

Graduation and Degree Requirements

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Graduation Requirements

The Associate in Arts (A.A.) degree or Associate in Science (A.S.) degree will be awarded to any student 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.
4. **Residence** - 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 requirements as specified in this catalog, a student may qualify for more than one degree, provided that **12** of the required units for the major are not applied toward any other major and must be 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

Biology 100, 101, 105, 107 108A, 109, 110, 110L, 115, 116, 120, 159, 162, 224, 224A, 235, 240
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:*

*Astronomy 105, Biology 105, Geology 105
Biology 107, Physical Education 107*

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, 111, 112
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, 122, 124, 206, 214, 215, 216, 226, 238
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, 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:*
Anthropology 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

C. Humanities

Select one course from the following.
 (Three units minimum.)

American Sign Language 101, 102, 203, 204
 Architecture 100, 101, 102
 Art 101, 102, 103, 104, 105, 106, 107, 108
 Biology 145
 Chinese 101
 Communications 108 (three units), 109, 110, 160
 Dance 105A, 105B, 107, 108
 Drama 110, 116, 117
 English 151, 204, 208, 211, 212, 213, 214, 215, 218, 219, 220, 221A, 221B, 222, 223, 224, 225, 230, 235, 237, 240
 Ethnic Studies 108
 French 101, 102, 203, 204, 225, 226
 Geology 145
 Humanities 100A, 100B, 107, 108, 109, 114, 118, 121, 125
 Italian 101, 102, 108 (three units), 203, 204, 225, 226
 Japanese 101, 102, 108 (three units)
 Journalism 110, 160
 Music 101, 102, 105, 106
 Philosophy 110, 111, 115, 116, 117
 Spanish 101, 102, 203, 203HB, 204, 225, 226
 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 109, Humanities 109
Communications 110, Journalism 110
Communications 160, Journalism 160
3. *Speech 128 may be used to satisfy Category C or Category E, 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

The English course required for the Associate degree is determined by the major. (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.

NOTES

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.

E. Communication and Analytical Thinking

Select one course from the following.
 (Three units minimum.)

Computer Information Systems 215
 Computer Science 130, 140, 200, 230, 232
 English 130, 151, 155
 Mathematics 103, 103X and Y, 104, 104X and Y, 105, 110, 114, 115, 116, 121, 123, 124
 Philosophy 112
 Psychology 205
 Sociology 205
 Speech 110, 120, 128, 132
 Statistics 115

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

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.

Anthropology 204, 215
Art 108
Communications 160
English 235, 237
Ethnic Studies 108, 110, 111, 112, 121, 151
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

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 in this section or as more fully 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. For those interested in attaining the skills portion only, refer to the headings "Career Certificate Programs" and "Skills Certificates" found in this section of the catalog.

Majors for the Associate In Arts

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

Art (A.A.)

- (a) Completion of Art 112, 130;
- (b) Completion of one of the following: Art 101, 102, 103, 104, 105, 106, 107, Art 108 or Ethnic Studies 108 or Humanities 108;
- (c) Twelve additional units in art from the following: Art 113, 114, 116, 118, 129, 134, 136, 137, 140, 144, 146, 148, 152, 154, 161, 165, 170, 175, 180, 185, 190, 193.
- (d) English 150 is required for graduation.

Behavioral Science (A.A.)

In addition to other graduation requirements, completion of 18 units from any degree-applicable courses in anthropology, behavioral science, psychology, and sociology.

Business Administration -Transfer (A.A.)

- (a) Completion of the following:
- Business 101, 112A, 112B;
 - Computer Information Systems 110 or 215;
 - Economics 101, 102;
 - Math 115 or Statistics 115;
 - Math 121.
- (b) In addition, 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.

Communications (A.A.)

(Program is offered only at the Kentfield Campus.)

Filmmaking Option:

- (a) Completion of Communications 150, and 154 or 155 or 240, and 170, 175;
- (b) Six additional units from the following:
- Any advanced film production course or Communications 109 or Humanities 109;
 - Communications 110 or Journalism 110;
 - Communications 111;
 - Communications 160 or Journalism 160;
 - Communications 161, 166.

