOL 107  Human Biology</td>
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<td>PE  143  Basic Athletic Injuries</td>
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<tr>
<td>PE/HED 119  Effective Teaching Strategies in Wellness and Fitness</td>
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<tr>
<td>PE  120  Introduction to Sport and Exercise Psychology</td>
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<td>PSY 130  Introduction to Sport and Exercise Psychology</td>
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<td>PE  121  Personal Trainer Certification Course</td>
<td>3</td>
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<td>PE  122  Exercise for Adults with Special Needs</td>
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<td>BIOL 100  Nutrition</td>
<td>3</td>
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<td>HED 115  Weight Control, Exercise and Nutrition</td>
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<td>Core 5</td>
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<tr>
<td>PE  215  Advanced First Aid/Emergency Response or equivalent proof of current AED/CPR/First Aid Certifications</td>
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Electives:
BUS  135  Managing Change and Innovation  1½
And
One physical activity course  1
Or
Any two physical activity courses (must be two different courses)  1, 1

Health Education Courses (H ED)

H ED 39  Selected Topics (Nondegree Applicable)
(½-6 units) (Please see Selected Topics category.)

H ED 112  Drugs and Society
(3 units) (No prerequisite. Three lecture hours weekly.)
This course will cover the historical, sociological, physiological, pharmacological, and legal aspects of drugs. Emphasis will be placed on the effects of tobacco, alcohol, narcotics, restricted drugs, and other substances. Nutrition, genetics, environment, and poly-drug factors concerning drug actions will be discussed. The various education, prevention, treatment, and rehabilitation approaches to the problem of drug abuse will be covered. (CSU) CSU Area E

H ED 115  Weight Control, Exercise and Nutrition
(3 units) (No prerequisite. Three lecture hours weekly.)
This course is designed to act as an educational support program and resource center for individuals who desire to develop or desire to help others develop a new healthier lifestyle, including weight management, exercise, and proper nutritional behaviors. The latest research in the wellness and fitness field will be emphasized. Can also be offered in a distance learning format. (CSU/UC)

H ED 119  Effective Teaching Strategies in Wellness and Fitness
(3 units) (No prerequisite. Advisory: Health Education 116 or Physical Education 116. Can be taken for credit as Health Education 119 or Physical Education 119. However, credit will be awarded for only one course. Three lecture hours weekly.)
This course is designed to help students become more effective wellness and fitness professionals. Students will develop a toolbox of practical teaching, learning and evaluation methods to increase their ability to convey their knowledge to others in this field and more successfully impact their future clients, students or athletes. Can also be offered in a distance learning format. (CSU)

H ED 130  Web Based Course - Contemporary Health Issues
(3 units) (No prerequisite. Three lecture hours weekly.)
This Web based course will include, but not be limited to, the study of physical and psychological health, creating healthy relationships, avoiding and overcoming harmful habits, prevention of disease and developing healthy lifestyles. Specific topics may include managing stress, birth control, pregnancy, childbirth,
sexual transmitted diseases including AIDS, drug, alcohol and tobacco use and abuse, nutrition and fitness, aging, environmental health and consumerism. (CSU/UC)

**CSU Area E**

**H ED 139  Selected Topics**
(½-6 units) (Please see Selected Topics category.) (CSU w/limit)

**H ED 142  Growing Older: Physical, Psychological, and Social Aspects of Aging**
(3 units) (No prerequisite. Can be taken for credit as Health Education 142 or Psychology 142. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course will examine the aging process in the contemporary world. Topics explored will include physical changes, psychological changes, and social changes occurring as people age; theories regarding why these changes occur; and how to maximize potential in these areas. Other topics will be work and retirement, death and bereavement, local and national resources for aging individuals, and myths associated with aging. (CSU/UC)

AA/AS Area B, CSU Area E, IGETC Area 4

**H ED 249  Directed Study**
(1-3 units) (Please see Directed Study category.) (CSU w/limit)

**HISTORY**

History is an evolving record of human emotions, human aspirations, and human successes and failures. Historians deal with goals, fears, interests, and prejudices of people in the past and the impact of their thoughts and actions on the people of today and tomorrow.

The study of history is a valuable adjunct for many careers both inside and outside of the social sciences.

**Career Options**

**Faculty**
Yolanda Bellisimo, Henry D. Fearnley, Victor V. Minasian, Walter B. Turner
Department Phone: (415) 485-9630

**Transfer**
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

**A.A. in History**
The History Program provides transfer, general education, general interest courses, as well as an Associate in Arts degree. Courses are offered at either campus to fulfill requirements for the degree.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

**Requirements**

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<tr>
<td>HIST 117</td>
<td>History of the United States I</td>
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<tr>
<td>HIST 118</td>
<td>History of the United States II</td>
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<tr>
<td>HIST 125</td>
<td>Research Methods and Term Papers in the Social Sciences</td>
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<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HIST 101</td>
<td>World History I: Origins of the Major Traditions</td>
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<tr>
<td>HIST 102</td>
<td>World History II: Evolution of the Modern World</td>
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<tr>
<td>HIST 110</td>
<td>Western Civilization I: to 1350</td>
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<td>HIST 111</td>
<td>Western Civilization II: 1350 to 1815</td>
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<tr>
<td>HIST 112</td>
<td>Western Civilization III: The 19th and 20th Centuries</td>
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</tbody>
</table>

And three additional units of degree-applicable social science courses identified as:
Economics, Ethnic Studies, Geography, History, Political Science, and Social Science. 3

**History Courses (HIST)**

**HIST 39  Selected Topics (Nondegree Applicable).**
(½-6 units) (Please see Selected Topics category.)

**HIST 100  Survey of American History**
(3 units) (No prerequisite. Three lecture hours weekly.)

History of the United States from its Native American and colonial background to the present. Social, economic, and political institutions and developments are examined. History 117 and 118 are recommended or required for majors and minors in history, teaching, social science, prelegal, and certain other areas. Can also be offered in a distance learning format. (CSU/UC)
AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals
**HIST 101  World History I: Origins of the Major Traditions**

(4 units)(No prerequisite. Four lecture hours weekly.)

Beginning with the earliest transitions of human societies to sedentary communities, this course investigates original river-based civilizations of Mesopotamia, Egypt, India, and China; the evolution of early societies in Sub-Saharan Africa and the pre-Columbian Americas; major Eurasian states and empires of antiquity (Hellenic, Persians, Chinese, Indian, Roman); major pre-Columbian civilizations including Inca, Maya, and the Valley of Mexico; and the transformations of the post-classical world, with emphasis on the impacts of the universalizing traditions of Christianity, Islam and Buddhism. (CSU/UC)

AA/AS Area B, CSU Area D-6, IGETC Area 4

**HIST 102  World History II: Evolution of the Modern World**

(4 units)(No prerequisite. Four lecture hours weekly.)

Beginning with the overseas voyages of discovery during the 15th century C.E., this course traces the growing complexity of global interaction associated with early modern societies in their pre-industrial phases. The focus includes the transformation of the European realm during the 16th-18th centuries C.E. (e.g. the Reformation and Scientific Revolution) and their impacts on non-European cultures and regions; interactions between and within the Western Hemispheres (i.e. differing patterns of colonial societies); the African Diaspora and its impacts upon the Americas; demographic, institutional, cultural, materials, and epidemiological aspects of trans-continental and trans-oceanic exchanges; and the shifting fortunes of East Asian and Islamic states such as China, Japan, and the Ottoman Empire. The second half of the course examines societies from the global perspective as they come transformed from the mid-18th century C.E. by the revolution army forces of industrialization and secular ideologies (e.g. liberalism, conservatism, socialism, nationalism, fascism, terrorism). Emanating largely from the Western World, these forces have fueled the engines of historical change during the 19th and 20th centuries C.E., producing the rise and fall of states and empires, the unleashing of two world wars and countless regional conflicts, and redefining the nature of a contemporary world increasingly globalize and interdependent, as well as fraught with perils and challenges. (CSU/UC)

AA/AS Area B, CSU Area D-6, IGETC Area 4

**HIST 103  Science, Technology, and Civilization**

(3 units)Formerly Social Science 103. (No prerequisite. Three lecture hours weekly.)

This course is a nontechnical introduction to the history of science and technology, examining their impact upon civilization, including significant social, religious, ethical, and political issues resulting from scientific and technological advances. It may also be offered as a self-paced distance learning course with students viewing videocassettes at their convenience. (CSU/UC)

AA/AS Area B, CSU Area D-6 or D-7, IGETC Area 4

**HIST 109  History of California**

(3 units)(No prerequisite. Three lecture hours weekly.)

A survey of California's past through the Native American, Spanish, Mexican, and American periods. Among the topics covered are the California missions, the Gold Rush era, San Francisco's "Victorian" era, and recent political, economic, and social developments. (CSU/UC)

AA/AS Areas B & G, CSU Area D-6, IGETC Area 4

**HIST 110*  Western Civilization I: To 1350**

(3 units)(No prerequisite. Three lecture hours weekly.)

The emergence and development of the institutions of Western Civilization from their Middle Eastern origins through the classical Greek and Roman civilizations and the Middle Ages. (CSU/UC)

AA/AS Area B, CSU Area D-6, IGETC Area 4, CAN HIST SEQ A = Hist 110 + 111 + 112

**HIST 111*  Western Civilization II: 1350 to 1815**

(3 units)(No prerequisite. Three lecture hours weekly.)

A study of Western Civilization during the Renaissance, the Enlightenment, and through the French Revolution and the Napoleonic era. (CSU/UC)

AA/AS Area B, CSU Area D-6, IGETC Area 4, CAN HIST SEQ A = Hist 110 + 111 + 112

**HIST 112*  Western Civilization III: The 19th and 20th Centuries**

(3 units)(No prerequisite. Three lecture hours weekly.)

A study of Western Civilization during the nineteenth and twentieth centuries beginning with the Congress of Vienna and concluding with the contemporary world. This course will examine issues such as: the growth of an industrial civilization; nationalism and imperialism; the interaction of the West with the non-Western world; and idealism and realism while using the experience of the Western Civilization. Analysis will involve the search for artifacts such as continuity and change in patterns of development and motivation.

* Note: These courses may be taken in any sequence and require no prerequisites. They are especially recommended for students who intend to pursue their education toward a Bachelor's degree. (CSU/UC)

AA/AS Area B, CSU Area D-6, IGETC Area 4, CAN HIST 4, CAN HIST SEQ A = Hist 110 + 111 + 112

**HIST 117  History of the United States I**

(3 units)(No prerequisite. Three lecture hours weekly.)

A survey of the economic, political, social, and cultural evolution of the United States from its pre-Columbian beginnings through the Civil War. This course is recommended over History 100 for majors in prelegal, social science, liberal arts, and teaching. (CSU/UC)

AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CAN HIST 8, CAN HIST SEQ B = Hist 117 + 118, CSU US History, Constitution, and American Ideals
HIST 118  History of the United States II
(3 units)(No prerequisite. Three lecture hours weekly.)
A survey of the economic, political, social, and cultural evolution of the United States from 1865 to the present. This course is recommended over History 100 for majors in prelegal, social science, liberal arts, and teaching. (CSU/UC)
AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CAN HIST 10, CAN HIST SEQ B = Hist 117 + 118, CSU US History, Constitution, and American Ideals

HIST 119  Europe, the Mighty Continent
(3 units)(No prerequisite. Three lecture hours weekly.)
This course deals with Europe's political, economic, and cultural preeminence in 1900 and continues through World War I, the rise of European dictators, World War II, the rise of Soviet power, and the search for European unity. It incorporates the noted BBC television series narrated by Peter Ustinov, and may also be offered as a self-paced distance learning course with students viewing videocassettes at their convenience. (CSU/UC)
AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 120  Europe in Perspective
(3 units)(No prerequisite. Three lecture hours weekly.)
This course traces the rise of Europe from the Renaissance of the fourteenth and fifteenth centuries through the upheavals of the twentieth century. Included in its scope is an examination of the rise of individualism, the breakdown of religious unity, the search for personal freedom and collective security, explorations in modes of artistic and intellectual expression, revolutionary movements, technological and social change, ideologies and counter-ideologies (nationalism, liberalism, socialism, conservatism, anarchism, romanticism, expressionism, existentialism, fascism, and communism), the rise of mass democracy, the changing nature of warfare, and forms of economic organization. The course also focuses on significant European personalities as well as on important cultural and political centers. (CSU/UC)
AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 121  The West and the World
(3 units)(No prerequisite. Three hours weekly.)
The interrelationship of Western Civilization with the non-West including Africa, India, China, Japan, the Islamic world, and the profound changes that this has brought about in the contemporary world. This is a videocassette course. (CSU/UC)
AA/AS Area B, CSU Area D-6

HIST 122  Civilization
(3 units)(No prerequisite. Three hours weekly.)
This videocassette course is organized around Kenneth Clark's remarkable 13-part BBC series "Civilization," a unique and personal perspective on the cultural, intellectual, and social history of Europe since the Middle Ages. (CSU/UC)
AA/AS Area B

HIST 125  Research Methods and Term Papers in the Social Sciences
(3 units)(No prerequisite. Advisory: Competence in written language skills comparable to eligibility for English 150. Students may receive credit for this course as Economics 125, Ethnic Studies 125, History 125, Political Science 125 or Social Science 125. However, credit will be awarded for only one discipline. Three lecture hours weekly.)
This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college-level presentations. Various social science faculty members will offer their expertise to students on an individual basis as they develop their presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern.
History 125 is designed for students who want the research and term paper skills, but are not working for satisfaction of the Critical Thinking Requirement (A, III) for the Bachelor of Arts degree at California State University. Social Science 125 does meet that requirement. (CSU/UC)

HIST 126  History of Russia
(3 units)(No prerequisite. Three lecture hours weekly.)
A survey of Russian history from the earliest times through the collapse of the Soviet Union and the emergence of its successor states. Emphasis is on both the unique features of Russian history and on the features of development Russian history shares with other histories. Continuities and the discontinuities in social, political, economic, cultural, and intellectual heritage are examined. "East West" relations are examined. Special attention is given to the collapse of the Soviet system, and the transitional and successor states are considered in a historical light. (CSU/UC)
AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 206  History of Latin America
(3 units)(No prerequisite. Three lecture hours weekly.)
A historical survey of Latin America beginning with pre-Columbian societies. The survey investigates European colonization, colonial culture combined with native culture and national emergence in the nineteenth century. It also covers the economic maturity of the twentieth century, the emergence of indigenous culture, and Latin America's striving for independent identity. (CSU/UC)
AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 214  History of England
(3 units)(No prerequisite. Three lecture hours weekly.)
A survey of English history from pre-Roman times to the present including the more important political, economic, social, and cultural developments. (CSU/UC)
AA/AS Area B, CSU Area D-6, IGETC Area 4
HIST 216  History of Mexico
(3 units)(No prerequisite. Three lecture hours weekly.)
A study of Mexico beginning with the pre-Columbian societies. The social, cultural, and political changes under Spanish colonization lead to the independence movement and a search for national identity. The revolutionary events leading to the Constitution of 1917 open a new era. In the later twentieth century, the industrialization of the country accelerates and complicates Mexican development. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 226  Jewish History
(3 units)(No prerequisite. Three lecture hours weekly.)
A historical overview of the Jewish people from Biblical times to the present including their American experience. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST 238  History of Sub-Saharan Africa
(3 units)(No prerequisite. Three lecture hours weekly.)
A historical survey of Sub-Saharan Africa including its cultures and the evolution of its political system. (CSU/UC) AA/AS Area B, CSU Area D-6

HIST 249  Directed Study
(1-3 units)(No prerequisite. Please see Directed Study category.) (CSU/UC w/limit)

HUMANITIES
Courses in humanities enable students to seek an understanding of a broad cross section of cultural experience through such disciplines as literature, art, and other visual forms.

Career Options
Classicist, Journalist, Minister, Peace Corps Worker, Teacher

Faculty
Victor V. Minasian, John Marmysz
Department Phone: (415) 485-9348

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities

A.A. in Humanities
The Humanities Program creates a broad base for the humanities major. The program also allows liberal arts students the opportunity to create an interdisciplinary major based on a particular interest.

Please note: Students are required to complete English 150 for the Associate degree. All students should consult a counselor.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
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<tr>
<td>Nine units in humanities to be chosen from the following:</td>
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<tr>
<td>HUM 100A Introduction to Humanities:</td>
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<tr>
<td>Ancient Greece to Medieval Period</td>
<td>3</td>
</tr>
<tr>
<td>HUM 100B Introduction to Humanities:</td>
<td></td>
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<tr>
<td>Renaissance to the Modern Period</td>
<td>3</td>
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<tr>
<td>HUM 114 The Long Search: An Introduction to the World's Religions</td>
<td>3</td>
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<td>Or</td>
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<tr>
<td>HUM 118 Introduction to World Religion</td>
<td>3</td>
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<tr>
<td>HUM 125 Myth, Symbol, and the Arts</td>
<td>3</td>
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<tr>
<td>In addition, nine units to be chosen from the humanities courses listed above.</td>
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<tr>
<td>(Please note: Students may not repeat courses chosen from the humanities courses listed above.)</td>
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Architectural History
ARCH 100 History of Architecture I                                        | 3     |
ARCH 101 History of Architecture II                                       | 3     |
ARCH 102 History of Architecture III                                     | 3     |

Art History
ART 101 History of Ancient Art                                           | 3     |
ART 102 History of European Art                                          | 3     |
ART 103 History of Modern Art                                            | 3     |
ART 104 History of Asian Art                                             | 3     |
ART 105 History of Recent American Art                                   | 3     |
ART 106 History of Women Artists                                         | 3     |
ART 107 History of American Art                                          | 3     |
ART 108 Arts of the Americas                                             | 3     |
Or                                                                        |       |
ETST 108 Arts of the Americas                                            | 3     |
Or                                                                        |       |
HUM 108 Arts of the Americas                                             | 3     |

Dance History
DANC 108 Dance History: Dancing – The Pleasure, Power, and Art of Movement| 3     |

Film History and Criticism
HUM 109A History of Film: Beginning to 1950                               | 4     |
Or                                                                        |       |
COMM 109A History of Film: Beginning to 1950                              | 4     |
HUM 109B History of Film: 1950 to Present                                 | 4     |
Or                                                                        |       |
COMM 109B History of Film: 1950 to Present                               | 4     |

History of Theatre
DRAM 110 Introduction to the Theatre                                      | 3     |
DRAM 112 Drama: Play, Performance Perception                              | 3     |
DRAM 116 Survey of Dramatic Literature: Ancient Greek to the Present     | 3     |
DRAM 117 Survey of Dramatic Literature: Shakespeare and His Theatre      | 3     |

Humanities
HUM 100A Introduction to Humanities:                                     |       |
Ancient Greece to Medieval Period                                        | 3     |
HUM 100B Introduction to Humanities:                                     |       |
Renaissance to the Modern Period                                         | 3     |
HUM 107 Humanities through the Arts                                      | 3     |
HUM 114 The Long Search: An Introduction to the World's Religions        | 3     |
HUM 107 Humanities through the Arts
(3 units)(No prerequisite. Three lecture hours weekly.)

This course surveys the full range of artistic expression from ancient times to the present, examining the relation between human creativity and the larger cultural setting. Through 15 hours of videotaped programs hosted by poet Maya Angelou, students can observe how various art forms — painting and music, sculpture and architecture, drama and film — all reflect humankind's continuing quest for dignity and meaning. This self-paced course offers the non-art specialist an accessible introduction to the interplay of art forms evolving over the centuries. (CSU/UC)
AA/AS Area C, IGETC Area 3B

HUM 108 Arts of the Americas
(3 units)(No prerequisite. Can be taken for credit as Humanities 108, Art 108 or Ethnic Studies 108. However, credit will be awarded for only one course. Three lecture hours weekly.)

A survey of the arts and architecture of the Americas — North, Central, Caribbean, and South Americas — focusing on a selection of works from the major Pre-Columbian, Spanish Colonial, and modern cultures. Art of the United States will focus on works from the culturally diverse peoples of the Bay Area. (CSU/UC)
AA/AS Areas C & G, CSU Area C-1, IGETC Area 3A

HUM 109A History of Film: Beginning to 1950
(4 units)(No prerequisite. Can be taken for credit as Humanities 109A, or Communications 109A. However, credit will be awarded for only one course. Four lecture hours weekly.)

This course offers a chronological survey of narrative film as art, business, technology, and politics from the beginning of the movies in the 1890s to post World War II. Periods and movements covered will include the Silent Era, German Expressionism, Soviet Avant Garde and editing of the 1920s, French classicism, American Studio Period and sound, as well as the history of censorship in the United States. Classroom screenings of representative films. (CSU/UC)
AA/AS Area C, CSU Area C-1, IGETC Area 3A

HUM 109B History of Film: 1950 to the Present
(4 units)(No prerequisite. Can be taken for credit as Humanities 109B, or Communications 109B. However, credit will be awarded for only one course. Four lecture hours weekly.)

This course offers a chronological survey of narrative film as art, business, technology, and politics from 1950 to the present. Periods and movements covered will include the American Studio Period, 1950s Film Noir and subversive movements, Italian Neo realism, French Nouvelle Vague, National Cinemas of Sweden, England, Czech Golden Age, Poland, Hungary, Japan, India, China, Iran, The New German Film, Third World Cinemas; Australia, the Hollywood Renaissance of the 1960s and 1970s, Dogma 95, and independent film movements. (CSU/UC)
AA/AS Area C, CSU Area C-1, IGETC Area 3A

Humanities Courses (HUM)

HUM 39 Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

HUM 100A Introduction to Humanities: Ancient Greece to the Medieval Period
(3 units)(Prerequisite: Eligibility for English 120. Three lecture hours weekly.)

This humanities sequence is designed to introduce students to western culture. The course focuses on Greek and Roman culture: the epics, philosophy, and architecture of these periods. Students will study the themes and conflicts that the modern world has inherited. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3B

HUM 100B Introduction to Humanities: Renaissance to the Modern Period
(3 units)(Prerequisite: Eligibility for English 120. Three lecture hours weekly.)

This humanities sequence is designed to introduce students to Western culture. This course begins in the late medieval period, focusing on the developing Renaissance and the impact on Europe's "rebirth" of Asian and Arabic ideas. The scientific revolution of Shakespeare's England and the political revolutions of the seventeenth and eighteenth centuries constitute the next third of the class. The last section includes Romanticism, the new paradigms of Freud, Marx, and Darwin, and concludes with the Age Anxiety. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B
HUM 114  The Long Search: An Introduction to the World's Religions  
(3 units) (Prerequisite: Eligibility for English 120. Students may receive credit for Humanities 114 or 118, but not for both courses. Three hours weekly.)

Thirteen one-hour cassettes in this series trace the journey of a lone traveling host on his global search for religious understanding. Along the way he witnesses the modern interpretation of new and ancient religions, studying each religion's history as well as its relationship to the host society. The 12 major religions are presented in a unique and imaginative documentary style. Class meetings with the instructor will augment the videocassette tapes with lecture and discussion. (CSU/UC)  
AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 118  Introduction to World Religions  
(3 units)(Prerequisite: Eligibility for English 120. Students may receive credit for Humanities 118 or 114, but not for both courses. Three lecture hours weekly.)

This course is an introduction to the major religious traditions of the world, and the spiritual practices of preliterate or primal religions. The course will focus equally on East and West, principles and practice, history and psychology. Examples of the art, music and literature of Hinduism, Buddhism, Islam, Chinese Religion, Judaism, Christianity and primal religions will be presented to enhance the experience and understanding of the religions. (CSU/UC)  
AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 119  Myth, Symbol, and the Arts  
(3 units)(Prerequisite: Eligibility for English 150. Three lecture hours weekly.)

Study of myth and folklore from a variety of cultures in order to see: (1) the function and role of myth in culture; (2) how mythic symbols work in literature and the arts; and, (3) how these symbols have a psychological and cultural relevance to people today. (CSU/UC)  
AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 128  Art Field Trips  
(1-4 units)(No prerequisite. Can be taken for credit as Humanities 128 or Art 128 or Ethnic Studies 128. However, credit will be awarded for only one discipline. Three-quarter lecture and three-quarter laboratory hours weekly for one unit, one and one-half lecture and one and one-half laboratory hours weekly for two units, two and one-quarter lecture and two and one-quarter laboratory hours weekly for three units, and three lecture and three laboratory hours weekly for four units.)

A complement to art history and studio art courses, this course allows students to experience the art and architecture of sites like New York, Mexico City, and Rome first-hand. Pretrip lectures will set up background for an intensive field trip(s) that may include visits to museums, galleries, libraries, artists' studios, and to architectural and archeological sites where lecture, discussion, and personal exploration will take place. May be used to bring students to a major media-specific conference. Each discipline may be taken four times for credit. (CSU)

HUM 139  Selected Topics  
(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

HUM 242  Global Writings  
(3 units)(Prerequisite: English 120. Can be taken for credit as Humanities 242 or English 242. However, credit will be awarded for only one course. Three lecture hours weekly.)

The cultural diversity and complex histories of the nations composing the contemporary international world are revealed in a variety of forms of writings from the twentieth century. Discussion and analysis of representative texts focus on colonial exploitation, political domination, liberation, formations of racism, gender inequality, expressions of cultural power, ethnic conflict and division, immigration and migrancy, and processes of globalization. It is recommended for majors in International Relations. (CSU/UC)  
AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM 249  Directed Study  
(1-3 units)(Limit to Enrollment: Successful completion of at least three units in humanities.)

A tutorial allowing the student to explore, through individual research, some intellectual problem or some academic area to be investigated in-depth. The student plans and executes a project under the direction of a faculty member willing to act as tutor and qualified to supervise within the academic area relevant to the student's project. Evaluation is made through conferences and written reports; hours and number of reports are determined by the instructor in consultation with the student. May be taken more than once for credit. (CSU/UC w/limit)

ITALIAN

A major reason for studying the Italian language is the enrichment of one's intellectual growth in context with the rest of the world. In learning Italian one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. On the practical side, any field of specialization (journalism, medicine, law, business, teaching) is enhanced if one can speak another language. In California, knowledge of a modern language is now required in many jobs that deal with the public such as Civil Service, social work, nursing, and other service-oriented fields.

Career Options

Faculty
Kathryn Freschi
Department Phone: (415) 485-9348
Policy Statement Regarding Sequence of Enrollment in Modern Language Classes

Although students are advised to enroll in language courses sequentially, they will not be precluded from enrolling in lower level language classes after completion of more advanced courses. Students should be aware, however, that units resulting from the lower level courses may not be accepted at transfer institutions as a part of the required transferring units.

Transfer

Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

Italian Courses (ITAL)

All Italian courses can be taken for a letter grade or credit/no credit.

In general, courses required for a transfer student's four-year major should be taken on a letter grade basis.

ITAL 39 Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

ITAL 101 Elementary Italian I
(5 units)(No prerequisite. Four lecture and three laboratory hours weekly.)

For beginners and for those who have had only one year of high school Italian. A beginning course which offers study and practice in speaking, understanding, reading, and writing Italian. Exploration of cultural aspects of the Italian people. The three-hour weekly laboratory requirement enhances the student's verbal and comprehension skills through the use of audiovisual materials. Can also be offered in a distance learning format. (CSU/UC) AA/AS Area C, CSU Area C-2, UC Language other than English

ITAL 102 Elementary Italian II
(5 units)(Prerequisite: Italian 101. Four lecture and three laboratory hours weekly.)

Further emphasis on the structure of the language, verbal communication, and understanding the Italian culture. Continued use of the language laboratory for further mastery of the language. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ITAL 108 Italian Literature in Translation/Selected Topics
(1 unit)(No prerequisite. One lecture hour weekly.)

This class offers an intensive study of one literary era or selected work within Italian literature in any given semester or summer session. The class will be offered in English translation. Subjects of study change, but will include such topics as the following:

- “The Divine Comedy” by Dante Alighieri, and the Middle Ages;
- “The Prince”, by Niccolo' Machiavelli, and the High Renaissance;
- The Literature of the Italian Resistance 1945-60;
- The Literature of Italian Feminism; and
- The Literary Theater of Nobel Prize Winner Dario Fo.

Check current schedules for particular topic offered. Italian 108 may be taken more than once for credit provided the same topic is not repeated. (CSU/UC) AA/AS Area C (three units)

ITAL 110 Conversational Italian I
(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)

Use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar.

Oral practice in speaking and understanding Italian through the use of videos, audiocassettes, and other audiovisual packages related to class work. Use of audio materials depicting everyday situations for improving fluency and accuracy in pronunciation. Can also be offered in a distance learning format. (CSU)

ITAL 112 Conversational Italian II
(4 units)(Prerequisite: Italian 101 or 110. Three lecture and three laboratory hours weekly.)

Use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar.

Oral practice in speaking and understanding Italian with taped records, tape cassettes, and other audiovisual packages related to class work. Use of audio materials depicting everyday situations for improving fluency and accuracy in pronunciation. (CSU)

ITAL 114 Conversational Italian III
(4 units)(Prerequisite: Italian 102 or 112. Three lecture and three laboratory hours weekly.)

Continued use of modern colloquial Italian in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar.

Continued oral practice in speaking and understanding Italian with taped records, tape cassettes, and other audiovisual packages related to class work. Use of audio materials depicting everyday situations for improving fluency and accuracy in pronunciation. (CSU)

ITAL 139 Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU/UC w limit)
ITAL 203 Intermediate Italian III
(5 units)(Prerequisite: Italian 102. Four lecture and three laboratory hours weekly.)
In-depth study of the language with grammar review, composition, and introduction to literature. The language laboratory offers the use of audiovisual materials for improved fluency and accuracy in pronunciation as well as the presentation of cultural and literary topics. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ITAL 204 Intermediate Italian IV
(4 units)(Prerequisite: Italian 203. Four lecture hours weekly.)
Continuation of study and practice in speaking, understanding, reading, and writing Italian. Completion of review of Italian grammar, in-depth as well as readings in literature, history, and culture of the Italian people. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B, CAN ITAL 10

ITAL 225-226 Advanced Italian I and II
(3-3 units)(Prerequisite: Italian 204. Three lecture hours weekly for each course.)
Courses aimed at expanding the student’s knowledge of the Italian language and civilization through the study of grammar and literature. Emphasis is placed on acquiring an advanced level of verbal expression, both in conversation and reading, and in written composition. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

ITAL 249 Directed Study
(1-3 units)(Please see Directed Study category.) (CSU/UC w/limit)

JAPANESE
A major reason for studying the Japanese language is the enrichment of one's intellectual growth in context with the rest of the world. In learning Japanese, one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. In California, knowledge of a modern language is now required in many jobs that deal with the public such as Civil Service, social work, nursing, and other service-oriented fields.

Career Options

Department Phone: (415) 485-9348

Policy Statement Regarding Sequence of Enrollment in Modern Language Classes
Although students are advised to enroll in language courses sequentially, they will not be precluded from enrolling in lower level language classes after completion of more advanced courses. Students should be aware, however, that units resulting from the lower level courses may not be accepted at transfer institutions as a part of the required transferring units.

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

Japanese Courses (JPNS)
All Japanese courses can be taken for a letter grade or credit/no credit.
In general, courses required for a transfer student’s four-year major should be taken on a letter grade basis.

JPNS 39 Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

JPNS 101 Elementary Japanese I
(5 units)(No prerequisite. Four lecture and three laboratory hours weekly.)
A beginning course which offers study and practice in speaking, understanding, reading and writing Japanese, along with an exploration of the cultural aspects of Japan and the Japanese. The weekly laboratory requirement enhances the students’ verbal and listening comprehension skills through use of the audiovisual materials. Can also be offered in a distance learning format. (CSU/UC)
AA/AS Area C, CSU Area C-2, UC Language other than English

JPNS 102 Elementary Japanese II
(5 units)(Prerequisite: Japanese 101. Four lecture and three laboratory hours weekly.)
Further emphasis is placed on the structure of the language, verbal communication, and understanding of Japanese culture. Continued use of the language laboratory for further mastery of the language. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

JPNS 105A Japanese Kanji
(1 unit)(Advisory: Japanese 101. Twenty lecture hours per semester.)
Intensive study of Kanji characters to increase competence in reading and writing Japanese and understanding authentic materials. (CSU)

JPNS 108 Japanese Conversation through the Movies
(1 unit)(Prerequisite: Japanese 101. Two and one-quarter lecture hours weekly for eight weeks.)
This class offers an intensive study of practical Japanese conversation in any given semester or summer session. The class is to
be offered in English and Japanese. Subjects of study will change, but will include such topics as the following: Everyday conversation among in-groups (husband-wife, friend-friend, among the family), everyday conversation among out-groups (superior-inferior, among the unknowns), nonverbal communications, and culturally correct Japanese conversation. Check current schedule for particular focus offered. May be taken more than once for credit provided the same topic is not repeated. (CSU)

**AA/AS Area C (three units)**

**JPNS 110  Conversational Japanese I**

(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)

Use of modern colloquial Japanese in conversation and the study of elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar.

Oral practice in speaking and understanding Japanese through the use of videos, audio cassettes, and other audio visual packages. Use of audio materials improves accuracy and fluency in pronunciation. May also be offered in a distance learning format. (CSU)

**JPNS 112  Conversational Japanese II**

(4 units)(Prerequisite: Japanese 101 or 110. Three lecture and three laboratory hours weekly.)

Use of modern colloquial Japanese in conversation and the study of elementary grammar. Designed for students who want to learn at a faster pace in the spoken language with a minimum of formal grammar. Use of audio materials improves accuracy and fluency in pronunciation. (CSU)

**JPNS 139  Selected Topics**

(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

**JPNS 203  Intermediate Japanese III**

(5 units)(Prerequisite: Japanese 102. Four lecture and three laboratory hours weekly.)

In-depth study of the language with grammar review, composition, and introduction to literature. The language laboratory offers the use of audiovisual materials for improved fluency and accuracy in pronunciation as well as the presentation of cultural and literary topics. (CSU/UC)

AA/AS Area C

**JPNS 204  Intermediate Japanese IV**

(4 units) (Prerequisite: Japanese 203 Four lecture hours weekly.)

In-depth study of the language with grammar review, composition, and introduction to literature. (CSU/UC)

AA/AS Area C, CSU Area C-2, IGETC Area 3B

**JPNS 249  Directed Study**

(1-3 units)(Please see Directed Study category.) (CSU/UC w/limit)

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### JOURNALISM

The main goals of journalism courses are to prepare students to become accurate and thorough researchers and precise writers. The discipline emphasizes the need to think and write clearly and has a two-fold purpose: to prepare students for careers in newspaper work, television, and radio news or public relations and to provide a study of mass media communications for students who desire to enhance their liberal education.

**Career Options**

Advertising Copywriter, Broadcaster, Feature Writer, Newspaper Writer, Photojournalist, Print Journalist, Public Relations Worker, Publications Editor, Publicist: Trade/Business/Labor, Writer/Editor

**Faculty**

Michael Dougan

Department Phone: (415) 485-9348

**Transfer**

Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

### Journalism Courses (JOUN)

**JOUN 39  Selected Topics (Nondegree Applicable)**

(½-6 units)(Please see Selected Topics category.)

**JOUN 110  Introduction to Mass Communication**

(3 units)(No prerequisite. Advisory: Social Science 125. Students may receive credit for Journalism 110 or Communications 110, but not for both courses. Three lecture hours weekly.)