Mass Communications Option:

- (a) Completion of Communications 110 or Journalism 110; Communications 111, 150; Communications 160 or Journalism 160; Communications 161;
- (b) Completion of one of the following:
Communications 109 or Humanities 109;
- (c) Three additional units from the following:
History 118; Journalism 115, 125; Speech 120, 122, 155.

Screenwriting Option:

- (a) Completion of Communications 109 or Humanities 109; Communications 161 and 162 (Communications 162 must be taken twice for six units.);
- (b) Completion of one of the following:
Communications 111 or 150;

- (c) Three additional units to be selected from the following: Communications 110 or Journalism 110; Communications 160 or Journalism 160; Communications 162*, 163, 166, or any other film or television production course.

- (d) English 150 is required for graduation.

* May be taken four times for credit.

Television Production Option:

- (a) Completion of the following: Communications 111, 112, 113;
- (b) Six additional units to be selected from the following: Communications 110 or Journalism 110; Communications 160 or Journalism 160; Communications 161, 212; Journalism 125; Speech 155.

Dance (A.A.)

- (a) Completion of two courses from Dance 115 or 116, 126, 127A, 127B, 175, 176, 228A, 228B, 229A, 229B, 230; two courses from Dance 110, 130A, 130B, 131A, 131B, 172, 173, 232, 240; two courses from Dance 122, 123, 170, 171, 224, 225; one course from Dance 120, 132, 133, 222;
- (b) Completion of two additional courses from (a) above or from Dance 113, 114, 119, 121, 142;
- (c) Completion of two courses from Dance 160, 241A, B, C, D, 260A, B, C; one course from Dance 154, 155, 156, 157, 158, 159;
- (d) Completion of one course from each of the following groups:
- Dance 105B, 107, 108;
 - Dance 134, 135, 136;
 - Drama 124, 130;
 - Music 101, 105, 106;
- (e) The following courses are strongly suggested, but not required:
- Health Education 115;
 - Humanities 107, 125.

Drama (A.A.)

- (a) Completion of the following: Drama 110, 116 or 117 and 130;
- (b) Completion of one of the following: Drama 150, 151, 152, 153;
- (c) And a minimum of six units from the following: Drama 126, 134, 160, 161, 162, 163.

English (A.A.)

- (a) Completion of English 151 or 155; English 222, 223;
- (b) Two courses chosen from English 221A, 221B, 224, 225, 230;
- (c) One course from any English course numbered 200 or above.
- (d) English 150 is required for graduation.

Ethnic Studies (A.A.)

- (a) Completion of the following:
 - Ethnic Studies 110;
 - Ethnic Studies 125 or Social Sciences 125;
 - History 117 or 118;
- (b) Nine units to be chosen from Ethnic Studies 111, 112, 121, 151;

French (A.A.)

- (a) Completion of the following: French 101, 102, 203;
- (b) Completion of one additional course from the following: French 110, 112, 114, 204, 225, 226, 249.

History (A.A.)

- (a) Completion of the following:
 - History 117, 118;
 - History 125 or Social Science 125;
- (b) Six units to be selected from the following: History 101, 102, 110, 111, 112;
- (c) Three additional units of degree-applicable social science courses identified as economics, ethnic studies, geography, history, political science, and social science.

Humanities (A.A.)

- (a) Completion of nine units in Humanities from Humanities 100A, 100B, 114 or 118; Humanities 121, 125;
- (b) Nine additional units to be selected from the following list:

(Please note: Students may not repeat courses already taken in Humanities as listed under (a) above.)

- Architecture 100, 101, 102;
- Art 101, 102, 103, 104, 105, 106, 107;
- Art 108 or Ethnic Studies 108 or Humanities 108;
- Dance 105A, 105B;
- Drama 110, 112, 116, 117;
- English 204, 211, 212, 213, 215, 218, 219, 220, 221, 222, 223, 224, 225, 230, 235;
- Humanities 100A, 100B; 107; 114 or 118; 121, 125;
- Humanities 109 or Communications 109;
- Music 101;
- Philosophy 110, 111, 115, 116, 117.

- (c) English 150 is required for graduation.

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

Completion of six units of humanities courses, six units of natural sciences courses, and six units of social sciences courses for a total of 18 units. The courses are to be selected from the College of Marin listing of general education graduation courses shown under the headings of humanities, natural sciences, and social sciences. **No more than 6 units can be applied in each category to fulfill the 12-unit residency requirement in this major.**

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.

Mathematics (A.A.)

- (a) Completion of the following: Math 116*, 123, 124, 223, 224.
- (b) English 150 is required for graduation.

* Any one of the following courses may be substituted for Math 116: Computer Science 117 or 130 or 140, or Math 115 or 117.

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 (French, Italian, Japanese, or Spanish) offered at the College of Marin for a minimum of 18 units.

Music (A.A.)

(Program is offered only at the Kentfield Campus.)

Completion of the following:

- (a) Theory - Music 111, 112, 211, 212;
- (b) Ear Training - Music 121, 122, 221, 222;
- (c) Music Literature/Analysis - Music 101, 102;
- (d) Piano - Music 171, 172, 271, 272.
- (e) Major performing ensemble required each semester to be chosen from the following: Music 162, 163, 165*, 166*, 167, 168, 169.

* Music majors who are pianists may satisfy two semesters of the major performing ensemble requirements with each of these courses.

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 Education and Health (A.A.)

In addition to other graduation requirements, complete 18 degree-applicable units in physical education and health.

Political Science (A.A.)

- (a) Completion of the following:
 - Political Science 101, 102, 103, 104;
 - Political Science 125 or Social Science 125;
- (b) And three additional units of degree-applicable social science courses identified as economics, ethnic studies, geography, history, political science, and social science.

Social Science (A.A.)

- (a) Completion of Social Science 125;
- (b) Fifteen additional units of degree-applicable social science courses identified as economics, ethnic studies, geography, history, political science, and social science.

Spanish (A.A.)

- (a) Completion of the following: Spanish 101, 102, 203;
- (b) Completion of one additional course from the following: Spanish 110, 112, 114, 204, 225, 226, 228, 249.

Speech (A.A.)

- (a) Completion of Speech 110;
- (b) Completion of 15 additional units to be selected from the following: Speech 120, 122, 128, 132, 140, 141, 155, 249.
- (c) 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.

Majors for the Associate in Science

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

Administration of Justice (A.S.)

Students intending to earn a degree in Administration of Justice should be aware that it might take longer than a two-year period to earn the degree.

- (a) Completion of the following: Administration of Justice 110, 111, 113, 116, 118, 204 or Sociology 184, Administration of Justice 212, 215, 220 or Sociology 220;

Applied Accounting (A.S.)

(Program is listed under Business)

Completion of the following:

- (a) Business 101, 112A, 112B, 113, 114;
- (b) Computer Information Systems 110, 128.
- (c) Suggested Electives:
Business 104, 107, 108, 109, 120, 131, 144, 146;
Computer Information Systems 118;
Economics 101, 102.

Automotive Collision Repair Technology: Master Collision Repair (A.S.)

(Program is offered only at the Indian Valley Campus.)

Completion of the following:

- (a) Automotive Collision Repair Technology 167, 168, 169, 170, 171, 176, 177, 178, 180, 249B or 160ABCD, 273, 274, 279;
- (b) Automotive Technology 113, 225, 235, 278 or 118;
- (c) Math 95E*

* Applied toward the Career Certificate only.

Automotive Technology: Master Repair (A.S.)

(Program is offered only at the Indian Valley Campus.)

Completion of the following:

- (a) Automotive Technology 112, 113, 114, 116, 118, 225, 228, 229, 232, 233, 235, 238, 240, 249 (four units);
- (b) Machine and Metals Technology 120, 130;
- (c) Math 95E*.

* Applied toward the Career Certificate only.

Biology (A.S.)

Completion of the following:

- (a) Biology 115, 116;
- (b) Chemistry 115 or 131 and 132;
- (c) Math 104;
- (d) Physics 108A, 108B.
- (e) English 150 is required for graduation.

Business, General (A.S.)

Completion of the following:

- (a) Business 101, 109, 112A, 120, 131, 144, 146;
- (b) Computer Information Systems 110, 118.
- (c) Suggested Electives:
Business 104, 107, 108, 112B;
Economics 101, 102.

Business Management (A.S.)