A critical, historical survey of mass media from a humanities and social science perspective including print (newspapers, magazines, books), broadcast (radio and television), film, audio recording, images, news gathering and reporting, public relations, advertising, media rights and responsibilities, media ethics and impact, audience and feedback, cybermedia, and global media. Students will examine form, content, and consequences of mass media in our society. Designed for general education, career exploration, and consumer understanding of the interaction and influences among and between media and our culture. Can also be offered in a distance learning format. (CSU/UC)

AA/AS Area C, CSU Area D-7, IGETC Area 4, CAN JOUR 4.
JOUN 115   News Reporting/Writing  
(3 units)(No prerequisite. Three lecture hours weekly.)

This lecture/discussion course introduces students to the modern media, including newspapers, wire services, television, radio, magazines, public relations, advertising, and photojournalism. The principal focus is on writing and reporting for newspapers. Major topics include information about the newsroom, ingredients of news, qualities of good writing, summary and special leads, organizing a news story, quotations and attribution, interviewing, gathering information, features, press releases, obituaries, weather, disaster and developing stories, press conferences and speeches, beats, advanced assignments, and legal and ethical ramifications of reporting. Skills in news writing and reporting are developed through writing stories for the student newspaper or other media. The goals of the course are to provide students with opportunities to develop knowledge and skills in news writing and reporting, and attitudes appropriate to news writers and reporters as well as consumers of mass media. (CSU)

JOUN 122   Newspaper Production, Writing  
(2½ units)(No prerequisite. Seven and one-half laboratory hours weekly.)

This laboratory course gives students an opportunity to apply their knowledge in news writing and reporting, including qualities of good writing, summary and special leads, organizing a news story, quotations and attribution, interviewing, and gathering information. It also allows students to develop their knowledge and skills in the fundamentals of headlines, text, photos, and cutlines; story design; page design for a tabloid format; photos and art; packaging, including flags, standing heads, logos and signs, lift-out quotes, decks, bylines, credit lines, etc.; special effects; and infographics. Students in this course serve as the editorial board of the student newspaper. Together with students in Newspaper Production, they produce the student newspaper. Combinations of Journalism 122 and 123 may be taken a total of four times for credit. (CSU)

JOUN 123   Newspaper Production  
(2½ units)(No prerequisite. Seven and one-half laboratory hours weekly.)

This laboratory course gives students who wish to help produce the student newspaper, but who do not wish to be writers for the paper, an opportunity to develop their knowledge and skills in a variety of newspaper-related functions. These functions include: advertising, circulation, graphics, photography, desktop publishing, and word processing. Students may select a specialty or specialties each semester, either gaining enhanced skills in one specialty or gaining skills in different specialties. In addition, students will acquire knowledge and skills in newspaper design, including fundamentals of headlines, text, photos, and cutlines; story design; page design for a tabloid format; photos and art; packaging; special effects; and infographics. Together with students in Newspaper Production, Writing, they produce the student newspaper. Combinations of Journalism 122 and 123 may be taken a total of four times for credit. (CSU)

JOUN 125   Broadcast Journalism  
(3 units)(No prerequisite. Three lecture hours weekly.)

This course is designed to introduce beginning broadcasters to writing news for broadcast and to refresh the skills of experienced news broadcasters who want to improve their styles. It is designed to give students an overview of news broadcasting and to encourage them to hone their skills and discover where they can adapt best to the process. The course covers the skills of writing, reporting, recording, photographing, editing, producing, and performing for broadcast. It also covers knowledge of the laws that affect broadcast news, and the cultivation of a sense of journalism ethics. (CSU)

JOUN 139   Selected Topics  
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

JOUN 160   Images of Race, Gender, and Class in the Media  
(3 units)(No prerequisite. Can be taken for credit as Journalism 160 or Communications 160. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course will address a variety of entertainment and news content in print and electronic media. In studying the social construction of race and gender, we will consider and investigate all sides of issues. The focus of this course is on contemporary media texts examined within their historical context. Students will learn methods of media analysis and apply them to the study of various media texts. Additionally, we will explore the connections among media representations of race and gender and other social constructions, which will include class, ethnicity, sexual orientation, age, and disability. In covering race, the course will address the experiences of African-Americans, Native Americans, Asian-Americans, Arab-Americans, and Latinos in the United States. With regard to gender, this course will address the social construction of femininity as well as masculinity. (CSU/UC) AA/AS Areas C & G, CSU Area D-3 or D-4, IGETC Area 4

JOUN 249   Directed Study  
(1-3 units)(Please see Directed Study category.) (CSU w/limit)
LIBRARY

Learning the techniques of library research will enable students to make use of this resource with confidence and efficiency. Library Skills courses enable students to manage information in an era of information explosion, whether their interests are academic, professional, or personal.

Faculty
Carl Cox, John Matthew Priewe, Joan C. Risch
Department Phone: (415) 485-9475

Library Courses (LIBR)

LIBR 39  Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

LIBR 110  Introduction to Library Resources:
A Self-Directed Approach
(1 unit)(No prerequisite. Self-paced. No regularly scheduled class meetings. Completion of the course represents approximately eighteen to thirty-six hours of academic work.)

A self-paced course that facilitates the use of the library and teaches the basic skills needed for library research. The resources studied and the skills learned are applicable to any library - academic, public or special. Information sources covered in this course include the card catalog; important reference works such as encyclopedias, dictionaries, and almanacs; periodicals, periodical indexes, and book reviews. Students may work on assignments whenever the college library is open, consulting with the instructor and other library faculty as needed. Enrollment is open through the first half of the semester. Recommended especially for students working on research projects for other classes. (CSU/UC)

LIBR 115  Library Research Methods
(1 unit)(No prerequisite. Advisory: Library 110. Self-paced. Completion of the course represents approximately eighteen to thirty-six hours of academic work.)

A self-paced course in research methods and techniques for students who have already taken the introductory library course. Practice in the use of the more specialized reference books and periodical indexes. Concentrates on a methodology of research and on timesaving techniques. Students may work on assignments whenever the college library is open, consulting with the instructor and other library faculty as needed. Enrollment is open through the first half of the semester. Recommended especially for students working on research projects for other classes. (CSU/UC)

LIBR 139  Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

LIBR 249  Directed Study
(1-3 units)(Please see Directed Study category.) (CSU w/limit)

MACHINE AND METALS TECHNOLOGY

Study in the field of machine and metals technology is designed as preparation for entrance into metalworking occupations. Graduates may enter the fields dealing with industrial production, prototype construction, special die work, or research and development. The courses in welding are designed to provide opportunity for the development of skills, knowledge, and experience for employment in the occupation and as auxiliary experience for persons in other majors.

Career Options
Certified Welder, Lathe Operator, Machinist, Machinist Apprentice, Mechanical Technician, Numerical Control Operator, Production Welder, Tool and Die Maker, Tool Company Representative, Welder Fabricator, Welding Technician

Faculty
Arthur Lutz
Department Phone: (415) 883-2211, Ext. 8108

Career Certificate in Machine and Metals Technology, Occupational

This program is offered only at the Indian Valley Campus. A Career Certificate is awarded for satisfactory completion of all courses. To receive an Associate of Science degree, a student must complete a total of 60 units and fulfill all major general education and graduation requirements. Students should see a counselor to arrange a program of study.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements  Units

First Semester
MACH 130  Welding I  2
MACH 140  Intermediate Machine Tool Processes  4
MACH 145  Computer Numerical Control Machining/Mill  3
MACH 165  Blueprint Reading for the Machine Trades  2

Second Semester
CIS 101  Introduction to Personal Computers and Operating Systems  1½
ELEC 100  Fundamentals of Electronics  2
MACH 97*  Machine Trades Math  2
MACH 155  Computer Numerical Control Machining/Lathe  3
MACH 240  Advanced Machine Tool Processes  4

Third Semester
ENGG 256  Practical Materials Science  3
MACH 131  Welding II  2
MACH 250  Applications of Machine Tool Technology  2
W E 298B  Occupational Work Experience  2

* Applied toward the Career Certificate only.
Machine and Metals Technology Courses (MACH)

MACH 39  Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

MACH 90  Machine and Metals Careers: A Hands-On Workshop
(1 unit)(No prerequisite. Two and one-half lecture hours and one laboratory hour weekly for six weeks.)
A lecture/demonstration and lab workshop course designed to acquaint students with the possibilities of the machine and metals trade as a career choice. Students will see demonstrations of lathes, milling machines, and assorted shop equipment, and will engage in hands-on machining. There will be welding and computer machining demonstrations and a visit to a local manufacturing plant. Women are especially encouraged to enroll.

MACH 97  Machine Trades Math
(2 units)(No prerequisite. Two lecture hours weekly.)
A course designed to present the mathematical principles and operations necessary for successful involvement in the machine tool trades. Examples and exercises are taken directly from shop practices. May be taken three times for credit.

MACH 110  Machine Tool Technology I
(6 units)(No prerequisite. Two lecture and twelve laboratory hours weekly.)
This course covers fundamental theory and application of machine shop tools and industrial power equipment. Students are introduced to bench work, floor work, assembly, precision measurement, and the properties of metallic materials. Technical study and practice in the use of lathes, drilling machines, grinders, saws, and milling machines are an integral part of this course. May be taken three times for credit. (CSU)

MACH 111  Machine Tool Technology II
(6 units)(Prerequisite: Machine and Metals Technology 110. Two lecture and twelve laboratory hours weekly.)
This course includes study and practice in the technology of metal removal and fabrication, emphasizing the use of lathes, milling machines, grinders, and drills. Theoretical considerations include measurement, layout and planning, cutting tool theory, feeds and speeds, tooling, heat treatment, and numerical control overview. May be taken twice for credit. (CSU)

MACH 120  Machine Technology I
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)
A survey course in the principles of general machine shop processes utilizing lathes, milling machines, surface grinders and drilling machines; practice in general bench operations and the use of precision measuring and machining instruments. May be taken three times for credit. (CSU)

MACH 121  Machine Technology II
(2 units)(Prerequisite: Machine and Metals Technology 120. One lecture and three laboratory hours weekly.)
This course builds upon the fundamentals established in Machine and Metals Technology 120. Emphasizes the development of advanced machining techniques utilizing lathes, milling machines, grinders, and drilling machines. Perfecting manipulative skill, competency, and machine tool theory is stressed. May be taken three times for credit. (CSU)

MACH 130-131  Welding I and II
(2-2 units)(No prerequisite for Machine and Metals Technology 130. Machine and Metals Technology 130 is a prerequisite for Machine and Metals Technology 131. One lecture and three laboratory hours weekly.)
MACH 130. Fundamental theory and application of welding shop tools and power equipment. Introduction to oxy-fuel welding and cutting, manual shielded arc (stick), and welding in the flat and horizontal positions. Technical study and practice in the safe use of gases, grinders, torches, and arc welders. May be taken three times for credit. (CSU)
MACH 131. Introductory theory and application of the MIG, TIG, and Plasma processes. Advanced stick welding on plate in all positions. May be taken three times for credit. (CSU)

MACH 139  Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

MACH 140  Intermediate Machine Tool Processes
(4 units)(No prerequisite. Advisory: Machine and Metals Technology 120. Two lecture and six laboratory hours weekly.)
This course is an intermediate level practice and theory of metal removal and fabrication, emphasizing the use of lathes, milling machines, grinders, and drills. Theoretical considerations include measurement, layout and planning, cutting tool theory, feeds and speeds, tooling, heat treatment, and numerical control overview. May be taken twice for credit. (CSU)

MACH 145  Computer Numerical Control Machining/Mill
(3 units)(No prerequisite. Three lecture hours weekly.)
A course in the theoretical principles and practical applications of computer numerical control with CAD-CAM applied to the milling machine and machine centers. May be taken twice for credit. (CSU)
MACH 155  Computer Numerical Control Machining/Lathe
(3 units)(No prerequisite. Advisory: Machine and Metals Technology 145. Three lecture hours weekly.)
A lecture and demonstration course presenting the principles of modern computer numerical control practice on lathes and horizontal machining centers. Students learn to program, edit, and set up equipment. CAD-CAM software use will be covered. May be taken three times for credit. (CSU)

MACH 165  Blueprint Reading for the Machine Trades
(2 units)(No prerequisite. Two lecture hours weekly.)
This course provides instruction in blueprint reading for machinists and for related mechanical trades. Course material covered will include view visualization, dimensioning methods, terminology and standards, and geometric tolerancing. Metrics and welding symbology will be included. (CSU)

MACH 220  Machine Tool Technology III
(7 units)(Prerequisites: Machine and Metals Technology 110 and 111. Three lecture and twelve laboratory hours weekly.)
Manufacture, assembly, testing and design of machine parts and mechanisms requiring advanced skills in machining technology; machine tool repair and maintenance; precision grinding on the cylindrical grinder and advanced production processes. May be taken three times for credit. (CSU)

MACH 221  Machine Tool Technology IV
(7 units)(Prerequisites: Machine and Metals Technology 110, 111, and 220. Three lecture and twelve laboratory hours weekly.)
Advanced practice and theory with special emphasis on planning, organization, production, assembly and quality control of machine parts and mechanisms. Special problems in heat treatment and properties of materials will be addressed. Cylindrical grinding, tool and die making, incorporating advanced production processes with CAD-CAM capabilities. May be taken three times for credit. (CSU)

MACH 230  Advanced Welding
(2 units)(Prerequisite: Machine and Metals Technology 131. One lecture and three laboratory hours weekly.)
Advanced theory and application of the MIG, TIG and Plasma processes. Preparation for plate certifications with the MIG and stick processes. May be taken three times for credit. (CSU)

MACH 240  Advanced Machine Tool Processes
(4 units)(No prerequisite. Advisory: Machine and Metals Technology 140. Two lecture and six laboratory hours weekly.)
An advanced level theory and practice of metal removal and fabrication course emphasizing advanced level practice on lathes, milling machines, surface grinders, and heat treating equipment. Theoretical considerations include precision measurement techniques, cutting tool technology, gearing, and nontraditional machining methods. Computer numerical control and CAD-CAM techniques will be discussed. May be taken four times for credit. (CSU)

MACH 249  Directed Study
(1-3 units)(Limit to Enrollment: Completion of Machine and Metals Technology 111 and/or 116. Prior arrangement with the instructor is necessary.)
This course is designed to provide machine tool majors with an opportunity for independent study. The student plans a project or program (APT) under the guidance of a machine tool instructor and completes it in the laboratory. Evaluation is through conference and joint critique of the entire independent study process. May be taken more than once for credit. (CSU w/limit)

MACH 250  Applications of Machine Tool Technology
(2 units)(No prerequisite. Six laboratory hours weekly.)
Advanced laboratory practice for students pursuing certification in machine and metals technology. Projects involve state-of-the-industry techniques. May be taken four times for credit. (CSU)

MATHEMATICS
The courses in mathematics provide training in both pure and applied mathematics leading to careers in business, research, and government. Many majors (such as physical and biological sciences, engineering, and business) are dependent upon the use of applied mathematics.

Career Options

Faculty
Maula Allen, Joaquin Armendariz, George Golitzin, John P. Jacob, Ira Lansing, Anthony Monteith, Laurie Ordin, Irina Roderick, Frederick G. Schmitt

Department Phone
Kentfield Campus: (415) 485-9510
Indian Valley Campus: (415) 883-2211, Ext. 8510

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can
be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.A. in Mathematics

The Mathematics Program at the College of Marin is designed to provide students with an excellent base for a Bachelor’s degree in mathematics.

Please note: Students are required to complete English 150 for the Associate degree. All students should consult a counselor.

Requirements

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 116*</td>
<td>Linear Algebra</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Analytic Geometry and Calculus I</td>
</tr>
<tr>
<td>MATH 124</td>
<td>Analytic Geometry and Calculus II</td>
</tr>
<tr>
<td>*Any one of the following courses may be substituted for Math 116: Computer Science 117 or 130 or 140 or Math 115 or 117.</td>
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</tbody>
</table>

Sophomore Year

| MATH 223 | Analytic Geometry, Vector, Analysis, and Calculus III | 5 |
| MATH 224 | Elementary Differential Equations | 4 |

Mathematics Courses (MATH)

The College of Marin offers a mathematics assessment testing service to help students make informed decisions when enrolling in mathematics courses. The students are provided their test scores. Students registering for mathematics courses who need help in interpreting their placement test scores, and/or in deciding whether to register for or remain enrolled in a mathematics course, can seek assistance from a counselor or their mathematics instructor.

For information about the Mathematics Assessment Test, students can call the Testing Office at (415) 485-9469 (located in the Student Services Center, Room 238, Kentfield Campus) or (415) 883-2211, ext. 8510 (Indian Valley Campus).

Letter grade or credit/no credit — All courses are letter grade.

In general, courses required for a transfer student’s four-year major should be taken on a letter grade basis.

BASIC SKILLS COURSES

MATH 25  Coping with Math Anxiety
(½ unit)(No prerequisite. Two lecture hours weekly for four weeks.)

A four-week course designed to help all students from all areas confront and deal with their fears and anxieties with mathematics.

MATH 39  Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

MATH 90  Math Skills Open Laboratory
(3 units)(No prerequisite. Corequisite: Concurrent enrollment in any math course. One and one-half to three laboratory hours weekly.)

A course in which students develop skills for completing assignments from lecture or laboratory portions of such courses as Math 95, 95AB, 101, 101AB, 101XY, 102G, 103, 103XY, 115. This course develops number sense, mental arithmetic skills, emphasizing arithmetic manipulations with fractions, and solving problems. May be taken four times for credit.

MATH 95  Basic and Intermediate Math Skills
(2 units)(No prerequisite. Three lecture hours weekly.)

This course covers addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; square roots, percents, and applications of arithmetic to include ratio and proportion; some pre-algebra topics; and measurement to include area and volume. Can also be offered in a distance learning format.

MATH 95A-95B  Basic and Intermediate Math Skills
(1-1 unit)

A sequence of two one-unit modules equivalent to Math 95. The instructional method for this sequence is individualized and self-paced, and consists of small group lectures, in-class tutoring, and repeatable mastery level testing. Each module may be entered at any time during the semester. A diagnostic test may determine placement into the sequence. Each one unit course in this individualized/self-paced program is considered to take an average of eight weeks or until the course is completed. Attendance for an average of four hours per week in the Math Lab is required.

MATH 95A  Basic Math Skills
(1 unit)(No prerequisite. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

Addition, subtraction, multiplication, division, square roots, prime numbers, greatest common divisors, and least common multiples; the arithmetic of whole numbers, fractions and decimals will be used in applied problems. Ratio and proportion to include applications.

MATH 95B  Intermediate Math Skills
(1 unit)(Prerequisite: Math 95A or satisfactory score on Math Assessment Test. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

This course will cover percent; elementary statistics to include averages and graphs; measurement to include length, area and volume; pre-algebra and applications.

MATH 95E, G, K, L  Applied Mathematics

A set of modular courses designed to refresh or develop arithmetic and calculation skills to prepare students for science, business, or vocational training programs. Each module may be entered at any time during the semester and consists of small group lectures, individualized and self-paced study, in-class tutoring, and repeatable mastery level testing. Any number of these courses may be taken in any semester, depending on each student’s choice and pace. Each one unit course in this individualized/self-paced program is considered to take approximately eight weeks or until the course is completed. Attendance for an average of four hours per week in the Math Lab is required.
Courses in the program:

**MATH 95E  Automotive Technician Applications**
(1 unit)(Prerequisite: Math 95B or satisfactory score on Math Assessment Test. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

Fractions and decimals applied to revolutions per minute, piston displacement, tolerance, clearance, wear, and expansion problems. Ratio and proportion applied to compression ratio, gear ratio, rear axle ratio, and air-fuel mixture ratio problems. Percent applied to engine efficiency. Graphs. The metric system.

**MATH 95G  Medical Assisting Applications**
(1 unit)(No prerequisite. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

The apothecary system of units, the household system, the metric system, conversions from one system to another in the preparation of dosages. Ratio, proportion, and percent in the preparation of solutions. Applied problems.

**MATH 95K  Investigative Geometry I**
(1 unit)(Prerequisite: Math 95B or satisfactory score on Math Assessment Test. May be enrolled concurrently with Math 95L. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

An exploration of the basic ideas and relationships of plane geometry. Some abstract concepts are investigated by use of manipulative materials such as geoboards, mirrors, rulers, compasses, and models. Topics include lines, planes, angles, polygons, perimeter, area, and Pythagorean Theorem.

**MATH 95L  Investigative Geometry II**
(1 unit)(Prerequisite: Math 95L. May be enrolled concurrently in Math 95K. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

Further exploration of the basic ideas and relationships of plane and solid geometry. Some abstract concepts are investigated by use of manipulative materials such as geoboards, mirrors, rulers, compasses, and models. Topics include symmetry, congruence, similar polygons, circles, polyhedra, circumference, area, volume, and surface area.

**MATH 97  Basic Math Skills for Automotive Technology**
(3 units)(No prerequisite. Three lecture hours weekly.)

This course will include addition, subtraction, multiplication and division of whole numbers, fractions, decimals and percent. Also included are ratio and proportion; metric system, graphs and applications specific to automotive technology. Offered only in the spring semester of every other year.

**COLLEGE LEVEL COURSES NONTRANSFERABLE**

**MATH 101  Elementary Algebra**
(3 units)(Prerequisite: Math 95 or 95B. Five lecture hours weekly.)

An introduction to elementary algebra. Topics will include linear equations, inequalities, systems with applications, polynomials, rational expressions, exponents, roots, radicals, and quadratic equations. Can also be offered in a distance learning format.

AA/AS Math Proficiency = Math 101A + 101B

**MATH 101A-101B  Elementary Algebra I, II**
(1½ - 1½ units)A sequence of two, one and one-half unit modules equivalent to Math 101.

**MATH 101A  Elementary Algebra I**
(1½ units)(Prerequisite: Math 95 or 95B. Five lecture hours weekly.)

An introduction to elementary algebra. Topics include linear equations and inequalities, slope of lines, linear graphs, and systems of equations. Taken with Math 101B this course is equivalent to Math 101. It is designed for the student who wishes to take more time to learn elementary algebra.

**MATH 101B  Elementary Algebra II**
(1½ units)(Prerequisite: Math 101A. Five lecture hours weekly.)

A continuation of elementary algebra. Topics will include polynomials, rational expressions, exponents, roots, radicals and quadratic equations. Taken with Math 101A this course is equivalent to Math 101. It is designed for the student who wishes to take more time to learn elementary algebra.

**MATH 101P  Elementary Algebra Practicum**
(1 unit)(Prerequisite: Math 95 or 95AB or satisfactory score on Math Assessment Test. Corequisite: Math 101A or 101B. Two laboratory hours weekly.)

An introduction to elementary algebra. Topics will include linear equations, inequalities, systems with applications, polynomials, rational expressions, exponents, roots, radicals and quadratic equations. May be taken four times for credit.

**MATH 101X-101Y  Elementary Algebra**
(1½ - 1½ units)A sequence of two, one and one-half unit modules equivalent to Math 101. The instructional method for this sequence is individualized and self-paced. In-class tutors will be available to assist students.

**MATH 101X  Elementary Algebra**
(1½ units)(Prerequisite: Math 95 or 95B or satisfactory score on Math Assessment Test. May be enrolled concurrently with Math 101Y. An average of six hours weekly in the Math Lab for eight weeks or until the course is completed.)

Algebraic notation, properties of integers and rational numbers, operations on integers and rational numbers, solving equations and systems, operations with polynomials, operations with fractional expressions, applied problems, and formulas.
MATH 101Y  Elementary Algebra
(1 1/2 units) (Prerequisite: Math 101X or concurrent enrollment. An average of six hours weekly in the Math Lab for eight weeks or until the course is completed.)

Solving equations containing fractional expressions, systems of equations and graphs, inequalities, operations with radicals, quadratic equations, and applied problems.
AA/AS Math Proficiency = Math 101X + 101Y

MATH 102G  Geometry
(3 units) (Prerequisite: Math 101 or 101XY. Three lecture hours weekly.)

Methods of deductive reasoning. A study of lines, planes, triangles, circles, polygons and polyhedrons. Includes investigation of the Pythagorean theorem, similar triangles, and geometric solids. This course is strongly recommended for math, science, and engineering students planning to take trigonometry or calculus.

MATH 103  Intermediate Algebra
(5 units) (Prerequisite: Math 101 or 101XY. Five lecture hours weekly.)

This course is an extension of many of the concepts introduced in elementary algebra. The real number properties, polynomials, rational expressions, first degree equations, inequalities and applications, exponents, radicals, quadratic equations and complex numbers are treated in greater detail. In addition, functions and their graphs, systems of equations and inequalities, matrices, linear programming, exponential and logarithmic functions will be covered.

This course will satisfy the prerequisite for Math 121. This course will be offered in the Math Lab (individualized mode) as well as the lecture/discussion mode. Can also be offered in a distance learning format.
AA/AS Area E

MATH 103A  Intermediate Algebra
(2 1/2 units) (Prerequisite: Math 101 or 101AB or Math 101XY or satisfactory score on Math Assessment Test. Five lecture hours weekly.)

This course is the first part of a 2-part sequence, Math 103AB.
AA/AS Area E

MATH 103B  Intermediate Algebra
(2 1/2 units) (Prerequisite: Math 103A or 103X. Five lecture hours weekly.)

This course is the second part of a 2-part sequence, Math 103AB.
AA/AS Area E

MATH 103G  Mathematics in the World
(5 units) (Prerequisite: Math 101 or 101XY or 101AB. Five lecture hours weekly.)

This course is an intermediate algebra equivalent course for students majoring in social science, behavioral science, liberal arts, fine arts or performing arts. Topics are selected from logic, problem solving, number systems, consumer mathematics, algebra, geometry and probability.
COLLEGE LEVEL COURSES
TRANSFERABLE

MATH 104  Plane Trigonometry
(3 units)(Prerequisite: Math 103 or 103XY or satisfactory score on Math Assessment Test. Condition for enrollment: Calculator with trigonometric function keys required. Three lecture hours weekly.)

Trigonometric and inverse trigonometric functions; graphs, equations and identities involving the trigonometric functions; triangle solutions, vector applications, and DeMoivre’s Theorem. Can also be offered in a distance learning format. (CSU)
AA/AS Area E, CSU Area B-4, CAN MATH 8

MATH 104X-104Y  Plane Trigonometry
(1½ - 1½ units)A sequence of two, one and one-half unit modules equivalent to Math 104. The instructional method for this sequence is individualized and self-paced.

In-class tutors will be available to assist students. (Calculator with trigonometric function keys required.)

104X. Plane Trigonometry
(1½ units)(Prerequisite: Math 103 or 103XY or satisfactory score on Math Assessment Test. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

Trigonometric and inverse trigonometric functions; graphs and identities involving the trigonometric functions; right triangle solutions. (CSU)
AA/AS Area E, CSU Area B-4

104Y. Plane Trigonometry
(1½ units)(Prerequisite: Math 104 or concurrent enrollment. An average of four hours weekly in the Math Lab for eight weeks or until the course is completed.)

Solving trigonometric equations, Law of Sines and Cosines to solve triangles, vector applications, DeMoivre’s Theorem, and polar coordinates. (CSU)
AA/AS Area E, CSU Area B-4

MATH 105  College Algebra
(4 units)(Prerequisite: Math 103 or 103XY. May be taken concurrently with Math 104 or 104XY. Four lecture hours weekly.)

This course includes an introduction to the elementary logic necessary for understanding mathematical proofs; emphasis on functions and graphs (both algebraic and transcendental); polynomial equations and their roots, solutions of inequalities (including absolute values); introduction to sequences, series, and conic sections. (CSU/UC)
AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 109  Pre-Calculus College Algebra and Trigonometry
(5 units)(Prerequisite: Satisfactory score on Math Assessment Test or a grade of C or higher in Math 103 or Math 103XY. Five lecture hours weekly.)

This class is an intensive combined course in pre-calculus algebra and trigonometry intended to prepare students for calculus. Topics include: polynomial, rational, exponential, logarithmic and trigonometric functions. Also, the binomial theorem, arithmetic and geometric sequences and series, mathematical induction, trigonometric identities, polar coordinates, the conic sections, vectors and applications of right angle trigonometry. Calculator with trig function keys required. (CSU/UC)
AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 110  Introduction to Mathematical Reasoning
(3 units)(Prerequisite: Math 103 or 103S or 103XY. Three lecture hours weekly.)

An elementary introduction to mathematics based on work in intermediate algebra and emphasizing the deductive process in concepts of contemporary mathematics. This course is primarily for liberal arts students. Topics may include logic, set theory, mathematics of finance, linear programming, combinatorial modeling, graph theory, exponential functions, logarithmic functions, group theory, and game theory. An introduction to the computer using BASIC or Logo computer languages may also be used. This course is designed to fulfill the intermediate algebra-based mathematics requirement for the California State University system. (CSU)
AA/AS Area E, CSU Area B-4, CAN MATH 2

MATH 114  Finite Mathematics
(3 units)(Prerequisite: Math 103 or 103XY or satisfactory score on Math Assessment Test. Three lecture hours weekly.)

An introduction to various mathematical models and techniques used in business, management, and the social sciences. Topics include matrix methods for solving systems of linear equations, matrix algebra, linear programming, the simplex method, sets and counting techniques, and probability theory. Applications include the Leontief input-output model, Markov chains, game theory, and the mathematics of finance. (CSU/UC)
AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH 115  Probability and Statistics
(3 units)(Prerequisite: Math 103 or 103G or 103XY or satisfactory score on Math Assessment Test. Four lecture hours weekly. Formerly Math 15 at College of Marin and Math 115 at Indian Valley College.)

Descriptive statistics, introduction to probability theory, probability distributions, data sampling, estimation, correlation, hypothesis testing. Can also be offered in a distance learning format. (CSU/UC)
AA/AS Area E, CSU Area B-4, IGETC Area 2, CAN STAT 2

MATH 116  Linear Algebra
(3 units)(Prerequisite: Math 123. Three lecture hours weekly.)

The study of systems of linear equations, matrix algebra, vector spaces, inner product spaces, linear transformations, eigenvalues and eigenvectors, and applications. Recommended for mathematics majors or students who plan to study mathematics in-depth in association with other majors. (CSU/UC)
AA/AS Area E, CSU Area B-4, IGETC Area 2, CAN MATH 26
MATH 117  Discrete Mathematics  
(3 units)(Prerequisite: Math 121 or 123. Also offered as Computer Science 117. Students may receive credit for Computer Science 117 or Math 117 but not for both courses. Three lecture hours weekly.)  
A survey of topics including set theory, combinatorics, graph theory, algorithms, logic, Boolean algebra, formal languages, and probability theory. Recommended for mathematics majors and students interested in engineering and applied fields. (CSU/UC)  
CSU Area B-4, IGETC Area 2

MATH 121-122  Calculus I and II with Applications  
(3-3 units)This course is designed to satisfy the calculus requirement for agriculture, architecture, business administration, botany, economics, forestry, physical geography, premedicine, optometry, pharmacy, and physiology majors. It is not designed for students majoring in chemistry, engineering, mathematics, or physics. Biology majors should check with transfer college for calculus requirement (Math 121 or 123).

MATH 121  Calculus I with Applications  
(3 units)(Prerequisite: Math 103 or 103XY or satisfactory score on Pre-Calculus Placement Test. Three lecture hours weekly.)  
Topics will include limits, continuity, derivatives, integrals, exponential, and logarithmic functions. Standard applications of the derivative to drawing graphs of functions of one real variable and to optimization problems will be included. Business applications of profit maximization and consumer/producer surplus will be covered. (CSU/UC)  
AA/AS Area E, CSU Area B-4, IGEC Area 2, CAN MATH 30, CAN MATH SEQ D = Math 121 + 122

MATH 122  Calculus II with Applications  
(3 units)(Prerequisites: Math 104 or 104XY and Math 121 or satisfactory score on Trigonometry Placement Test. Three lecture hours weekly.)  
Topics will include multivariable calculus, partial derivatives, double integrals, methods of integration, the calculus of trigonometric functions, first order ordinary differential equations, calculus applied to probability and statistics, infinite series, and applications. (CSU/UC)  
CSU Area B-4, IGEC Area 2, CAN MATH 32, CAN MATH SEQ D = Math 121 + 122

MATH 123  Analytic Geometry and Calculus I  
(5 units)(Prerequisites: Math 104 or 104XY and Math 105 or satisfactory score on Pre-Calculus Placement Test and Trigonometry Placement Test. Five lecture hours weekly.)  
Introduction to differential and integral calculus of functions of one real variable. Continuous functions, limit of a function at a point, the derivative. The differentiation formulas and rules for one variable functions, implicit differentiation. The mean value theorem and its application to optimization and curve sketching, linear approximation and differential notation. Introduction to the Riemann integral and the fundamental theorem of calculus. Applications of the Riemann integral to finding areas, volumes of solids of revolutions, work, centroids, and total force on a plane submerged in a fluid. (CSU/UC)  

AA/AS Area E, CSU AREA B-4, IGETC Area 2, CAN MATH 18, CAN MATH SEQ B = Math 123 + 124, CAN MATH SEQ C = Math 123 + 124 + 223

MATH 124  Analytic Geometry and Calculus II  
(5 units)(Prerequisite: Math 123. Five lecture hours weekly.)  
A continuation of Math 123 to include the inverse function theorem for functions of one real variable, derivatives of inverse trigonometric, exponential, logarithmic, hyperbolic and inverse hyperbolic functions. Introduction to first order ordinary differential equations, techniques of integration, improper integrals, indeterminate forms, sequences, series, power series functions, and the calculus of parameterized plane curves. (CSU/UC)  
AA/AS Area E, CSU Area B-4, IGETC Area 2, CAN MATH 20, CAN MATH SEQ B = Math 123 + 124, CAN MATH SEQ C = Math 123 + 124 + 223

MATH 139  Selected Topics  
(1-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

MATH 190  Mathematics for Teachers  
(3 units)(Prerequisite. Math 103 or Math 103XY. Three lecture hours weekly.)  
This is a course appropriate for students who may be considering teaching K-12 mathematics, and anyone who may wish to benefit from a deeper understanding of foundational topics in mathematics and explore methods of delivery. The course content will include topics in number sense (numeral systems, history, place value, number sets), arithmetic (focus on operation models, and order of operations with integers and rational numbers), geometry (focus on vocabulary, construction, Euclidean/Non-Euclidean, concept of perimeter/area/volume as comparisons, unit conversions, properties of similar triangles), and foundations to algebra (focus on algebraic symbols, operations on integers, rational and complex numbers and how they relate to algebra, history, order of operations in algebra, solving equations and word problems, radicals, group axioms.)  
In addition to exploring content depth, students will have opportunities to explore content delivery in an English as a Second Language environment, participate in lesson study/scripting, apply course content in developing lesson plans, and participate in cross grade level discussions. (CSU)  
AA/AS Area E

MATH 199  Seminar for Tutors  
(2 units)(No prerequisite. One lecture hour and three laboratory hours weekly.)  
This course is designed to help student tutors develop their understanding of the principles of effective mathematics tutoring. Students will learn how to recognize different learning styles so that they may better help others analyze their study habits and problem solving skills. Students will learn how to communicate more effectively and to provide an encouraging tutoring environment. (CSU)
MATH 223  Analytic Geometry, Vector Analysis, and Calculus III

(5 units) (Prerequisite: Math 124. Five lecture hours weekly.)