Completion of the following:

- (a) Business 101, 112A, 131, 132, 134, 144, 146;
- (b) Computer Information Systems 110, 118.
- (c) Suggested Electives:
Business 104, 107, 108, 109, 112B, 120*, 124-127, 131;
Economics 101, 102.

* Business 121 may be substituted for 120.

Business Office Systems (A.S.)

- (a) Completion of the Core Program:
- Business 134, 144
 - Business Office Systems 114, 115
 - Computer Information Systems 126;
 - Select two units from:
 - Business Office Systems 44* or 120;
 - Computer Information Systems 116, 118;
 - Work Experience 298AB;
- (b) In addition, completion of one of the following specialties:

Medical Specialty

- Business Office Systems 163A, 163B, 163C, 230AB, 231ABC

Office Management Specialty

- Business 112A, 114, 146
- Business Office Systems 163A, 163B, 163C

Note: Business 97 is highly recommended for completion of the Career Certificate.

- * Applied toward the Career Certificate only.

Chemistry (A.S.)

Completion of the following:

- (a) Chemistry 131, 132, 231, 232;
 (b) Math 123, 124, 223;
 (c) Physics 207A, 207B, 207C.
 (d) English 150 is required for graduation.

Computer Information Systems (A.S.)

- (a) Completion of the Core Program:
- Computer Information Systems 110, 113, 117, 118, 122, 140;
 - Multimedia Studies 123;
- (b) In addition, completion of one of the following specialties:

Desktop Publishing Specialty

- Art 112;
- Computer Information Systems 114, 115, 213P;
- Multimedia Studies 150, 151.

Microcomputer Manager Specialty

- Business 112A, 112B;
- Computer Information Systems 127, 128, 137, 143, 149;
- Speech 122.

Microcomputer Programmer Specialty

- Business 112A, 112B;
- Computer Information Systems 127, 137, 141, 142, 149, 215.

Computer Science (A.S.)

Completion of the following:

- (a) Computer Science 110, 117, 130, 160, 220, 230;
 (b) Math 115, 116, 123, 124;
 (c) Physics 207A, 207B.
 (d) English 150 is required for graduation.

Court Reporting (A.S.)

(Program is offered only at the Indian Valley Campus.)

Machine Shorthand Option in Legal or Medical Secretary, Scopist, Medical Transcriptionist, or Text Entry Specialist

Completion of the following:

- (a) Court Reporting 110, 110L, 112, 112L, 115A, 115B, 115L, 125A, 125B, 125L, 150A, 150L, 165, 166, 167, 169A/170, 169B/170, 169C/170;
 (b) English 95*, 96*, 97*, 98AB*;
 (c) Medical Assisting 120, 121.

- * Applied toward the Career Certificate only.

Certified Shorthand Reporter Option

Completion of requirements for Machine Shorthand

Option plus:

- (a) Business 141;
 (b) Court Reporting 150B, 150L, 175A, 175B, 175L, 200, 200L, 210, 210L, 282;
 (c) Work Experience 298B.

Dental Assisting: Registered (A.S.)

(Program is offered only at the Kentfield Campus.)

- (a) Completion of the following: Dental Assisting 172, 174, 174L, 176, 176L, 178, 180, 180L, 182, 182L, 183, 183L, 184, 184L, 186, 186L, 187, 188, 190, 190L, 192.

Design, Applied (A.S.)

(a) Completion of the following: Architecture 120; Art 103 or 105; 112, 113, 130, 148; Business 101;

(b) In addition:

Two-dimensional design emphasis requires 16 units from the following art studio courses: Art 131, 134, 135, 140, 141, 144, 145, 152, 153, 190, 191.

Three-dimensional design emphasis requires 16 units from the following art studio courses: Art 116, 117, 118, 119, 161, 162, 165, 170, 171, 180, 181, 185, 186.

Design, Applied--Interior (A.S.)

Completion of the following:

- (a) Architecture 110, 120;
- (b) Art 102, 103, 112, 114, 115, 130, 148, 214, 215;
- (c) Business 120.
- (d) One art studio course other than those required for the major.

Design, Architectural (A.S.)

Completion of the following:

- (a) Architecture 100, 101, 102, 110, 111, 120, 121, 130, 220;
- (b) Art 112, 130.

Early Childhood Education (A.S.)