A continuation of Math 124 to include solid analytic geometry, vector-valued functions, partial derivatives, multiple integrals, and vector analysis including Green’s, Stoke’s, and divergence theorems. (CSU/UC)

CSU Area B-4, IGETC Area 2, CAN MATH 22, CAN MATH SEQ C = Math 123 + 124 + 223

MATH 224  Elementary Differential Equations

(4 units) (Prerequisite: Math 124. Advisory: Concurrent enrollment in Math 223 recommended. Four lecture hours weekly.)

Elementary theory of differential equations including first order equations, second and higher order linear equations, the methods of power series, and Laplace transforms; first order linear systems, numerical methods, partial differential equations, Fourier series, and boundary value problems. (CSU/UC)

CSU Area B-4, IGETC Area 2, CAN MATH 24

MATH 249  Directed Study

(1-3 units) (No prerequisite. One to three hours weekly.)

This course is designed to give the student an opportunity for directed study. Prior arrangement with the instructor is necessary. May be taken more than once for credit. (CSU/UC w limit)

MEDICAL ASSISTING

This program provides opportunity for the development of basic entry-level skills necessary for employment in a clinical/medical office environment. In a rapidly growing profession, medical assistants work directly with physicians and other health care personnel as team members in providing patient services. Medical assistants perform a variety of clinical, laboratory, and administrative functions in physicians’ offices, medical clinics, laboratories, and specific hospital departments.

The program is offered only at the Indian Valley Campus. Students may elect to complete an Associate in Science degree, or a Career Certificate: Administrative and Clinical, Administrative, or Clinical. Students may elect to complete a Skills Certificate for Medical Terminology Skills, MediSoft Skills, or Phlebotomy Skills. The Career Certificate options require a minimum of two semesters to complete. Students may take courses on a part-time basis.

Career Options

Administrative and/or Clinical Medical Office Assistant, Clinical/Administrative Research Assistant, Insurance Coder/Biller, Medical Lab Assistant (Clinics, Hospitals, Private Labs), Medical Office Manager, Phlebotomist, Veterinary Hospital Front Office Assistant

Faculty

Carol Lacy - Coordinator

Department Phone: (415) 485-9319

Medical Assisting Program Coordinator Phone: (415) 883-2211, Ext. 8536

Recency Statement

Medical Assisting courses must be completed no longer than five years before departmental certification is awarded. Courses taken greater than five years before certification award must be repeated or the student can pursue credit by examination.

A.S. in Medical Assisting: Administrative and Clinical Option Occupational

(Career Certificates also awarded. Skills Certificates in Medical Terminology, MediSoft, and Phlebotomy are available.)

The Associate in Science degree is awarded for completion of all requirements, as well as the completion of general education and graduation requirements. The Career Certificate is awarded for completion of the program requirements as shown in the following list.

No program application procedure is required, however it is advisable to see a counselor. Students may enter in the fall or spring semester. Those currently working in the health care field may receive consent to enroll in selected courses on a credit/no credit grade basis.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements

<table>
<thead>
<tr>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOS  76*  Electronic Ten-Key Calculating Machines</td>
<td>1</td>
</tr>
<tr>
<td>BOS  120** Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>MEDA 110  Administrative Medical Office Procedures</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 110L Administrative Medical Office Procedures Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MEDA 120  Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 121  Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 125  Medical Financial Procedures</td>
<td>1</td>
</tr>
<tr>
<td>MEDA 125L Medical Financial Procedures Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MEDA 126  Medical Office Computers – MediSoft</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 126L Medical Office Computers – MediSoft Laboratory</td>
<td>½</td>
</tr>
<tr>
<td>MEDA 135  Clinical Procedures I</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 135L Clinical Procedures I Laboratory</td>
<td>1½</td>
</tr>
<tr>
<td>MEDA 136  Medical Laboratory Procedures</td>
<td>2½</td>
</tr>
<tr>
<td>MEDA 136L Medical Laboratory Procedures Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MEDA 145  Holistic Health, Disease, and Research</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 150  Pharmacology for Medical Assistants</td>
<td>1½</td>
</tr>
<tr>
<td>MEDA 210L*** Clinical Externship</td>
<td>2½</td>
</tr>
</tbody>
</table>

In addition, select three units from the following list:

<table>
<thead>
<tr>
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<td>BOS  44+  Skill Building for Keyboarders</td>
<td>1</td>
</tr>
<tr>
<td>CIS  110  Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS  101  Introduction to Personal Computers and Operating Systems</td>
<td>1½</td>
</tr>
<tr>
<td>CIS  117  Introduction to Database Design and Programming</td>
<td>1½</td>
</tr>
<tr>
<td>CIS  118  Introduction to Spreadsheet Design</td>
<td>1½</td>
</tr>
<tr>
<td>CIS  126  Introduction to Windows</td>
<td>1½</td>
</tr>
</tbody>
</table>

* This is a self-paced course that may be waived by passing a proficiency test and is applied toward the Career Certificate only.
**A.S. in Medical Assisting: Clinical Option Occupational**

(Career Certificates also awarded.)

The Associate in Science degree is awarded for completion of all requirements, as well as the completion of general education and graduation requirements. The Career Certificate is awarded for completion of the program requirements as shown in the following list.

No program application procedure is required, however it is advisable to see a counselor. Students may enter in the fall or spring semester. Those currently working in the health care field may receive consent to enroll in selected courses on a credit/no credit grade basis.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

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<tr>
<td>MEDA 126</td>
<td>Medical Office Computers – MediSoft</td>
</tr>
<tr>
<td>MEDA 126L</td>
<td>Medical Office Computers - MediSoft Laboratory</td>
</tr>
<tr>
<td>MEDA 210L***</td>
<td>Clinical Externship</td>
</tr>
</tbody>
</table>

*This is a self-paced course that may be waived by passing a proficiency test and is applied toward the Career Certificate only.*

**40 wam proficiency required. Proof of proficiency must be submitted to the Admissions and Records Office for graduation. Course can be taken four times.

### In addition, select three units from the following list:

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<td>CIS 110</td>
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</tr>
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<td>Introduction to Spreadsheet Design</td>
</tr>
<tr>
<td>CIS 126</td>
<td>Introduction to Windows</td>
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<td>Medical Office Computers – MediSoft</td>
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<td>MEDA 126L</td>
<td>Medical Office Computers – MediSoft Laboratory</td>
</tr>
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</table>

*This is a self-paced course that may be waived by passing a proficiency test and is applied toward the Career Certificate only.*

**40 wam proficiency required. Proof of proficiency must be submitted to the Admissions and Records Office for graduation. Course can be taken four times.

### Clinical Externship – prerequisites: MEDA 110, 110L, and 120 or 121 must be completed.

+ Applied toward the Career Certificate only.

### Skills Certificates

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate program or may constitute a skill set that enables a student...
to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Career Certificates.

**Medical Terminology Skills Certificate**
The certificate provides the student with knowledge of the fundamental language necessary for health courses.

<table>
<thead>
<tr>
<th>Requirements</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MEDA 120</td>
<td>Medical Terminology I</td>
</tr>
<tr>
<td>MEDA 121</td>
<td>Medical Terminology II</td>
</tr>
</tbody>
</table>

**Medisoft Skills Certificate**
The certificate is awarded to the student upon successful completion of the three courses. The courses provide a working knowledge of and practice with using medical office software.

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>CIS 110</td>
<td>Introduction to Computer Information Systems</td>
</tr>
<tr>
<td>MEDA 126</td>
<td>Medical Office Computers-Medisoft</td>
</tr>
<tr>
<td>MEDA 126L</td>
<td>Medical Office Computers-Medisoft Laboratory</td>
</tr>
</tbody>
</table>

**Phlebotomy Skills Certificate**
The phlebotomy certificate awarded upon successful completion of MEDA 141 and MEDA 141L provides the required hours, knowledge and skills for phlebotomy training and practice.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA 141</td>
<td>Phlebotomy Techniques</td>
</tr>
<tr>
<td>MEDA 141L</td>
<td>Phlebotomy Techniques Clinical Laboratory</td>
</tr>
</tbody>
</table>

**Medical Assisting Courses (MEDA)**

**MEDA 39 Selected Topics (Nondegree Applicable)**
(½-6 units)(Please see Selected Topics category.)

**MEDA 100 Introduction to Health Careers**
(2 units)(No prerequisite. Can be taken for credit as Dental Assisting 100, Health Education 100, Medical Assisting 100, or Nursing Education 100. However, credit will be awarded for only one course. Two lecture hours weekly.)

This course is designed for students interested in pursuing a career in a health profession. It provides an overview of the current health care delivery system, the physical, mental, and emotional demands of the workplace and the skills needed by the healthcare worker today and in the future. Students will learn about qualifications and professional preparation needed for various careers and analyze the roles and responsibilities in today’s health care environment. This course is designed to help students develop realistic career goals as well as to give an appreciation of how the current health care delivery system is influencing individual health professional roles and responsibilities.

**MEDA 110  Administrative Medical Office Procedures**
(2 units)(No prerequisite. Corequisite: Medical Assisting 110L. Two lecture hours weekly.)

This course is an introduction to the medical front office with an emphasis on front office procedures. Topics for examination include medical practice settings, medical law and ethics, reception, telephone, appointments, patient records etc. (CSU)

**MEDA 110L Administrative Medical Office Procedures Laboratory**
(1 unit)(No prerequisite. Corequisite: Medical Assisting 110. Three laboratory hours weekly.)

The student will apply theoretical concepts to practice administrative skills commonly performed in the medical office such as telephone techniques, appointment scheduling, office reception etc. (CSU)

**MEDA 112 Medical Transcription**
(2 units)(Prerequisites: Business Office Systems 120 and Medical Assisting 120 or 121. One lecture and three laboratory hours weekly.)

This course includes the fundamentals of medical transcription using electric typewriters and selected types of transcription machines; ethical/legal responsibilities of the medical transcriptionist; continued study and application of medical terminology; transcription of medical forms, reports, and correspondence common to various medical/surgical specialties. (CSU)

**MEDA 120 Medical Terminology I**
(3 units)(No prerequisite. May be taken before or after Medical Assisting 121. Three lecture hours weekly.)

This course introduces the student to the fundamentals of medical word building, as well as terms related to specific body systems: Skin, musculoskeletal, respiratory, gastrointestinal, cardiovascular, and nervous. Emphasis is placed upon spelling, and anatomical, pathological, surgical, and diagnostic terminology. (CSU)

**MEDA 121 Medical Terminology II**
(3 units)(No prerequisite. May be taken before or after Medical Assisting 120. Three lecture hours weekly.)

This is a course in medical word building and analysis of terminology relating to the female and male reproductive systems, maternal, urogenital, eye, ear, neurological, and endocrine systems. In addition there are supplementary terms with special emphasis upon spelling and anatomical, diagnostic, surgical, and pathological terminology. (CSU)
MEDA 125  Medical Financial Procedures  
(1 unit)(No prerequisite. Corequisite: Medical Assisting 125L. One lecture hour weekly.)  
This theory course examines the basic financial operations and procedures of a medical office. Topics for examination include accounting, banking, bookkeeping, current procedural terminology, international classification of diseases, health insurance claims, managed care and government sponsored health insurance programs. (CSU)

MEDA 125L  Medical Financial Procedures Laboratory  
(1 unit)(No prerequisite. Corequisite: Medical Assisting 125. Three laboratory hours weekly.)  
The student will develop skills in managing patient financial accounts in a medical office. Practice will be given to posting financial information to a patient’s medical record, coding procedures and diagnoses, and completing medical insurance forms. (CSU)

MEDA 126  Medical Office Computers - MediSoft  
(2 units)(No prerequisite. Corequisite: Medical Assisting 126L. Two lecture hours weekly.)  
This theory course will introduce the student to the use of computers in the medical office. The course will focus on the basic functions of the MediSoft program such as recording patient information, entering transactions, scheduling appointments, and completing insurance claims. (CSU)

MEDA 126L  Medical Office Computers – MediSoft Laboratory  
(½ unit)(No prerequisite. Corequisite: Medical Assisting 126. One and one-half laboratory hours weekly.)  
This laboratory course will provide hands-on computer experience with the MediSoft software program. The student will apply theory learned in Medical Assisting 126. (CSU)

MEDA 127  Medical Office Computers – Medical Manager  
(1 unit)(No prerequisite. Corequisite: Medical Assisting 127L. One lecture hour weekly.)  
This theory course will introduce the student to the use of computers in the medical office. The course will focus on the basic functions of the Medical Manager software program such as recording patient information, entering transactions, and completing insurance claims. (CSU)

MEDA 127L  Medical Office Computers Laboratory – Medical Manager  
(½ unit)(No prerequisite. Corequisite: Medical Assisting 127. One and one-half laboratory hours weekly.)  
This laboratory course will provide hands-on computer experience with the Medical Manager software program. The student will apply theory learned in Medical Assisting 127. (CSU)

MEDA 135  Clinical Procedures I  
(2 units)(No prerequisite. Corequisite: Medical Assisting 135L. Two lecture hours weekly.)  
This course includes clinical assisting techniques and procedures common to primary care in a family practice medical office. Those involve assisting with complete and selected specialty exams; the taking of vital signs; sterilization and disinfection; assisting with minor office surgery; medical office emergencies; visual acuity; and promoting tissue healing through selected physical therapy procedures. Concentration will be on medical asepsis and infection control involving all procedures. (CSU)

MEDA 135L  Clinical Procedures I Laboratory  
(1½ units)(No prerequisite. Corequisite: Medical Assisting 135. Four and one-half laboratory hours weekly.)  
This performance-based course prepares the student to perform selected, clinical skills required of an entry-level, clinical medical assistant by a medical family practitioner. Procedures covered are hand washing, taking vital signs, positioning and draping, testing visual acuity, preparing articles for autoclaving, autoclaving, aseptic technique, opening sterile pack and other sterile items, pouring solutions, applying sterile gloves, identification of instruments, application of dressings and bandages, assisting with a gynecological exam and Pap smear. (CSU)

MEDA 136  Medical Laboratory Procedures  
(2½ units)(No prerequisite. Corequisite: Medical Assisting 136L. Two and one-half lecture hours weekly.)  
This theory course includes examination of selected, common screening laboratory and clinical procedures performed in medical offices. Topics for examination include EKGs, hematology, urinalysis, collection of specimens, assisting with prenatal exams and radiology, and diagnostic imaging. Asepsis and universal precautions will be stressed. (CSU)

MEDA 136L  Medical Laboratory Procedures Laboratory  
(1 unit)(No prerequisite. Corequisite: Medical Assisting 136. Three laboratory hours weekly.)  
The student will develop skills in performing common laboratory procedures and diagnostic tests required of medical assistants as performed in a medical office or clinic (i.e. hemoglobin, hematocrit, EKGs, urinalysis). Lab safety and universal precautions will be stressed. (CSU)

MEDA 139  Selected Topics  
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)  

MEDA 141  Phlebotomy Techniques  
(3 units)(No prerequisite. Corequisite: Medical Assisting 141L. Advisory: Medical Assisting 136. Other limitations on enrollment: High School graduation or GED or equivalent. Five lecture hours weekly for ten weeks.)  
This course is designed to provide students with specific knowledge of the role of the phlebotomist, blood collection pro-
cedures, the proper use of equipment, and techniques necessary to perform capillary (skin) punctures and venipunctures. Basic anatomy and physiology, safety, legal, and ethical issues are discussed in detail. Students are eligible for State and National certification as phlebotomists upon successful completion of Meda 141 and Meda 141L. (CSU)

MEDA 141L Phlebotomy Techniques Practicum
(1 unit) (No prerequisite. Corequisite: Medical Assisting 141. Advisory: Medical Assisting 136L. Other limitations on enrollment: High School graduation or GED or equivalent. Five laboratory hours weekly for ten weeks.)

This course is designed to fulfill CCR requirements for the practical component of phlebotomy certification as a CPT 1. Students will perform capillary punctures and venipunctures in a clinical setting under direct supervision of instructor and laboratory/clinic personnel. Successful completion of Meda 141 and 141L will qualify the student for certification as a phlebotomist (CPT 1). Clinical facilities require background checks, liability insurance, lab coat, name tag and patch, completed health clearance form, and negative TB test. Students must purchase malpractice insurance through the department during the first week of class, and submit a completed Health Clearance form. (CSU)

MEDA 145 Holistic Health, Disease, and Research
(2 units) (No prerequisite. Two lecture hours weekly.)

Technology has made major advances in modern medicine. Primary care providers admit that the most sophisticated medical care may fail if the patient, as well as the disease, is not part of the treatment protocol. The course focuses on human disease and illnesses frequently diagnosed and treated in the medical office, the likely consequences for the person experiencing it, and the related research. Holistic medicine looks at the relationship between the mind-body connection and its influence upon health. May be taken twice for credit. (CSU)

MEDA 150 Pharmacology for Medical Assistants
(1½ units) (No prerequisite. One and one-half lecture hours weekly.)

This course introduces the student to common drugs and medication, specific mathematical computations, drug indications and contraindications, anaphylactic and other allergenic reactions, care of emergencies due to drug reactions, and responsibilities of the medical assistant. May be taken twice for credit. (CSU)

MEDA 210L Clinical Externship
(2½ units) (Prerequisites: Medical Assisting 110, 110L, 120 or 121, 135, 135L are prerequisites for the Clinical and Administrative Option. Medical Assisting 120 or 121, 135, 135L are prerequisites for the Clinical Option. Medical Assisting 110, 110L, 120 or 121 are prerequisites for the Administrative Option. One hundred and twenty hours of externship to be arranged.)

This experience extends the student's education and preparation from the classroom to the community clinic, office or hospital under the direct supervision of the instructor and clinical supervisors. Students are required to have had a physical examination and received a health clearance in addition to the required immunizations. First Aid and CPR certificates, liability insurance, and uniform are required. (CSU)

MEDA 249 Directed Study
(1-3 units) (Please see Directed Study category.) (CSU w/limit)

MULTIMEDIA STUDIES
This program is designed to provide a link between content, technology and creative vision for emerging technologies. Each course provides hands-on experience for professional advancement, career related training, and transfer preparation for university degrees. Each course develops the creative process through project-based learning that prepares students to be resourceful and independent to meet the expectations of multimedia careers.

Career Options
Animator, Art Director, Game Designer, Illustrator/Artist, Interface Designer, Production Artist, Project Manager, Sound Designer, Video Producer, Visual Designer, Web Developer

Faculty
James Gonzalez, Derek Wilson
Department Phone: (415) 485-9480

A.S. in Multimedia Studies
This curriculum is designed to provide education for digital and new media-related careers, professional advancement and transfer preparation.

A Skill Certificate is earned by satisfactory completion of the required courses as outlined for the specific Skill Certificate.

A Career Certificate is awarded for completion of the core program plus course requirements for each intended specialty.

An Associate in Science (A.S.) degree is awarded for completion of all requirements in the core program and chosen specialty as well as completion of general education and graduation requirements.

Repetition Policy
Students may petition to repeat MMST courses if two years has lapsed since they last attended said course. College of Marin petition procedures are located in the Admissions and Records section of the catalog.

CORE REQUIREMENTS
The following courses are required of all Multimedia Studies degree and Career Certificate students:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
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<tbody>
<tr>
<td>MMST 101 Orientation to Multimedia</td>
<td>½</td>
</tr>
<tr>
<td>MMST 110 Introduction to Multimedia</td>
<td>3</td>
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<tr>
<td>MMST 111 Multimedia Production</td>
<td>3</td>
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<tr>
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<tr>
<td>MMST 123 Introduction to Multimedia Design</td>
<td>3</td>
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<tr>
<td>MMST 200 Portfolio Development</td>
<td>3</td>
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<tr>
<td>MMST 213 Multimedia Internship</td>
<td>3</td>
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</table>
SPECIALTIES
In addition to the core requirements listed above, each Multimedia Studies degree and Career Certificate student will complete one of the following specialties:

Authoring Specialty
Provides training and experience of digital media as it applies to website design, development and promotion with an emphasis on skills related to the production of interactive content for delivery over the world wide web.

<table>
<thead>
<tr>
<th>Requirements</th>
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<tbody>
<tr>
<td>CIS 142 Intermediate HTML and Scripting</td>
<td>1½</td>
</tr>
<tr>
<td>MMST 131 Introduction to Web Design</td>
<td>3</td>
</tr>
<tr>
<td>MMST 132 Introduction to Web Development</td>
<td>3</td>
</tr>
<tr>
<td>MMST 133 Search Engine Optimization and Web Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MMST 155 Software Applications for Multimedia: Web Authoring</td>
<td>1½</td>
</tr>
<tr>
<td>MMST 231 Scripting and Interactive Multimedia Production</td>
<td>3</td>
</tr>
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</table>

Sound and Video Design Specialty
Provides training and experience of digital sound and digital video as it applies to multimedia design with emphasis on the development of skills related to the post-production of sound and video for all interactive, time-based and popular media.

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<td>MMST 166 Digital Video Editing and Motion Graphics</td>
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<tr>
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Visual Design Specialty
Provides training and experience of illustration, layout, modeling, and photo imaging, as it applies to visual content design, with an emphasis on the development of skills for producing strong concepts of dynamic, interactive and printed materials.

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<tr>
<td>MMST 124 3-D Modeling and Animation</td>
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</tr>
<tr>
<td>MMST 150 Digital Imaging Techniques with Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>MMST 151 Digital Illustration and Animation</td>
<td>3</td>
</tr>
<tr>
<td>MMST 163 3-D Character Animation: Complex Lighting and Materials</td>
<td>3</td>
</tr>
<tr>
<td>MMST 223 Print and Packaging Design</td>
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Multimedia Studies Skill Certificates
Each Multimedia Studies Skill Certificate student must complete the required courses as outlined for the specific Skill Certificate(s):

Multimedia Animation Skills Certificate
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Multimedia Video Production Skills Certificates
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<td>MMST 143 Video Production for Multimedia</td>
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Multimedia Web Authoring Skills Certificate
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<tbody>
<tr>
<td>MMST 131 Introduction to Web Design</td>
<td>3</td>
</tr>
<tr>
<td>MMST 132 Introduction to Web Development</td>
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<td>MMST 133 Search Engine Optimization and Web Promotion</td>
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Multimedia Studies Courses (MMST)

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<td>MMST 39 Selected Topics (Nondegree Applicable)</td>
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<td>MMST 90 Multimedia Studies Program Orientation/Multimedia Careers</td>
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This course will provide a general introduction and familiarization of the COM Multimedia Studies Program and the local media industry. Lecture and lab components will cover basic computer skills required for entry into the Career Certificate program, an orientation to the lab facilities and other program resources. It will also cover career information including industry salaries, job titles and requisite skills, employment trends, and other relevant occupational information about this dynamic field.

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<td>MMST 101 Orientation to Multimedia</td>
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Digital media is becoming the predominant method for receiving news and entertainment. This course will cover the tools and techniques needed to become literate in this new digital media universe. Armed with the knowledge and skills learned in the course, students will be able to safely and effectively find and consume the tremendous amount of digital media now available in many formats and delivery platforms. This course is offered as a self-paced Web-based course. (CSU)
MMST 110  Introduction to Multimedia
(3 units)(No prerequisite. Three lecture hours weekly.)
This course will provide an overview of the burgeoning new
field of multimedia. Through lecture and demonstration, stu-
dents will learn about basic multimedia production as well as
topics that include design, development, and marketing. Stu-
dents will survey basic concepts and applications of multimedia
production. Providing an aesthetic and historical framework, this
course is the logical first step on the path to a career in multimedia. (CSU)

MMST 111  Multimedia Production
(3 units)(No prerequisite. Advisory: Computer Information Systems
110. Two lecture and three laboratory hours weekly.)
This course is an opportunity for students to explore the differ-
ent aspects and content of multimedia projects. Students will be
introduced to team development and production schedules as
they learn the basic tools and methods for developing graphics,
sound, video and authored environments that simulate real-life
projects and deadlines. Can also be offered in a distance learning
format as a Web based course. (CSU)

MMST 112  Interactive Design for Multimedia
(3 units)(No prerequisite. Two and one-half lecture and one and
one-half laboratory hours weekly.)
This course provides knowledge and experience to create ef-
fective designs required for navigation, access, and other meth-
ods of interaction within the user interface of websites, games,
and other interactive designs. Strategies and techniques to plan
a skillful and artistic interface design are covered. This course is
ideal for students interested in website or game design. Can also be
offered in a distance learning format as a Web based course. (CSU)

MMST 114  Introduction to Game Design
(3 units)(No prerequisite. Three lecture hours per week.)
This course will introduce students to the basics of game
design and theory using analysis, research, critiques and group
based projects. Students will learn about the Game Industry and
what is expected to develop an interactive/video game through
assignments that stimulate employment by a game developer. (CSU)

MMST 123  Introduction to Multimedia Design
(3 units)(No prerequisite. Advisory: Art 112. Two and one-half lec-
ture and two and one-half laboratory hours weekly.)
This course will provide a basic knowledge of design as it ap-
plies to multimedia. Assignments involve the creation of original
work using current digital tools. Design skills will be developed
through projects using analysis, research, and critiques. Can also be
offered in a distance learning format as a Web based course. (CSU)

MMST 124  3-D Modeling and Animation
(3 units)(No prerequisite. Two lecture and three laboratory hours
weekly.)
This course will provide introductory knowledge and experi-
ence with modeling and animation as it applies to multimedia.
Modeling is the computer generation of a wide range of object
types from machine components to organic forms. Animation
is the creation of three-dimensional objects and environments
from the imagination of the creator. (CSU)

MMST 131  Introduction to Web Design
(3 units)(No prerequisite. Advisory: Multimedia Studies 101. Two and
one-half lecture and two and one-half laboratory hours weekly.)
This course provides an introduction to the tools and practices
of modern Web site development. Students will learn the tools
and methods for creating and maintaining a small media-rich
web site. Production skills will be developed through the re-
search, design, and development and testing of their own small
web site. Can also be offered in a distance learning format as a
Web based course. (CSU)

MMST 132  Introduction to Web Development
(3 units)(No prerequisite. Advisory: Multimedia Studies 131. Two and
one-half lecture and two and one-half laboratory hours weekly.)
This course will provide a basic knowledge for creating and
publishing small sites to the World Wide Web. Assignments
involve creating and publishing small working web sites con-
taining a variety of rich media such as animation, audio and
video. Web pages will be designed and developed using current
professional-level tools. Design skills will be developed through
projects using analysis, research, and critiques. Offered as a Web
based course.

MMST 133  Search Engine Optimization and Web
Promotion
(3 units)(No prerequisite. Advisory: Multimedia Studies 131. Two and
one-half lecture and two and one-half laboratory hours weekly.)
Designing and building a Web page is only part of the required
effort behind all successful Web sites. Successful sites attract and
maintain a regular flow of visitors by successfully promoting
themselves through the major search engines and directories.
This course will cover how to promote web sites using the rapidly
changing world of Web search engines and directories. Students
will learn how the Web's popular search systems and Directories
work so they can use them to better promote and market web
sites of all sizes, complexity, and purpose. In this class, students
will learn both how to set up cost effective and successful paid
search engine marketing campaigns and how to design attract-
tive sites that place well in the free search listings. Offered as a
Web based course. (CSU)

MMST 139  Selected Topics
(1½-6 units)(Please see Selected Topics category.) (CSU w/limit)
**MMST 143 Video Production for Multimedia**  
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)  
This course will provide a basic knowledge of video production as it applies to multimedia including Internet and Web based applications. Emphasis will be on developing a foundation of skills covering beginning-to-end design and production processes for video-intensive multimedia. There will be broad exposure to good and bad examples of video integration formats. (CSU)

**MMST 144 Audio Production for Multimedia**  
(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)  
This course will provide a basic knowledge of sound production from beginning to end. Emphasis will be on developing a foundation of skills and broad exposure to good and bad examples of sound integration formats. (CSU)

**MMST 150 Digital Imaging Techniques with Photoshop**  
(3 units)(No prerequisite. Advisory: Multimedia Studies 123. Two lecture and three laboratory hours weekly.)  
This course covers intermediate techniques for images to create professional artwork for games, portfolios, and websites. Course includes both creative and production techniques to prepare students for professional projects using Photoshop and other current imaging software. Design skills will be developed through hands-on exercises and projects using analysis, research, and critiques. Can also be offered in a distance learning format as a Web based course. (CSU)

**MMST 151 Digital Illustration and Animation**  
(3 units)(No prerequisite. Advisory: Multimedia Studies 123. Two lecture and three laboratory hours weekly)  
This course will provide an increased knowledge of drawing, illustrating and animating for printed and interactive content. Advanced production techniques, theories and methods for enhanced interactivity and design. Assignments involve the creation of original illustrations and animated shorts using current digital tools. Design skills will be developed through projects using research, practice and applied knowledge. Can also be offered in a distance learning format as a Web based course. (CSU)

**MMST 154 Software Applications for Multimedia: Digital Media Authoring**  
(1½ units)(Prerequisite: Multimedia Studies 131 or concurrent enrollment. Two lecture and three laboratory hours weekly for eight weeks.)  
These variable software specific courses will provide basic knowledge and hands-on experience with the leading commercial authoring applications for multimedia. Emphasis will be on developing skills for producing CD-ROM, intranet, DVD-ROM or other high-bandwidth-based media applications. Examples of software include Macromedia Director, and Authorware Attain. (CSU)

**MMST 155 Software Applications for Multimedia: Web Authoring**  
(1½ units)(Prerequisite: Multimedia Studies 131. Two lecture and three laboratory hours weekly for eight weeks.)  
These variable software specific courses will provide basic knowledge and hands-on experience with the latest commercial authoring applications for the Web. Emphasis will be on developing solid skills building Web sites with a variety of commercial software applications including Go Live, Microsoft Front Page, and Macromedia Dreamweaver. Offered in a distance learning format. (CSU)

**MMST 158 Audio Design for Interactive Media and Games**  
(3 units)(No prerequisite. Advisory: Multimedia Studies 144. Two and one-half lecture and two and one-half laboratory hours weekly.)  
This course will provide intermediate knowledge of generating digital audio, editing, design and effects using current digital software, hardware and techniques. Focus is on how to make good editorial decisions as well as the efficient use of a variety of programs. Assignments involve practice tutorials and the creation of original projects using current digital tools. (CSU)

**MMST 160 Digital Image Calibration and Printing**  
(3 units)(Prerequisite: Multimedia Studies 150. Two lecture and three laboratory hours weekly.)  
This course will provide advanced knowledge of techniques and practices for successful printing of digital images and artwork for design and visual art. Course includes advanced creative and production techniques to prepare students for successful, professional level projects for portfolios and display. Design and technical skills will be developed through hands-on exercises and projects using analysis, research, and critiques. Can also be offered in a distance learning format as a Web based course. (CSU)

**MMST 163 3-D Character Animation: Complex Lighting and Materials**  
(3 units)(No prerequisite. Two and one-half lecture and two and one-half laboratory hours weekly.)  
This class will focus on the intended purpose of 3-D lighting and materials and how to dress it for believability, including atmospheres and particle systems, as well as special effects such as glows, flares, and blurs. This course will also review and extend your skills in setting up lights, atmospheres, particle systems and cameras, in building believable textures, and in creating environments for 3-D animation or game play. (CSU)

**MMST 166 Digital Video Editing and Motion Graphics**  
(3 units)(No prerequisite. Advisory: Multimedia Studies 143. Two lecture and three laboratory hours weekly.)  
This course will provide intermediate knowledge of video editing and effects using current digital software, hardware and techniques. Focus is on how to make good editorial decisions as
well as the efficient use of a variety of programs. Assignments involve practice tutorials and the creation of original projects using current digital tools. (CSU)

**MMST 168 Small Recording Studio Theory and Design**

*(3 units)* (No prerequisite. Advisory: Multimedia Studies 144. Two and one-half lecture and two and one-half laboratory hours weekly.)

This course will provide intermediate knowledge of how to build and maintain a working, competitive home or small studio in an efficient and economical way. With the ever-increasing variety of digital audio software available, this course can help guide students towards a standardization of home audio studio design as well as a standardization of basic audio production terms. (CSU)

**MMST 200 Portfolio Development**

*(3 units)* (No prerequisite. Three lecture hours weekly.)

Through lecture, research and critiques, students will develop a professional portfolio that reflects their interests, skills, and career goals. This course is for students that have accomplished multimedia skills and wish to develop strategies of self-promotion for their area of expertise. (CSU)

**MMST 210 Advanced Project**

*(½ unit)* (No prerequisite. One and one-half laboratory hours weekly.)

This course will provide students with the opportunity to design and implement group or individual creative projects containing graphics, animation, audio, video or authoring components. This course will provide a forum for exploring and testing potential project ideas that students will take from concept to final product. Students will receive guidance and support in critiquing work, forming creative alliances, and polishing existing work.

This course is for students who are ready to plan, design and implement independent advanced multimedia projects such as CD-ROMs, DVDs, Web sites and more. Lab activities will involve taking a project idea, either individually or as a group, through the following production stages: design, preproduction, prototyping, production, testing, and delivery. May be taken twice for credit. (CSU)

**MMST 213 Internship in Multimedia**

*(3 units)* (Prerequisite: Multimedia Studies 200. Two lecture and three laboratory hours weekly.)

This course bridges the gap between the classroom and the multimedia systems industry. By providing an on-campus lecture class coupled with a short-term internship, students gain an understanding of real multimedia work situations and expectations in a “real-life” context characterized by workgroup activities, multiple projects under deadline, and collaborative effort. Internships are not guaranteed. Projects may be suitable for student portfolios. (CSU)

**MMST 223 Print and Packaging Design**

*(3 units)* (No prerequisite: Advisories: Multimedia Studies 150 and 151. Two lecture and three laboratory hours weekly.)

This course will provide a basic knowledge of design as it applies to printed media (2D), products and packaging (3D). Assignments involve the creation of original designs using current digital tools. Design and visualization skills will be developed through projects using analysis, research, and critiques. Can also be offered in a distance learning format as a Web based course. (CSU)

**MMST 231 Scripting and Interactive Multimedia Production**

*(3 units)* (No prerequisite: Advisories: Computer Information Systems 141 and Multimedia Studies 131. Two lecture and three practicum hours weekly.)

This course covers how to use scripting technologies in conjunction with authoring tools to develop interactive, data-driven multimedia products. This course is for both designers and developers desiring to create more sophisticated, professional caliber multimedia products made possible by the application of scripting languages working within modern popular authoring applications. These scripting languages include, but are not limited to, Lingo, ActionScript, and JavaScript working within authoring packages such as Dreamweaver, Flash or Director. May be taken once for credit. May also be offered online as a Web Based Course. (There are no on-campus attendance requirements for online sections. Two hours of online, technology mediated live lectures per week and three practicum hours, TBA per week.) (CSU)

**MMST 240 Advance Sound and Video Design**

*(3 units)* (No prerequisite: Advisories: Multimedia Studies 143 and 141. Two lecture and three laboratory hours weekly.)

This course will provide an advanced knowledge of time based material as it relates to sound and video design. Collaborative and crossover skills will be developed through the creation of individual or group projects using current digital tools in audio and video. (CSU)

**MMST 249 Directed Study**

*(1-3 units)* (Please see Directed Study category.) (CSU w/limit)

**MUSIC**

A career in music today demands from all performers and participants a sophisticated knowledge of theory, history, performance standards, and practices in all fields whether classical, jazz, rock, or popular. Whatever branch of the music career you may find yourself pursuing, an academic music experience is valuable in your background.

**Career Options**

Agent, Arranger, Arts Administrator, Band Director, Business Manager, Choral Leader, Composer, Concert Hall Manager, Conductor, Copyist, Disc Jockey, Electronic Writer and Computer Specialist,
Instrument Maker, Instrument Repair Technician, Instrumental Musician, Lyricist, Music Coach, Music Critic, Music Director, Music Editor, Music Librarian, Music Publishing Editor, Music Store Owner/Staff, Music Therapist, Musicologist, Performer, Piano Tuner-Technician, Private Instructor, Recreation Therapist, Singer, Teacher

Faculty
Douglas Delaney, Tara B. Flandreau, Paul Smith
Department Phone: (415) 485-9460

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

A.A. in Music
The Music Department has several performing groups that serve the various interests and abilities of students and the community: an orchestra, bands, choruses, instrumental and choral ensembles, instrumental and vocal jazz ensembles. These groups present scheduled concerts as well as perform on special occasions during the school year. The Music Program is offered at the Kentfield Campus.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements

<table>
<thead>
<tr>
<th>Completion of:</th>
<th>Units</th>
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<tbody>
<tr>
<td>Theory</td>
<td></td>
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<tr>
<td>MUS 111 Theory I</td>
<td>4</td>
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<tr>
<td>MUS 112 Theory II</td>
<td>4</td>
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<tr>
<td>MUS 211 Theory III</td>
<td>4</td>
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<tr>
<td>MUS 212 Theory IV</td>
<td>4</td>
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<tr>
<td>Ear Training</td>
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<tr>
<td>MUS 121 Ear Training I</td>
<td>2</td>
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<tr>
<td>MUS 122 Ear Training II</td>
<td>2</td>
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<tr>
<td>MUS 221 Ear Training III</td>
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<tr>
<td>MUS 222 Ear Training IV</td>
<td>2</td>
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<tr>
<td>Music Literature and Analysis</td>
<td></td>
</tr>
<tr>
<td>MUS 101 Introduction to Classical Music</td>
<td>3</td>
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<tr>
<td>MUS 102 Music Masterworks</td>
<td>3</td>
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<tr>
<td>Piano</td>
<td></td>
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<tr>
<td>MUS 171 Piano I</td>
<td>2</td>
</tr>
<tr>
<td>MUS 172 Piano II</td>
<td>2</td>
</tr>
<tr>
<td>MUS 271 Piano III</td>
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</tr>
<tr>
<td>MUS 272 Piano IV</td>
<td>2</td>
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<tr>
<td>Plus a major performing ensemble each semester to be chosen from the following:</td>
<td></td>
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<tr>
<td>MUS 162 Band</td>
<td>1</td>
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<tr>
<td>MUS 163 College Chorus</td>
<td>1</td>
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<tr>
<td>MUS 165* Piano Ensemble</td>
<td>2</td>
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<tr>
<td>MUS 166* Piano Repertoire and Interpretation</td>
<td>2</td>
</tr>
<tr>
<td>MUS 167 Community Symphony Orchestra</td>
<td>1</td>
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<tr>
<td>MUS 168 Community Symphonic Band</td>
<td>1</td>
</tr>
<tr>
<td>MUS 169 Community Chorus</td>
<td>1</td>
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</tbody>
</table>

* Music majors who are pianists may satisfy two semesters of the major performing ensemble requirements with each of these courses.

Music Courses (MUS)

General Information:
Students enter college with various experience and backgrounds in music. Furthermore, they take music courses with a variety of goals in mind. Consequently, while several of our offerings are open to everyone, passing our Music Placement Test (MPT) or a standardized audition is required for more advanced classes. Most music classes require that a student have some skill with music notation. Music 106 is designed to provide this theoretical background. In addition, a potential music major or minor must be able to listen analytically to classical music. Music 101 serves this purpose. The Music Placement Test is advised for those who feel they have sufficient background and therefore don’t need to take preliminary courses.

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There are a variety of skills and abilities required of the music major who transfers from the College of Marin to complete upper division work elsewhere. Consequently, coursework at the Kentfield Campus has been divided into as many component parts as possible to enable students to work at their level in each area. The following chart illustrates each component part of the music major package at various levels. It is not necessary for students to be at the same level in each area. In fact, it is to students’ advantage to be ahead a semester or two in piano and ear training. However, since it is to students’ disadvantage to get ahead in theory without developing the listening, physical, and analytical skills, it is urged that the theory components be taken after all other components at the same level, if not taken concurrently.

MUSIC MAJOR CHART

<table>
<thead>
<tr>
<th>Level</th>
<th>Theory</th>
<th>Ear Training</th>
<th>Piano</th>
<th>Lit/Analyses</th>
</tr>
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<tbody>
<tr>
<td>Preliminary</td>
<td>Mus 106</td>
<td>Mus 106</td>
<td>Mus 106</td>
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<tr>
<td>Level 1</td>
<td>Mus 111 (f)</td>
<td>Mus 121</td>
<td>Mus 171</td>
<td>Mus 101</td>
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<tr>
<td>Level 2</td>
<td>Mus 112 (sp)</td>
<td>Mus 122 (sp)</td>
<td>Mus 172</td>
<td>Mus 102 (sp)</td>
</tr>
<tr>
<td>Level 3</td>
<td>Mus 211 (f)</td>
<td>Mus 221 (f)</td>
<td>Mus 271</td>
<td></td>
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<tr>
<td>Level 4</td>
<td>Mus 212 (sp)</td>
<td>Mus 222 (sp)</td>
<td>Mus 272 (sp)</td>
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</tbody>
</table>

Performing Ensemble: One of the following
EACH SEMESTER: Mus 162, 163, 165, 166, 167, 168, 169

Major Performing Ensemble
Our large ensembles provide students the opportunity for musical growth at all stages of their development. Participation in a major performing ensemble is just as essential, if not more so, to those just learning the basic music vocabulary as to those who have the opportunity to perform solos with the ensemble. The College of Marin’s major performing ensemble requirement must be satisfied in the following manner: Those whose major performing medium is a band or orchestra instrument must be in either Music 162, 167, or 168. Those whose performance medium
is voice, or whose instrument is one not usually associated with ensemble work (piano, guitar, etc.), must be in either Music 163 or 169. Pianists may partly fulfill this requirement as noted in the Music 165 and Music 166 course descriptions, however.

**Standardized Auditions**

Several music courses require an audition based upon a standardized level of performance. Every student who participates in one of these courses is expected to meet the musical requirements of the particular audition. Auditions will vary from course to course.

**MUS 39 Selected Topics (Nondegree Applicable)**

(½-6 units)(Please see Selected Topics category.)

**MUS 101 Introduction to Classical Music**

(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)

The appreciation and enjoyment of classical music through analytical listening. The study of musical elements; the development of musical forms and styles, vocal and instrumental media, the lives of the great composers, and analyses of their works. Illustrated by recordings. (CSU/UC)

AA/AS Area C, CSU Area C-1, IGETC Area 3A

**MUS 102 Music Masterworks**

(3 units)(Prerequisite: Music 106 or Music 111. Three lecture hours and one laboratory hour weekly.)

This course includes guided listening and discussions, examples in hand, of music masterworks from the beginning of written history to the present. Prerequisite skills required: ability to read treble and bass clef and easy basic rhythms; understanding tonic and dominant relationship, intervals, triads, 7th chords, major and minor scales and key signatures. (CSU/UC)

AA/AS Area C, CSU Area C-1, IGETC Area 3A

**MUS 105 Rock, Pop and Jazz**

(3 units)(No prerequisite. Three lecture hours weekly.)

A multicultural study of the evolution of American musical styles including blues, salsa, samba, rock, jazz, pop, rhythm and blues, and country and folk, with emphasis on the African American, Euro-American, Latin American origins of these contemporary styles, and their historical contexts. (CSU/UC)

AA/AS Areas C&G, CSU Area C-1, IGETC Area 3A

**MUS 106 Music Fundamentals**

(3 units)(No prerequisite. Advisory: Music 163. Three lecture hours weekly.)

Designed for anyone interested in acquiring basic music skills for performance, teaching or composition included. Music reading, notation, terminology, piano keyboard, sight singing, ear training, etc. Not open to students who have completed Music 111, 112, 211, or 212. Can also be offered in a distance learning format. (CSU/UC)

AA/AS Area C, CSU Area C-1

**MUS 111 Theory I**

(4 units)(Prerequisite: Music 106. Corequisites: Music 121, 122, 221, or 222 as determined by standardized placement examination; one major performing ensemble: Music 162, 163, 167, 168, or 169 and class piano: Music 171, 172, 271, or 272. Three lecture and three laboratory hours weekly.)

Beginning music theory. Review of scales, key signatures, time signatures, intervals, triads, and seventh chords. Intensive study of four-part harmonic progressions including cadences, voice leading and doubling rules, and some nonharmonic tones. (CSU/UC)

**MUS 112 Theory II**

(4 units)(Prerequisite: Music 111. Corequisites: Music 122, and 172, unless previously completed, and one major performing ensemble. See Music 111 for details of these corequisites. Three lecture and three laboratory hours weekly.)

Continued study of harmonic progressions—focusing on secondary triads dominant and supertonic sevenths with inversions, modes, counterpoints, etc. (CSU/UC)

**MUS 113 Jazz Improvisation**

(3 units)(Prerequisite: Ability to play or sing all major scales from memory. Corequisite: Enrollment in any performance ensemble. Three lecture hours weekly.)

An introduction to jazz improvisation for instrumentalists and vocalists who wish to develop their ability to perform jazz solos. The ability to play or sing all major scales from memory is a prerequisite for this course. Students will learn contemporary harmonic theory, including scales, modes, extended and altered chords and will apply this knowledge to the craft of improvisation. Classroom experience will include playing with a rhythm section and the transcription of representative jazz solos. May be taken twice for credit. (CSU/UC)

**MUS 116 Desktop Musician I**

(3 units)(No prerequisite. Two lecture and three laboratory hours weekly.)

Basic concepts of acoustics, techniques of electronic music synthesis, digital audio, and MIDI. Emphasis on performance/application of these techniques to portable synthesizers, and computers. Course includes fundamentals of acoustics, multichannel recording, and editing techniques. Introduction to MIDI digital audio and its computer usage. Supervised “hands-on” practice sessions in addition to required individual lab time. (CSU)

**MUS 117 Desktop Musician II**

(3 units)(Prerequisite: Music 116. Two lecture and three laboratory hours weekly.)

Detailed study of digital recording via MIDI with emphasis on editing, looping, generating sequences, shifting, and quantizing. Continued study of acoustics as related to recording and synthesizer programming included. Performance/application is a requirement. Introduction to composer software. (CSU)
MUS 119   Media Music Composition
(3 units)(Prerequisite: Music 111. Three lecture hours weekly.)
This course includes composing and arranging music for use in media (films, videos, commercials). Four composing projects will include woodwinds, brass, strings, and percussion. All compositions will be played and recorded. May be taken twice for credit. (CSU)

MUS 121-122   Ear Training I and II
(2-2 units)(Prerequisite: Music 106. Music 121 is a prerequisite to Music 122. One lecture and three laboratory hours weekly.)
The ear training component of the music major package. Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception. Both Music 121 and 122 may be taken twice for credit. (CSU/UC)

MUS 128-128L   Ear Training Skills
(1-1 unit)(Prerequisite: One or more of the following courses: Music 106, 121, and 122. Corequisites: Music 128 and 128L must be taken concurrently. One lecture and three laboratory hours weekly.)
An ear training workshop specifically designed to provide music majors with a course in which they can maintain their skills in melodic and rhythmic sight reading and rhythmic, melodic, and harmonic aural perception. May be taken twice for credit. (CSU/UC)

MUS 139   Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

MUS 161   Youth Orchestra
(1 unit)(No prerequisite. Three laboratory hours weekly.)
This orchestra is suited to the needs of the young performer, primarily at the high school level. It includes rehearsal and performance of standard orchestra literature from the Baroque, Classical, Romantic, and Contemporary periods. May be taken four times for credit. (CSU)

MUS 162   Band
(1 unit)(Prerequisite: Music 176. Three laboratory hours weekly.)
A daytime instrumental music group for people with some skills with traditional band instruments. Players with limited skills as well as those with considerable experience are accepted. This course satisfies the major performing ensemble requirement for music majors and minors. Participation in public performance is required. May be taken four times for credit. (CSU/UC)

MUS 163   College Chorus
(1 unit)(No prerequisite. Three laboratory hours weekly.)
A chorus of mixed voices for the general college student. The rehearsal and performance of choral music of a moderate degree of difficulty. Techniques of choral singing are emphasized. Participation in public performances is required. May be taken four times for credit. (CSU/UC)

MUS 165   Piano Ensemble
(2 units)(Prerequisite: Standardized audition. Six laboratory hours weekly.)
The study, rehearsal, and performance of music for piano ensemble (one piano/four hands, two pianos/four hands, etc). Music majors who are pianists may satisfy two semesters of the major performing ensemble requirement with this course. May be taken four times for credit. (CSU/UC)

MUS 166   Piano Repertoire and Interpretation
(2 units)(Prerequisite: Music 272 and standardized audition. Six laboratory hours weekly.)
A chronological survey of piano literature, stressing stylistic features. Students will perform in class and at a final recital. Music majors who are pianists may satisfy two semesters of the major performing ensemble requirement with this course. May be taken four times for credit. (CSU/UC)

MUS 167   Community Symphony Orchestra
(1 unit)(Prerequisite: Standardized audition. Three laboratory hours weekly.)
The study, rehearsal, and performance of music composed for chamber orchestra and full symphony orchestra from Baroque, Classical, Romantic, and contemporary periods. Participation in public performances is required. May be taken four times for credit. (CSU/UC)

MUS 168   Community Symphonic Band
(1 unit)(Prerequisite: Standardized audition. Three laboratory hours weekly.)
An advanced ensemble for wind and percussion players meeting in the evening. The study, rehearsal, and performance of band literature. Participation in public performances is required. May be taken four times for credit. (CSU)

MUS 169   Community Chorus
(1 unit)(Prerequisite: Standardized audition. Three laboratory hours weekly.)
A chorus of mixed voices for the College and the community. The study, rehearsal, and performance of masterpieces of choral literature, usually with orchestral accompaniment. Techniques of choral singing are emphasized. Participation in public performances is required. May be taken four times for credit. (CSU/UC)

MUS 171-172   Piano I and II
(2-2 units)(Prerequisite for Music 171 is Music 106. Music 171 is a prerequisite for Music 172. Six laboratory hours weekly.)
Designed to help students develop mental and physical habits that lead to keyboard competence. Develops musicianship and sense of musical style and provides foundation for materials being studied in other components of the music program. Both Music 171 and 172 may be taken twice for credit. (CSU/UC)

MUS 173   Beginning Band
(1 unit)(No prerequisite. Three laboratory hours weekly.)
A beginning study of a woodwind, brass, or percussion instrument. This course is designed for students who wish to learn a band or orchestral instrument other than a string instrument. It is strongly recommended for those planning to teach in the public schools and for those who plan to arrange or compose music. May be taken four times for credit, provided a different instrument is studied each semester. (CSU/UC)

**MUS 174** Class Instrument Instruction: Brass
(1 unit)(Prerequisite: Ability to read simple music. Advisory: Music 106. One-half lecture and one and one-half laboratory hours weekly.)

Beginning study of brass designed to introduce students to standard brass instruments as partial preparation for teaching in the public schools and for those who desire to learn a second instrument. Also, this class is appropriate for composers desiring a first hand knowledge of these instruments. May be taken four times for credit, provided a different instrument is studied each semester. (CSU/UC)

**MUS 175** Class Instrument Instruction: Percussion Technique
(1 unit)(Prerequisite: Ability to read simple music. Advisory: Music 106. One-half lecture and one and one-half laboratory hours weekly.)

Beginning study of percussion designed to introduce students to standard percussion instruments as partial preparation for teaching in the public schools and for those who desire to learn a second instrument. Also, this class is appropriate for composers desiring a first hand knowledge of these instruments. May be taken twice for credit. (CSU/UC)

**MUS 176** Intermediate Band
(1 unit)(Prerequisite: Music 173 or 174 or 175. Three laboratory hours weekly.)

A band of woodwinds, brass, and percussion to meet the requirements of players not yet advanced enough for concert band, but more advanced than the beginning classes. This course will prepare players for concert band. Ensemble techniques will be taught. May be taken four times for credit. (CSU/UC)

**MUS 177** Jazz Ensemble
(1 unit)(Prerequisite: Standardized audition. Corequisite: Concurrent enrollment in major performing ensemble most appropriate to the individual's performance medium. Three laboratory hours weekly.)

This course is for instrumentalists who desire both ensemble and solo training in the jazz idiom. Various styles of jazz and instrumental techniques are emphasized. Participation in public performances is required. May be taken four times for credit. (CSU/UC)

**MUS 178** Class Instrument Instruction: Strings
(1 unit)(Prerequisite: Ability to read simple music. Advisory: Music 106. Three laboratory hours weekly.)

Beginning study of string instruments. May be taken four times for credit, provided a different instrument is studied each semester. (CSU/UC)

**MUS 179** Intermediate Orchestra
(1 unit)(Prerequisite: Music 178. Three laboratory hours weekly.)

An orchestra primarily of string instruments designed to: (1) meet the requirements of players not yet ready for community orchestra, but more advanced than beginning strings, and (2) to prepare players for community symphony orchestra. Individual and ensemble techniques will be taught. May be taken four times for credit. (CSU/UC)

**MUS 180AB** Chamber Music Ensemble I and II
(1-2 units)(Prerequisite: Standardized audition. Corequisite: Major performing ensemble most appropriate to the individual's performing medium. Three laboratory hours weekly for one unit and six laboratory hours weekly for two units.)

The study, rehearsal, and performance of repertoire for small instrumental ensembles (may include voice). Choice of literature. Combinations of Music 180A and 180B may be taken a total of four times for credit. (CSU/UC)

**MUS 181-182** Voice I and II
(2-2 units)(Prerequisite for Music 181 is Music 106 and standardized audition. Music 181 is a prerequisite for Music 182. Six laboratory hours weekly.)

Elementary class instruction in the fundamentals of singing, principles of tone production, and voice development. Both Music 181 and 182 may be taken twice for credit. (CSU/UC)

**MUS 183** Chamber Singers
(2 units)(Prerequisite: Standardized audition. Corequisite: Music 163. Six laboratory hours weekly.)

A small select choir of mixed voices performing music written for small choral ensembles. Participation in public performances is required. May be taken four times for credit. (CSU/UC)

**MUS 186ABC** World Music Workshop
(½,½,½ units)(No prerequisite. Each module is approximately thirteen hours per semester.)

This course provides the student the opportunity to focus on one aspect of world music, such as African drumming, in an introductory short course, lecture/lab experience. Students will not only examine historical underpinnings of the topic but will have the opportunity to physically experience drumming using specific techniques and rhythms. Each module may be taken four times for credit. (CSU/UC)

**Modules offered are:**

<table>
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<tr>
<th>Modules offered are</th>
<th>Units</th>
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<tbody>
<tr>
<td>186A.</td>
<td>Taiko Drumming Techniques and Rhythms.</td>
</tr>
<tr>
<td>186B.</td>
<td>African Drumming Techniques and Rhythms.</td>
</tr>
<tr>
<td>186C.</td>
<td>Latin Drumming Techniques and Rhythms.</td>
</tr>
</tbody>
</table>

**MUS 187** Chamber Orchestra
(1 unit)(Prerequisite: Music 179. Three laboratory hours weekly.)
An orchestra primarily of stringed instruments designed to meet the requirements of players not yet ready for Community Symphony Orchestra, but more advanced than Beginning Strings and Intermediate Orchestra. To prepare players for Community Symphony Orchestra, individual and ensemble techniques will be taught. May be taken four times for credit. (CSU/UC)

**MUS 191  Musical Production: Orchestra**  
(1-3 units)(Prerequisite: Standardized audition. Instructor will decide number of units to be given, with fifty hours of rehearsal and performance required for each unit.)  
Rehearsal and performance of orchestral accompaniment to staged musical productions. Participation in public performances is required and is the final exam for this course. May be taken four times for credit. (CSU/UC)

**MUS 193  Musical Production: Cast**  
(1-3 units)(Prerequisite: Standardized audition. Instructor will decide the number of units to be given, with fifty hours of rehearsal and performance required for each unit.)  
Rehearsal and performance of all vocal music aspects of staged musical production. Participation in public performances is required and is the final exam for this course. May be taken four times for credit. (CSU/UC)

**MUS 194  Applied Music**  
(1-2 units)(Prerequisite: Instrumental or vocal ability. Corequisite: Enrollment in any of the following performance ensembles: Music 163, 167, 168, 169, 177, 179, or 191. Advisory: Private instruction is strongly advised but not required. For one unit, three laboratory hours weekly; for two units, six laboratory hours weekly.)  
Credit for supervised practice room use. In addition, attendance at four noon recitals is required. All hours are verified by sign-up procedure. May be taken four times for credit. (CSU/UC)

**MUS 211  Theory III**  
(4 units)(Prerequisites: Music 112 and 122. Corequisite: Major performance ensemble. Three lecture and three laboratory hours weekly.)  
Chromatic harmony is introduced through secondary dominants, diminished sevenths and other secondary seventh chords, modal borrowing, etc. Analysis and composition are included in discussion and assignments. Some keyboard applications. (CSU/UC)

**MUS 212  Theory IV**  
(4 units)(Prerequisites: Music 211 and 221, unless previously completed major performance ensemble. Three lecture and three laboratory hours weekly.)  
Additional chromatic harmonies, including Neapolitan sixths, augmented sixth chords, and expanded tertial harmonies, are examined, followed by an overview of impressionism and twentieth-century harmony. Analysis and composition are included in discussion and assignments. Some keyboard applications. (CSU/UC)

**MUS 214  Music Composition Seminar**  
(3 units)(Prerequisite: Music 212 or concurrent enrollment in Music 211. Three lecture hours weekly.)  
Individualized instruction in art music composition. Students will work at their own pace on assignments of their choice. The class will meet as a group to listen to compositions by students as well as other composers. Students are expected to complete several small or one large composition during the semester. May be taken four times for credit. (CSU/UC)

**MUS 221-222  Ear Training III and IV**  
(2-2 units)(Prerequisite for Music 221 is Music 122. Music 221 is a prerequisite for Music 222. One lecture and three laboratory hours weekly.)  
A continuation of Music 121 and Music 122. Music 221 may be taken twice for credit. Music 222 may be taken four times for credit. (CSU/UC)

**MUS 249  Directed Study**  
(1-3 units)(Limit to Enrollment Music 112, 122, and 172 with at least a B minus grade average in all music major courses. Prior arrangement with the instructor is necessary.)  
A course designed to give the student the opportunity to conduct a special project in music. The student plans and executes an individual project under the direction of a member of the department. The project must be completed within the semester. The final grade is determined by regular conferences with the instructor during the semester and the evaluation of the completed project. Projects may be in the areas of performance, composition, orchestration, history and literature, conducting, or musical theatre. May be taken four times for credit. (CSU/UC w/limit)

**MUS 261AB  Small Ensemble Techniques**  
(1-2 units)(Prerequisite: Standardized audition. Three laboratory hours weekly for one unit and six laboratory hours weekly for two units.)  
This class focuses on improving the skills of the musician in an ensemble. Recommended for students who already have had chamber ensemble experience. May be taken for a total of eight units. (CSU/UC)

**MUS 262AB  Large Ensemble Techniques**  
(1-2 units)(Prerequisite: Standardized audition. Three laboratory hours weekly for one unit and six laboratory hours weekly for two units.)  
This class focuses on improving the skills of a musician in a large ensemble. Recommended for students who already have large ensemble experience. May be taken for a total of eight units. (CSU/UC)

**MUS 271-272  Piano III and IV**  
(2-2 units)(Prerequisite for Music 271 is Music 172. Music 271 is a prerequisite for Music 272. Six laboratory hours weekly.)  
A continuation of Music 171 and 172, with more emphasis on the development of a functional knowledge of musical structure,
melody, rhythm, harmony, and form. Attention is given to individual levels of achievement. Music 271 may be taken twice for credit. Music 272 may be taken four times for credit. (CSU/UC)

**MUS 281-282 Voice III and IV**

(2-2 units) (Prerequisite for Music 281 is Music 182. Music 281 is a prerequisite for Music 282. Six laboratory hours weekly.)

Intermediate class instruction in the fundamentals of singing, principles of tone production, and voice development with emphasis in vocal literature particularly in Music 282. Music 281 may be taken twice for credit. Music 282 may be taken four times for credit. (CSU/UC)

**Nursing Education: Registered**

The Registered Nursing Education Program is designed to prepare nurses to give direct and indirect patient care in a variety of health care settings. The nursing faculty believes that the Associate Degree Program in nursing has as its main purpose the preparation of the nurse to function on the health team independently, dependently, and collaboratively. The Associate degree nurse utilizes the problem-solving approach and critical thinking in planning and providing individualized care. The philosophy of the nursing program is consistent with that of the College of Marin: belief in the dignity and worth of each individual and the right to equal opportunity for personal, intellectual, and cultural growth. Students are encouraged to recognize and accept both individual and social responsibilities.

**Career Options**

Acute Care, Home Care, Long-term Care, Physicians' Offices, Public and Private Facilities, Specialty units such as Dialysis, Geriatrics, Operating Room, etc., Transfer to Bachelor's Program

**Faculty**

Carmen Carrouche-Rivers, Jeannie Langinger, Sara Lefkowitz, Diane Ridley, Joanna Ruddle
Rosalind Hartman, Director of Health Sciences

**Department Phone:** (415) 485-9319

**Transfer**

Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

Graduates of the Registered Nursing Education Program may transfer to a number of colleges and universities to study for a Bachelor of Science degree in Nursing. Contact the Registered Nursing Education Department for information regarding the following schools:

- Sonoma State University
- San Francisco State University
- Dominican University of California

**A.S. in Nursing: Registered (R.N.), Occupational or Transfer**

(IV Insertion Skills Certificate also awarded.)

The Registered Nursing Education Program, in preparation for licensure as a registered nurse, is offered only at the Kentfield Campus and requires two academic years of prescribed courses including acquisition of the Associate in Science degree. The curriculum is offered in four semesters. Clinical placements require day and evening scheduling Monday through Friday. Because the clinical rotations are scheduled on both days and evenings, it is strongly recommended that all course requirements for registered nursing licensure and the Associate of Science degree be taken prior to entry into the program.

The program offers opportunities for advanced placement for returning, challenge, and transfer students. Please see information in the next section regarding advanced standing.

Please note: In accordance with the California Code of Regulations, Title 16, Section 1426, all nursing students must comply with the requirements of the “California Board of Registered Nursing – Content Required for Licensure” in effect when the student is accepted into the College of Marin Registered Nursing Program. Current requirements are found under prerequisites and degree requirements located in this section of the catalog. It is very important to make an appointment with a College of Marin counselor to review and clarify the current nursing program requirements for graduation and licensure. Students must fulfill the most current content for licensure requirements to qualify to take the Registered Nursing Licensure Examination (NCLEX-RN).

**Degree Requirements**

(Program is offered only at the Kentfield Campus.)

**Completion of the following:**

(a) Anatomy (Biology 120)
(b) Physiology (Biology 224)
(c) Microbiology (Biology 240)
(d) Chemistry 110
(e) English (English 120, 120SL, or 150)
(g) Psychology 110; and 112 or 114;
(h) One course to be selected from: Anthropology 102, 103, 208 or Sociology 110, 140;
(i) One course to be selected from: Speech 110, 120, or 128.

**Registered Nursing Education Program**

**Enrollment Procedures For First Semester Students Application Dates:**

Students desiring enrollment in the first semester must submit the required materials by February 1st. Applications are accepted January 2 through February 1st. Applications for enrollment will NOT be accepted for consideration after February 1st. Incomplete applications on the closing dates will not be considered for review.
Prerequisites:
Prerequisites must be completed BY THE END OF THE FALL SEMES-
TER prior to submission of the application TO THE PROGRAM FOR
THE FOLLOWING FALL ADMISSION. All prerequisites and course
work required for licensure must be met with a letter grade of
“C” or higher for entry into the program. (Credit/No-Credit grades
are not accepted). Courses required for the nursing program may
have their own prerequisites. See College of Marin catalog for
complete information

Beginning in 2007, eligibility to enter the Nursing Program will
be determined by a “composite score” which is a combination of
(a) overall college GPA in the most recent five years, (b) English
GPA, (c) core biology (anatomy, physiology, and microbiology)
GPA, and (d) core biology repetition. Course repetition is defined
as repeating a course due to a previous grade of “D”, “F”, “NC” or
“W”. Students will be required to have a score of at least 72% to be
admitted to the program. A letter grade of “C” will be assigned
to any coursework with a grade of “Credit” for calculating
the composite score.

The Registered Nursing Program will establish addi-
tional prerequisites for entry into the program for Fall
2008.

Applicants will be required to successfully complete an assess-
tment test prior to entry into the program. Those who do not
meet the composite cut off score shall have a minimum of one
year to remediate and demonstrate readiness before retesting.
Demonstration of readiness shall include successful comple-
tion of the remediation plan and successful retaking of the as-
sessment test with a passing composite score. Any student not
meeting the remediation requirements within one year will be
required to restart the application process as a new student. See
program website for further details.

Prerequisite courses taken at institutions other than the
College of Marin must be evaluated prior to acceptance to
the nursing program. Official transcripts are required by the
Counseling Department to verify prerequisite and corequi-
site courses.

The prerequisites for entrance into the program are:

1. **Nursing Education 90**, Introduction to Nursing Education
   and Practice.

2. **Chemistry**: One semester of college chemistry (Chemistry
   110 or Chemistry 114 or Chemistry 115) or one year high
   school chemistry are approved as equivalent courses. Stu-
   dents with chemistry courses over five years old at the time
   of admissions may fulfill the Registered Nursing chemistry
   requirement but may not apply units toward the 60 needed
   for a degree.

3. **Anatomy**: One four- or five- (semester) unit college hu-
   man anatomy course with laboratory (Biology 120). Must be
taken for a letter grade.

4. **Physiology**: One four- or five- (semester) unit college hu-
   man physiology course (Biology 224), with laboratory. Must
   be taken for a letter grade.

5. **Math**: Math 101 or Math 101AB or Math 101XY.

6. **English**: English 120, 120SL, or 150. Must be taken for a
   letter grade.

7. **Microbiology**: One four- or five- (semester) unit college
   microbiology course (Biology 240), with laboratory. Must be
   taken for a letter grade.

*If you are considering transfer of these courses, see Academic
Transfer Program information in the College of Marin catalog.

Please Note: Students who believe they have met the prereq-
usitive through course work at other institutions or equivalent
experience have a right to challenge a course prerequisite. Con-
tact the nursing department for the registered nursing challenge
information.

Courses required for the Registered Nursing Program may
have their own prerequisites. Please refer to the individual course
in the catalog for complete information on prerequisites.

Advisory:

1. Nursing Education 95: Strongly recommended but not re-
   quired as a prerequisite to the program.

2. Computer Information Systems 101: Strongly recommended
   but not required as a prerequisite to the program.

Recency:

Courses in Nursing Education three or more years old will not be
accepted. Those applicants must apply for first semester admis-
son and will be required to repeat all nursing courses.

Requirements for a Completed Application:

Submit the application in a sealed envelope to the Admissions
and Records Department, College of Marin, Kentfield, CA 94904:

1. College of Marin Registered Nursing Education Program Ap-
   plication (Typed or printed in ink). Be sure to document your
   health care experience on this form.

2. Completed “Health Clearance Form” upon enrollment in the
   program (by July 15).

3. College of Marin courses required for Registered Nursing
   Licensure/Graduation evaluation form.

4. Challenge Examination Scores. The applicant must request
   that these scores be forwarded to the Registered Nursing
   Education Program.

5. Procedures for Substitution of Required Courses for
   College of Marin Registered Nursing Program. There are two methods for students to obtain credit for required
courses taken at other institutions:

Marin County Residents

Since the Registered Nursing Program is an impacted pro-
gram, Marin County Residents are given enrollment priority.
Evaluation of coursework from Marin County residents who
provide proof of residency for one year prior to application
will occur prior to application to the program. Petitions of
substitution from Marin county residents must be submit-
ted between September 1 and October 31 for admission the
following fall. Those who submit petition for substitution af-
fer October 31 are not guaranteed a decision in time for the
RN application date. Documentation of proof of residency in Marin County for one year prior to application must include Xerox of California Driver’s license and one of the following: income tax form from previous year, or PG & E, Marin Municipal Water District, or North Marin Water District Bill.

Evaluation prior to Application to the Registered Nursing Program

(a) Petitions for substitution must be submitted before applying to the Nursing Program. It will be the student’s responsibility to request official transcripts and course descriptions for the year the course was completed and attach catalog course descriptions to the Petition. Official transcripts must be mailed directly from the issuing college to College of Marin, Counseling Department, Kentfield, CA 94904 between September 1 and October 31 for admission for the following fall. The Petition for Substitution will then be submitted and reviewed by Admissions and Records (Academic Standards Committee). The original approved/denied copy will be kept in the student file in counseling and a copy of the petition will be sent to the student.

(b) Students who obtain substitution approval in advance must retain the approved copy and attach it to their application for the Nursing Program.

Non Marin County Residents

In the event that there are additional spaces in the program, petitions from Non Marin County Residents will be evaluated as part of the application process.

Evaluation as Part of the Registered Nursing Application

(a) The R.N. application will include two forms. One will require the student to list all pre and co-requisites completed at College of Marin. The other will be a Petition for Substitution for courses required for the R.N. Program that were completed at another college. Catalog descriptions for the year in which the class was completed must accompany the Petition for Substitution.

(b) The Nursing Department will send the Petitions for Substitution to the Dean of Enrollment Services, Development and Special Programs, Academic Standards Committee for evaluation of petitions together with catalog descriptions and copies of the student’s “official” transcript. (Sent directly from the college to College of Marin)

(c) Decisions will be made part of the official record. The student, the Nursing Department Office and the Counseling Office will receive a copy of the petition indicating which courses are approved/denied.

6. Official Transcripts. The applicant is responsible for insuring that official transcripts from high school and/or college verifying successful completion of requirements or of requirements in progress, are mailed directly to the Registered Nursing Education Department from the issuing institution. If the applicant is submitting the petition for evaluation as part of the application process, two sets of college transcripts must be submitted to the Registered Nursing Education Department. Transcripts for courses taken at the College of Marin are not required.

7. Self-addressed stamped envelope. Include a self-addressed stamped envelope with your application.

8. Proof of Residency. Applicants from Marin are given enrollment priority when the number of applicants exceed the number of openings. Documentation of proof of residency in Marin County for one year prior to application; Xerox of California driver’s license and one of the following: income tax form from previous year, or P G and E, Marin Municipal Water District, or North Marin Water District bill.

9. Returning/Transfer Students. Letter of recommendation from a nursing faculty member or the nursing program director.

10. Background Clearance/Conviction Information: Clinical agencies require a background clearance. Students must sign a release form and pay a fee of $43 once accepted into the program.