- (a) Completion of the following: Early Childhood Education 100, 110 or 111, 112, 114, 115, 131C**, 208, 222, 280, 281;
- (b) One course from the following electives: Early Childhood Education 133, 137, 205, 217, 220A, 224, 225, 295;
- (c) One course from the following electives: Early Childhood Education 135, 218, 219, 220B, 221;
- (d) In addition, completion of Psychology 112+;

** A student with a current certificate in CPR or first aid may substitute Early Childhood Education 131A or 131B.

+ Also fulfills College of Marin Graduation Requirement.

Early Childhood Education Career Certificate Requirements

- (a) Completion of the following: Early Childhood Education 100, 110 or 111, 112, 114*, 115*, 131C**, 208, 222, 280;
- (b) Psychology 112;
- (c) English 120 or English as a Second Language 120.

* A student may waive either Early Childhood Education 114 or 115 and take one elective instead if the student can show proof of recent early childhood classroom experience. Electives include Early Childhood Education 205, 217, 218, 220A, 220B, 221, 224, 225, 295.

** A student with a current certificate in CPR or First Aid may substitute Early Childhood Education 131A or 131B.

Engineering (A.S.)

(Program is offered only at the Kentfield Campus.)

Completion of the following:

- (a) Chemistry 131;
- (b) Computer Science 110, 140;
- (c) Engineering 110, 235, 245;
- (d) Math 123, 124, 223, 224;
- (e) Physics 207A, 207B, 207C.

In addition:

- (f) Civil Engineering add: Chemistry 132E; Engineering 125, 210;
- (g) Electrical Engineering add: Engineering 220;
- (h) Mechanical Engineering add: Chemistry 132E; Engineering 125, 126, 220.
- (i) English 150 is required for graduation.

Engineering Technology, Occupational (A.S.)

(Program is offered only at the Kentfield Campus.)

Completion of the following:

- (a) Chemistry 114;

- (b) Computer Science 110;
- (c) Electronics 100;
- (d) Engineering 110, 125, 126, 150, 151, 256, 257;
- (e) Machine and Metals Technology 120;
- (f) Math 104.

Environmental Landscaping (A.S.)

(Program is offered only at the Kentfield Campus)

- (a) Completion of Core Program: Environmental Landscaping 110A, 110B, 120, 154A, 154B, 210A, 210B, 210C, 254A, 254B;
- (b) In addition, complete one of the following specialties:

Landscape Construction and Design Concepts Specialty

- Environmental Landscaping 157, 158, 253, 260.

Landscape Maintenance Specialty

- Environmental Landscaping 251, 253, 262A, 262B.

Nursery Management Specialty

- Environmental Landscaping 157, 262A, 262B, 264.

- (c) To fulfill the Natural Science General Education Requirement for graduation, students must complete Biology 162.
- (d) The following courses are advised for environmental landscaping students to complete general education requirements.
 - Architecture 120, 130
 - Art 112
 - Computer Science 110
 - Engineering 125, 126

Geography (A.S.)

Completion of the following:

- (a) Geography 101, 101L, 102;
- (b) Six units to be chosen from:
 - Geography 125, 126;
 - Geology 103, 109, 110;
 - Social Science 125.
- (c) Eight additional units of degree-applicable social science courses identified as economics, ethnic studies, geography, history, political science, and social science.

Geology (A.S.)

Completion of the following:

- (a) Chemistry 131, 132;
- (b) Geology 120, 120L, 121; 125 or 126; 201;
- (c) Math 104;
- (d) Physics 108A, 108B.
- (e) English 150 is required for graduation.

Machine and Metals Technology (A.S.)

(Program is offered only at the Indian Valley Campus.)

Completion of the following:

- (a) Computer Information Systems 116;
- (b) Electronics 100;
- (c) Engineering 256;
- (d) Machine and Metals Technology 97*, 130, 131, 140, 145, 155, 165, 240, 250;
- (e) Work Experience 298B.

* Applied toward the Career Certificate only.

Medical Assisting (A.S.)

(Program is offered only at the Indian Valley Campus.)