(a) Notice Concerning Eligibility for the Nursing Program

Background checks are commonly completed on health care personnel, including students and volunteers. Current and prospective nursing students must at all times meet applicable hospital security standards for placement in mandatory clinical rotations at selected hospitals. Every student offered space in the program will be required to submit to a background screening prior to beginning clinical rotations as part of their clinical requirements for admission. A history of felony conviction(s) or any bar, exclusion or other ineligibility for federal program participation could render a student ineligible for clinical placement, as determined by the clinical agencies.

If a student cannot obtain background clearance from the clinical agencies, it will not be possible to place the student in the clinical area, which is a required component of the program. In the event that a student cannot obtain a background clearance, the space will be forfeited.

Students who are found to be ineligible for clinical placement by the clinical agency after admission to the nursing program shall be subject to dismissal from the program, as they will be unable to complete mandatory clinical rotations.

Note that the student is given an opportunity to receive a copy of the screening report. The student has the right to dispute the accuracy of the report.

(b) Notice Concerning Board of Registered Nursing Licensure

Prior to obtaining a license to practice as a Registered Nurse, all graduates must report felony and misdemeanor convictions along with submission of fingerprints. The Board of Registered Nursing may deny licen-
ure based on prior convictions. For a list of convictions substantially related to the practice of nursing, please contact the Nursing Department or the Board of Registered Nursing Web page: www.rn.ca.gov.

If students have any questions about the background screening, nursing program eligibility, or the Board of Registered Nursing requirements, they should contact the Nursing Program Director.

All materials submitted during the application process become the property of the College of Marin. Incomplete applications will not be considered. All materials will be kept on file for one year following the selection process. Materials on file past this time period will be destroyed. A new application form with supportive documents will be required for each reapplication to the program.

Screening Procedure for Enrollment in the Program:
Thirty-six students are enrolled in their first year of the Registered Nursing Education Program each fall. The program is committed to providing equal educational opportunities for qualified applicants. Each year the Registered Nursing Education Program receives more requests for enrollment than the program is able to accommodate. Enrollment is limited because of the need to maintain a safe student/teacher ratio in the clinical setting.

Each application received is reviewed by a nursing department committee to determine that the basic entry prerequisites and requirements have been met. Applications which are not complete or which do not satisfy the listed prerequisites shall not be considered further and shall not be eligible for enrollment into the program. To be considered for enrollment, all students must complete the basic entry course work and requirements as listed below:

1. All prerequisite courses must be completed with a “C” or better prior to the submission of the application. Prerequisites include, Nursing Education 90, chemistry, anatomy, physiology, microbiology, English and math.
2. All required application materials must be submitted to the Admissions and Records Department by the closing deadline.
3. All students are required to show evidence of work or volunteer history in a health related environment or field.
4. Any courses required for registered nursing licensure taken prior to entry must have a letter grade of “C” or higher. (Courses must be taken for a letter grade; a “C-” or No-Credit is NOT acceptable.) These courses include the above prerequisites and Speech 110, 120, or 128, Psychology 110 and 112 or 114, and three units from any of the following: Anthropology 102, 103, 208 or Sociology 110, 140.
5. A score of at least 67 on the Test of Essential Academic Skills (TEAS).
6. A score of 72% or higher using the composite formula.

Courses required for state boards and General Education Graduation Requirements must be completed prior to graduation, but it is highly recommended that these courses be completed prior to entry into the program.

Subject to available openings, all qualified students who meet the above requirements will be eligible to enroll in the nursing program. In the event that there are more eligible applicants than openings in the program, actual enrollment will be based on a computerized random selection method. All eligible applicants will receive a number for the current application period. Students who provide proof of Marin County residency of at least one year prior to application to the program will be given enrollment priority.

It is not necessary to contact the Registered Nursing Education Program regarding your application status. You will be notified by mail using your self-addressed stamped envelope of your application status. Please be patient. It will take time for us to complete this procedure. All applicants will be notified by mail no later than June 15 regarding their acceptance or non-acceptance status. Spaces, should they occur, will be filled by the next qualified applicant until the fall semester begins.

All students who were determined eligible but not selected due to a lack of sufficient openings must resubmit their application and any new supportive documents to be considered for the next year’s program openings. The top ten eligible applicants (the ten with the lowest numbers) who are also Marin County residents for at least one year prior to this application process will be offered a space in the program in this second year of application prior to filling openings with the first time applicants. All applicants must score at least 67 on the TEAS test. The remaining eligible applicants from the prior year will be included with the current year’s applicants (first time applicants) and assigned numbers as described above if the number of eligible applicants exceeds openings. Students who are selected for the program and who drop from the program prior to completion of the first semester, must reapply for subsequent admission and shall be given the same consideration as first-time applicants. All applicants are bound by any new admission requirements and should contact a college counselor or the Registered Nursing Education Department to determine such requirements. All applications will be kept on file for one year. Applicants who were not accepted may reactivate their file with a new application form.

Registered Nursing Education Program Enrollment Procedures For Returning, Transfer, Or Challenge Students
We are pleased that you have selected the College of Marin Registered Nursing Program to continue your preparation for a career in the nursing profession. The following information has been prepared to assist you in the planning and enrollment process. Please read and follow directions carefully.

We recommend that all applicants meet with a college counselor prior to applying to the program to plan their course of study. Because clinical placements require day and evening scheduling, it is strongly recommended that ALL course requirements for registered nursing licensure and A.S. college requirements be taken prior to entry into the Registered Nursing Education Program.
Prerequisite courses taken at institutions other than the College of Marin must be evaluated prior to acceptance to the nursing program. Transcripts are required by the Counseling Department to verify prerequisite and corequisite courses.

Definitions: Returning student = student who left College of Marin Registered Nursing Education Program in the second, third, or fourth semester after successfully completing the first semester. Transfer student = student who successfully completed one or more semesters of nursing education courses in another program. Challenge student = student or individual who had prior nursing education (LVN or PT) or individual with other health care education or experience who wishes to enter the Registered Nursing Education Program with advanced standing and receive credit for previous education or work experience.

Application Dates: Applications are accepted January 2 through February 1 for the fall semester. Applications are accepted September 1 through October 1 for the spring semester. Applications for admission will NOT be accepted for consideration after the closing dates. Incomplete applications on the closing dates will not be considered for admission review.

Prerequisites: Prerequisites must be fulfilled PRIOR to submission of the application to the program. All prerequisites must be met with a grade of “C” or higher. A minimum grade of 2.0 is required for all courses required for registered nursing licensure. Courses required for the nursing program may have their own prerequisite. See College of Marin catalog for complete information.

Beginning in 2007, eligibility to enter the Nursing Program will be determined by a “composite score” which is a combination of (a) overall college GPA in the most recent five years, (b) English GPA, (c) core biology (anatomy, physiology, and microbiology) GPA, and (d) core biology repetition. Course repetition is defined as repeating a course due to a previous grade of “D”, “F”, “NC” or “W”. Students will be required to have a score of at least 72% to be admitted to the program. A letter grade of “C” will be assigned to any coursework with a grade of “Credit” for calculating the composite score.

The Registered Nursing Program will establish additional prerequisites for entry into the program for Fall 2008.

Applicants will be required to successfully complete an assessment test prior to entry into the program. Those who do not meet the composite cut off score shall have one year to remediate and demonstrate readiness. Demonstration of readiness shall include successful completion of the remediation plan and successful retaking of the assessment test with a passing composite score. Any student not meeting the remediation requirements within one year will be required to restart the application process as a new student. See program website for further details.

Recency: Courses in nursing education more than three years old will not be accepted. Applicants must apply for first semester admission and will be required to repeat all nursing courses more than three years old.

Prerequisites include:

1. Nursing Education 90, Introduction to Nursing Education and Practice.
2. Chemistry: One semester of college chemistry (Chemistry 110).
3. Anatomy: One four- or five- (semester) unit college human anatomy course with laboratory (Biology 120).
4. *Physiology: One four- or five- (semester) unit college human physiology course with laboratory (Biology 224).
5. *Microbiology: One four- or five- (semester) unit college microbiology course (Biology 240).
6. Math: Math 101 or Math 101AB or Math 101XY.
7. English: English 120 or 120SL or 150. Must be taken for a letter grade.
8. High School education or equivalent: High school diploma, GED, high school equivalency (waived with a college degree). Please note that Title 16, Section 1412 of the California Code of Regulations states that proof of high school education or the equivalent (high school diploma, GED, high school equivalency, college degree) is required by the person applying for a license as a registered nurse. The nursing department requires this proof for licensure application.

*Thirty-Unit Option LVN prerequisites.

Advisory:

1. Nursing Education 95: Strongly recommended but not required as a prerequisite.
2. Computer Information Systems 101: Strongly recommended but not required as a prerequisite.

Courses required for the Registered Nursing Program may have their own prerequisites. Please refer to the individual course in the catalog for complete information on prerequisites.

Challenge Degree Option Procedures:

1. LVN Challenge Degree Option Procedures. To receive advanced placement for NE 135, 135L, 138, 140, 140L, 210, 210L, submit:
   a. Transcript from state-accredited LVN/LPN Program, showing coursework completed with 72% or above. LVN’s who challenged boards must have their portfolio evaluated for the degree option.
   b. Current California LVN license.
   c. National League for Nursing Challenge exams with a passing grade: Care of the Adult Client, Care of the Client During Childbearing and Care of the Child. Challenge exam will be held once a year in spring. A fee of $110.00 is charged to take these tests.

2. Thirty-unit Option/Nondegree Option for LVN’S. MUST COMPLETE prerequisite #4 physiology, and #5 microbiology.

$110.00 is charged to take these tests.
3. **Challenge Procedures for Psychiatric Technician.** To receive advanced placement for Nursing Education 135, 135L, 138 submit:
   a. Evidence of current experience within the last three years in a mental health facility and;
   b. Current California Psychiatric Technician license and;
   c. Transcript showing completion of coursework from Psychiatric Technician Program

**Requirements for a Completed Application:**
Submit the following to the Admissions and Records Department, College of Marin, Kentfield, CA 94904

1. **College of Marin Registered Nursing Program Application.**
2. Completed Health Clearance Form upon acceptance into the program.
3. **College of Marin Courses Required for Registered Nursing Licensure/Graduation Evaluation Form.**
4. **Procedures for Substitution of Required Courses for College of Marin Registered Nursing Program.**

There are two methods for students to obtain credit for required courses taken at other institutions:

**Marin County Residents**
Since the Registered Nursing Program is an impacted program, Marin County Residents are given enrollment priority. Evaluation of coursework from Marin County residents who provide proof of residency for one year prior to application will occur prior to application to the program. Petitions of substitution from Marin county residents must be submitted between September 1 and October 31 for admission the following fall. Those who submit a petition for substitution after October 31 are not guaranteed a decision in time for the RN application date. Documentation of proof of residency in Marin County for one year prior to application: Xerox of California Driver’s license and one of the following: income tax form from previous year, or PG &E, Marin Municipal Water District, or North Marin Water District Bill.

**Evaluation prior to Application to the Registered Nursing Program**
(a) Petitions for substitution must be submitted before applying to the Nursing Program. It will be the student’s responsibility to request official transcripts and course descriptions for the year the course was completed and attach catalog course descriptions to the Petition. Official transcripts must be mailed directly from the issuing college to College of Marin, Counseling Department, Kentfield, CA 94904 between September 1 and October 31 for admission for the following fall. The Petition for Substitution will then be submitted and reviewed by Admissions and Records (Academic Standards Committee). The original approved/denied copy will be kept in the student file in counseling and a copy of the petition will be sent to the student.

(b) Students who obtain substitution approval in advance must retain the approved copy and attach it to their application for the Nursing Program.

**Non Marin County Residents**
In the event that there are additional spaces in the program, petitions from Non Marin County Residents will be evaluated as part of the application process.

**Evaluation as Part of the Registered Nursing Application**
(a) The R.N. application will include two forms. One will require the student to list all pre and co-requisites completed at College of Marin, the other will be a Petition for Substitution for courses required for the R.N. Program that were completed at another college. Catalog descriptions for the year in which the class was completed must accompany the Petition for Substitution.

(b) The Nursing Department will send the Petitions for Substitution to the Dean of Enrollment Services, Development and Special Programs, Academic Standards Committee for evaluation of petitions together with catalog descriptions and copies of the student’s “official” transcript. (Sent directly from the college to College of Marin)

(c) Decisions will be made part of the official record. The student, the Nursing Department Office and the Counseling Office will receive a copy of the petition indicating which courses are approved/denied.

5. **Official Transcripts.** The applicant is responsible for ensuring that official transcripts from high school, psychiatric technician program, nursing school, or college, verifying successful completion of requirements or of requirements in progress are mailed directly to the Registered Nursing Education Department from the issuing institution. College of Marin transcripts are not required.

6. **License.** Submit a copy of a valid California LVN or LPT license, if applicable.

7. **Work Experience.** Submit proof (a written statement from your employer) of one year of continuous employment in an acute hospital or mental health facility in the last three years as an LPT or LVN.

8. **Letter of Recommendation.** From a nursing faculty member or nursing program director.

9. **Challenge Scores.** Submit all scores to Registered Nursing Program.

10. **Nondegree Option LVN.** Submit #1, #2, #3, #4, #5, #6, #7, #8, and #9, listed above.

11. **Self-Addressed Stamped Envelope.** Include a self-addressed stamped envelope with your application.

12. **Proof of Residency.** Applicants from Marin are given enrollment priority when the number of applicants exceeds available openings. Documentation of proof of residency in Marin County for one year prior to application: Xerox of
California driver's license and one of the following: income tax form from previous year, or P G and E, Marin Municipal Water District, or North Marin Water District bill.

13. **Background Clearance/Conviction Information** Clinical agencies require a background clearance. Students must sign a release form and pay a fee of $43 once accepted into the program.

(a) Notice Concerning Eligibility for the Nursing Program

Background checks are commonly completed on health care personnel, including students and volunteers. Current and prospective nursing students must at all times meet applicable hospital security standards for placement in mandatory clinical rotations at selected hospitals. Every student offered space in the program will be required to submit to a background screening prior to beginning clinical rotations as part of their clinical requirements for admission. A history of felony conviction(s) or any bar, exclusion or other ineligibility for federal program participation could render a student ineligible for clinical placement, as determined by the clinical agencies.

If a student cannot obtain background clearance from the clinical agencies, it will not be possible to place the student in the clinical area, which is a required component of the program. In the event that a student cannot obtain a background clearance, the space will be forfeited.

Students who are found to be ineligible for clinical placement by the clinical agency after admission to the nursing program shall be subject to dismissal from the program. As they will be unable to complete mandatory clinical rotations.

Note that the student is given an opportunity to receive a copy of the screening report. The student has the right to dispute the accuracy of the report.

(b) Notice Concerning Board of Registered Nursing Licensure

Prior to obtaining a license to practice as a Registered Nurse, all graduates must report felony and misdemeanor convictions along with submission of fingerprints. The Board of Registered Nursing may deny licensure based on prior convictions. For a list of convictions substantially related to the practice of nursing, please contact the Nursing Department or the Board of Registered Nursing Web page.

If students have any questions about the background screening, nursing program eligibility, or the Board of Registered Nursing requirements, they should contact the Nursing Program Director.

NOTE: All materials submitted during the application process become the property of the College of Marin. Incomplete applications will not be considered. All materials will be kept on file for one year following the selection process. Materials on file past this time period will be destroyed. A new application form with supportive documents will be required for each reapplication to the program.

**Enrollment in the Program: Returning, Transfer and Challenge Students**

Enrollment occurs on the basis of available clinical spaces. The program is committed to providing equal educational opportunities for qualified students. Each semester the Registered Nursing Education Program receives more requests for enrollment than the program is able to accommodate. Enrollment is limited because of the need to maintain a safe student/teacher ratio in the clinical setting.

Each application received is reviewed (by a screening committee) to determine that the basic entry prerequisites and challenge procedures have been met. Applications which are not complete or which do not satisfy the listed prerequisites shall not be considered further and shall not be eligible for admission into the program. To be considered for enrollment, all students must complete the basic entry course work and requirements listed below:

1. All prerequisite courses must be completed with a “C” or higher prior to submission of the application to the program. Prerequisites include Nursing Education 90, chemistry, anatomy, physiology, microbiology, English and math except for LVN 30 unit option. LVN 30 unit option students must only complete physiology and microbiology.

2. All required application materials must be submitted to the Admissions and Records Department by the closing deadline.

3. All challenge procedures to courses as described must be satisfied prior to application deadline.

4. Any courses required for RN licensure must have a letter grade of “C” or higher. (A NCr or C minus is not acceptable.) These courses include the above prerequisites and Speech 110, 120, or 128, Psychology 110 and 112 or 114, and three units from any of the following: Anthropology 102, 103, 208 or Sociology 110, 140 and nursing education coursework.

5. Courses in Nursing Education more than three years old will not be accepted.

6. A score of at least 67 on the Test of Essential Academic Skills (TEAS).

7. A score of 72% or higher using the composite formula.

Courses required for state boards and General Education Graduation Requirements must be completed prior to graduation, but it is highly recommended that these courses be completed prior to entry into the program.

Applications, which are complete, shall be ranked by the screening committee. Vacancies which occur in the RN Program in the second, third, or fourth semester, are filled according to the following priority:

1. Returning students who left the College of Marin Nursing Program in good standing.
2. Successful challenge students (LVN or LPT)
3. Transfer students or other returning students.
4. LVN 30 unit option student.

In the event that more than one application is tied in ranking and there are fewer openings available for admission to the program, ties will be broken through random selection process.

It is not necessary to contact the Registered Nursing Education Department regarding your application status. You will be notified by mail using your self-addressed stamped envelope of your application status. Please be patient. It will take time for us to complete this procedure.

All applicants will be notified by mail no later than January 15th for spring admission and June 15th for fall admission regarding their acceptance or nonacceptance status. Spaces, should they occur, will be filled by the next qualified applicant until the semester begins.

The College of Marin Nursing Program does not maintain a waiting list of students for admission once classes have begun. Each year nursing students are selected from the current set of applications for that year. Students who are selected for the program and who drop from the program prior to completion of the semester, must reapply for subsequent admission. All applicants are bound by any new admission requirements and should contact a college counselor or the Registered Nursing Education Department to determine such requirements. All application materials will be kept for one year should an applicant wish to reapply.

Degree Requirements
Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Board of Registered Nursing
Content Required for Licensure

Suggested Sequence of Courses for Students

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Freshman Year — First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>N E 101 Level I Nursing Skills Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>N E 135 Nursing I: Fundamentals of Nursing</td>
<td>4</td>
</tr>
<tr>
<td>N E 135L Nursing I Fundamentals Clinical Laboratory</td>
<td>2½</td>
</tr>
<tr>
<td>N E 138 Introduction to Pharmacology and Medication Administration for Nurses</td>
<td>1</td>
</tr>
<tr>
<td>PSY 110 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Communication Skills Requirement</td>
<td>3</td>
</tr>
<tr>
<td><em>(See Note 3a and b following)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Freshman Year — Second Semester</strong></td>
<td>N E</td>
</tr>
<tr>
<td>102 Nursing Skills Laboratory</td>
<td>½</td>
</tr>
<tr>
<td>N E 140 Nursing II: Medical-Surgical Nursing</td>
<td>3</td>
</tr>
<tr>
<td>N E 140L Nursing II Medical-Surgical Clinical Laboratory</td>
<td>2½</td>
</tr>
<tr>
<td>N E 210 Nursing Care of the Childbearing Family</td>
<td>2</td>
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<tr>
<td>N E 210L Nursing Care of the Childbearing Family Clinical Laboratory</td>
<td>2</td>
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<table>
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<tr>
<th>Requirement</th>
<th>Units</th>
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<tbody>
<tr>
<td>N E 220A Pharmacology in Nursing-A</td>
<td>1</td>
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<tr>
<td>PSY 112 Child and Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 114 The Psychology of Human Development: Lifespan</td>
<td>3</td>
</tr>
</tbody>
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**Sophomore Year — Third Semester**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
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<tbody>
<tr>
<td>N E 203 Level III: Nursing Skills Laboratory</td>
<td>½</td>
</tr>
<tr>
<td>N E 212 Nursing in Mental Health and Nursing of the Older Adult</td>
<td>2</td>
</tr>
<tr>
<td>N E 212L Nursing in Mental Health and Nursing of the Older Adult Clinical Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>N E 214 Nursing III: Advanced Concepts in Mobility, Sensation and Cognition</td>
<td>2</td>
</tr>
<tr>
<td>N E 214L Nursing III: Advanced Concepts in Mobility, Sensation and Cognition Clinical Laboratory</td>
<td>2½</td>
</tr>
<tr>
<td>N E 220B Pharmacology in Nursing</td>
<td>1</td>
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</tbody>
</table>

**Sophomore Year — Fourth Semester**

(Course descriptions under review)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
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<tbody>
<tr>
<td>N E 216 Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function</td>
<td>2</td>
</tr>
<tr>
<td>N E 216L Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function Clinical Laboratory</td>
<td>2½</td>
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<tr>
<td>N E 225 Nursing Leadership and Management</td>
<td>2</td>
</tr>
<tr>
<td>N E 225L Clinical Transitions: Clinical Laboratory</td>
<td>2½</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

**ADDITIONAL**

Co-Requisite Courses Required for General Education Degree:

- American Institutions
- Humanities
- Physical Education
- Cross Cultural Studies
- Communication and Analytical Thinking

**Notes:**

1. Only those completing all of the nursing requirements of a semester may advance to the following semester.
2. Equivalent classes will be accepted on a class-by-class evaluation basis. Acceptable classes at the College of Marin are listed in the Counseling Department.
3. The following list of classes will be accepted to meet communication skills and related behavioral and social science requirements.
   *(a) Communication Skills Requirement: (six units)*
   - English 120, or English as a Second Language 120, or English 150, for three units, must be completed to fulfill the general education written composition requirement for graduation.
   - The remaining three units may be selected from one of the following courses: Speech 110 or 120 or 128
   *(b) Related Behavioral and Social Sciences Requirement: (nine units)*
Advanced Standing, LVN Challenge, LVN Thirty-Unit Option, Psychiatric Technicians and Other Health Care Workers
Licensed vocational nurses (LVN), licensed psychiatric technicians (LPT), and other health care workers may receive credit for previous nursing education and/or work experience through a challenge program or equivalency determination to enter the Registered Nursing Education Program with advanced standing. Upon completion of the requirements for graduation, students will receive an Associate degree and be eligible to sit for the licensing examination.
Licensed vocational nurses (LVN) may gain eligibility to sit for the State licensing examination by completing the 30-unit option. The required course sequence for the 30 limit option includes two prerequisite courses (physiology and microbiology), and the following courses: Nursing Education 212, 212L, 214, 214L, 216, 216L, 225 and 225L.
An informational meeting is held each year. Transfer students, individuals who have had formal nursing education (other Registered Nursing Programs), may also enter the Registered Nursing Education Program with advanced standing. Provision will be made to exempt these students from selected nursing courses and placement will be made based upon individual review of records for equivalent experiences.
Details regarding procedures for enrollment and general information regarding all of the above may be obtained by contacting the Registered Nursing Education Office.
TRANSFER UNITS: In order to apply units completed at another institution toward a degree, students must present official transcripts (with an embossed seal). Transcripts must be in a sealed envelope.

Skills Certificates
Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Career Certificates.

IV Insertion Skills Certificate
This Skills Certificate is awarded to the RN student upon successful completion of Nursing Education 203 skills lab training classes in IV insertion. The student must demonstrate competency in the knowledge and skill of IV policy and procedure in a return demonstration in skills lab and three successful IV insertions on patients in the hospital in Nursing Education 225L.

Nursing Education Courses (N E)
N E 39 Selected Topics (Nondegree Applicable)
(½–6 units) Please see Selected Topics category.)
**N E 90  Introduction to Nursing Education and Practice**  
(1 unit)(No prerequisite. Two lecture hours weekly for eight weeks.)

This course is required for applicants to the Registered Nursing Program, as well as persons seeking information about nursing education. The role of nursing within the context of the health care delivery system is explored. Vital information about college resources, planning, and admission requirements to the nursing program are included. Professional communication, coping strategies, time management skills, and test taking strategies are outlined. The functions of the Board of Registered Nursing are summarized. Students will learn what reading, writing, speaking, and math competencies are needed in nursing school. Diagnostic tests in reading, writing, verbal and math skills will be given to help students identify and to meet academic factors which will promote successful completion of the nursing program.

**N E 95  Effective Strategies for Success in the Registered Nursing Program**  
(1 unit)(No prerequisite. Seventeen and one-half lecture hours for one week.)

This course is designed to introduce the nursing student to the College of Marin Registered Nursing Critical Thinking Model, explore test-taking strategies, and identify techniques to navigate the nursing program successfully. Classroom learning exercises and collaborative learning projects are used to apply the information.

**N E 100  Introduction to Health Careers**  
(2 units)(No prerequisite. Can be taken for credit as Dental Assisting 100, Health Education 100, Medical Assisting 100, or Nursing Education 100. However, credit will be awarded for only one course. Two lecture hours weekly.)

This course is designed for students interested in pursuing a career in a health profession. It provides an overview of the current health care delivery system, the physical, mental, and emotional demands of the workplace and the skills needed by the healthcare worker today and in the future. Students will learn about qualifications and professional preparation needed for various careers and analyze the roles and responsibilities in today's health care environment. This course is designed to help students develop realistic career goals as well as to give an appreciation of how the current health care delivery system is influencing individual health professional roles and responsibilities.

**N E 101  Level I Nursing Skills Laboratory**  
(1 unit)(No prerequisite. Corequisite: Nursing Education 138 and Nursing Education 135, and enrollment in the Registered Nursing Program. Three laboratory hours weekly.)

This course provides opportunities for first-year registered nursing students (Level I) to learn and practice basic assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Instruction includes presentation of evidence-based practice and scientific rationales for performance of technical skills, skill demonstrations, and the opportunity for guided/supervised student practice. In addition to the achievement of technical skill competency, emphasis is placed on integrating the use of the nursing process, communication and documentation skills, client care management skills, and critical thinking and problem solving skills through the use of clinical simulations and case scenarios. (CSU)

**N E 102  Level II Nursing Skills Laboratory**  
(½ unit)(No prerequisite. Corequisites: Nursing Education 140. Two laboratory hours weekly for twelve weeks.)

This course provides opportunities for first-year registered nursing students (Level II) to learn and practice intermediate assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Instruction includes presentation of evidence-based practice and scientific rationales for performance of technical skills, skill demonstrations, and the opportunity for guided/supervised student practice. In addition to the achievement of technical skill competency, emphasis is placed on integrating the use of the nursing process, communication and documentation skills, client care management skills, and critical thinking and problem solving skills through the use of clinical simulations and case scenarios. (CSU)

**N E 103  Open Skills Lab**  
(½ unit)(No prerequisite. Corequisites: Nursing Education 101 or 102, or 150L. One and one-half laboratory hours weekly.)

This course provides opportunities for registered nursing students concurrently enrolled in a nursing skills lab course (Nursing Education 101, 102 and 150L) to have additional supervised practice performing clinical skills that are required for the profession of registered nursing. Students may enroll in Nursing Education 103 concurrent with other nursing skills labs during the fall and spring semesters of the first year of the nursing program. (CSU)

**N E 110  Role Transition: LVN to RN**  
(1 unit)(Prerequisite: Admission to LVN to RN Transition. Seventeen and one-half lecture hours over three days.)

This course is designed to assist the LVN students to adapt to change and transition as they pursue education to become a registered nurse. Discussion topics will include the role of the registered nurse, change theory, a critical thinking model, nursing care planning, leadership and legal responsibilities, and intravenous therapy management and medication administration. This course is designed to meet the National League of Nursing Accrediting Commission standards. (CSU)

**N E 135  Nursing I: Fundamentals of Nursing**  
(4 units)(Prerequisites: English 120; Biology 120, 224, 240; Chemistry 110; Nursing Education 90. Advisory: Computer Information Systems 101 Corequisite: Nursing Education 138. Four lecture hours weekly.)

This is a foundation course for nursing practice. The course presents concepts related to clients within the context of their
environments, including growth and development, culture, and health-illness, and to the health care delivery system and the political, economic, and social factors that affect it. The course introduces caring in nursing, critical thinking in applying the nursing process and managing client care, communication, client education, and legal and ethical practice. Students learn how to perform an age-specific health assessment and basic physical examination, to recognize alterations in these assessments, and to engage in therapeutic interventions that promote and maintain clients' health. Students learn fundamental nursing concepts related to care of immobilized clients, surgical clients, clients with alterations in skin/tissue integrity, and clients with sensory alterations. (CSU)

N E 135L Nursing I: Fundamentals Clinical Laboratory
(2½ units)(No prerequisites. Corequisite: Nursing Education 101 and Nursing Education 135. Seven and one-half laboratory hours weekly.)

This course is the clinical laboratory for Nursing Education 135. Students learn to perform an age-specific health assessment and a basic physical examination, to recognize alterations in these assessments, and to engage in activities that promote and maintain clients' health. Students apply the nursing process to the care of the immobilized client, the surgical client, the client with an alteration in skin/tissue integrity, and the client with a sensory alteration. (CSU)

N E 138 Introduction to Pharmacology and Medication Administration for Nurses
(1 unit)(Prerequisite: Math 101. Corequisite: Nursing Education 135. One lecture hour weekly.)

This course focuses on the registered nurse's role in drug therapy. It introduces principles of pharmacology, explores legal, ethical, cultural, psychological and educational aspects of medication administration, and provides a framework based on the nursing process for the safe preparation and administration of medications to all age groups. The course focuses on principles for the safe preparation and administration of medications by the following routes: enteral (e.g., oral and via gastric tubes), topical (including skin and mucous membranes, e.g., eye, ear, buccal, sublingual, vaginal, rectal) inhalation, and parenteral (e.g., intradermal, subcutaneous, intramuscular, intravenous). Drug dosage calculation is emphasized. (CSU)

N E 139 Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

N E 140 Nursing II: Medical-Surgical Nursing
(3 units)(Prerequisites: Nursing Education 135 and 138. Six lecture hours weekly for eight weeks.)

This course builds on nursing concepts presented in Nursing I and prepares students to apply the nursing process to pediatric and adult clients with non-critical/moderately complex medical-surgical conditions. The selected medical-surgical conditions involve alterations in fluid/electrolytes and acid/base balance, oxygenation, nutrition, elimination, and endocrine regulation. Included are concepts of pathophysiology, medical/surgical management, and collaborative care. There is an emphasis on the nurse's role in preventing health problems, reducing complications, and maintaining physiological and psychological integrity. (CSU)

N E 140L Nursing II: Medical-Surgical Clinical Laboratory
(2½ units)(No prerequisites. Corequisites: Nursing Education 102 and 140. Fifteen laboratory hours weekly for eight weeks).

This course is the clinical laboratory for Nursing Education 140. Students apply the nursing process to the care of pediatric and adult clients with non-critical/moderately complex medical-surgical conditions, involving alterations in fluid/electrolytes and acid/base balance, oxygenation, nutrition, elimination and endocrine regulation. Students learn to conduct a comprehensive nursing assessment and to intervene to prevent health problems and reduce complications. Students learn to manage care for two moderately complex clients and to apply risk reduction strategies to protect the client and maintain legal and ethical nursing practice. (CSU)

N E 203 Level III: Nursing Skills Laboratory
(½ unit)(No prerequisite. Corequisites: Nursing Education 210, 212, 214, and 216. Other Limitation on Enrollment: Enrollment in College of Marin Registered Nursing Program. Two Laboratory hours weekly for twelve weeks.)

This course provides opportunities for second-year registered nursing students (Level III) to engage in critical thinking and problem solving while learning and practicing advanced assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Includes instruction to provide and reinforce theory and explain the context of the skill, skill demonstrations, and the opportunity for guided student practice. In addition to the achievement of technical skill competency, emphasis is placed on integrating the use of the nursing process, communication and documentation skills, client care management skills, and critical thinking and problem solving skills through the use of clinical simulations and case scenarios. (CSU)

N E 204 Nursing Skills Laboratory
(½ unit)(No prerequisite. Corequisites: Nursing Education 240L; and Nursing Education 230L or 232L or 236L. One and one-half laboratory hours weekly.)

This course provides opportunities for registered nursing students to learn and practice clinical skills required for the profession of registered nursing. Instruction and practice take place in the nursing skills laboratory under the supervision of a qualified instructor. Skills learned in the last eight weeks assist the student in making a smooth transition from the role of student to the role of registered nurse in the workplace. (CSU)
N E 205 Open Skills Lab
(1½ units) (No prerequisite. Corequisite: Nursing Education 203 or 204. One and one-half laboratory hours weekly.)
This course provides opportunities for registered nursing students concurrently enrolled in a nursing skills lab course (Nursing Education 203 and 204) to have additional supervised practice performing clinical skills that are required for the profession of registered nursing. Students may enroll in Nursing Education 205 concurrent with other nursing skills labs during the fall and spring semesters of the second year of the nursing program. (CSU)

N E 210 Nursing Care of the Childbearing Family
(2 units) (Prerequisite: Nursing Education 140. Corequisites: Nursing Education 210L and enrollment in the Registered Nursing Program. Four lecture hours weekly for eight weeks.)
This course presents nursing care for the childbearing family during the prenatal, labor and delivery, postpartum, and neonatal periods. An emphasis is placed on the nurse's role in promotion of wellness and prevention of complications through health education. Students learn to recognize maternal and fetal high-risk conditions during pregnancy, birth, and after delivery that require collaborative care. Nursing management for childbearing women planning a pregnancy, including contraception and abortion, and some common women's health disorders are discussed. Included are concepts related to evidence-based practice, to effective management of resources, and to legal and ethical issues within reproductive health. (CSU)

N E 210L Nursing Care of the Childbearing Family Clinical Laboratory
(2 units) (No prerequisite. Corequisites: Nursing Education 102 and 210 or 203 and enrollment in the Registered Nursing Program. Twelve laboratory hours weekly for eight weeks.)
This is the clinical laboratory that accompanies the Childbearing Family course. Students apply nursing concepts to the care of the family during the prenatal, labor and delivery, postpartum, neonatal, and women's health periods in hospital and community settings. Students further develop clinical reasoning and technical skills to promote maternal and newborn health and to recognize and prevent complications. Students collaborate with other professionals in health care management, client education, and resolution of legal and ethical issues in reproductive health. (CSU)

N E 212 Nursing in Mental Health and Nursing of the Older Adult
(2 units) (Prerequisite: Nursing Education 140. No corequisites. Four lecture hours weekly for eight weeks.)
This course has two components—nursing in mental health and nursing of the older adult. Nursing in mental health focuses on the application of the nursing process and principles of therapeutic communication to the care of pediatric and adult clients with selected mental disorders. Included are concepts of psychobiology, treatment modalities, collaborative care, and legal and ethical issues within mental health. Nursing of the older adult focuses on nursing interventions for health promotion, the management of common geriatric syndromes, and care of the older adult with multi-system problems. Included are the effects of a large aging population on health care; legal, ethical and public policy issues affecting care of older adults; and end-of-life care for clients across the life span and their families. (CSU)

N E 212L Nursing in Mental Health and Nursing of the Older Adult Clinical Laboratory
(2 units) (Prerequisite: Nursing Education 140. Corequisites: Nursing Education 212 and 102 or 103. Twelve laboratory hours weekly for eight weeks.)
This course is the clinical laboratory for Nursing Education 212. Students apply the nursing process to the care of pediatric and adult clients with selected mental disorders and to the care of older adults in acute and community settings. Students collaborate with other health care professionals in health care management, health education, and resolution of legal and ethical issues in mental and geriatric health. Students further develop therapeutic communication techniques and approaches for care of clients and families in crisis, individuals demonstrating challenging behaviors, and clients at end-of-life and their families. (CSU)

N E 214 Nursing III: Advanced Concepts in Mobility, Sensation, and Cognition
(2 units) (Prerequisite: Nursing Education 140. Corequisite: enrollment in the Registered Nursing Program. Four lecture hours weekly for eight weeks.)
This course builds on concepts presented in Nursing I and Nursing II. The course takes a holistic approach and emphasizes nursing management of clients across the lifespan with acute and chronic diseases involving the neurological, musculoskeletal, sensory and immunological systems. Approaches to nursing and medical management during each phase of the disease process, starting with the onset of symptoms and diagnosis, through acute hospitalization and into post hospitalization care are presented. The student learns to apply the nursing process to the care of clients who are experiencing chronic pain and grief and loss. Students collaborate with the interdisciplinary health care team in all aspects of care. Students compare and contrast the role of the nurse in hospital care, home health care, rehabilitative care, and long term care. (CSU)

N E 214L Nursing III: Clinical Laboratory—Advanced Concepts in Mobility, Sensation, and Cognition
(2½ units) (No prerequisite. Corequisite: Nursing Education 214 and 102 or 203 and enrollment in the Registered Nursing Program. Fifteen laboratory hours weekly for eight weeks.)
This is the clinical laboratory that accompanies the Nursing III: Advanced Concepts in Mobility, Sensation, and Cognition course. Students apply nursing concepts to the care of the client and family who are experiencing acute or chronic neurological, orthopedic or immunological problems in the hospital, commu-
nity and rehabilitative settings. Students further develop clinical reasoning and technical skills to promote health and to recognize and prevent complications. Students collaborate with other professionals in health care management, client education, and resolution of legal and ethical issues in medical surgical nursing. (CSU)

N E 216 Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function
(2 units)(Prerequisites: Nursing Education 210, 212, or 214. Other Limitation on Enrollment: Enrollment in the Registered Nursing Program. Four lecture hours weekly for eight weeks.)