- (a) Completion of:
 - Business Office Systems 76**, 120*;
 - Medical Assisting 110, 110L, 120, 121, 125, 125L, 126, 126L, 135, 135L, 136, 136L, 145, 150, 210L;
- (b) In addition, select three units from:
 - Business Office Systems 44;
 - Computer Information Systems 110, 116, 117, 118, 126.

* 40 WAM proficiency required. Proof of proficiency must be submitted to the Admissions and Records Office for graduation. Course can be taken up to four times.

** This is a self-paced course that may be waived by passing a proficiency test and is applied toward the Career Certificate only.

Multimedia Studies (A.S.)

- (a) Completion of the Core Program:
Education 113 or Business 104;
- Multimedia Studies 110, 111, 112, 200;
- Multimedia Studies 213 or Work Experience 298C.
- (b) In addition, complete one of the following specialties:

Authoring Specialty

- Computer Information Systems 142, 215;
- Multimedia Studies 131, 154, 155;
- Three units from the following electives (select two): Multimedia Studies 150, 151, 156, 157, 158, 159.

Sound and Video Design Specialty

- Multimedia Studies 143, 144, 156, 157, 158, 159;
- Three units from the following electives (select two): Multimedia Studies 150, 151, 154, 155; Music 116, 117.

Visual Design Specialty

- Art 112;
- Multimedia Studies 123, 124, 150, 151, 152, 153.

Natural History (Career Certificate)

- (a) Completion of the following:
- Biology 110, 110L, 161, 162, 235, 237 or 247, 245 or 246;
 - Geography 112;
 - Geology 120, 120L, 125 or 128;
- (b) In addition, complete six units from:
- Biology 143, 147, 164, 165, 165LA, 165LB, 165LC, 165LD, 167, 169, 170, 171.

Nursing: Registered (R.N.) (A.S.)

(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);
- (f) Nursing Education 101, 102, 115, 120, 130, 130L, 133, 133L, 150, 150L, 203, 204, 230, 230L, 232, 232L, 234, 234L, 236, 236L, 238, 240, 240L, 250A, 250B;

- (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.

Note: Nursing Education 95 is strongly recommended, but not required.

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.

Physics (A.S.)

(Program is offered only at the Kentfield Campus.)

Completion of the following:

- (a) Chemistry 131, 132;
- (b) Math 115, 116, 123, 124, 223, 224;
- (c) Physics 207A, 207B, 207C.
- (d) English 150 is required for graduation.

Real Estate (A.S.)

Completion of the following:

- (a) Business 101, 107, 112A, 112B;
- (b) Real Estate 115; 116 or 118; 117, 210, 212, 215.

Career Certificate Programs

A Career Certificate is attainable in any of the following 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. Consult the "Majors for the Associate in Science" section above for the specific course requirements. 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.

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.

Career Certificates

- ❖ Administration of Justice
- ❖ Automotive Collision Repair Technology
 - Master Collision Repair
- ❖ Automotive Technology
 - Master Repair
- ❖ Business
 - Applied Accounting
 - Business, General
 - Business Management
- ❖ Business Office Systems
 - Medical Specialty
 - Office Management Specialty
- ❖ Computer Information Systems
 - Desktop Publishing Specialty
 - Microcomputer Manager Specialty
 - Microcomputer Programmer Specialty
- ❖ Court Reporting
 - Certified Shorthand Reporter Option
 - Machine Shorthand Option in Legal or Medical Secretary, Scapist, Medical Transcriptionist, or Text Entry Specialist
- ❖ Dental Assisting, Registered
- ❖ Early Childhood Education
- ❖ Environmental Landscaping
 - Landscape Construction and Design Concepts Specialty
 - Landscape Maintenance Specialty
 - Nursery Management Specialty
- ❖ Machine and Metals Technology
- ❖ Medical Assisting
- ❖ Multimedia Studies
 - Authoring Specialty
 - Sound and Video Design Specialty
 - Visual Design Specialty
- ❖ Natural History
- ❖ Real Estate

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. Transfer work must be approved by the appropriate Department Chair. All work must be completed within two years.

The following is a list of Skills Certificates and requirements.

❖ Automotive Collision Repair Technology

Mechanical and Electrical Components

Completion of the following:

- (a) Automotive Collision Repair Technology 178, 249A or 160D;
- (b) Automotive Technology 113, 235, 278 or 118;
- (c) Math 95E.