This course builds on nursing concepts presented in Nursing II and focuses on clients with complex alterations in physiological and psychological integrity and the resulting health consequences. The course presents advanced concepts related to the nursing management and collaborative care of clients, across the life-span with select critical and/or complex cardiovascular, respiratory, and renal problems. Critical care during select life-threatening and emergency situations, including shock, sepsis, and multiple organ dysfunction syndrome, are addressed.

This course prepares students within complex client health situations to prioritize and organize care; identify emerging health patterns or complications that require prompt attention; and compare feasible options to resolve clinical problems. (CSU)

N E 216L Nursing III: Advanced Concepts in Cardiovascular Oxygenation and Renal Function Clinical Laboratory
(2½ units)(No prerequisite. Corequisite: Nursing Education 216; 203 for students enrolled in Nursing Education 216L during fall (third semester of program). Students enrolled in Nursing Education 216L during spring (fourth semester of program) will have completed Nursing Education 203. Fifteen laboratory hours weekly for eight weeks.)

This course is the clinical laboratory that accompanies Nursing Education 216. Students apply the nursing process to the care of adult and pediatric clients with select critical and/or complex cardiovascular, respiratory, and renal problems. Students collaborate with other health care professionals in health care management, health education, and resolution of legal and ethical issues of clients across the life span. Students further develop skill in prioritizing and organizing care, identifying emerging health problems, and resolving clinical problems within complex client health situations. (CSU)

N E 220A Pharmacology for Nursing
(1 unit)(Prerequisite: Nursing Education 138. One and one-half lecture hours weekly for twelve weeks.)

The purpose of this course is to provide students with a sound understanding of the pharmacologic properties of drug classes, with special emphasis on the clinical application of drug therapy through the nursing process and clinical case studies. This course focuses on the mechanism of action, indications, dosage, and adverse effects of major drug classes and individual (prototype) drugs. A special emphasis is placed on the nursing responsibilities and the educational needs of persons receiving medication therapy. Classifications of medications covered include: analgesics, anti-inflammatory drugs, anesthetics, including drugs used in conscious sedation, sedatives, hypnotic drugs, anti-anxiety, antibiotics and miscellaneous drugs; antifungal and antiviral drugs, anti-asthmatic and glucocorticoid. Drugs affecting the gastrointestinal tract, insulin, oral hypoglycemic agents, and thyroid replacement. Vaccines, drugs affecting reproductive system, including female sex hormones and contraceptives. (CSU)

N E 220B Pharmacology in Nursing
(1 unit)(Prerequisite: Nursing Education 138. Other Limitation on Enrollment: Enrollment in the Registered Nursing Program. One and one-half lecture hours weekly for twelve weeks.)

The purpose of this course is to provide students with a sound understanding of the pharmacologic properties of drug classes, with special emphasis on the clinical application of drug therapy through the nursing process and clinical case studies. This course focuses on the mechanism of action, indications, dosage, and adverse effects of major drug classes and individual [prototype] drugs. A special emphasis is placed on the nursing responsibilities and the educational needs of persons receiving medication therapy. Classifications of medications covered include: cardiac glycosides, calcium channel blockers, ace inhibitors, and antidyssrhythmics, antihypertensives, diuretics, vasodilators, anticoagulants, thrombolytics, antihyperlipidemias, psychotherapeutics, immunosuppressants and immunomodulators, chemotherapy agents, anticonvulsants. Drugs affecting Parkinson’s myasthenia gravis, dementia, Alzheimer’s disease, and substances of abuse. (CSU)

N E 225 Nursing Leadership and Management
(2 units)(Prerequisites: Nursing Education 210, 212, 214, 216. Other Limitation on Enrollment: Enrollment in the Registered Nursing Program. Four lecture hours weekly for eight weeks.)

This course provides the theoretical foundation for understanding organizational behavior and developing nursing leadership and management skills in order to assist the student to make the transition from nursing student to graduate Registered Nurse. Knowledge, skills and attitudes are developed to prepare the student to work efficiently and effectively, whether independently or as a member of a team, and provide quality care to individual and groups of patients. Focus is on decision making, prioritization, time and stress management, staffing, delegation, team work, conflict management, and cost containment. Legal, ethical, economic, and sociopolitical issues that effect health care delivery and the nursing profession are explored. Professional issues discussed include membership in professional organizations, nurse’s rights, workplace safety, advocacy and political activism, licensure and guidelines for obtaining employment, and strategies for successful transition into practice for the new graduate RN. (CSU)

N E 225L Clinical Transition: Clinical Laboratory
(2½ units)(No prerequisite. Nursing Education 225. One hundred twenty laboratory hours over eight weeks.)
This course is the clinical laboratory that accompanies Nursing Education 225. The course provides opportunities for students to integrate cumulative nursing knowledge and experience into clinical practice; to organize and manage care for a group of clients; to actively collaborate with clients, families, and health care team members; and to further develop technical skill competencies under the direct supervision of a preceptor and the indirect supervision of a faculty liaison. Particular emphasis is given to the development of leadership/management skills required of a nurse in an entry level position. The course is designed to provide realistic experiences that facilitate the transition from student to graduate nurse. (CSU)

N E 249 Directed Study
(1-3 units)(No prerequisite. One to three lecture hours weekly.)
This course provides individual study in an area of nursing that is of special interest to the student. Study is under the guidance of a Registered Nursing instructor and evaluation is through conference and joint critique of the study process. May be taken more than once for credit. (CSU w/limit)

PHILOSOPHY

The aim of philosophy courses is to understand how the great minds of the past and present have perceived and answered the most challenging questions about knowledge and reality and then to develop one's own philosophy. This discipline encourages the acquisition and development of creative thought processes.

Career Options
Attorney, Communicator, Computer Scientist, Counselor, Educator, Journalist, Minister, Politician, Social Worker, Teacher

Faculty
John Marmysz
Department Phone: (415) 485-9348

Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities

Philosophy Courses (PHIL)

PHIL 39 Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

PHIL 111 Introduction to Ethics
(3 units)(Prerequisite: English 98 or English 120. Philosophy 110 is not a prerequisite for Philosophy 111. Three lecture hours weekly.)
This course introduces students to the major philosophical ethical theories and encourages them to apply these theories to situations in the contemporary culture. Students gain an increased understanding of the role that ethical reasoning plays in the maintenance of culture. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B, CAN PHIL 2

PHIL 112 Introduction to Logic
(3 units)(Prerequisite: Eligibility for English 150. Three lecture hours weekly.)
The purpose of this course is to introduce students to a discipline, which provides the necessary tools for distinguishing correct from incorrect reasoning. The focus of the course is upon evaluating arguments. The concept of language use, meaning, definition, inductive and deductive argument, and informal fallacies are explored during the first half of the course. The second half of the course concentrates on using the methods of symbolic logic to evaluate arguments, their validity, invalidity, and soundness. (CSU/UC)
AA/AS Area E, CSU Area A-3, CAN PHIL 6

PHIL 117 History of Philosophy: Late Modern to Contemporary
(3 units)(Prerequisite: Eligibility for English 120. Philosophy 115 and 116 are not prerequisites for Philosophy 117. Three lecture hours weekly.)
This course deals with the history of philosophy from the end of the eighteenth century to the contemporary period. It treats the continental metaphysicians (Kant, the German Idealists, and reactions against them, Marxism and Existentialism), American Pragmatism, Anglo-American philosophy, and Deconstruction. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

PHIL 139 Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

PHIL 249 Directed Study
(1-3 units)(Please see Directed Study category.) (CSU/UC w/limit)

PHYSICAL EDUCATION

A career in physical education offers many job possibilities. One may be a director or a counselor or instructor in a program of physical activity at a camp or youth agency. Other possibilities are playground supervisor or coach of a team or officiating at sports events. There are also opportunities for teaching children with special problems such as physically or mentally disabled.
Career Options
Activity Specialist, Adaptive Physical Education Specialist, Athletic Club Manager, Athletic Equipment Salesperson, Athletic Trainer, Camp Director, Coach, Correctional Officer, Corrective Therapist, Emergency Medical Technician, Fire Fighter, Health Club Staff Member, Manager, Athletic, Masseur/Masseuse, Park Director, Physical Therapist, Police Officer, Professional Athlete, Public Health Educator, Recreation Leader/ Director, Recreation Therapist, Recruiter, Scout, Sports Official, Sports Shop Owner/ Operator, Sportswriter/Announcer, Stunt Performer, Teacher/Instructor

Faculty
George Adams, Cheryl Goldman, Warren Lager, Jessica Naythons, Kathleen Smyth
Director of Physical Education and Athletics
Department Phone: (415) 485-9580

Repeatability Policy for Physical Education Courses
All physical education activity courses are coeducational. A physical education course in a given activity may be taken for credit four times only, regardless of the level (beginning, intermediate, advanced).

A.A. in Physical Education and Health
In addition to other graduation requirements, complete 18 degree-applicable units in physical education and health.
Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Skills Certificate in Personal Fitness Trainer
The Personal Fitness Trainer Skills Certificate constitutes a skill and knowledge set that enables students to either begin as an entry-level Personal Fitness Trainer (PFT) or advance in their already existing PFT careers.

Advised for the Certificate:
PE 116 - Career Opportunities in Wellness and Fitness (3 units)

Requirements

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<tr>
<th>Core 1</th>
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<td>PE /BIO 107</td>
<td>Human Biology</td>
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<td>PE 143</td>
<td>Basic Athletic Injuries</td>
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<tr>
<td>PE/HED 119</td>
<td>Effective Teaching Strategies in Wellness and Fitness</td>
<td>3</td>
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<td>PE 120</td>
<td>Introduction to Sport and Exercise Psychology or</td>
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<td>PSYCH 130</td>
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<td>PE 121</td>
<td>Personal Trainer Certification Course</td>
<td>3</td>
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<tr>
<td>PE 122</td>
<td>Exercise for Adults with Special Needs</td>
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<td>BIO 100</td>
<td>Nutrition</td>
<td>3</td>
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<tr>
<td>HED 115</td>
<td>Weight Control, Exercise and Nutrition</td>
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Core 5
PE 215 Advanced First Aid/Emergency Response or equivalent proof of current AED/CPR/First Aid Certifications

Electives:
BUS 135 Managing Change and Innovation (1.5 units) and 1.5
One Physical Activity course (1 unit) or 1
Any 2 Physical Activity courses (must be two different courses) 1, 1

Physical Education Courses (P E)

P E 39 Selected Topics (Nondegree Applicable) (½-6 units) (Please see Selected Topics category.)

P E 70-80 Rehabilitation Fitness
These courses are designed to meet the physical education needs of physically disabled persons. A fitness program is developed for each student based upon the recommendation of physician. Emphasis is on the development of physical fitness, body tone, coordination; mental, emotional, and social attitudes necessary for improving and maintaining healthy, independent, daily living functions. Courses are repeatable for credit.
AA/AS Area H

Courses offered are:

P E 70 Adapted Aquatics (½ unit) (Prerequisite: Recommendation of student’s physician and completed medical form. Thirty-five laboratory hours per semester.)
A class for any student who will benefit from a program of therapeutic aquatic exercise. Students enjoy the positive effects of the aquatic environment in a group exercise program. Swimming skills are not necessary. Includes aqua aerobic activities, cardiovascular training, water walk/jog programs, and lap swimming. This course is repeatable for credit. (CSU/UC)

P E 71 Adapted Aerobics (½ unit) (Prerequisite: Recommendation of student’s physician and completed medical form. Thirty-five laboratory hours per semester.)
An aerobics class designed to meet the needs of students with physical disabilities. Students participate in a group exercise class (sitting or standing). Designed to improve cardiovascular endurance, strength, and flexibility. This course is repeatable for credit. (CSU/UC)

P E 72 Adapted General Conditioning (½ unit) (Prerequisite: Recommendation of student’s physician and completed medical form. Thirty-five laboratory hours per semester.)
A course designed for students with physical disability. Students will be provided with a personalized fitness program based on individual needs. It will include the use of stationary bicycles, treadmill, weight equipment, and other adapted equipment. This course is repeatable for credit. (CSU/UC)

P E 74 Adapted Yoga (½ unit) (Prerequisite: Recommendation of student’s physician and completed medical form. Thirty-five laboratory hours per semester.)
This is a safe yoga, breathing, and relaxation course designed for the physically disabled adult. Instruction includes safe total body stretches, diaphragmatic breathing, and deep relaxation training. Emphasis is on proper alignment, mind/body connection, and techniques to relieve stress and reduce pain. This course is repeatable for credit. (CSU/UC)

P E 75 Adapted Tai Chi
(½ unit) (Prerequisite: Recommendation of student’s physician and completed medical form. Thirty-five laboratory hours per semester.)
This class will introduce the art of Tai Chi, specifically the Yang Style Short Form and Long Form. Designed for the physically disabled adult, movements will be adapted to the needs of each student, so that all may participate successfully at their appropriate level. This course is repeatable for credit. (CSU/UC)

P E 79 Adapted Awareness through Movement
(½ unit) (Prerequisite: Recommendation of student’s physician and completed medical form. Thirty-five laboratory hours per semester.)
This class provides group lessons in the Feldenkrais group movement method. The class will focus on learning to move with awareness to improve functioning, balance, coordination, posture and well being. These lessons increase the capacity for easier and more effective movement in everyday activities. This course is repeatable for credit. (CSU/UC)

P E 80 Feldenkrais Functional Integration
(½ unit) (Prerequisite: Recommendation of student’s physician and completed medical form. Twenty-six and one-quarter laboratory hours per semester.)
This class provides individual sessions in the Feldenkrais method of Functional Integration. It is a gentle noninvasive hands-on modality that helps provide the student with new ways of moving, thinking, sensing themselves, and overcoming limitations. This method helps one learn better balance, helps relieve pain, and improves everyday functioning. May be taken four times for credit. (CSU/UC)

P E 107 Human Biology
(3 units) (No prerequisite. Can be taken for credit as Physical Education 107 or Biology 107. However, credit will be awarded for only one course. Three lecture hours weekly.)
Introduction to the structure, function, and development of the human body. The course will give students the foundational concepts to explore personal and societal issues involving human biology as well as cover anatomy and physiology concepts useful in preparing for careers in wellness-related fields such as personal training, group fitness instruction, and massage therapy. Topics include an introduction to scientific methods of investigation and some elementary chemistry (no previous background necessary) as a basis for understanding human functions such as movement, digestion, circulation, reproduction and other systems. Some diseases and other causes of body malfunction will be discussed. (CSU/UC)
AA/AS Area A, CSU Area B-1, IGETC Area 5B

P E 110 Mat Pilates
(1-2 units) (No prerequisite. Three to six activity hours weekly.)
This course is designed to introduce the student to the beginning Pilates method of body conditioning. Pilates mat work emphasizes core musculature as it applies to everyday movement. The course focuses on developing core strength, posture, breath control, body alignment and flexibility. Benefits include balance, body awareness, relaxation, injury prevention, stress reduction and increased self-confidence. May be taken four times for credit. (CSU/UC)

P E 116 Career Opportunities in Wellness and Fitness
(3 units) (No prerequisite. Three lecture hours weekly.)
This course is designed to increase awareness of the various career opportunities available in the field of wellness and fitness. Students will learn about the different academic pathways and certifications necessary to become a qualified professional in this field. Emphasis will be placed on formulating a realistic career goal in wellness and fitness. Current wellness and fitness professionals will be interactive guest speakers to aid students in this goal process. (CSU)

P E 117 Basketball
(1, 2 units) (No prerequisite. Three or six activity hours weekly.)
This course is designed for all students interested in playing basketball. Emphasis will be on fundamental basketball skills, one-on-one and zone defense. Team play will be emphasized. (CSU)

P E 119 Effective Teaching Strategies in Wellness and Fitness
(3 units) (No prerequisite. Advisory: Physical Education 116. Three lecture hours weekly.)
This course is designed to help students become more effective wellness and fitness professionals. Students will develop a toolbox of practical teaching, learning, and evaluation methods to increase their ability to convey their knowledge to others in this field and more successfully impact their future clients, students, or athletes. (CSU)

P E 120 Introduction to Sport and Exercise Psychology
(3 units) (No prerequisite. Can be taken for credit as Physical Education 120 or Psychology 130. However, credit will be awarded for only one course. Three lecture hours weekly.)
This course will examine the psychological theories and techniques that are applied to sport, exercise and other achievement-related situations. This course will emphasize the enhancement of performance and personal growth of athletes, coaches, and exercise participants. Students will also learn mental skills that they will be able to transfer from sport and exercise settings to their everyday lives. Can also be offered in a distance learning format. (CSU)
P E 121  Personal Trainer Certification Course  
(3½ units)(No prerequisite. Advisory: Biology 107 or Physical Education 107. Three lecture and one and one-half laboratory hours weekly.)  
This course is designed to prepare students to meet the stringent certification standards set forth by the National Council of Strength and Fitness (NCSF). Through a variety of health and fitness training and evaluation techniques, students engage in an assortment of practical experiences, while developing a thorough understanding of core exercise concepts and principles. Practical scientific theory as well as hands-on application skills, which are necessary for the delivery of safe and effective health and fitness within the general population base, will be emphasized. Optional NCSF certification exam will be administered at the completion of the course. (CSU)

P E 122  Exercise for Adults with Special Needs - Instructor Certification Training  
(2½ units)(No prerequisite. Two lecture and one and one-half laboratory hour weekly.)  
This course is designed to train students and certified personal fitness trainers interested in becoming a qualified fitness leader specializing in exercise with the frail elderly and adults with special needs. Special needs include the frail elderly, individuals diagnosed with Parkinson’s disease and diabetes, the physically challenged, etc. Upon completion of this class, students have the opportunity to become certified trainers for Exercise Leader for Adults with Special Needs with the Senior Fitness Association for an additional fee of $35. Current CPR and First Aid are needed for certification. (CSU)

P E 124  Athletic Coaching Education: A Positive Coaching Alliance Certification.  
(2 units)(No prerequisite. Two lecture hours weekly.)  
This course is designed to prepare to meet certification standards set forth by the Positive Coaching Alliance (PCA). Students will build professional and career coaching capabilities, better leadership skills, better functioning teams, and more change-capable organizations. The most up-to-date, research-based strategies, tools and techniques in Positive Coaching will be taught. A deeper, more focused evolution of sportsmanship, termed by PCA as “Honoring the Game”, is the foundation upon which this course and Double-Goal Coaching is built. Students will learn to become Double-Goal Coaches™ that strive to win and, even more importantly, use sports to teach life lessons through Positive Coaching. Can also be offered in a distance learning format. (CSU)

P E 125A  Fitness  
(½, 1, 2 units)(No prerequisite. Two, three or six activity hours weekly.)  
This course will introduce principles and guidelines for developing physical fitness. Students will participate in exercises and activities designed to improve their cardiovascular system and muscular strength. The course will include jogging, hiking, power walking and strength and flexibility routines. Exercise routines may also be performed with cardio machines, free weights, and physio balls. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

P E 125C  Aerobic Fitness.  
(1, 2 units)(No prerequisite. Three or six activity hours weekly.)  
This class will combine different aerobic techniques derived from various dances and sports to help the student increase her/his level of cardiovascular fitness, flexibility, muscular strength and muscular endurance. The format of each class will include a warm-up, a flexibility segment, a cardiovascular segment, a strength section, a cool-down, and a final stretching component. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

P E 125D  Fitness, Intercollegiate Sports  
(1, 2 units)(No prerequisite. Three or six activity hours weekly.)  
This course is designed for the intercollegiate student-athlete who wants to learn specific fitness training regimens needed for her/his particular sport. Sport specific strength training, flexibility, plyometrics, injury prevention, injury rehabilitation, aerobic training, and nutrition will be emphasized. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

P E 125F  Fitness, Aquatic Calisthenics  
(½, 1, 2 units)(No prerequisite. Two, three or six activity hours weekly.)  
Fitness program emphasizing the advantages of water resistance and buoyancy for the development of endurance, strength, and flexibility. (CSU/UC)  
AA/AS Area H

P E 125H  Fitness, Cross Training  
(½, 1, 2 units)(No prerequisite. Two, three or six activity hours weekly.)  
This course is designed to introduce principles and guidelines for improving fitness through a multi-sport approach. Students will participate in a variety of activities designed to improve their endurance, strength, speed, balance and flexibility. Activities which may be included are jogging, power walking, interval training, swimming, deep water running, weight lifting, calisthenics, stretching, core exercise routines, Pilates and yoga. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

P E 125K  Fitness, Walking  
(½, 1, 2 units)(No prerequisite. Two, three or six activity hours weekly.)  
This course is designed for students to learn proper walking technique, goal setting and motivation strategies while participating in a walking program for a lifetime of better health. Students will likely develop cardiovascular fitness, reduce stress and lower body fat composition. May be taken four times for credit. (CSU/UC)  
AA/AS Area H
P E 129  Golf
(1, 2 units)(No prerequisite. Three or six activity hours weekly.)
This course will focus on skill development and acquiring the knowledge to participate in and enjoy the sport of golf. Demonstration, audio-visual aides, lecture, and active participation will be utilized to achieve improvement and enjoyment of golf. May be taken four times for credit. (CSU)

P E 132  Directed Activities
(1, 2, 3 units)(No prerequisite. Three, six or nine activity hours weekly.)
Offered for the enjoyment of the student interested in furthering physical and mental well-being through meaningful experiences in physical activities. Activities offered will vary according to facilities available. All activities shall have carry-over values beneficial beyond the time element of this course. (CSU/UC) AA/AS Area H

P E 139  Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

P E 143  Basic Athletic Injuries
(3 units)(No prerequisite. Corequisite: Physical Education 107 or Biology 107. Three lecture hours weekly.)
This course is designed to show students the methods of prevention, recognition, evaluation, rehabilitation, reconditioning, taping, and immediate care of athletic injuries to the upper and lower extremities. This course will benefit coaches from all sports, students interested in the athletic training profession, and the physically active individual. Comprehension of anatomy, mechanism-of-injury, and pathology are stressed. (CSU/UC)

P E 146  Triathlon Training
(½, 1, 2 units)(No prerequisite. Two, three or six activity hours weekly.)
This course will introduce the skills, equipment, rules and fitness requirements for the sport of triathlon. Students will participate in a variety of activities designed to improve their swimming, running and cycling. Students will prepare to complete a sprint distance triathlon consisting of a 400 meter swim, 20 kilometer bike ride and a 5 kilometer run. May be taken four times for credit. (CSU/UC)

P E 147  Soccer
(½, 1, 2 units)(No prerequisite. Two, three or six activity hours weekly.)
This course emphasizes the development of soccer technical skills, knowledge of game rules, indoor and outdoor soccer team tactics, and systems of play. This course teaches and builds upon the fundamentals of soccer in order to enhance the future soccer performance of all students. May be taken four times for credit. (CSU)

P E 150  Softball
(1, 2 units)(No prerequisite. Three or six activity hours weekly.)
This course is designed to familiarize the student with the game of softball by introducing the rules, fundamental technical and tactical skills. Focusing on offensive and defensive strategies will emphasize team play. This course is for the student who needs skill development in all areas of softball. May be taken four times for credit. (CSU)

P E 155  Swimming
(1, 2 units)(No prerequisite. Three or six activity hours weekly.)
The course will present a variety of strokes and skills necessary to be competent in the aquatic environment. An emphasis will be placed on stroke and endurance development. May be taken four times for credit. (CSU)

P E 156  Instructional Lap Swimming
(½, 1, 2 units)(Prerequisite: Knowledge and demonstration of efficient swimming skill. Two, three or six activity hours weekly.)
This course is designed to provide the student with the opportunity to develop and maintain cardiovascular fitness through swimming at all skill levels. Instruction in competitive swim strokes starts and turns, interval, sprint and distance training. Individualized workouts will be available. Information on competing in the U.S. Master's Swim Meets will be available for those interested in the competitive aspects of swimming. May be taken four times for credit. (CSU/UC) AA/AS Area H

P E 160  Tennis
(1, 2 units)(No prerequisite. Three or six activity hours weekly.)
This course is designed to familiarize the student with the game of tennis. The course offers the student an experience in learning the skills of tennis emphasizing fundamentals skills and strategy for all skill levels. May be taken four times for credit. (CSU)

P E 164  Sports Conditioning
(½, 1, 2 units)(No prerequisite. Two, three or six activity hours weekly.)
This course is designed to instruct students in the various forms of conditioning and training techniques used in different sports. Basic to the course are instruction in muscle balance, breath control, aerobic training, anaerobic training, flexibility, nutrition, time management, injury prevention, and strength training. May be taken four time for credit. (CSU/UC) AA/AS Area H

P E 167  Volleyball
(½, 1 unit)(No prerequisite. Two or three activity hours weekly.)
This course is designed to instruct in the fundamentals of volleyball including passing, serving, hitting, and setting. This course will focus on promoting team play by emphasizing rules and strategies. May be taken four times for credit. (CSU/UC) AA/AS Area H
**P E 169  Weight Training**  
(½, 1, 2 units)(No prerequisite. Two, three or six activity hours weekly.)  
This course is designed to introduce the student to the basic principles of fitness using a variety of modalities including weight machines and free weights. The emphasis will be on creating an individual fitness program with a focus on proper technique and injury prevention. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

**P E 173A  Yoga, Beginning**  
(½, 1, 2 units)(No prerequisite. Two, three or six activity hours weekly.)  
This course is an introductory yoga class focusing on the physical aspects of yoga. The emphasis will be on proper alignment to maximize the benefits of the practice. Students will develop strength, flexibility, endurance, and grace in the poses. May be taken four times for credit. (CSU/UC)  
AA/AS Area H

**Intercollegiate Athletic Program:**  
An extensive intercollegiate athletic program for both men and women is available. This program includes the following sports that may be taken four times for credit. (CSU/UC)  
AA/AS Area H

**P E 175  Intercollegiate Athletics Baseball**  
(2 units)(Prerequisite: Team member. Ten to fifteen activity hours weekly)

**P E 176  Intercollegiate Athletics Basketball (Men and Women)**  
(2 units)(Prerequisite: Team member. Ten to fifteen activity hours weekly)

**P E 178  Intercollegiate Athletics Football**  
(2 units)(Prerequisite: Team member. Ten to fifteen activity hours weekly)

**P E 180  Intercollegiate Athletics Soccer (Men and Women)**  
(2 units)(Prerequisite: Team member. Ten to fifteen activity hours weekly)

**P E 181  Intercollegiate Athletics Softball (Women)**  
(2 units)(Prerequisite: Team member. Ten to fifteen activity hours weekly)

**P E 183  Intercollegiate Athletics Swimming and Diving (Men and Women)**  
(2 units)(Prerequisite: Team member. Ten to fifteen activity hours weekly)

**P E 185  Intercollegiate Athletics Track and Field (Men and Women)**  
(2 units)(Prerequisite: Team member. Ten to fifteen activity hours weekly)

**P E 187  Intercollegiate Athletics Water Polo (Men and Women)**  
(2 units)(Prerequisites: Team member. Ten to fifteen activity hours weekly)

**Other Limitation on Enrollment.** Those students who wish to try out for college athletics must enroll in the physical education activity class of their sport. If a student plans on participating in an intercollegiate sport, he/she must be actively and continuously enrolled in a minimum of 12 units during his/her season of sport including 2 units for his/her intercollegiate sport. Of the 12 units, at least 9 shall be attempted in courses counting toward the Associate degree, remediation, transfer, and/or certification as defined by the College catalog. Additionally, a student-athlete must have on file with the Athletic Counselor an educational plan by his/her second semester of attendance.

A student, who is not sure of any of the requirements mentioned above or, who has previously participated in any intercollegiate athletics at another college, should check with the Athletic Director to clarify eligibility to further participate at this school.

**P E 190A  Baseball Theory**  
(2-3 units)(No prerequisite. One lecture and three laboratory hours weekly for two units; and one lecture and six laboratory hours weekly for three units.)  
An intensive course designed to train persons in the development of a baseball program at any level. (CSU/UC)

**P E 191A  Soccer Theory**  
(2-3 units)(No prerequisite. One lecture and three laboratory hours weekly for two units; and one lecture and six laboratory hours weekly for three units.)  
This course is designed for the intermediate/advanced soccer player who is looking to further his or her knowledge of the sport. The primary focus of the class will be the history of the game of soccer, the game’s evolution, defensive tactics, offensive tactics, training methods, current trends and rules of the game. The course will also include participation in strength training, speed and agility and various soccer training session themes. (CSU/UC)

**P E 192A  Basketball Theory**  
(2-3 units)(No prerequisite. One lecture and three laboratory hours weekly for two units; and one lecture and six laboratory hours weekly for three units.)  
This course is designed to help each student understand the basic fundamentals of playing and coaching basketball. Individual and team skills development will be stressed. (CSU/UC)
P E 193A  **Swimming Theory**  
(2-3 units)(No prerequisite. One lecture and three laboratory hours weekly for two units; and one lecture and six laboratory hours weekly for three units.)  
An intensive course designed to help each student understand and utilize the fundamentals and theory of training and competing in the sport of swimming. The emphasis of the class is the development of individual technique and skills. (CSU/UC)

P E 195A  **Football Theory, Offensive**  
(2-3 units)(No prerequisite. One lecture and three laboratory hours weekly for two units; and one lecture and six laboratory hours weekly for three units.)  
This course is designed to develop an understanding of offensive football and the punting game. It will give students the opportunity to learn and practice some of the fundamental skills involved in the game of football. (CSU/UC)

P E 195B  **Football Theory, Defensive**  
(2-3 units)(No prerequisite. One lecture and three laboratory hours weekly for two units; and one lecture and six laboratory hours weekly for three units.)  
This course is designed to develop an understanding of defensive football and the kicking game. It will give students the opportunity to learn and practice some of the fundamental skills involved in the game of football. (CSU/UC)

P E 197A  **Water Polo Theory**  
(2-3 units)(No prerequisite. One lecture and three or six activity hours weekly.)  
An intensive course designed to help each student understand and utilize the fundamentals and theory of training for and competing in the sport of water polo. The emphasis of the class is development of team and individual technique and skills. May be taken four times for credit. (CSU)

P E 215  **Advanced First Aid/First Responder**  
(3 units)(No prerequisite. Three lecture hours weekly.)  
This first responder course will teach the basics of good patient care and the skills needed to deliver appropriate care to the victim of an accident or a sudden illness until more highly trained emergency personnel arrive. Upon successful completion of the course, Certificates will be awarded for the First Responder and CPR for the Professional Rescuer. This course is a prerequisite for the Emergency Medical Technician Program. May be taken four times for credit. Can also be offered in a distance learning format. (CSU/UC)

P E 216A  **American Red Cross Lifeguarding**  
(1½ units)(Prerequisites: Student must be able to perform the following pretest: (1) Tread water continuously in the diving pool for two minutes using legs only; (2) Swim 500 yards continuously with no time limit using the following strokes (crawl stroke, breast stroke, side stroke) for at least 100 yards each; (3) Submerge to a minimum depth of seven feet and retrieve a ten pound object and return to the surface with the object at no time limit. One lecture and two laboratory hours weekly.)  
This course is designed for those desiring to fulfill the requirements for the American Red Cross Lifeguarding Certification. This course is repeatable for credit. (CSU/UC)  
AA/AS Area H

P E 249  **Directed Study**  
(1-3 units)(Please see Directed Study category.) (CSU/UC w/limit)

P E 267  **Advanced Volleyball.**  
(½, 1 unit)(Prerequisite: Students must be competent in all the fundamentals such as serving, passing, setting, and hitting. Two to three activity hours weekly.)  
This course is for experienced volleyball players interested in competing at a high level. The focus of the course will be on advanced instruction in offensive and defensive strategies while emphasizing team competitions. (CSU/UC)  
AA/AS Area H

**PHYSICS**

The study of physics is extensive. It includes such fields as astronomy, optics, nuclear and high-energy physics, acoustics, solid state physics, biophysics, and geophysics. The career physicist may stand on a missile-launching pad, go beneath the sea or ascend into the upper atmosphere. Today, however, nuclear physicists represent the largest single group of full-time employed physicists.

**Career Options**


**Faculty**

Robert Chavez  
**Department Phone:** (415) 485-9510

**Transfer**

Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.
A.S. in Physics
The physics major is offered only at the Kentfield Campus.
Please note: Students are required to complete English 150 for the Associate degree. All students should consult a counselor.

Requirements	 Units
CHEM 131 General Chemistry I	 5
CHEM 132 General Chemistry II	 5
MATH 115 Probability and Statistics	 4
MATH 116 Linear Algebra	 3
MATH 123 Analytic Geometry and Calculus I	 5
MATH 124 Analytic Geometry and Calculus II	 5
MATH 223 Analytic Geometry, Vector Analysis, and Calculus III	 5
MATH 224 Elementary Differential Equations	 4
PHYS 207A Mechanics and Properties of Matter	 5
PHYS 207B Electricity and Magnetism	 5
PHYS 207C Heat, Light, Sound, and Modern Physics	 5

Physics Courses (PHYS)
There are three levels of general physics offered which usually cover the same topics. The major differences in these levels are the mathematical prerequisites and the number of semesters of the sequence. The three levels are:

Physics 108ABC — A sequence of courses designed for majors such as biology, pre-med, and architecture.
Physics 110 — A nonmathematical general education course for nonscience majors.
Physics 207ABC — A sequence of courses designed for majors such as engineering, physics, and chemistry.

PHYS 39 Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

PHYS 108A General Physics I
(5 units)(Prerequisite: Math 104. Advisory: Math 121. Four lecture and three laboratory hours weekly.)
This course presents the basic laws and concepts of mechanics, heat, sound, and the properties of matter. Coursework emphasizes problem solving and laboratory investigations. (CSU/UC)
AA/AS Area A, CSU Area B-1, IGETC Area 5A

PHYS 108AC General Physics I – Calculus Supplement
(1 unit)(Prerequisite: Physics 108A or concurrent enrollment and completion of Math 121. One lecture hour weekly.)
Covers basic concepts of kinematics, forces, rotational motion, fluids, oscillations, and waves, heat, and thermodynamics with a calculus based set of problem assignments. (CSU/UC)
CSU Area B-1

PHYS 108B General Physics II
(5 units)(Prerequisite: Physics 108A. Four lecture and three laboratory hours weekly.)
This course presents the basic laws and concepts of electricity and magnetism including simple AC and DC circuits, light and its geometrical and physical properties, and atomic and nuclear physics. Course work emphasizes problem-solving and laboratory investigations. (CSU/UC)
CSU Area B-1, CAN PHYS 4, CAN PHYS SEQ A = Phys 108A + 108B

PHYS 108BC General Physics II – Calculus Supplement
(1 unit)(Prerequisite: Physics 108B or concurrent enrollment and completion of Math 122. One lecture hour weekly.)
An introduction to the fundamental concepts of electricity, magnetism, light, and modern physics with a calculus based set of problem assignments. (CSU/UC)
CSU Area B-1

PHYS 110 Introductory Physics
(3 units)(No prerequisite. Three lecture hours weekly.)
An introduction to the development and manifestation of the basic physical laws, the process of scientific inquiry and discovery, and the relationship and responsibilities of science to society. (CSU/UC)
AA/AS Area A, CSU Area B-1, IGETC Area 5A

PHYS 139 Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

PHYS 207A Mechanics and Properties of Matter
(5 units)(Prerequisites: Math 123 and 124. Math 124 may be taken concurrently. Four lecture and three laboratory hours weekly.)
This course develops the physical laws, concepts, and mathematical tools needed to describe motion and the action of forces. Central ideas include Newton's laws of motion, conservation of energy, and conservation of linear and angular momentum. Coursework emphasizes problem solving. (CSU/UC)
AA/AS Area A, CSU Area B-1, IGETC Area 5A, CAN PHYS 2, CAN PHYS SEQ B = 207A + 207B + 207C

PHYS 207B Electricity and Magnetism
(5 units)(Prerequisites: Physics 207A and Math 223. Math 223 may be taken concurrently. Four lecture and three laboratory hours weekly.)
This course develops both microscopic and macroscopic descriptions of electricity and magnetism. The microscopic viewpoint is described by Maxwell's four equations, which relate electric and magnetic fields to electric charges and currents, and by Coulomb's law. The macroscopic description involves simple AC and DC circuit analysis, which includes Ohm's law and the concepts of resistance, capacitance, inductance, impedance, and electrical resonance. (CSU/UC)
CSU Area B-1, CAN PHYS 12, CAN PHYS SEQ B = Phys 207A + 207B + 207C
PHYS 207C  Heat, Light, Sound, and Modern Physics  
(S units)(Prerequisites: Physics 207A and Math 223. Math 223 may be taken concurrently. Four lecture and three laboratory hours weekly.)  
This course develops the concepts and laws describing four different but related topics. The major ideas include the first and second laws of thermodynamics, kinetic theory of gases, interference and diffraction of light and sound waves, optical instruments, atomic structure of matter, nuclear physics, and a brief introduction to quantum theory. (CSU/UC)  
CSU Area B-1, CAN PHYS 14, CAN PHYS SEQ B = Phys 207A + 207B + 207C

PHYS 249  Directed Study  
(1-3 units)(Limit to Enrollment: One physics or astronomy course with a grade point average of 3.0 or higher. Prior arrangement with instructor is necessary.)  
A course designed to give the student an opportunity to participate in a research program. (CSU/UC w/limit)

POLITICAL SCIENCE  
Political science is the study of government and politics. The major in political science is primarily designed for the student who desires a liberal arts education with a political science emphasis and who plans to enter a career in government service or public administration; seeks training for positions in the overseas agencies of the United States government; intends to pursue the study of law; or who wants to specialize in journalism or writing with an emphasis on government.

Career Options  
Administrative Assistant, Attorney, Campaign Aide/Manager, City/County Manager, Claims Examiner, Congressional Staff Member, Consumer Protection Specialist, Contract Administrator, Customs Inspector, Diplomat, Equal Opportunity Specialist, FBI/CIA Agent, Foreign Service Officer, International Relations Specialist, Labor Organizer, Labor Relations Manager, Law Clerk, Legislative Aide, Lobbyist, Manpower Program Specialist, Paralegal Assistant, Patent Examiner, Polling Specialist, Private Investigator, Public Administrator, Public Information Officer, Research Specialist, Secret Service Agent, Teacher, Union Representative, Urban/Regional Planner, Writer/Journalist

Faculty  
Henry D. Fearnley, Victor V. Minasian  
Department Phone: (415) 485-9630

Transfer  
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities

A.A. in Political Science  
The Political Science Program provides transfer, general education, general interest courses, as well as an Associate in Arts degree. The Associate degree in Political Science is primarily designed for the student who desires a liberal arts education with a political science emphasis. Courses are offered at either campus to fulfill requirements for the major.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements

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<tr>
<th>Course</th>
<th>Description</th>
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<tr>
<td>POLS 101</td>
<td>Introduction to the Government of the United States</td>
<td>3</td>
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<tr>
<td>POLS 102</td>
<td>Comparative Political Systems</td>
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<tr>
<td>POLS 103</td>
<td>Political Theory</td>
<td>3</td>
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<td>POLS 104</td>
<td>International Relations</td>
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<td>POLS 125</td>
<td>Research Methods and Term Papers in the Social Sciences</td>
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<td>Research Methods and Term Papers in the Social Sciences</td>
<td>3</td>
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Three additional units of degree-applicable social science courses identified as: Economics, Ethnic Studies, Geography, History, Political Science, and Social Science

Political Science Courses (POLS)

POLS 39  Selected Topics (Nondegree Applicable)  
(½-6 units)(Please see Selected Topics category.)

POLS 100  American Political Institutions  
(3 units)(No prerequisite. Three lecture/discussion hours weekly.)  
This course is a survey of American political institutions, roles, processes and problems at the national, state, and local level. Emphasis is on the political values of our society and how these values are reflected in institutions, processes, and policies. Students learn to question, analyze, and interpret public policy and current events and discover how they, as citizens, can help shape and influence government policy. (CSU/UC)  
AA/AS Area B or F, CSU Area D-8, IGETC Area 4, CSU U.S. History, Constitution, and American Ideals

POLS 101  Introduction to the Government of the United States  
(3 units)(No prerequisite. Three lecture hours weekly.)  
This course is an introduction to political science as a survey of American government. Students learn methods of political analysis and the application of these methods to the study of American government. It is an introduction to the principles and problems of government in the United States, emphasizing the national government but providing an understanding of government at the state and local level as well. Particular attention is paid to the dynamics, which make the principles meaningful, and the machinery move. Students will develop insights into the
clash of ideas in American politics and how they can influence political outcomes. Political Science 101 is recommended over Political Science 100 for majors in prelegal, social sciences, liberal arts, and teaching. Can also be offered in a distance learning format. (CSU/UC)  
AA/AS Areas B or F, CSU Area D-8, IGETC Area 4, CAN GOVT 2, CSU U.S. History, Constitution, and American Ideals

POLS 102 Comparative Political Systems  
(3 units)(No prerequisite. Three lecture hours weekly.)  
This course is designed to help students gain knowledge of the world's diverse political structures and practices. It focuses on specific countries and general concepts used to interpret the key political relationships found in virtually all national politics. (CSU/UC)  
AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS 103 Political Theory  
(3 units)(No prerequisite. Three lecture hours weekly.)  
An introduction to the history of political thought from Plato to the present. Present examples of the theory and practice of politics and the description and analysis of political behavior will be related to great political thinkers of the past. New approaches to solve political and social problems will be discussed. (CSU/UC)  
AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS 104 International Relations  
(3 units)(No prerequisite. Three lecture hours weekly.)  
This course is designed to introduce students to the theory and practice of international relations. The course identifies the various players in global politics and describes and explains their behavior and the structure of the international system in which they operate. Included is an examination of not only the traditional subjects of international relations, such as power, nationalism, diplomacy, and war, but also those transnational factors that have come to play a critical role in an increasingly interdependent world, such as immigration, trade and economic/financial activities, the environment, human rights, and terrorism. (CSU/UC)  
AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS 117 The Middle East: A Political Perspective  
(3 units)(No prerequisite. Three lecture hours weekly.)  
A survey of the major political developments in the Middle East in their historical and cultural context from the rise of Islam to the present emphasizing the developments of the twentieth century. (CSU/UC)  
CSU Area D-8

POLS 125 Research Methods and Term Papers in the Social Sciences  
(3 units)(No prerequisite. Advisory: Competence in written language skills comparable to eligibility for English 150. Students may receive credit for this course as Economics 125, Ethnic Studies 125, History 125, Political Science 125 or Social Science 125. However, credit will be awarded for only one discipline. Three lecture hours weekly.)

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Various social science faculty members will offer their expertise to students on an individual basis as they develop their presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern.

Political Science 125 is designed for students who want the research and term paper skills, but are not working for satisfaction of the Critical Thinking Requirement (A, III) for the Bachelor of Arts degree at California State University. Social Science 125 does meet that requirement. (CSU/UC)

POLS 139 Selected Topics  
(1/2-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

POLS 201 Understanding Globalization: The Impact of Social, Political, and Economic Change  
(3 units)(No prerequisite. Can be taken for credit as Political Science 201 or Behavioral Science 201 or Economics 201. However, credit will be awarded for only one discipline. Three lecture hours weekly.)

The world is becoming more integrated and interdependent, heightening the need for greater understanding of the impact of globalization on the economy, politics, and society. This interdisciplinary team-taught course explores the new wave of global political, economic, and social change and the opportunities and challenges it brings to states, institutions, and individuals. Focus is upon what the individual will need to know and understand to be an effective participant in these rapidly changing global phenomena. (CSU/UC)  
AA/AS Area B, CSU Area D-7, IGETC Area 4

POLS 203 Understanding Terrorism  
(3 units) (No prerequisite. Three lecture hours weekly.)

Using lecture, discussion, and video, this course will provide students with an understanding of terrorism from historical, political, ideological, and religious perspectives. The course examines the motivational and organizational aspects of modern terrorism, as well as the strategic and tactical responses to the terrorist threat, and the impact of terrorism on the political, economic and legal/constitutional integrity of the sovereign state. The course will employ the expertise of specialists in the fields of psychology, philosophy, sociology, and law. This course is available to both credit and adult education students. (CSU/UC)  
AA/AS Area B

POLS 215 Survey of Current Events and Issues  
(3 units)(No prerequisite. Can be taken for credit as Political Science 215, Economics 215, or Social Science 215. However, credit will be awarded for only one discipline. Three lecture hours weekly.)

An opportunity to critically examine and discuss significant world developments and to attempt to understand the sources of those developments. Each student will have an opportunity
to focus on issues of particular interest and to share that information with the group. When possible, informed participants in world and national events will meet with the class to share their insights. (CSU/UC w/limit)

**POLS 220  American Foreign Policy**

(3 units)(No prerequisite. Three lecture hours weekly.)

A survey of the forces involved in the formation of American foreign policy since World War II. United States relations with the Soviet Union, China, Europe, Southeast Asia, the Middle East, and other nations will be explored, with special emphasis on contemporary problems. (CSU/UC)

AA/AS Area B, CSU Area D-8, IGETC Area 4

**POLS 249  Directed Study**

(1-3 units)(No prerequisite.)

Directed Study may consist of readings, research, or projects under the supervision of a full-time Social Science Department instructor. May be taken more than once for credit. (CSU/UC w/ limit)

**PSYCHOLOGY**

The course offerings are designed to familiarize students with the facts, theories, and contemporary trends in psychology and human development and how these principles can be incorporated into a meaningful understanding of oneself. For students intending to major in psychology, there are several areas of concentration and career options.

**Career Options**

Activities Director, Administrator, Advertising Account Executive, Art Therapist, Child Psychologist, Clinical Psychologist, Community Mental Health Worker, Correctional Officer, Counselor, Customer Service Representative, Drug/Alcohol Counselor, Employee Relations Specialist, Employment Interviewer/Counselor, Experimental Psychologist, Industrial Psychologist, Manpower Development Specialist, Market Research Analyst, Marriage, Family and Child Counselor, Minister, Personnel Specialist, Probation/Parole Officer, Program Director, Psychiatric Social Worker, Psychiatric Technician, Psychiatrist, Psychometrist, Public Health Educator, Public Relations Representative, Recreation Specialist/Therapist, Rehabilitation Counselor, Research Assistant, Residential Counselor, Sales Representative, School Psychologist, Special Education, Speech Pathologist/Therapist, Statistician, Training Specialist, Welfare Worker, Youth Organization Leader

**Faculty**

Michael E. Brailoff, Paul Christensen, Dikran J. Martin, Marc E. Russell

**Department Phone:** (415) 485-9630

**Transfer**

Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities

**Psychology Courses (PSY)**

**PSY 39  Selected Topics (Nondegree Applicable)**

(½-6 units)(Please see Selected Topics category.)

**PSY 110  Introduction to Psychology**

(3 units)(No prerequisite. Three lecture hours weekly.)

This course will examine traditional areas of psychological investigation from a scientific perspective. Topics include scientific methodology, human development, personality, psychological measurement, psychopathology, psychotherapy, motivation, perception, and social influences on behavior, cognitive processes, learning, and biological basis of behavior. Instructor may recommend a community assignment of students to schools, social agencies, or other settings where psychological principles and skills are being applied. Can also be offered in a distance learning format. (CSU/UC)

AA/AS Area B, CSU Area D-9 or E, IGETC Area 4, CAN PSY 2

**PSY 111  Personality Dynamics and Effective Behavior**

(3 units)(No prerequisite. Students may not receive credit for both Psychology 111 and 116. Three lecture hours weekly.)

This course will present the major theoretical and research perspectives on personality description, development, dynamics, and change. A major focus of the course is how these theories and research findings can be effectively applied in our own lives. The topics of personality description include the dimensions of personality traits, and the development of tests to measure these traits in individuals. The topics of personality dynamics include the factors that influence the day-to-day functioning of individuals, including conscious and unconscious motivations, self-concept, self-esteem, and coping mechanisms. The topics of personality development focus on how personality is formed, including biological factors as well as childhood and adult experiences within families, work, and relationships. Developmental factors also include considerations of gender, and social and cultural influences. The topics of personality change consider such factors as therapy, growth, and maturational perspectives on personality. The content is presented through a combination of lecture, discussion, and activities. (CSU/UC)

AA/AS Area B, CSU Area D-9 or E, IGETC Area 4

**PSY 112  Child and Adolescent Psychology**

(3 units)(No prerequisite. Students may not receive credit for both Psychology 112 and 114. Three lecture hours weekly.)

This course emphasizes the understanding of children and adolescents through the study of the psychological and developmental changes they undergo. Course content will include an examination of physiological, social/emotional, cognitive, and
personality development from birth through adolescence. Individual and normative views of child and adolescent psychology will be utilized.

Class topics usually include but will not be limited to: theories of social change and child development, learning and conditioning processes, moral growth and conscience development, the effects of various family environments, education, child abuse, infant development, peer relations, puberty, and methods of studying children. (CSU/UC)

AA/AS Area B, CSA Area D-9 or E, IGETC Area 4

PSY 114 The Psychology of Human Development: Lifespan

(3 units)(No prerequisite. Students may not receive credit for both Psychology 112 and 114. Three lecture hours weekly.)

This course will examine human development from conception through old age. Physical, intellectual, social, and personality development will be included. Emphasis will be placed on the continuity of development as well as on individual differences. (CSU/UC)

AA/AS Area B, CSA Area D-9 or E, IGETC Area 4

PSY 116 Theories of Personality

(3 units)(No prerequisite. Students may not receive credit for both Psychology 111 and 116. Three lecture hours weekly.)

A survey of the major theories of personality. Psychoanalytic, interpersonal, humanistic, behavioral, social-cognitive, and trait theories will be covered. (CSU/UC)

AA/AS Area B, CSA Area D-9, IGETC Area 4

PSY 120 Psychology of Women

(3 units)(No prerequisite. Three lecture hours weekly.)

A study of the psychology of contemporary women focusing upon the identifying factors which influence their roles, e.g., the socialization process and sex role expectations; contrasting sex roles in American culture with sex roles in other cultures, and reviewing the major studies of psychological sex differences. This class is open to all students. (CSU/UC)

AA/AS Areas B & G, CSA Area D-4 or D-9, IGETC Area 4

PSY 125 Psychology of Violence

(3 units)(No prerequisite. Three lecture hours weekly.)

This course will examine the psychological bases of violence against self, intimates, associates, and strangers in such diverse settings as the home, workplace, school, streets, and other public places. Theories explaining violent behavior as the result of biology, of shame and low self-esteem, of failures of attachment, empathy, and guilt, of media violence, and of prejudice and hatred will be examined. The roles of prisons, drugs, guns, poverty, racism, sexism, homophobia, and mental illness in precipitating violence will be assessed. A major emphasis will be placed on possible prevention and treatment strategies, including child-rearing practices, biomedical interventions, psychotherapy, education, and public policy decisions. (CSU)

PSY 130 Introduction to Sport and Exercise Psychology

(3 units)(No prerequisite. Can be taken for credit as Psychology 130 or Physical Education 120. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course will examine the psychological theories and techniques that are applied to sport, exercise and other achievement-related situations. This course will emphasize the enhancement of performance and personal growth of athletes, coaches, and exercise participants. Students will also learn mental skills that they will be able to transfer from sport and exercise settings to their everyday lives. Can also be offered in a distance learning format. (CSU)

PSY 139 Selected Topics

(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

PSY 140 Marriage, Family, and Intimate Relationships

(3 units)(No prerequisite. Can be taken for credit as Psychology 140 or Sociology 140. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course is designed to give the student a theoretical and practical understanding of the variety of intimate social and family relationships existing in contemporary society. While the course will cover traditional marriage and nuclear family relationships, emphasis will also be placed upon other life-styles, e.g., singles, gay, blended families, etc. Within the context of each life-style, topics such as communication, social roles, sexual behavior, decision making, child rearing, and everyday life interaction will be covered. (CSU/UC)

AA/AS Area B, CSA Area D-7 or E, IGETC Area 4

PSY 142 Growing Older: Physical, Psychological, and Social Aspects of Aging

(3 units)(No prerequisite. Can be taken for credit as Psychology 142 or Health Education 142. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course will examine the aging process in the contemporary world. Topics explored will include physical changes, psychological changes, and social changes occurring as people age; theories regarding why these changes occur, and how to maximize potential in these areas. Other topics will be work and retirement, death and bereavement, local and national resources for aging individuals, and myths associated with aging. (CSU/UC)

AA/AS Area B, CSA Area E, IGETC Area 4
PSY 145  Psychology in Modern Life
(3 units)(No prerequisite. Three lecture hours weekly.)

This course examines the psychological, physiological, and socio-cultural factors involved in personality development, interpersonal relationships, and social processes. The course will teach students important psychological principles, concepts, skills, and research, with the goals of improving the quality of our own lives and relationships. The course is intended to be a useful course for students who want a general understanding of psychology and its applications to living in the twenty-first century. The emphasis will be on helping students acquire knowledge, insights, and skills that they can apply to their own lives, particularly in areas such as life satisfaction, personal satisfaction, careers, relationships, health, and stress management. The course will provide an opportunity for students to develop an awareness, understanding, and appreciation of human diversity. (CSU)
AA/AS Area B, CSU Area D-9

PSY 204  Abnormal Psychology
(3 units)(No prerequisite. Advisory: Psychology 110. Three lecture hours weekly.)

Principles of general psychology applied to the field of psychopathology. A survey of the major diagnostic disorders together with the theories of the cause of mental illness. A survey of the major psychotherapeutic methods in relation to their practical and theoretical value. This course is designed as an introduction to abnormal psychology and is directed toward those with an interest in applied psychology. (CSU/UC)
AA/AS Area B, CSU Area D-9, IGETC Area 4

PSY 205  Introduction to Research Methods and Data Analysis in Psychology
(3 units)(Prerequisite: Psychology 110. Advisory: Mathematics 115 or Statistics 115. Course may be taken as Psychology 205 or Sociology 205, but credit will be given for only one course. Three lecture hours weekly.)

This course prepares students for upper-level division work in the psychology and sociology majors. The course examines the following topics: conducting Internet and library research; formulating testable hypotheses; methods of examining processes (qualitative and descriptive research methods); methods of examining causality (simple, complex, and factorial experimental research designs); methods of examining the power of social events (quasi experimental and time series research designs); and methods of examining the associations between phenomena (simple and complex forms of correlational analysis). In addition the course trains students in the appropriate selection and use of nonparametric and parametric statistics. (CSU/UC)
AA/AS Area B or E, CSU Area D-9, IGETC Area 4

PSY 230  Social Psychology
(3 units)(No prerequisite. Can be taken for credit as Psychology 230 or Sociology 230. However, credit will be awarded for only one course. Three lecture hours weekly.)

This is an interdisciplinary course covering sociological and psychological approaches to important social phenomena. The diverse topics covered will be selected from the following: altruism; attitude formation and attitude change; conformity; person perception and social labeling; reference groups; social conflict and conflict resolution; human aggression; intragroup processes; interpersonal attraction; social networks, statuses and roles; and the social development of the self. The course also covers the research methods and theoretical orientations found in sociological and psychological social psychology. (CSU/UC)
AA/AS Area B, CSU Area D-7, IGETC Area 4

PSY 249  Directed Study
(1-3 units)(Please see Directed Study category.) (CSU/UC w/limit)

PSY 251  The Brain: Mind and Body
(3 units)(No prerequisite. Three lecture hours weekly.)

This class explores the basic brain processes underlying the functioning of the human mind. Among the topics to be discussed are the following: brain development and aging, learning disorders, basic synaptic functioning, psychopharmacology, stress and the immune system, learning and memory, sleep, mood disorders, schizophrenia, language, motor and sensory systems, sexuality, and consciousness. (CSU/UC)

PSY 252  Seminar and Fieldwork Experience
(3 units)(No prerequisite. Corequisite: Psychology 110 or Sociology 110. Psychology 252 and Behavioral Science 252 are equivalent. Credit is given for only one course. One and one-half lecture and four and one-half fieldwork hours weekly.)

This course is designed to give students meaningful participation in a psychologically related community service agency in order to understand the applications of psychological principles, theories, and concepts. With the mutual consent of student and instructor each student is placed in a school, social agency, special education program, mental health agency, or community organization and works under the direct supervision of someone with a degree, credential, or demonstrated expertise in psychology or sociology. The one and one-half hour weekly seminar provides students and instructor the opportunity to present observations, discuss perceptions, and apply relevant theories and concepts to their fieldwork participation. May be taken twice for credit. (CSU)
REAL ESTATE

The Real Estate Program is designed to serve the individual planning to enter the real estate profession, the person who wishes to improve skills and qualify for the real estate sales and broker’s license, and active professionals working on license renewal. Upon completing the Real Estate Program, students are eligible for positions in real estate sales offices, banks, savings and loan corporations, title companies, escrow companies, organizations, and as independent real estate brokers.

Career Options
Appraiser, Escrow Officer, Loan Officer, Mortgage Lender, Property Developer, Property Manager, Real Estate Agent, Real Estate Broker, Real Estate Counselor, Sales Agent

Department Phone: (415) 485-9610

A.S. in Real Estate, Occupational
(Career Certificate also awarded)
Courses are offered at both campuses. Students may take classes at either campus and complete requirements for the major. Real estate brokers and sales persons must also pass an examination given by the State of California, Department of Real Estate. Students who complete the six real estate courses required for the major are eligible for the Career Certificate. An Associate in Science degree is awarded for satisfactory performance in major courses as well as completion of general education and graduation requirements.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements | Units
Freshman Year
- BUS 101 Introduction to Business | 3
- BUS 107 Business Law | 3
- REAL 115 Real Estate Principles | 3
- REAL 116 Real Estate Practice | 3
- REAL 117 Legal Aspects of Real Estate | 3
Sophomore Year
- BUS 112 Financial Accounting | 4
- REAL 210 Real Estate Finance | 3
- REAL 212 Real Estate Appraisal I | 3
- REAL 215 Real Estate Economics | 3

Skills Certificates
Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Career Certificate program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Career Certificates.

Real Estate Appraisal Certificate
Requirements | Units
- REAL 115 Real Estate Principles | 3
- REAL 116 Real Estate Practice | 3
- REAL 212 Real Estate Appraisal I | 3

Real Estate Finance Certificate
Requirements | Units
- REAL 115 Real Estate Principles | 3
- REAL 116 Real Estate Practice | 3
- REAL 210 Real Estate Finance | 3

Real Estate Law Certificate
Requirements | Units
- REAL 115 Real Estate Principles | 3
- REAL 116 Real Estate Practice | 3
- REAL 117 Legal Aspects of Real Estate | 3

Real Estate Property Management Certificate
Requirements | Units
- REAL 115 Real Estate Principles | 3
- REAL 116 Real Estate Practice | 3
- REAL 218 Property Management | 3

Selected Topics
Following are the general course descriptions for selected topics courses, which are offered in many disciplines. Specific topics are announced each semester in the class schedule.

Real Estate Courses (REAL)

REAL 39 Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

REAL 115 Real Estate Principles
(3 units)(No prerequisite. Three lecture hours weekly.)

This fundamental real estate course emphasizes the basic concepts and terminology necessary for understanding the complexities of the real estate profession. The Department of Real Estate requires this course and Real Estate Practice (Real Estate 116), plus one other elective course to be taken prior to sitting for the Real Estate Salesperson’s Exam. This course is also one of the eight courses required to sit for the Real Estate Broker’s Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser’s requirements). (CSU)

REAL 116 Real Estate Practice
(3 units)(No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)

This course introduces students to the day-to-day practice in a real estate office. It includes understanding agency obligations inherent in real estate practice and provides practice in the basic skills necessary to succeed in a real estate career. The Department of Real Estate requires this course and Real Estate Principles (Real Estate 115), plus one other elective course to be taken prior to sitting for the Real Estate Salesperson’s Exam. This course is
also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 117  Legal Aspects of Real Estate
(3 units)(No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)
A study of California real estate law covering agency, contracts, disclosures, landlord/tenant disputes, development and the environment, property taxes, common interest subdivisions, escrow and title insurance boundary disputes, and the effects of trusts and bankruptcy on property transactions are all included in this course. The Department of Real Estate requires Real Estate Principles and Real Estate Practice plus one other elective course to be taken prior to sitting for the Real Estate Salesperson's Exam. This course is one of the acceptable electives and is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 139  Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

REAL 210  Real Estate Finance
(3 units)(No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)
A study of real estate finance includes lending policies and problems, financing residential and commercial properties, and the Federal and State entities that oversee lending practices. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 212  Real Estate Appraisal I
(3 units)(No prerequisite. Three lecture hours weekly.)
This introductory course covers the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various property types. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 215  Real Estate Economics
(3 units)(No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)
This course provides the means to interpret economic activities for the mutual benefit of property owners, investors, and real estate professionals. It includes relating business and real estate cycles to forecasting land use and capital growth patterns, the clash of land use controls, and the dynamics of community demographics and property investment alternatives. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 217  Advanced Real Estate Appraisal II
(3 units)(No prerequisite. Advisory: Real Estate 212. Three lecture hours weekly.)
This course addresses the appraisal of income producing properties and the techniques and methodology used by appraisers to convert cash flows into indicators of value. This course is one of the acceptable electives for obtaining a Real Estate Broker's License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 218  Property Management
(3 units)(No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)
This course identifies the tools and methods of managing income properties, emphasizing owner/tenant relations, evictions, contracts, cash flows, and employment regulations. It is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 219  Escrows
(3 units)(Prerequisite: Real Estate 115. Three lecture hours weekly.)
This course emphasizes the methods and techniques of escrow procedures with an additional focus on the title industry and the complex considerations that can affect title. This course can enhance a student's ability to seek employment in not just real estate sales or appraisal, but also opens up employment opportunities in the escrow and title industries. This course is one of the acceptable electives for obtaining a Real Estate Sales license or a Real Estate Broker's License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)
REAL 220  California Loan Brokering
(3 units)(No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)

This course introduces the student to the complex laws affecting the loan brokering business. It is designed for those already involved in a real estate career and for those considering a career in the real estate loan marketplace. It is also a valuable course for borrowers so that they can understand the loan process. This course is one of the acceptable electives for obtaining a Real Estate Sales license or a Real Estate Broker's License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL 249  Directed Study
(1-3 units)(Please see Directed Study category.) (CSU w/limit)

SOCIAL SCIENCE

The social science field is interdisciplinary and designed for students who wish to gain a broader understanding of the social sciences than is possible in a major offered by a single social science. The aim of the social science major is to provide an opportunity for students who wish to build on the foundation of their general education and become familiar with more than one area of social science.

Career Options
Civil Service Worker, Educator, Foreign Service Worker, Journalist, Management Trainer, Public Administrator, Social Worker, Statistician, Urban Planner

Faculty
Yolanda Bellisimo, Sandy Boyd, Henry Fearnley, Victor Minasian, Walter Turner,
Department Phone: (415) 485-9630

A.A. in Social Science
The Social Science Program provides transfer, general education, general interest courses, as well as an Associate in Arts degree.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>S SC 125</td>
<td>3</td>
</tr>
<tr>
<td>And 15 additional units of degree-applicable social science courses from the following disciplines: Economics, Ethnic Studies, Geography, History, Political Science, and Social Science</td>
<td>15</td>
</tr>
</tbody>
</table>

Social Science Courses (S SC)

S SC 39  Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

S SC 115  Leadership and Governance
(1 unit)(No prerequisite. One lecture hour weekly.)

Defines leadership and development of leadership skills, including communication, facilitation, problem solving, and conflict resolution. Critical review of governance structure of the college and the district and comparison to other college governance structures. Emphasis is placed upon understanding organizational structures, developing an ability to effectively implement and evaluate these structures. (CSU)

S SC 115AL/B  Leadership and Governance Learning Lab
(1-2 units)(Prerequisite: Social Science 115 or concurrent enrollment. For one unit, three independent study hours weekly; for two units, six independent study hours weekly.)

This course includes appropriate laboratory assignments regarding service on governance committees. This laboratory will provide students the opportunity to apply critical thought to work experience situations in leadership and governance positions. Laboratory assignments will direct the students to focus upon planning, implementing, and evaluating their work in college/student organizations and governance committees. Combinations of Social Science 115AL and 115BL may be taken a total of four times for credit. (CSU)

S SC 125  Research Methods and Term Papers in the Social Sciences
(3 units)(No prerequisite. Advisory: Competence in written language skills comparable to eligibility for English 150. Students may receive credit for this course as Economics 125, Ethnic Studies 125, History 125, Political Science 125 or Social Science 125. However, credit will be awarded for only one discipline. Three lecture hours weekly.)

This course focuses on the elements of critical thinking and methods of research in the social sciences and develops skills required to organize such thought and research into effective, college level presentations. Various social science faculty members will offer their expertise to students on an individual basis as they develop their presentations. Students are encouraged to select areas of research from other courses taken during the semester or from areas of special interest including politics, history, economics, education, women's studies, ethnic studies, current issues, and issues of community concern.

Social Science 125 meets the Critical Thinking requirement (A, III) for the Bachelor of Arts degree at California State University. Economics 125, Ethnic Studies 125, History 125, and Political Science 125 are designed for students who want the research and paper skills, but are not working for satisfaction of requirement A, III. (CSU/UC)

CSU Area A-3
Sociology Courses (SOC)

SOC 39 Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

SOC 110 Introductory Sociology, Individual and Society
(3 units)(No prerequisite. Three lecture hours weekly.)
A course designed to develop a sociological perspective; it will explore the relationship between individual group behavior and the nature of societal and institutional influences upon individuals and groups, and the resulting patterns of behavior. Exposure to the core areas of sociology will be covered. May also be offered in a distance learning format. (CSU/UC)
AA/AS Area B, CSU Area D-0, IGETC Area 4, CAN SOC 2

SOC 112 Social Deviance and Problems
(3 units)(No prerequisite. Three lecture hours weekly.)
Identification and analysis of contemporary forms of deviant behavior generally defined as social problems by members of society. The course includes theoretical considerations of these problems, observations and descriptive interpretations, and field application of the sociological knowledge required in the classroom. (CSU/UC)
AA/AS Area B, CSU Area D-0, IGETC Area 4, CAN SOC 4

SOC 114 Global Social Problems
(3 units)(No prerequisite. Three lecture hours weekly.)
This course offers an opportunity to review and analyze some of the most important social problems of the current age from a global perspective. The course will center upon contemporary descriptions of major social conflicts, international disputes, and natural disasters. The course will also provide sociological models for theoretical consideration and analysis. Topics may include resource war, religious and political terrorism, nuclear proliferation, poverty, population growth and migrations, sexual exploitation, drug smuggling, ecological pollution, and global warming. (CSU)
AA/AS Area B

SOC 139 Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU/UC w/limit)

SOC 140 Marriage, Family, and Intimate Relationships
(3 units)(No prerequisite. Can be taken for credit as Sociology 140 or Psychology 140. However, credit will be awarded for only one course. Three lecture hours weekly.)
This course is designed to give the student a theoretical and practical understanding of the variety of intimate social and family relationships existing in contemporary society. While the course will cover traditional marriage and nuclear family relationships, emphasis will also be placed upon other life-styles, e.g., singles, gay, blended families, etc. Within the context of each life-
style, topics such as communication, social roles, sexual behavior, decision making, child rearing, and everyday life interaction will be covered. (CSU/UC)

AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

SOC 184 Criminology
(3 units)(No prerequisite. Can be taken for credit as Sociology 184 or Administration of Justice 204. However, credit will be awarded for only one course. Three lecture hours weekly.)

An introduction to the major theoretical explanations of criminal behavior; social and economic factors which contribute to crime; major typologies of criminal behavior; criminal justice systems and research; courts, probation and parole; police; and other institutions. The course will take a sociological perspective and integrate theories from sociology, criminology, and criminal justice. (CSU/UC)

CSU Area D-0

SOC 205 Introduction to Research Methods and Data Analysis in Sociology
(3 units)(Prerequisite: Sociology 110. Advisory: Mathematics 115 or Statistics 115. Course may be taken as Psychology 205 or Sociology 205, but credit will be given for only one course. Three lecture hours weekly.)