Nonstructural Damage Repair

- (a) Completion of Automotive Collision Repair Technology 160B or 249B, 167, 169, 171, 176, 178, 180.

Painting and Refinishing

Completion of the following:

- (a) Automotive Collision Repair Technology 160A or 249B, 176, 177, 273, 274;
- (b) Math 95E.

Structural Damage Repair

Completion of the following:

- (a) Automotive Collision Repair Technology 160C or 249B, 168, 170, 279;
- (b) Automotive Technology 118 or 278;
- (c) Math 95E.

❖ Automotive Technology

Automotive Service Advisor

Completion of the following:

- (a) Automotive Technology 110, 111;
- (b) Business 144;
- (c) Computer Information Systems 110;
- (d) Math 95E.

Brakes and Suspension

Completion of the following:

- (a) Automotive Technology 113, 118, 249A*;
- (b) Math 95E.

* Each section of Auto 249A may be applied to only one Skills Certificate.

Drive Trains

Completion of the following:

- (a) Automotive Technology 113, 232, 233, 249A*;
- (b) Math 95E.

* Each section of Auto 249A may be applied to only one Skills Certificate.

Electrical/Performance

Select 17 units from the following courses:

- (a) Automotive Technology 113, 116, 228, 229, 249A*, 281, 283, 285;
- (b) Math 95E.

* Each section of Auto 249A may be applied to only one Skills Certificate.

Emissions

- (a) Completion of Automotive Technology 238, 240, 249A (two units), 281, 283, 285.

* Each section of Auto 249A may be applied to only one Skills Certificate. Course must be taken twice.

Engine Repair

Completion of the following:

- (a) Automotive Technology 112, 113, 249A*;
- (b) Math 95E.

* Each section of Auto 249A may be applied to only one Skills Certificate.

Heating and Air Conditioning

Completion of the following:

- (a) Automotive Technology 113, 235, 249A*;
- (b) Math 95E.

* Each section of Auto 249A may be applied to only one Skills Certificate.

❖ Business Office Systems**Administrative Assistant**

Completion of the following:

- (a) Business Office Systems 44 or 120, 76, 114;
- (b) Computer Information Systems 116.

Medical Transcriber

Completion of the following:

- (a) Business Office Systems 44 or 120, 76, 114, 230A, 230B, 231A;
- (b) Computer Information Systems 116.

❖ Computer Information Systems**Microsoft Office Database Specialist**

- (a) Completion of Computer Information Systems 117, 127, 137, 215, 200A.

Microsoft Office Specialist

Completion of the following:

- (a) Business Office Systems 114;
- (b) Computer Information Systems 117, 118;
- (c) Completion of one course from: Business Office Systems 115; Computer Information Systems 127, 128.

Network Fundamentals

- (a) Completion of Computer Information Systems 122, 149, 150.

Web Programming

- (a) Completion of Computer Information Systems 141, 142, 143.

❖ Early Childhood Education Core

- (a) Completion of Early Childhood Education 110 or 111, 112, 114, 115.

❖ Medical Assisting**Medical Terminology**

- (a) Completion of Medical Assisting 120, 121

MediSoft

Completion of the following:

- (a) Computer Information Systems 110;
- (b) Medical Assisting 126, 126L.

Phlebotomy

- (a) Completion of Medical Assisting 141, 141L.

❖ **Multimedia**

Multimedia Animation

- (a) Completion of Multimedia Studies 110, 124, 143, 151.

Multimedia Audio Production

Completion of the following:

- (a) Multimedia Studies 144, 158;
- (b) Music 116, 117.

Multimedia Design

- (a) Completion of Multimedia Studies 112, 123, 150, 151.

Multimedia Graphic Design

Completion of the following:

- (a) Computer Information Systems 113, 114;
- (b) Multimedia Studies 112, 123.

Multimedia Production

- (a) Completion of Multimedia Studies 111, 131, 155 (3 units).

Multimedia Web Authoring

Completion of the following:

- (a) Computer Information Systems 141, 142;
- (b) Multimedia Studies 131, 154.

❖ **Nursing Education**

IV Insertion

A certificate is awarded to the Registered Nursing student upon successful completion of Nursing Education 204 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 240L.