This course prepares students for upper division work in the sociology major. The course examines the following topics: conducting Internet and library research; formulating testable research hypotheses; methods of qualitative analysis (case studies, interview techniques, panel analysis, content analysis, questionnaire construction); descriptive research methods (participant observation, nonparticipant observation, path analysis); methods of examining the social power of critical events (quasi experimental and time series research designs); and methods of conducting archival analyses (meta analysis, statistical analysis of archival data). In addition the course trains students in the appropriate selection and use of nonparametric and parametric statistics. (CSU/UC)

AA/AS Areas B & E, CSU Area D-0, IGETC Area 4

SOC 220 Vice, Narcotics, and Organized Crime
(3 units)(No prerequisite. Can be taken for credit as Sociology 220 or Administration of Justice 220. However, credit will be awarded for only one course. Three lecture hours weekly.)

This course examines the relationship between organized crime and the community. It will cover the impact of organized crime, history of organized crime, relationship to the social structure, symptoms of organized crime i.e. corruption, dysfunctional behavior, violence, and attempts to control organized crime and the role of the legal system. In addition, vice and trade in narcotics will be discussed. Modern organized crime groups both national and international will be highlighted. Exposure to sociological theory and concepts from criminal justice will be integrated into the course. (CSU)

SOC 230 Social Psychology
(3 units)(No prerequisite. Can be taken for credit as Sociology 230 or Psychology 230. However, credit will be awarded for only one course. Three lecture hours weekly.)

This is an interdisciplinary course covering sociological and psychological approaches to important social phenomena. The diverse topics covered will be selected from the following: altruism; attitude formation and attitude change; conformity; person perception and social labeling; reference groups; social conflict and conflict resolution; human aggression; intergroup processes; intragroup processes; interpersonal attraction; social networks, statuses and roles; and the social development of the self. The course also covers the research methods and theoretical orientations found in sociological and psychological social psychology. (CSU/UC)

CSU Area D-0

SOC 249 Directed Study
(1-3 units)(Please see Directed Study category.) (CSU/UC w/limit)

SOC 250 Organizational Sociology
(3 units)(No prerequisite. Three lecture hours weekly.)

This course is for sociology students, citizens, elected officials, managers and all others who are concerned about the role of government, private sector, and nonprofit organizations in contemporary society. Among the many topics to be covered are the following: the origins of organizational society, dynamics of organizational survival, methods of organizational research, forms of citizen influence on organizations, societal consequences of organizational practices, individual/psychological consequences of organizational practices, relationships between organizations and local communities, and relationships between organizations and nation states. (CSU)

AA/AS Area B, CSU Area D-0

SPANISH

A major reason for studying the Spanish language is the enrichment of one’s intellectual growth in context with the rest of the world. In learning Spanish, one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. On the practical side, any field of specialization (journalism, medicine, law, business, teaching) is enhanced if one can speak another language. In California, knowledge of a modern language is now required in many jobs that deal with the public such as Civil Service, social work, nursing, and other service-oriented fields.

Career Options

Faculty
Rossana Pagani
Department Phone: (415) 485-9348
Transfer
Students planning to transfer to a four-year institution should complete the lower division major requirements and general education pattern for the appropriate transfer institution and major. Exact major requirements for UC and CSU institutions can be found on www.assist.org. Please see a counselor for more information as curriculum requirements may vary among transfer universities.

Policy Statement Regarding Sequence of Enrollment in Modern Language Classes
Although students are advised to enroll in language courses sequentially, they will not be precluded from enrolling in lower level language classes after completion of more advanced courses. Students should be aware, however, that units resulting from the lower level courses may not be accepted at transfer institutions as a part of the required transferring units.

A.A. in Spanish
Spanish language courses serve a dual purpose, which is to acquire structural and verbal skills, which satisfy both academic and cultural needs. The program serves both transfer students and those seeking self-enrichment. Students may take classes at either campus to fulfill requirements for the major.

Please note: Students may choose English 120, 120SL, or 150 to complete the Associate degree. Transfer students, however, are advised to complete English 150. All students should consult a counselor.

Requirements | Units
--- | ---
SPAN 101 | Elementary Spanish I | 5
SPAN 102 | Elementary Spanish II | 5
SPAN 203 | Intermediate Spanish III | 5

In addition, completion of one course from the following list:
SPAN 110 | Conversational Spanish I | 4
SPAN 112 | Conversational Spanish II | 4
SPAN 114 | Conversational Spanish III | 4
SPAN 204 | Intermediate Spanish IV | 4
SPAN 225 | Advanced Spanish I | 3
SPAN 226 | Advanced Spanish II | 3
SPAN 228 | Advanced Spanish Conversation and Culture through Films | 3
SPAN 230A | Culture and Civilization of Spain and South America | 3
SPAN 249 | Directed Study | 3

Spanish Courses (SPAN)
All Spanish courses can be taken for a letter grade or credit/no credit.

In general, courses required for a transfer student’s four-year major should be taken on a letter grade basis.

SPAN 101  Elementary Spanish I
(5 units)(No prerequisite. Four lecture and three laboratory hours weekly.)
A beginning course which offers study and practice in speaking, understanding, reading, and writing Spanish, along with exploration of the cultural aspects of the Spanish-speaking world. The three-hour weekly laboratory requirement enhances the student’s verbal and comprehension skills through the use of audiovisual materials. Can also be offered in a distance learning format. (CSU/UC)
AA/AS Area C, CSU Area C-2, UC Language other than English

SPAN 102  Elementary Spanish II
(5 units)(Prerequisite: Spanish 101. Four lecture and three laboratory hours weekly.)
Further emphasis is placed on the structure of the language, verbal communication, and understanding of Hispanic culture. Continued use of the language laboratory for further mastery of the language. Can also be offered in a distance learning format. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

SPAN 110  Conversational Spanish I
(4 units)(No prerequisite. Three lecture and three laboratory hours weekly.)
Use of modern colloquial Spanish in conversation with elementary grammar. Designed for students who wish to acquire skills of the spoken language with a minimum of formal grammar.
Oral practice in speaking and understanding Spanish through the use of videos, audiocassettes, and other audiovisual packages related to class work. Use of audio materials depicting everyday situations for improving fluency and accuracy in pronunciation. (CSU)

SPAN 112  Conversational Spanish II
(4 units)(Prerequisite: Spanish 110. Three lecture and three laboratory hours weekly.)
Use of modern colloquial Spanish in conversation with elementary grammar. Designed for students who wish to acquire skills in the spoken language with a minimum of formal grammar.
Oral practice in speaking and understanding Spanish through the use of videos, audiocassettes, and other audiovisual packages related to class work. Use of audio materials depicting everyday situations for improving fluency and accuracy in pronunciation. (CSU)

SPAN 114  Conversational Spanish III
(4 units)(Prerequisite: Spanish 112. Three lecture and three laboratory hours weekly.)
Continued use of modern colloquial Spanish in conversation with elementary grammar. Designed for students who wish to acquire skills in the spoken language with a minimum of formal grammar.
Continued oral practice in speaking and understanding Spanish through the use of videos, audiocassettes, and other audio-
visual packages related to class work. Use of audio materials depicting everyday situations for improving fluency and accuracy in pronunciation. (CSU)

SPAN 120 Spanish for the Health Care Professionals I
(3 units) (No prerequisite. Three lecture hours weekly.)
This is a Spanish conversation course tailored to the needs of all health care professionals and workers who wish to learn Spanish with the goal of applying it in their working environment. No prior knowledge of Spanish is needed. Each lesson is accompanied by a set of listening exercises. This course fulfills continuing education requirements for registered nurses. Can also be offered in a distance learning format. (CSU)

SPAN 121 Spanish for the Health Care Professionals II
(3 units) (Prerequisite: Spanish 101 or 120. Three lecture hours weekly.)
This is the second semester continuation course for those health care professionals who have achieved a basic level of proficiency and wish to communicate more efficiently with their Spanish-speaking patients. Emphasis is placed on communication. Each lesson is accompanied by a set of listening exercises. Students get continuing education units with this course. (CSU)

SPAN 122 Spanish for Teachers
(3 units) (No prerequisite. Three lecture hours weekly.)
This is a Spanish conversation course designed to meet the needs of teachers who wish to learn Spanish with the goal of communicating with students and parents in their working environment. No prior knowledge of Spanish is needed. This course fulfills continuing education requirements for teachers and is useful vocationally. (CSU)

SPAN 139 Selected Topics
(½-6 units) (Please see Selected Topics category.) (CSU/UC w/limit)

SPAN 140 Spanish Immersion Studies A-D
(5½ units) (Prerequisite: Please refer to individual course description for Spanish 101, 102, 203 or 204 for prerequisite information. Sixteen lecture and twelve laboratory hours weekly for four weeks. In addition a four day, thirty-two hour field trip is required.)
This course is designed to create an opportunity for student cultural immersion in a Spanish-speaking country alongside the grammatical study of Spanish 101, 102, 203, or 204. Students will sign up for one of the four levels of grammar plus a one-unit course on the River Plate culture. Both classes are taught by the COM Instructor of Record and include such cultural activities as exploring the cafes and restaurants of Buenos Aires, trips to museums or operas, exploring the history of Tango and taking lessons. Note: Please refer to individual course description for Spanish 101, 102, 203 or 204 for transfer credit information.

SPAN 203 Intermediate Spanish III
(5 units) (Prerequisite: Spanish 102. Four lecture and three laboratory hours weekly.)
In-depth study of the language with grammar review, oral practice, composition, and introduction to literature. The language laboratory offers the use of audiovisual materials for improved fluency and accuracy in pronunciation as well as the presentation of cultural and literary topics. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

SPAN 203HB Intermediate Spanish for Heritage and Bilingual Speakers
(4 units) (Prerequisite: Oral Fluency in Spanish. Four lecture hours weekly.)
An intermediate course tailored to the needs of bilingual students who have had little formal study of the Spanish language. This course focuses on reading, writing and vocabulary as well as cultural aspects of all Spanish-speaking countries. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

SPAN 204 Intermediate Spanish IV
(4 units) (Prerequisite: Spanish 203. Four lecture hours weekly.)
Continuation of study and practice in speaking, understanding, reading, and writing Spanish. Completion of the review of Spanish grammar in-depth. Reading in literature, history, and culture of the Spanish-speaking world. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

SPAN 225-226 Advanced Spanish I and II
(3-3 units) (Prerequisite for Spanish 225 is Spanish 204. Spanish 225 is a prerequisite for Spanish 226. Three lecture hours weekly for each course.)
Courses aimed at expanding the student's knowledge of the Spanish language and civilization through the study of grammar, literature and the Spanish language press, with particular emphasis on the present day Hispanic world. Emphasis is placed on an advanced level of verbal expression and written composition. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

SPAN 228 Advanced Spanish Conversation and Culture through Films
(3 units) (Prerequisite: Spanish 204. Three lecture hours weekly.)
Students will learn about socio-cultural and political changes in Spanish-speaking countries in modern times through one of the most expressive artistic means of the twentieth century, films. After introduction to the historic period, director and the vocabulary, students will view the films and discuss them in Spanish. Additional essays and critiques will be provided. (CSU/UC)
CSU Area C-2
SPAN 230A  Culture and Civilization of Spain and South America
(3 units)(Prerequisite: Spanish 102. Three lecture hours weekly.)
Students will study language, heritage, culture, traditions, music, art, literature, historic and current events of Spain and South American countries. The course is conducted entirely in Spanish and students are expected to have knowledge of verb tenses and other grammatical structures. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

SPAN 230B  Culture and Civilization of Mexico and Central America
(3 units)(Prerequisite: Spanish 102. Three lecture hours weekly.)
This class is a study of language, heritage, culture, traditions, music, art, literature, historic and current events of Mexico and Central American countries. The course is conducted entirely in Spanish and students are expected to have knowledge of verb tenses and other grammatical structures. May be taken once for credit. (CSU/UC)
AA/AS Area C, CSU Area C-2, IGETC Area 3B

SPAN 249  Directed Study
(1-3 units)(Please see Directed Study category.) (CSU/UC w/limit)

Speech Courses (SPCH)

SPCH 110  Introduction to Speech Communication
(3 units)(No prerequisite. Three lecture hours weekly.)
A survey course designed to introduce students to public speaking, critical listening, and listener feedback. Emphasis is on building self-confidence through frequent performance experience. (CSU/UC)
AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 120  Interpersonal Communication
(3 units)(No prerequisite. Three lecture hours weekly.)
Introduction to principles of effective communication in interpersonal relationships. Study of verbal and nonverbal communication, person perception, conflict resolution, listening, and communication barriers. Students will learn to identify communication behaviors and patterns in interpersonal relationships (both their own and others). (CSU/UC)
AA/AS Area E, CSU Area A-1, IGETC Area 1C

SPCH 122  Public Speaking
(3 units)(No prerequisite. Three lecture hours weekly.)
A survey course designed to introduce students to three specific areas of public speaking: informative speaking, persuasive speaking and small group speaking. Emphasis is on effective research and outline methods, critical listening, providing effective listener feedback to the speaker and on effective verbal and nonverbal delivery skills. (CSU/UC)
AA/AS Area E, CSU Area A-1, IGETC Area 1C, CAN SPCH 4

A.A. in Speech
Students may take speech classes at either campus to fulfill requirements for the major. The Speech Program serves a variety of populations such as transfer candidates, nondegree students from the business community, and students interested in self-enrichment.
SPCH 128  Intercultural Communication
(3 units) Formerly Speech 139A. (No prerequisite. Three lecture hours weekly.)
This is a course designed to familiarize students with the theory and process of effectively communicating with people different from themselves in terms of ethnicity, culture, race, and language use. The specific focus of this course will be to develop, through guided research, the student's ability to recognize, acknowledge, and better understand the uniqueness of people from European-American, African-American, Asian-American, and Latino-American cultures through comparison of their respective communication behaviors. Students will study theories from intercultural and intergroup communication as they relate to intercultural communication, and will read from an intercultural anthology. Through lectures, discussions, reading, research, viewing films on videotapes, group presentations, written and oral assignments, students will learn the skills necessary to achieve positive outcomes when communicating with others who are perceived as being culturally, ethnically or racially different than they. (CSU/UC)
AA/AS Areas C or E, & G, CSU Area D-7, IGETC Area 3B

SPCH 130  Small Group Communication
(3 units) (No prerequisite. Advisory: Eligibility for English 150. Three lecture hours weekly.)
This course offers practical experience in the techniques of leading and participating in small group discussions. Effective small group discussion techniques such as speaking on panels, symposiums, problem-solving groups, conflict resolution within small groups as well as leadership skills and parliamentary procedures are covered. This course is designed for students intending to major in speech (communication), business, international business, education, and all fields of study and certification that require group and team-building skills. (CSU/UC)
AA/AS Areas E, CSU Area A-1, IGETC Area 1C

SPCH 132  Argumentation and Persuasion
(3 units) (No prerequisite. Three lecture hours weekly.)
The goal of this course is to increase students' skills in logical argument and ethical persuasion in verbal communication. Students learn how to analyze and use verifiable evidence, sound reasoning, and effective rhetorical appeals. The class will sharpen abilities to detect careless inferences and fallacies in oral language. Students will practice these skills in individual and group speaking projects. The result is increased ability to think critically and express ideas rationally. (CSU/UC)
AA/AS Area E, CSU Area A-1 or A-3, IGETC Area 1C

SPCH 139  Selected Topics
(½-6 units) (Please see Selected Topics category.) (CSU/UC w/limit)

SPCH 140-141  Oral Interpretation of Literature I and II
(3-3 units) (No prerequisite. Three lecture hours weekly.)
The goal of this course is to introduce students to the field of oral interpretation of literature. Emphasis is on awareness and appreciation of prose and poetry, and what happens to the written word when it is read aloud for the listening pleasure of an audience. Recommended for speech and theatre arts majors. (CSU/UC)
AA/AS Area C, CSU Area C-2

SPCH 155  Radio and Television Announcing and Performance
(3 units) (No prerequisite. Three lecture hours weekly.)
This course prepares students to communicate more effectively through the electronic and/or digital media. Students will explore how to articulate messages, vary pitch and volume to the text and context, pronounce words according to accepted standards, express thoughts and feelings with confidence, understand and interpret the meaning of a message, and communicate ideas from a variety of prompts. (CSU)

SPCH 249  Directed Study
(1-3 units) (Please see Directed Study category.) (CSU/UC w/limit)

STATISTICS

Department Phone: (415) 485-9630

Statistics Courses (STAT)

STAT 39  Selected Topics (Nondegree Applicable)
(½-6 units) (Please see Selected Topics category.)

STAT 115  Introduction to Statistics
(4 units) (Prerequisite: Math 103 or 103G or 103XY. Four lecture hours weekly.)
This course is an introduction to statistics for students in social science and business disciplines. The course covers descriptive statistics, probability, hypothesis testing, linear and multiple regression, correlation, sampling, statistical inference and time series analysis. Illustrations are taken from the various social sciences and from business. Students will be instructed in the use of computer spreadsheet software to solve statistical and data analysis problems. Statistics 115 and Math 115 are equivalent. Students may receive credit for only one course. (CSU/UC)
AA/AS Area E, CSU Area B-4, IGETC Area 2, CAN STAT 2

STAT 139  Selected Topics
(½-6 units) (Please see Selected Topics category.) (CSU w/limit)
STUDY SKILLS

Faculty
Victoria Coad, Harriet Eskildsen, Frances A. Rouda
Department	Phone: (415) 485-9345

Study Skills Courses (STSK)

STSK 39  Selected Topics (Nondegree Applicable)
(½-6 units)(Please see Selected Topics category.)

STSK 50  Understanding Learning Disabilities
(½ unit)(No prerequisite. Two lecture hours weekly for four weeks.)
This is a class that will explore topics related to the field of learning disabilities. Areas covered may include causes of learning disabilities, effects of learning disabilities, evaluation, accommodations, and other relevant issues. May be taken twice for credit.

STSK 53  Basic Math Skills
(1 unit)(No prerequisite. One lecture hour weekly.)
This course is designed to serve students with basic math computation learning problems. Covers basic math skills using a variety of resources. Basic skills taught include addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. This course is repeatable for credit.

STSK 54  Writing Improvement
(1 unit)(No prerequisite. One lecture hour weekly.)
This course is designed for students with language-based learning disabilities. It is designed to help students write coherent paragraphs. Grammar, punctuation, sentence structure, and paragraph organization will be covered. This course is repeatable for credit.

STSK 56  How to Study in College
(1 unit)(No prerequisite. One lecture hour weekly.)
This course is designed specifically for students with learning disabilities. It is designed to teach college level study techniques to students with learning problems so that they can succeed in college. Major topics include setting goals, managing time, improving concentration and memory, taking notes, organizing study materials, reading textbooks, dealing with test anxiety, and preparing for and taking essay and multiple choice tests. This course is repeatable for credit.

STSK 70-78  Study Skills Workshop
(½ unit each module)(No prerequisite. Twenty-six and one-quarter laboratory hours per one-half unit. Open-entry, open-exit classes.)
A laboratory designed to provide individual testing and remediation of academic skills for students defined as having a dysfunction or delay in one or more processes or skills. Provides support for learning disabled students attending academic courses.

Study Skills 70 must be taken by all new students and may be taken twice for credit. Study Skills 76-78 are repeatable for credit.

Courses offered are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>STSK 70</td>
<td>Evaluation</td>
</tr>
<tr>
<td>STSK 76</td>
<td>Study Techniques</td>
</tr>
<tr>
<td>STSK 77</td>
<td>Adapted Computer Learning</td>
</tr>
<tr>
<td>STSK 78</td>
<td>Acquired Brain Injury</td>
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</tbody>
</table>

STSK 139  Selected Topics
(½-6 units)(Please see Selected Topics category.) (CSU w/limit)

STSK 161  Seminar for Tutors
(2 units)(No prerequisite. One lecture and three laboratory hours weekly.)
This course is designed to assist peer tutors in developing their understanding of the principles and processes involved in tutoring. Students will also acquire both the organizational and interactional skills required for a successful tutoring session. Help to build their skills as learning resources for other students. Student is required to tutor a minimum of three hours a week. (CSU)

STSK 161A  Instructional Resources for Tutors
(½ unit)(No prerequisite. Corequisite: Student must be employed as a tutor for the credit program at College of Marin and tutoring at least three hours per week. One and one-half laboratory hours weekly.)
This course monitors and supports both the students who have completed Study Skills 161 and those tutors newly hired for the spring semester. Tutors will meet regularly with the instructors to monitor the progress of the tutees, to review tutorial strategies with the tutors, to resolve any conflicts, and to ensure that the tutoring program's goals are met by the tutor-tutee relationship. (CSU)

STSK 162  Community Action Skills Lab
(2 units)(Prerequisite: Enrolled in at least nine units, including two units for Study Skills 162. Two lecture hours weekly.)
This course is designed to train students to provide peer assistance to EOPS and VEA students in Student Affairs, orientation, EOPS counseling, and Health Services. Topics include peer counseling techniques, working with special student populations, and an overview of assessment and information on all student services. (CSU)
WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education offers the student the opportunity to earn college credit for planned learning activities related to employment. Working students, with the assistance of an instructor-coordinator and the on-job supervisor (employer), set up goals to be accomplished during the school term. This may include, but is not limited to, completing projects, attending group and/or individual meetings with coordinator, participating in career workshops, learning new job skills, reading material related to human relations on the job, etc. The instructor-coordinator visits each employer during the school term and the cooperating employers are required to provide written evaluation of student’s performance on the job.

Department Phone: (415) 883-2211, Ext. 8108

Work Experience Information

Employment may be related to student’s planned course of study (Occupational Work Experience Education) or not have this direct relationship (General Work Experience Education).

Students in any field who seek paid, educationally related employment are encouraged to contact the Job Placement Office for information and assistance.

Students may attend classes while working (parallel plan) or attend college full time 1 semester and work full time the following semester (alternate semester plan). On the parallel plan students can earn up to 3 (general) or 4 (occupational) units per term; on the alternate plan they may earn up to 8 units while off campus and working full time.

There are limits to the total number of units a student may earn while attending California community colleges. General Work Experience Education is limited to 6 semester units. Occupational Work Experience Education is limited to 16 semester units. A combination of General and Occupational Work Experience is limited to 16 semester units.

Note: Students may not concurrently enroll in Behavioral Science 252ABC or Psychology 252ABC and also receive credit for Work Experience Education courses.

Veterans note: Veterans Administration regulations may affect student benefits for these courses. Check with the Veterans’ Office for latest information.

Work Experience Courses (W E)

W E 298ABCD  Occupational Work Experience
(1-4 units)(Prerequisites: Enrollment in at least seven units of college courses including Work Experience. A minimum of five hours of employment per week for each unit.)

Employment must clearly be related to the course of the study/career plans. The work experience serves as both a source of income and a vehicle for reinforcing and expanding classroom learning in a student’s chosen career field. The employer provides an “extended campus,” not available in traditional classroom programs. May be taken for a maximum of 16 units. (CSU)
SECTION 7

FACULTY, MANAGEMENT, AND STAFF

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Classified Managers
Support Staff
College of Marin Foundation
College of Marin Alumni Association
Educational Advisory Committees
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<th>Degrees &amp; Institutions</th>
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Information Technologies

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Admissions and Records

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English Skills

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B.A., Sonoma State University

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Admissions and Records

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English Skills

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Athletic Trainer

BURTON SCHANE  
Programmer  
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Office Technician  
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RION SMITH  
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English Skills

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Kentfield Campus Map and Directory

Police Phone Numbers
Emergency: 911 or from a Campus extension, 9-911.
Urgent: 415.485.9696
Kentfield Police Business:
415.485.9455

Parking
Vehicles on campus are subject to parking and traffic regulations by the Board of Trustees, Marin Community College District.
All cars must have a parking sticker, or display a daily parking permit which may be purchased from the parking ticket dispensers located in parking lots.
Parking permits are required at all times, except Saturdays, Sundays and school holidays, and in Lot 13.

AC
Administrative Center
Children’s Center
BC
Business and Management Center
DL
Dance Center
Landscape Management Center
DS
Disabled Students
DH
Dickson Hall
Health Center
FA
Fine Arts Center
Art Gallery
Box Office
Theatre
FH
Fusselman Hall
HC
Harlan Center
Community Education
ESL
LC
Learning Resources Center
Library
Bookstore

M1
Maintenance Office
MS3
SWINERTON OFFICE
OH
Olney Hall and Auditorium
PE
Physical Education Center
Gymnasium
Pools
SC
Science Center
SS
Student Services Center
Registration
Cafeteria
Emeritus
TB–1
Temporary Building
Campus Police

Handicapped Entrance
Handicapped Pickup/Drop Off
Directories
--- Indicates accessible route
Emergency: 911 or 9-911 from Campus Extension
Urgent: 415.485.9696
IVC Police Business Phone: 415.883.3179

Motorcycle and handicap parking available
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All cars must have a parking sticker, or display a daily parking permit which may be purchased from the parking ticket dispenser.

Parking permits are required at all times, except Saturdays, Sundays and school holidays.

POMO (PM)
1. Auto Body and Fender
2. Auto Technology Lab
3. General Classrooms/Labs/Offices/Medical Assisting lab
4. Machine & Metals Tech
5. Math/English Lab/Food Vending
6. General Classrooms/Labs/Offices/Geology/Geography/Chemistry/Biology
7. Multi Media Lab & Offices

ADMINISTRATIVE SERVICES (AS)
8. Student Services
9. Administrative Services
10. Emeritus Meeting Room/Swinerton Office
11. Information Systems Center
12. Board Meeting Room/Child Care Center (CS)

MIWOK (MW)
13. Art Labs/Art Gallery/Marin School of Arts & Technology
14. Marin School of Arts and Technology
15. Studio Theatre/Student Lounge/Deli
16. Marin School of Arts & Technology

BUILDING #17
17. Marin School of Arts & Technology

OHLONE (OL)
18. Computer Labs/Offices/Court Reporting Labs
19. General Classrooms/Labs/Offices/Office Occupations/Court Reporting/Computer Labs/Intensive English Program
20. Food Vending/P.E./Classrooms/Multi Media
22. Campus Police/Corporation Yard
INDEX

A
A.A./A.S. Degrees and Certificates Table  52
Academic  
  Calendar, Fall Semester 2006  10
  Information  24
  Programs  12
  Records  30
  Renewal  26
Access to Student Records  31
Accounting Courses  107
Accounting Program, Applied  
  Program  105
Accreditation  11
Adding Classes  23
Additional Career Certificates  51
Administration of Justice  
  Advanced Placement  29
  Courses  70
  Program  70
Administrators, College  12
Admissions Information  17
Advanced Placement (APT)  29
Advanced Placement Test  
  UC Transfer  60
Advisories  69
Alcohol-Free Campus  43
Alpha Sigma  37
Alumni Association, College of Marin  263
American Sign Language  
  Courses  71
  Program  71
Anthropology  
  Courses  72
  Program  72
Aperture, Right to  28
Application for Graduation  47
Architecture  
  Courses  74
  Program  74
Art  
  Courses  78
  Programs  77
Assaults on Campus  43
ASSIST (Articulation Web Site)  55
Associate Degree  50
Associate Degree Programs  50
Associated Students  41
Associate in Arts (A.A.) Degree  47
Associate in Science (A.S.) Degree  47
Associate in Science Occupational Degree  50
Astronomy  
  Courses  86
  Program  86
Athletic  
  Eligibility  39
  Injury  39
  Attendance  24
Auditions  211
Automotive Collision Repair Technology  
  Courses  89
  Program  87
Automotive Technology  
  Advanced Placement  29
  Courses  94
  Programs  91
  Awarding a Degree or Career Certificate  47
B
Baccalaureate credit courses  58
Basic Academy credit  29
Basic Skills  
  Classes  26
  Programs  39
Behavioral Science  
  Courses  97
  Program  96
Biology  
  Courses  99
  Programs  97
Board of Governors Fee Waiver  21
Board of Trustees  2
BOGW  21
Bookstores  37
Business  
  Courses  106
  Programs  105
Business, General  105
Business Administration  105
Business and Information Systems  
  Advanced Placement  30
  Laboratories  38
  Business Office Systems  
    Courses  110
    Programs  109
  Bus service  41
Buy-back Policy, Bookstores  37

C
Calendar  
  Community Education Program  10
  Credit Program Fall 2007  8
  Credit Program Spring 2008  9
Cal Grants  22
California Articulation Number (CAN)  64
California State University (CSU) Transfer  
  Information  55
  General Education  56
  Lower Division  55
  Official Transcripts  55
  Placement Tests  55
  Upper Division  55
CalWORKs  37
Cancellation of Programs/Classes  23
  CARE  39
Career  
  Center  41
  Employment  40
  Career Certificate Programs  51, 52
Catalog Rights  47
Certified Shorthand Reporter  126
Challenge of Records  31
Changes  24
Chassis Repair Technician  91
Chemistry  
  Advanced Placement  29
  Courses  112
  Program  112
Child Care  37
Children's Centers  37
Chinese  
  Courses  114
  Program  114
Classified Managers  258
Class Schedule  10, 12
CLEP  29
Clubs, Student  41
College Work-study Program  22
Communications  
  Courses  116
  Program  115
Community Education  10, 12
Community Grants  22
Complaints, Student  43
Compliance Officer  24
Computer Centers  38
Computer Information Systems  
  Courses  118
  Programs  116
Computer Science  
  Courses  122
  Program  121
Conduct Policies  42
Consecutive Semesters  25
Cooperative Agencies and Resources for  
  Education (CARE)  39
Coordination de Titulo IX/Coordination ADA/  
  Ejecutivo de Discriminación Positiva/  
  Cumplimiento  14
Corequisites  69
Counseling  
  Courses  124
  Program  124
Course  
  Description Information  69
  Numbering System  69
Court Reporting  
  Courses  127
  Program  125
Credit/No Credit Option  25
Credit by Examination  27
Dance
Courses 132
Program 40, 131
Degree Programs 52
Dental Assisting, Registered
Courses 138
Program 137
Dependent of Veterans College Fee Waiver
Program 22
Directed Study 30, 141
Directory Information 31
Disability Coordinator 24
Disabled Parking 42
Disabled Students Program 39
Discriminación positiva 14
Dismissal 25
Readmission 28
Standards 28
Distance Learning (Media Courses) 40
Drama
Courses 142
Program 40, 141
Dropping Classes 23
Drug-Free and Campus 43

E
Early Childhood Education
Advanced Placement 30
Courses 148
Programs 146
Echo Times 39
Economics
Courses 152
Program 152
Education
Courses 153
Program 153
Educational Advisory Committee Members 264
Electrical/Performance Technician 91
Electronics Technology
Courses 154
Program 154
Eligibility for Financial Aid 21
Emergency Loans 22
Emeritus Program 13
Emissions/Performance Technician 92
Engineering
Courses 156
Programs 154
Technology 155
English
Advanced Placement 29
Basic Skills Courses 158
College Level Courses 160
Courses 158
Program 157
English as a Second Language 13
Courses 164
Program 163
Enrollment Fee Waivers 21
Environmental Landscaping
Courses 168
Programs 167
EOPS 39
EOPS Grants 21
ESL Classes
Credit 13
Intensive 13
Noncredit 13
Ethnic Studies
Courses 171
Program 170
Examinations 28
Extended Opportunity Programs and Services (EOPS) 39

F
Faculty and Management 255
Federal Grants 21
Federal Stafford Subsidized Loans 22
Film/Video
Courses 173
Programs 172
Final Grade 25
Financial Aid 21
Financial Aid Application Procedure 21
Fire Technology
Courses 175
Program 175
First Class Meeting 23
Food Service 39
Forged/Altered Transcripts 27
Forged Signatures 28
Foundation, College of Marin 263
Free Application for Federal Student Aid (FAFSA) 21
French
Courses 176
Program 175

G
G.E.D. 13, 39
Gender, Equity Coordinator 24
General Education
Courses 48
For a Degree 47
Philosophy 48
Geography
Courses 178
Program 177
Geology
Courses 179
Program 179
Goals for the College of Marin 7
Grade
Changes 27
Definitions 24
Point Average (GPA) 24
Points 24
Symbols 24
Systems 69
Graduation and Degree Requirements 47
Graduation Requirement in United States
History 61
Grievance Policies 42
Guaranteed Admission Transfer Contracts 59

H
Health 229
Health Center, College 37
Health Education
Courses 182
Program 182
High School Credit 24
High School Equivalency Preparation 39
History
Advanced Placement 29
Courses 183
Program 183
History of the College 11
Honor List 29
Honor Societies, College 37
How to Use This Catalog 10
Humanities
Courses 187
Programs 186

I
IGETC
Certification 59
Program 60
Injury 37
In Progress Grades 25
Insurance, Student 37
Intensive English Program 13
Intercollegiate Athletic Eligibility 39
Interdisciplinary Degree Programs 50
International Studies Major 50
Intersegmental General Education Transfer Curriculm (IGETC) 59
Italian
Courses 189
Program 188

J
Japanese
Courses 190
Program 190
Job Placement 39
Study Skills
Courses 250
Program 250
Successful Completion 25
Supplemental Education Opportunity Grant 21
Support Staff 259

T
Table of A.S./A.A. Degree and Certificate
Programs 52
Tax Credit 22
Testing 41
Time Conflicts 24
Transcripts 30
Transfer
Center 41
Information 55
Programs 52
Transferable Courses (UC) 61
Transportation 41
Tutoring Center 42

U
Unit Load 23
Units 69
For Degree 47
Of Credit 24
University of California (UC) Transfer
Information 58
Advanced Placement Test 60
California Residents 59
IGETC 59
University Transfer Major 50

V
Veterans
Educational Benefits 22
Work Experience 251

W
Welding 194
Wireless access 40
Withdrawal 25
Work Experience Education
Courses 251
Information 251
Program 251
Writing Center 38
Walter Turner, Ethnic Studies Professor
The histories of people and events often omitted from traditional historians are incorporated into College of Marin Professor Walter Turner’s inspiring History and Ethnic Studies classes. “The goal of teaching is to prepare students for the challenges of leadership, change and vision,” says Turner who has taught at COM since 1978 and currently serves as chairman of the Social Sciences Department. A dedicated activist, community leader and public speaker, Turner serves on several community boards of directors and has earned numerous accolades. He also produces and hosts the popular Pacifica Radio program “Africa Today,” which airs weekly on KPFA in Berkeley.

Kay Ryan, Basic Skills Professor, Award-Winning Poet
Award-winning poet Kay Ryan teaches basic English skills to her College of Marin students to give them the power to change their lives. Her students are often serious, hardworking people in their late twenties or early thirties intent on improving the quality of their lives through learning. Without strong English writing and reading skills, well-paying jobs and promotions elude them. “Teaching basic skills is really like saving lives,” says Ryan who has taught at College of Marin since 1971. “There is nothing more important or more satisfying.” Recently elected a Chancellor of the Academy of American Poets, Ryan’s awards include the Ruth Lilly Poetry Prize, a Guggenheim fellowship, a fellowship from the National Endowment for the Arts, and three Pushcart Prizes.

Tom Holub, Court Reporting Professor / Coordinator
College of Marin Court Reporting Program Professor / Coordinator Tom Holub has devoted the last 32 years to teaching court reporting. Graduates from his program are in high demand, starting at salaries of more than $60,000 per year. Licensed by the state, court reporters preserve all statements made in legal proceedings and present their record as official transcripts. Job opportunities will grow as fast as the average for all occupations through 2012, according to the U.S. Department of Labor. “In terms of Court Reporting, we have an exemplary pass rate on the state licensing examination,” says Holub. When asked what advice he would give to prospective students he said “Pursue your dreams!”